

**Taylor and District Minor Hockey Association**  
**Constitution (Revised 2015)**

**ARTICLE 1**

The name of this association shall be the Taylor and District Minor Hockey Association, hereinafter referred to as the Association.

**ARTICLE 2**

The purpose of the Association is:

- a) To create and encourage an active interest in minor hockey in Taylor; not necessarily for the most proficient, but for all participants.
- b) To encourage and foster amongst its membership, and all citizens in general, sportsmanship and good citizenship.
- c) To teach the meaning of fair competition, with respect for rules and authority.
- d) To compete for championships and promote fellowship amongst its members

**ARTICLE 3**

The co-operations of the association are to be chiefly carried out in Taylor and District. Any exceptions are to be approved by the executive. This clause is alterable.

**ARTICLE 4**

This association shall maintain good standing in affiliation with Hockey Canada and BC Hockey (amended 2015), and as such shall observe all laws, rules and regulations as set forth by Hockey Canada and BC Hockey(amended 2015),. This association shall have representation at all BC Hockey(amended 2015), meetings. The association shall cooperate with those recreation commissions operating within its territory. This clause is alterable.

**Bylaws**

**1. MEMBERSHIP:**

- a) Members are parents or guardians of the players who play hockey with the Association and for whom the prescribed fee has been paid, or
- b) A sponsor or person who qualifies by undertaking to contribute his or her services voluntarily to perform such duties as may be assigned by the executive, or
- c) Other adults interested in minor hockey, not qualifying under (a) or (b), upon payment of the fee of fifty dollars (\$50.00) (amended 2015),; such payment to be made by December 31<sup>st</sup> of the current season.
- d) Player membership shall be open to all persons wishing to play Minor Hockey and who fulfill the requirements, as to ages, established by Hockey Canada and BC Hockey (amended 2015), save and except the requirements of the Association as hereinafter provided.
- e) Every member shall uphold the Constitution and comply with these bylaws, rules and regulations.
- f) A person shall cease to be a member of the Association:
  - i. By delivering his resignation in writing to the secretary of the Association
  - ii. On his death, or
  - iii. On being expelled
  - iv. Having been a member not in good standing for 3 consecutive months (amended 2015),
- g) A member may, at the discretion of the Executive, cease to be a member of the Taylor and District Minor Hockey Association upon notification from the Executive for conduct deemed to be improper, unbecoming or likely to endanger the interest or reputation of the Association, or who willfully commits a breach of the Constitution of Bylaws of the Association.

- h) All members are in good standing except a member who has failed to pay his current annual membership fee or any other subscription or debt due and owing by him to the society and he is not in good standing so long as the debt remains unpaid.
- i) The Annual Membership fee shall be determined before each Annual General Meeting of the Association and shall be paid no later than December 31 of each calendar year. Any exceptions must be approved by the Executive committee (amended 2015),.
- j) Membership shall expire at midnight June 1st following the date of admittance in the previous year (amended 2015),.
- k) The Executive shall have the discretionary power to waive player registration fees in exceptional circumstances (amended 2015).

## **2. MEETINGS:**

- a) Executive for the forthcoming season will be elected at an Annual General Meeting to be between February 15<sup>th</sup> and April 15<sup>th</sup> each year. New executive are to assume their duties at a joint Executive meeting immediately following May 1<sup>st</sup> each year.
- b) A quorum for a general meeting shall be the Executive Members present, plus an equal number of ordinary voting members, but never less than three executive members.
- c) The agenda for the Annual General Meeting shall be laid out by the PRESIDENT, and any pertinent matters may be brought up by any member attending such meetings.
- d) Executive Committee Meetings shall be held as required. A quorum for an Executive Committee Meeting shall consist of the majority of Executive Members.

## **3. VOTING:**

- a) Any member qualifying under Article 1 (a), (b), and (c), shall have voting privileges at all duly constituted general meetings of this association.
- b) No proxy votes shall be allowed at any general meetings of the association (amended 2015).
- c) Each member present (except the president) shall be entitled to one (1) vote at the Annual General Meeting.
- d) Each Executive Member (regardless of number of positions held), except the president, shall be entitled to one (1) vote at any executive meeting (amended 2015),.
- e) At an Annual General or Executive Committee meeting all votes (except the voting in of executive members) shall be in the form of a show of hands, unless there is a request for vote by secret ballot on a specific motion.
- f) Election of Executive Member shall be by secret ballot.
- g) In the case of a tie at any meeting of the association, the president shall have the deciding vote.

## **4. EXECUTIVE:**

- a) The executive shall consist of the following, *voted in yearly at the annual general meeting* (amended 2015):
  - President
  - Vice-President
  - Secretary
  - Treasurer
  - Registrar
  - *Division Directors* (amended 2015)
  - *Head Coach* (amended 2015)
  - Equipment Manager
  - *Head Referee* (amended 2015)
  - *Ice Allocator/Block Co-Ordinator* (amended 2015)
  - *Fundraising Co-Ordinator*(amended 2015)
  - *Tournament Chairperson* (amended 2015)

~~b) By appointment as needed: Treasurer, Registrar, Director of Coaches and Player Personnel, Equipment Manager, Referee in Chief, Statistician, Tournament Chairman, Bingo Co-Ordinator, Risk Manager~~<sup>(amended 2015)</sup>

- c) The Executive Committee shall have the power to fill any officer vacancy that may occur between the Annual Meetings.
- d) It shall be policy to obtain nominations for the Presidency from the outgoing executive to ensure continuity in the executive body. Nominations will also be received from the floor.
- e) The members may by special resolution remove a director before the expiration of this term of office, and may elect a successor to complete the term of office.
- f) No director shall be remunerated for being or acting as a director but a director shall be reimbursed for all expenses necessary and reasonably incurred by him while engaged in the affairs of the society.

## **5. Duties of the Officers and Executive Committee.**

It shall be the duty of the Executive Committee to exercise proper care and control over the finances of the Association between Annual Meetings, and to enforce the rules and regulations in accordance with the Constitution and By-Laws. Any ruling made by the Executive Committee shall be binding.

### a. President

President shall preside at all meetings of the Association with the usual privileges of his/her office and to act as official representative of the Association. *He/She shall also be responsible for any duties as listed in the job descriptions section of the policies and procedures* (amended 2015).

### b. Vice-President

The Vice-President shall assist the President in his/her duties and shall assume the duties of the President in his/her absence. He/She shall accede to the Presidency should the position become vacant during the course of a season and shall retain the presidency until the next annual meeting. He/She shall be responsible for the continuous up-dating of the Constitution and Bylaws. *He/She will also be responsible to take on the role of Risk Manager as such he/she shall be responsible to supervise the activities of the Risk Management Program, and to inform the executive and members of the Association any areas of concern that need attention. He/She shall also be responsible for any duties as listed in the job descriptions section of the policies and procedures* (amended 2015).

### c. Secretary

The secretary shall keep a full and complete record of all meetings of the Association and of all business and correspondence. The secretary will ensure that all statements, list or other reports are filed as required by the British Columbia Societies Act. They shall turn over all files, communications and documents pertaining to the affairs of the association to their successor. *The secretary shall also be responsible for the updating and maintenance of all websites and/or social medial sites. He/She shall also be responsible for any duties as listed in the job descriptions section of the policies and procedures* (amended 2015).

### d. Treasurer

The Treasurer shall be responsible for all monies handled by the Association. He/She shall maintain a continuous proper record which at all times must be up to date. He/She shall prepare a statement in the form of a balance sheet for the annual general meeting in accordance with the approval and requirements of the executive. *He/She shall also be responsible for any duties as listed in the job descriptions section of the policies and procedures* (amended 2015).

### e. Division Directors (amended 2015).

The Division Directors shall be responsible for administration of the divisions in the manner prescribed by the Executive Committee and to ensure that all player participation and player movement of inter division trades

are in the best interest of the boy/girl involved. Each director, with the approval of the executive may appoint an assistant to assist him/her with his/her division. *He/She will ensure that all paperwork for the division (ie: medical information, team first forms, etc) is collected and filed appropriately. He/She shall also be responsible for any duties as listed in the job descriptions section of the policies and procedures* (amended 2015).

f. Registrar

The Registrar shall conduct the annual registration, shall maintain a permanent accurate and orderly record of all players, and shall be responsible for player registration with Hockey Canada and BC Hockey (amended 2015) as required, and shall be responsible for player's birth certificates. It shall be the duty of the registrar to suspend a player upon the authority of the Executive. If there is paid membership, he/she shall issue membership forms and collect fees. *He/She shall also be responsible for any duties as listed in the job descriptions section of the policies and procedures* (amended 2015).

g. Head Coach (amended 2015).

The head coach shall recommend ways in which the Association could improve its system with respect to players and coaches, to assist in helping to develop new coaches and a system for coaches meetings and to be responsible for such events; to be available to assist coaches, managers, players, executive and parents in settling disputes involving the above; to organize and assist in coaching clinics for all personnel to develop a better understanding of what we are trying to do. *He/She shall also be responsible for any duties as listed in the job descriptions section of the policies and procedures* (amended 2015).

h. Equipment Manager

The Equipment Manager shall be responsible for the purchase, maintenance, and repair, and inventory control of equipment and accessories. The equipment manager is to be allotted the sponsor fee plus an amount set annually for equipment. *He/She shall also be responsible for any duties as listed in the job descriptions section of the policies and procedures* (amended 2015).

i. Head Referee (amended 2015).

The Head Referee shall liaise between the local referee's association and Fort St. John Minor Hockey Association. He/She shall ensure that *Hockey Canada and BC Hockey* rules are being enforced (correctly applied and interpreted). He/She shall recruit, train ~~and schedule~~ (amended 2015) officials as directed by the Executive. *He/She shall also be responsible for any duties as listed in the job descriptions section of the policies and procedures* (amended 2015).

~~j. Statistician~~

~~The statistician shall maintain accurate and up-to-date game player statistics. Scoresheets are to be prepared in triplicate. Team standings and player statistics are to be provided for publicity.~~

j. Ice Allocator/Volunteer Block Co-Ordinator (amended 2015).

*The Ice Allocator shall be responsible for providing practice and tournament ice times for each division. He/She shall attend all required scheduling meetings on behalf of the Association. He/She shall work with the District of Taylor, and any other organizations to provide ice as needed. All ice cancellations shall go through the ice allocator and he/she shall inform the arena.*

*The Volunteer Block Co-Ordinator shall be responsible for keeping an up-to-date record of the volunteer blocks completed by all members. He/she shall report any members not having fulfilled their block requirements to the Executive Committee prior to the annual general meeting. He/She shall also be responsible for any duties as listed in the job descriptions section of the policies and procedures* (amended 2015).

k. Tournament Chairperson (amended 2015).

*The tournament chairperson shall set up and sanction tournaments in accordance with the wishes of the Executive and shall work alongside the Division Directors and the Division Tournament Directors. He/she shall set up the raffle licenses for all divisions and be responsible for maintaining and reporting the budgets for each division tournament. He/she shall be responsible for the ordering of prizes, trophies, etc for all*

divisions as well as the distribution and collection of non-monetary donations. He/She shall also be responsible for any duties as listed in the job descriptions section of the policies and procedures (amended 2015).

#### ~~I. Risk Manager~~

~~The Risk Manager shall be responsible to supervise the activities of the Risk Management Program. To inform the executive and members of the Association any areas of concern that needs attention.~~

#### I. Fundraising Co-Ordinator (amended 2015).

The fundraising co-ordinator shall be responsible for applying for the 50/50 license each year and for keeping up-to-date records of the 50/50 proceeds for each division. He/she shall be responsible for any raffles (excluding tournament raffles) that are done by the association including but not limited to Rotary Mega Lottery. He/she shall also look into and be responsible for any and all other fundraising opportunities for the Association. He/She shall also be responsible for any duties as listed in the job descriptions section of the policies and procedures.

## 6. Amendments

- a. Amendments or alterations to the Constitution may only be made at an Annual Meeting.
- b. Amendments or alterations to the Bylaws may be made at an Annual Meeting. Amendments or alterations to the Bylaws must be approved by the majority of members present in the case of an Annual meeting.
- c. Any amendments or alterations to the Constitution and/or Bylaws must be posted on the Association's website a minimum of two weeks prior to the Annual Meeting.

## BYLAWS

### 1. Registration: Fees, Complaints, Suspension, Appeal Procedures

#### A) REGISTRATION

~~a. A registration day shall be held, after the annual meeting, and such day shall be decided by the executive with advance notice in the form of radio and newspaper advertising.~~ Early Registration will be open from June 1-30<sup>th</sup> each year. Regular Registration will be from the 2<sup>nd</sup> weekend in August until October 31<sup>st</sup>, (With the approval of the Executive players may, due to special circumstances, be registered after October 31<sup>st</sup>). Registration packages will be available online and payment and package drop off arrangements must be made with the registrar or his/her designate (amended 2015).

b. A registration form shall be provided as well as other forms deemed necessary by the Executive and must be completed by both the player and parent before it will be accepted.

c. A maximum registration may be set by the Executive with a waiting list when necessary.

d. A player, to be eligible to play must have reached his or her ~~sixth~~ fifth birthday by December 31<sup>st</sup> of the current calendar year and must not have exceeded his or her nineteenth birthday by December 31<sup>st</sup> of the current year. If there are not enough five and six-year-old players to make a team, four-year-old players may be considered upon approval of the Executive. (amended 2015).

~~e. A player eligible to take part in development program must have reached his or her fifth birthday by December 31<sup>st</sup> of the current year. If there are not enough five-year-old children enrolled to hold the development program five-year-olds will then be eligible to play on the mites team~~ (amended 1994) (amended 2015).

## B) FEES

Fees shall be set annually and are payable at the time of registration. Such fees to include ~~Mutual Aid-Insurance~~ Hockey Canada coverage as established by the ~~B.C.A.H.A.~~, Hockey Canada and BC Hockey, ice rental fees, and the balance (if any) to be used by the Association to defray operating expenses. *Fees are to be paid by December 31<sup>st</sup> of the current calendar year unless other arrangements have been made with and approved by the Executive.* (amended 2015).

## C) COMPLAINTS

Any protest against Association personnel shall be reported to the president immediately and be presented to the next Executive meeting in writing.

## D) SUSPENSION

All suspensions shall be made to and passed by the Executive. In the event that a player is found in a situation requiring suspension action, the player's name, division and misdemeanor shall be reported immediately to the president. The player cannot play until decisive action has been taken by the Executive. The coach shall be responsible for minor disciplinary action to his own players.

## E) APPEAL PROCEDURE

Anyone *who wishes may* appeal against any decision of the Executive. If the request is granted then the player must be accompanied by at least one of their parents or guardians. (amended 2015).

## 2. Organization

### ~~COACHES~~ (amended 1994)

~~Persons coaching in the Taylor and District Minor Hockey Association shall have the following Certification:~~

- ~~———— Mites — Novice — Initiation Certificate~~
- ~~———— Atoms — Juvenile — Coaches Level Certificate~~
- ~~———— Rep Chain — Intermediate Level Certificate~~

~~Under special circumstances a one-year grace period may be granted by the executive~~ (amended 1994)

a. ~~Mites~~, Pre-novice, novice, atoms, peewee, bantam, midget, juvenile and girls to be broken down by the executive. Training program for skating and hockey skill for beginners shall be incorporated. (amended 2015).

b. Half-ice may be designated at beginner level

c. A midget player, with approval of parents and Executive, may play in a Junior Division

d. In the interest of player welfare and team balance within Divisions, *players* may be moved at the discretion of the Executive and ~~League~~ Division Director, and Coaches involved up to and including December 31<sup>st</sup>. (amended 2015).

e. All scheduled league games following December 31<sup>st</sup>, when player movement ceases, must be played from the regular team roster. Infraction means an automatic loss by default. Any exceptions to be approved by the Executive prior to a game being played.

f. ~~Players deemed to have the ability may be moved into the next higher division with parent, player and Executive approval~~ All Player movement must be approved by Parents, Coaches, and the Executive. (amended 2015).

g. All teams must have permission to travel and play out-of-town from the **League Division** Director or Association President. All teams must have permission to travel and play out-of-province from the Association President and District Director. (amended 2015).

h. ~~Mutual Aid Cards must be carried by travelling coaches~~ Official BC Hockey Rosters and Medical Information Forms are to be carried to each game by the Division Director or their designate. (amended 2015).

i. **League Division** Directors are to hold meetings with their coaches on a regular basis throughout the season. (amended 2015).

j. No house league player may play with another team without expressed written approval from the Executive which must be requested in writing a minimum of two weeks in advance (*In the case of player relief, notice will not be required*). (amended 2015).

k. No rep team, after the carding deadline of January 10<sup>th</sup> may use uncarded players for exhibition, tournament, or league games.

*l. Coaches must meet all requirements as set out by BC hockey and Hockey Canada for their respective division.* (amended 2015).

### **3. FINANCES**

a. Any individual team wishing to raise money, including asking for donations, for their own benefit, must approach the Executive Committee in writing for approval. A financial statement for each fundraising event is to be presented to the Executive.

b. The Taylor and District Minor Hockey Association will not borrow money.

### **4. DISSOLUTION**

a. In the event that the Association shall cease operation as a Minor Hockey Association all monies, including any **Bingo Gaming** account shall be donated to a registered non-profit charity or charities of the members choice. (amended 2015).

### **5. SCHEDULING**

Scheduling of games and allocation of ice time shall be the responsibility of the Executive Committee

### **6. PLAYOFFS-LEAGUE** (amended 2001)

a. All league teams shall be eligible to participate in play-offs within their respective divisions

~~b. No Rep Teams or B Teams shall participate in House League Playoffs.~~ (amended 2001)

~~c. Details of League playoffs shall be determined by the Executive Committee.~~ (amended 2001)

### **7. REFEREES**

Referees and Linesman shall be paid at the rate set by the Executive.

## **8. EQUIPMENT**

a. All players must wear *CSA* approved helmets, *CSA* approved face masks and *BNQ* approved neck guards (amended 1994), approved shin pads, pants, gloves, elbow pads, athletic supports, and shoulder pads. Goaltenders must wear a *CSA* approved face mask, chest and arm protectors and proper gloves. Skates must be equipped with heel guards. Above equipment must be worn to practices as well as games. (amended 2015).

b. All Coaches or Manager shall be issued a set of uniforms for their team to be used for league and exhibition games.