

## **Carnduff Minor Sports**

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**Carnduff Minor Sports Association**  
**Constitution, Policy & Procedures**  
**Rev. March 29, 2020**

**1. NAME**

The name of the organization shall be the Carnduff Minor Sports Association, hereinafter referred to as CMS.

**2. OBJECTIVES**

1. To promote minor sports in Carnduff and surrounding areas.
2. To promote sportsmanship, fair play, good citizenship, friendly competition, enjoyment and full participation for all team members.
3. To develop an appreciation of the game and a respect for its rules among players, parents, coaches, referees and other interested parties.

**3. MEMBERSHIP**

Each registered player shall be entitled to one (1) vote at all meetings of the membership. If the player is under the age of eighteen (18) years, the players vote shall be exercised by the player's legal guardian(s), who shall be in good standing. Membership expires one year after registration.

**4. EXECUTIVE COMMITTEE**

1. Executive positions will be a 2 year term on a rotation basis.
2. Executive members will maintain CMS policies and procedures.
3. Voting members include:
  - Vice President
  - Past President
  - Secretary
  - Treasurer
  - Registrar
  - Equipment Manager – All Sports
  - Referee Coordinator
  - 6's and 8's Member at Large
  - 10's and 12's Member at Large
  - 14's and 17's Member at Large
4. President will vote only to break ties.
5. The signing officers for CMS will be any 2 of the treasurer and either the president or the secretary.
6. Positions to be filled at the fall general meeting on even years are as follows: Vice-President, Secretary and all 3 Members at Large
7. Positions to be filled at the fall general meeting in odd years are as follows: Treasurer, Equipment Manager, Referee Coordinator and Registrar
8. Positions will be filled by those that belong to the Carnduff center only. If you require a release for your child to play in Carnduff, you are not eligible to hold a position.

## **5. DUTIES OF THE EXECUTIVE POSITIONS**

### **A. President**

1. Preside at all meetings of CMS or its executive.
2. Ensure CMS is represented at all league meetings and other meetings where CMS presence is required.
3. Give notice of special meetings.
4. Perform such duties as normally pertain to the office of the president and generally oversee the business of CMS.
5. Organize and chair team organizational meetings.
6. Sit on nomination committee for the recruitment of new executive members.
7. Contact managers with times to find gate workers for Minor Ball Day.

### **B. Vice-President**

1. Assume duties of the president in his/her absence or resignation.
2. Be responsible for the coordinator of all fundraising activities.
3. Have available an adequate supply of game sheets from SHA.
4. Head a committee (consisting of vice-president, president and past president) to recruit new executive members prior to the general membership meetings.
5. Assist in team meetings for organizing team personnel if available.

### **C. Past President**

1. Review and update the constitution, policies and procedures.
2. Sit on nomination committee for the recruitment of new executive members.

### **D. Secretary**

1. Prepare agenda for executive and general meetings.
2. Record minutes of general and executive meetings.
3. Post the date, time & location of meetings 14 days prior to meetings. (This includes the use of signage, newspapers, online/social Media and notes in student backpacks and playschool backpacks.)
4. Have available copies of constitution, policies and procedures upon request.
5. Maintain CMS files and records.
6. Assist in team meetings for organizing team personnel.
7. Maintain a file on all team personal including but not limited to certifications and disciplinary action.
8. Receive proposed amendments to constitution and take to executive meetings
9. Install and date changes to CMS policy and procedures.

### **E. Treasurer**

1. Collect or arrange for collection of all CMS fees and issue receipts.
2. Remit ball diamond fees and arena skating fees to the Recreation Board Treasurer.
3. Prepare financial reports for annual and executive meetings.

4. Deposit all monies.
5. Issue hockey teams a float at the beginning of the season and give them the info needed to get a Tournament Sanction.
6. Be responsible for the collection of all arena gate admissions from team managers.
7. Divide the gate admission with the arena as set by the Rink Board and remit to the arena treasurer.
8. Disburse funds in the manner prescribed by the constitution and/or executive members.
9. Check the supply of 50/50 tickets and order as needed, invoicing 70% to CMS, 30% to the Sr Red Devils
10. Check the Supply of SHA game sheets and order as needed
11. Pay all team officials:
  - a. Baseball/Softball – at month end pay fees and mileage. Note:
    - i. CMS will not pay any mileage for a round trip of less than 10km
    - ii. Mileage will only be paid to 1 person per vehicle
    - iii. Minor Umpires, who have taken their Umpire Clinic, will be paid \$30 after they have Umpired 3 games (Home or 1<sup>st</sup> Bases)
  - b. Hockey – at month end pay fees and mileage (as per SHA) Note:
    - i. CMS will not pay any mileage for a round trip of less than 10km.
    - ii. Mileage will only be paid to 1 person per vehicle.
    - iii. Jr. Officials are reimbursed \$30 after they have officiated 3 games
12. Assist in team meetings for organizing team personnel.
13. Maintain the CMS email account (with Registrar)

#### F. Equipment Manager

1. Attend executive and general meetings.
2. Store, maintain and distribute all equipment, keys and combinations.
3. Maintain a record of all equipment and uniforms owned by CMS.
4. Recommend to the executive, for approval, any additional equipment needed at the beginning of and during the season.
5. Purchasing equipment as authorized by the executive.
6. Ensure that all equipment be returned within 2 weeks of season's end.
7. Launder officials' jerseys as needed.
8. Dispose of worn out/unusable equipment with the approval of the executive.

#### G. Referee Coordinator

1. Attend executive and general meetings.
2. Line up *initial* hockey officials for *regular* season games and Minor Sports Day.
3. Ensure that evaluation and assistance is provided to Referees.
4. Take complaints/comments from Referees regarding behaviour of CMS coaches, players and other team officials.
5. Take complaints/comments from coaches regarding behaviour of referees and opportunity for improvement for referees.
6. The Referee Coordinator will be encouraged to receive his or her referee certification but will not be required to.
7. The Referee Coordinator will be encouraged to ref but will not require to.

#### I. Registrar

1. Prepare Registration forms either by paper or using an online form.
2. Prepare a spreadsheet(s) for each age group from the registrations.
3. Complete Team registrations in accordance with SHA, SBA, and Softball Sask. Regulations.
4. Ensure changes to team lists are submitted to SHA, SBA, and Softball Sask. In accordance with their requirements
5. Complete and submit to SHA player Affiliation forms
6. Follow up with all Team staff to be sure they have the appropriate qualifications need by SHA, SBA and Softball Sask.
7. Assist in team meetings for organizing team personnel.
8. Maintain the CMS email account (with Treasurer).

H. Members at Large

1. Attend executive and general meetings.
2. Assist other executive positions as required.

**6. NOMINATIONS AND ELECTIONS PROCEDURES**

1. Nomination Committee:
  - a. Composition: The committee shall consist of the Vice President, President and Past President.
  - b. Duties and Procedures: The Nomination Committee shall present a slate of nominees to the annual meeting for all of the elected positions of CMS.
2. Nominations from the Floor:
  - a. Immediate President: Upon election of a new vice-president, the former vice-president shall automatically become the immediate president.
  - b. Immediate Past President: Upon election of a new vice-president, the former president shall automatically become the immediate past president.
  - c. The 3 Members at Large: nominees must be members that have participants in one of the following age categories: 6's & 8's, 10's & 12's, 14's & 17's. One member will be nominated for each of the three age categories and voted on by the entire membership at the September General Meeting.
  - d. Vice-President, Secretary, and the 3 Member's at Large will be nominated and voted on in even numbered years.
  - e. Treasurer, Registrar, Equipment Manager and Referee Coordinator, will be nominated and voted on in odd numbered years.
  - f. Vacancies: If, after the annual meeting, any of the elected positions remain unfilled, or if any of the executive positions become vacant during the operating year, these positions shall be filled by appointment by the executive.

**7. GENERAL MEETINGS**

There will be a general meeting held in September and March/April of each year.

Voting on all matters at membership meetings may be by ballot or by show of hands. Such decision shall be made at the start of such meeting. However, if a ballot is requested by one member or executive, that request shall take effect for that item of business.

All business transacted at a general meeting, except consideration of the financial statements, election of Executive members, changes to the constitution is deemed to be special business.

No special business may be transacted at a meeting of the members unless the notice of meeting states the nature of the business in sufficient detail to permit members to form a reasoned judgement thereon.

Any members may submit to CMS 4 weeks prior to a General Meeting, notice of any matter that he/she proposed to raise and discuss at the meeting and notice of the proposal shall be given with the notice for the next meeting of members.

## **8. EXECUTIVE MEETINGS**

Executive meetings will be held in the months of August, October, December, February, March, May and as required throughout the year.

## **9. INCURRING DEBTS**

1. No person may incur any debt on behalf of CMS without the permission of two executive members with signing authority.
2. Any person incurring debt without permission of CMS will be personally held responsible.

## **10. CONFLICT OF INTEREST**

Member of CMS and its executive are required to declare a conflict of interest in matters where their vote could possibly result in their own personal benefit, financial or otherwise. Members shall not vote in such instances. The executive shall make a ruling where the question of conflict of interest arises.

## **11. COMPLAINTS & CONCERNS**

1. Complaints or concerns must be communicated to the executive.
2. Discussion of a sensitive or personal nature at an executive meeting will not be open to the general membership and shall be kept confidential.
3. For complaints/concerns involving team personnel (i.e. coaches, managers, etc.), members are encouraged to resolve the issue on a one to one basis. The 24-hour rule must be adhered to. If it cannot be resolved a complaint can be directed to the executive.
4. Upon receipt of a complaint, the executive may appoint a fact finding committee to investigate the complaint and present recommendations to the executive.
5. For issues of a serious nature that may result in discipline, the president or vice president in his or her absence shall call a special meeting of the executive and follow the procedures as set out in section 26 Disciplinary Meeting/Investigation Procedure to ensure prompt action.
6. The executive may provide a neutral mediator to attend a team meeting.
7. If the issue still cannot be resolved, it will be taken to a provincial body for advisement (SHA, SBA, Saskatchewan Softball Association)

## **12. ARENA ADMISSION**

1. Door prices are set by the Rink Board.
2. The rink board determines the door percentage that CMS will keep.
3. Only the players, coaches and ref coordinator get in free of charge.

4. Admission must be charged at every game or tournament.
5. Door workers must be present 1 hour before game time and remain until the completion of the 2<sup>nd</sup> period.

### **13. EQUIPMENT**

1. Equipment must be purchased on the advice of the equipment managers with approval of the treasurer and either the president or secretary.
2. All unusable equipment will be disposed of by the equipment manager with approval of the executive.
3. Each team will be provided equipment as per guidelines.
4. Hockey jerseys will remain in the lockers and each team will be responsible for their care and laundering (cold water and hung to dry).
5. Jerseys/uniforms cannot be used for practices or personal use.
6. Referee jerseys must remain in the rink and the equipment manager will be responsible for their laundering.
7. An annual deposit will be collected by jersey rep and returned on receipt of uniform for ball.
8. Members may use equipment for summer camps/hockey schools with permission of the president. The borrower will pay a refundable deposit. Items must be returned within one week of camp end in the same condition. If equipment is not returned, or is returned in poor condition, the borrower will be responsible for replacing item(s).
9. Carnduff vs. Carnduff games, the home team will wear white jerseys.

### **14. TOURNAMENTS**

1. Managers collect tournament entry fees and use the fees to cover the cost of prizes/awards. The team is responsible for covering any deficits.
2. CMS will pay for tournament sanctions and all hockey tournaments must be sanctioned.
3. Hockey teams will be given a start-up tournament fee which must be repaid to CMS by season end or earlier if possible.
4. Each team will be allotted time to host a tournament by the Recreation Director.

### **15. HOCKEY PROVINCIALS**

Any team that wishes to register a provincial hockey team under CMS is encouraged to do so. However, all duties are that team's responsibility (Ex. Registering the team by Dec. 1, paying the refs, and door as per rink split). With the exception of fair play & AP rules; the CMS Constitution, Code of Conduct, Policies and Procedures must be adhered to by all participants (Team Officials, Players, Parents, etc.). Teams will be required to submit a financial statement of income and expenses associated with the provincial team. If the Provincial roster differs from league roster no funds from the league team can be used to subsidize expenses for the Provincial team. CMS would request that excess funds be donated to CMS for the greater good of the entire organization.

### **16. TOURNAMENT AND PROVINCIAL BALL – CARNDUFF BASED**

1. Teams must be chosen through open try-outs.
2. All Carnduff Minor Sports registered participants are given the opportunity to try-out.
3. Players of tournament/provincial teams must commit to their house league teams first.
4. Coaches of tournament/provincial teams will not penalize a player who commits to their house league team first.
5. When hosting provincials all financials must go through CMS. Any shortfalls have to be covered by the hosting team.

## **17. FUNDRAISING**

1. All fundraising must be approved by the executive.
2. Teams will not solicit the community for tournament prizes.
3. 50/50 tickets may be sold at home games for the home team's benefit. All profit will be at the discretion of the team, but any leftover monies donated back to CMS would be greatly appreciated.
4. For fundraising and purchases of \$1500 or more three (3) quotes will be.
  - a. All quotes will be considered, and the lowest quote is not necessarily accepted.
  - b. Preference will be given to local businesses provided they are within 15% of the lowest.

## **18. TEAM PICTURES**

Each team is responsible for booking and paying for their own pictures.

## **19. REGISTRATION**

1. Registration is a privilege not a right. The board reserves the right to decline registrations.
2. A player's home centre will be defined by the sport's governing body.
3. CMS will only accept registration from OUTSIDE the organization with written confirmation of release from that player's home sports organization. Acceptance is on a season basis. If there is any question of residency, a release from the home centre will be needed.
4. All players will be placed in their eligible age group after registration.
5. Fees and deadlines will be set by the executive.
6. Registration must be fully paid before participation in practices or games.
7. A late fee of 25% of the registration fee will apply to members registering after 11:59 pm on March 31<sup>st</sup> for ball and the Friday after labour day weekend for hockey.
8. The late fee may be waived under specific circumstances, such as:
  - a. New members who move into town after the meetings.
  - b. A new member is recruited after the registration meeting because a team is short the required number of players.
9. Registration cheques may be post-dated until Oct. 31 for hockey season and Apr. 30 for ball season.
10. The SHA, SBA, and Softball Saskatchewan insurance fees are non-refundable.
11. Refunds of minor sports fees will be considered for special circumstances only and the executive must receive a letter from a player/parent stating an intention to discontinue participation before a refund will be considered.
  - a. No refunds will be issued after January 1<sup>st</sup> for hockey
  - b. No refunds will be issued after May 15<sup>th</sup> for ball

## **20. DIVIDING TEAMS OF THE SAME CATEGORY.**

1. When CMS divides its players in any one division into two or more teams of the same category, the first priority will be to make the teams equally competitive.
2. Head coaches and CMS executive will evaluate the teams and will be responsible for the team splits and team personal will be chosen after the team selection is complete.
3. Teams may be re-evaluated after the division (within a reasonable time frame) if new players register or drop-out to keep team numbers and abilities as even as possible.



## **21. COACHES**

1. The primary purpose of a minor sports program is to help and assist character growth and development of the participants, and the objective of winning games is secondary to skill development and character growth. Coaches will adhere to the CMS Constitution, Code of Conduct, Policies and Procedures.
2. All members of the coaching staff must have or get proper certification as set out by the sport's governing body. You will be responsible for any fines incurred if proper certification is not achieved. Coaches will be ineligible to coach the following season until fines are paid and proper certification is obtained.
3. Coaches will be selected as per Appendix 5 – Coach Selection Process.
4. It is in the best interest of player development and for the betterment of minor hockey and ball that every player registered in CMS receives a fair share of ice/field time.
5. No CMS coach is permitted to directly address concerns with junior officials unless required by the official.
6. Coaches and managers must comply with SHA, SBA, Softball Sask, CHA and CMS rules and regulations.
7. Coaches are responsible for the conduct of their players and themselves on and off the ice or field and will display gentlemanly conduct, good sportsmanship and good manners at all times.
8. A member of the coaching staff must be in or just outside (within ear shot) of the dressing room before and after games and practices.
9. The coach is responsible for ensuring that every player is dressed in approved equipment while on the ice or the field.
10. Coaches and managers do not have the authority to charge any equipment or other related items to CMS.
11. Discipline of coaches will be dealt with by CMS on an individual case basis.
12. CMS will provide up to date rule/casebook for every CMS head coach.
13. A coach may only invite an affiliated player to play with his team when an illness, absence or unforeseen event causes a team to be short of players or in years were smaller teams occur based on the number of players registered. Affiliates are not to displace a team's regular players.
  - i) Small teams in HOCKEY for the ages of Initiation, Novice & Atom can be defined as having less than 10 players + 1 Goalie
  - ii) Small teams in HOCKEY for the age of PeeWee can be defined as having less than 13 players + 2 Goalies
  - iii) The small teams rule in HOCKEY will not apply for the ages of Bantam & Midget
  - iv) Small teams in BASEBALL for all players can be defined as having less than 12 players
14. Any abuse of AP use may result in the AP affiliation being pulled.
15. Any coach AP'ing a player from another team must give fair notice to the player's regular team coach before contacting the player.
16. Coaches AP'ing players from another team are encouraged to give fair opportunity to all players on the affiliation list.

## **22. TEAM MANAGER DUTIES**

1. Managers will adhere to the CMS Constitution, Code of Conduct, Policies and Procedures.
2. Managers will be provided a handbook

## **23. PARENTAL RESPONSIBILITIES**

1. ALL parents will share in the duties of the team, such as working door/gate, kitchen, clock, umping, scorekeeping and fundraising. NO exceptions. For those who feel they cannot attend to their duties, they must find their own replacement (older children, grandparents, switch with someone on the team, etc.)

This is a volunteer organization that can only work with full participation of every member. Failure to do so may result in your child being removed from the team.

2. In registering your child/children you are thereby agreeing to adhere to the CMS Constitution, Code of Conduct, Policies and Procedures.

#### **24. PLAYERS**

1. Will use and respect all facilities and their rules – both at home and away.
2. Players and teams will be held liable for their actions and disciplined by CMS.
3. Harassment of game officials by players will not be tolerated and will be dealt with by CMS.
4. A player's first commitment will always be to his/her regular team unless mutually agreed upon by the two coaches of the involved age groups.
5. Players trying out for a higher-level team must register with CMS prior to the registration deadline in order to maintain their eligibility on a CMS team in the event that the try-out is unsuccessful.
6. Hockey-teams will adhere to SHA's Co-ed dressing room policy.
7. Players will adhere to the CMS Constitution, Code of Conduct, Policies and Procedures.

#### **25. SUSPENSIONS & PROGRESSIVE DISCIPLINE**

1. Members (Coaches, team officials, players & parent/guardians) failing to comply with any aspects of the constitution may face Progressive Discipline. Progressive Discipline will be used as a co-operative tool to ensure all members are given the opportunity for improvement.

Progressive Discipline will be implemented as follows:

- i. Warning
- ii. One (1) game suspension
- iii. Three (3) game suspension
- iv. Indefinite suspension (time frame to be determined by severity and history of infraction)
- v. Expulsion from CMS.

The CMS executive may, at anytime, advance the steps or start Progressive Discipline at any step, depending on the severity of the action and related history. All suspensions levied by CMS are in addition to any other suspension received from the governing body and are to be served immediately upon competition of governing body suspension.

2. An indefinite suspension means that the person or persons involved may not participate in any games until a ruling is made.

#### **26. DISCIPLINARY MEETINGS/INVESTIGATION PROCEDURE**

1. CMS has a plan in place to handle misbehaviour. The object of this plan is to teach participants that they are responsible for their behaviour and that there is no excuse for misbehaving. It is our intention to teach participants to make correct decisions when faced with choices. It is also our intention for participants to respect others as well as being respected. Every situation may require a different approach to discipline with the final decision being handled by the Executive.
2. The president shall call a meeting of the Executive to deal with problems related to the conduct of players, team officials, game officials, Board members, parents, or other persons associated with CMS when in the opinion of the Executive, there is adequate reason to conduct an investigation.
3. Exclusions – In the event that one or more of the Executive members, the son(s) or daughter(s) of such Executive members are under investigation, or they are involved in the age group the executive member so

involved will remove themselves from the meeting except where such person is required to attend to provide information. There must be a minimum of three members to conduct the investigation. If due to conflict there is not 3 members, the investigation will be filled to 3 by team officials of the age group above. In the case of the oldest age group it will be filled by the age group below.

4. Chairperson – The President shall be the Chairperson of the meeting. In the case of the absence or temporary exclusion of the President, the investigation committee shall appoint a chairperson.
5. The person(s) whose reported actions are under investigation shall be provided an opportunity to meet with or make representations to the Committee before it arrives at a final ruling.
6. The issue may be taken to the governing body for advisement.
7. The Chairperson shall inform the person under review and his or her parent and coach if the person under review is a player, of the executive's ruling.
8. The Chairperson shall report any actions taken by the Executive to the league and governing body of such suspension.
9. All discipline will be communicated in writing, signed by the executive and recipient and placed in the members file.
10. The ruling of the Executive may be appealed to the Carnduff Recreation Board, who may confirm, remove or modify the ruling as deemed appropriate. The decision of the Board is final.

## **27. APPEALS**

1. All appeals are to be directed to the executive who will then forward onto the appeal committee.
2. The appeal must be submitted with a \$100.00 cheque payable to the Carnduff Rec Board. If the appeal is successful, the cheque will be returned. If the appeal is unsuccessful, the donation will be provided to the Carnduff Rec Board.
3. Any suspensions of 3 games or less will be without the right of appeal.
4. Appeals must be made within seven (7) days of the ruling being issued.
5. A meeting to hear the appeal will be set up at a time reasonable to everyone. The ruling at this meeting will be final.

## **28. PLAYER RELEASES**

1. The CMS executive will approve and grant player releases under CMS and governing bodies' guidelines. Any two of the president, vice president, secretary and/or treasurer may sign releases within specified guidelines.
2. Any out of town player who has received a release from their home center, who has not been involved with CMS will automatically receive requested release.
3. A request for a release must be submitted to CMS prior to registration. The executive will review, vote on and grant a release only for a valid reason.
4. In the case where there are not enough players to constitute a team as determined at the parent meeting, any registered player wishing to play elsewhere will automatically be released. If a non-registered player(s) requests a release after the parent meeting and those players would have resulted in a team had they registered, no releases will be granted until it can be determined by the board that a team cannot be formed.
5. Non-center kids that register in Carnduff as a result of a combined team will be released to the center they were previously registered in the same category.
6. NO player release will be granted for initiation, Novice or Atom hockey and 10 & under ball/softball down, unless there is not an age appropriate team available for the player.

7. Player releases will be granted for any player (Pee Wee and up) qualifying for “AA” competitive team or higher.
8. Pee Wee aged players will not be granted a release to play on an “A” team. (SHA does not allow Pee Wee players to go to “A” hockey outside an 80km radius).
9. Releases will be granted to bantam and midget players wishing to go to an “A” team (within 120km radius as per SHA) provided that:
  - a. There remain enough players to constitute a team in CMS
  - b. It does not affect CMS’s ability to split teams, excluding the player requesting the release.
  - c. If more than one player requests a release to go play “A” hockey and those releases do not leave enough players to constitute a team no release will be granted.
  - d. In such instance, the executive must have a meeting with the home center coach to discern whether or not the release is in the best interest of all parties involved.
10. A release form needs to be requested each and every season played away; approval guidelines apply annually.
11. For Pee Wee hockey and above where there are 3 or more goalies registered the executive will consider releasing players provided that:
  - a. There remain enough goalies (2) to constitute a team in CMS.
  - b. It does not affect CMS’s ability to split teams, excluding the goalie(s) requesting the release.
  - c. If more than one goalie requests a release and those releases do not leave enough goalies to constitute a team(s) no release will be granted.
  - d. In such instance, the executive must have a meeting with the home center coach to discern whether or not the release is in the best interest of all parties involved.
  - e. The executive will make the final decision in all releases of this type.

## **29. AMENDMENTS TO THE CONSTITUTION, POLICIES AND PROCEDURES**

The policies and procedures of this constitution shall be amended as follows:

1. Amendments shall be made only at the general meetings.
2. Written notice of motion for amendments must be given to the executive not later than 4 weeks prior to the General Meeting.
3. The constitution will only be amended, repealed, or altered by a two thirds majority vote at a general meeting.
4. A notice of amendments to the constitution will be advertised 14 days prior to the General Meeting through social media and by mass email.
5. Amendments brought to the floor without written notice must receive 100% vote in favour with at least 75% of the membership in attendance.

## **APPENDIX 1**

### **THE CARNDUFF MINOR SPORTS CODE OF CONDUCT**

**CMS expects members to abide by the following Code of Conduct:**

**CMS Players shall:**

1. Respect the game. Play it within the rules, and for its own sake.
2. Be fair at all times, no matter what the cost.
3. Respect and believe in the honesty and integrity of their opponents.
4. Respect and be supportive of all members of their team.
5. Respect their coach, and those who volunteer to help.
6. Respect and accept the decisions of the officials.
7. Behave responsibly, in both word and deed, so that no discredit is attached to themselves, their family, their team, or their community.

**CONSEQUENCES:**

On receiving a complaint about a player that breaches the Code of Conduct the CMS will follow procedures as set out in Section 25 & Section 26.

**CMS Team Officials shall:**

1. Act as positive role models for their players.
2. Serve as responsible ambassadors for themselves, their team and community.
3. Inspire a love of the game, and teach their players to win by legitimate means only.
4. Be fair to all players on the team.
5. Be responsible for the conduct of their players on and off the ice, field, or diamond, both in Carnduff and in other communities.
6. Take a strong stand against profanity, unsportsmanlike behaviour and any other action that may reflect negatively on the team and community.
7. Maintain self-control at all times.
8. Accept the decisions of the officials without outward appearance of disagreement.
9. When coaching provide fair time to all players on the team.

**CONSEQUENCES:**

If CMS receives a complaint about the actions of one of its team officials breaching the Code of Conduct, the CMS will follow procedures as set out in Section 25 & Section 26

**CMS requests Parents:**

1. To actively encourage their son/daughter to show respect for
  - The game
  - Their fellow team members
  - Their coach
  - Their opponents
  - The officials
  - The fans
2. To insist their son/daughter displays good sportsmanship, uses good language and acts in a manner that does not reflect badly on themselves, their family, their team, and the community.
3. To volunteer their time, enthusiasm and energy to helping the team. Parents are key role models for their children and children appreciate the time parents spend with them.
4. To show respect for the officials because:
  - a. Children learn from their parents.
  - b. Without officials there would be no game.

5. To show respect for opponents because they too, are someone's son or daughter.
6. To accept that if their son or daughter steps over the bounds of what is appropriate either on or off the ice, field of diamond there will be consequences and if this occurs to support the CMS when it has to decide what those consequences will be.
7. I will remember my child/ren plays hockey/ball for his or her enjoyment not mine.

**CONSEQUENCES:**

If CMS receives a complaint about the actions of one of its parents breaching the Code of Conduct, the CMS will follow procedures as set out in Section 25 & Section 26.

**CMS will:**

1. Work to promote a responsible approach towards the game in players, coaches, parents and others.
2. Follow a course of action that will deal impartially with those who breach the bylaws of the CMS, SHA, SBA and any other governing bodies'.

## **APPENDIX 2**

### **ZERO TOLERANCE POLICY**

#### **Why Zero Tolerance?**

The increasing number of verbal and physical assaults against on-ice officials is a growing problem. This problem has resulted in a decrease of officials wishing to participate in minor hockey. This verbal abuse is present in all levels of our game.

As a result of the alarming number of situations where verbal abuse has been directed against officials, the CMS has developed a Zero Tolerance Policy regarding the verbal abuse of officials and inappropriate spectator behaviour. Verbal abuse of officials is the first step leading to physical abuse of officials.

To make ice hockey a more desirable and rewarding experience for all participants, the CMS has instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. These points were implemented to maintain a sportsmanlike and educational atmosphere before, during and after all SHA sanctioned games.

#### **What is Zero Tolerance?**

##### **Players**

A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a player:

- Openly disputes or argues about any decision by an Official.
- Uses obscene or vulgar language, including swearing, in a boisterous manner to anyone at any time, even if it is not directed at any particular person.
- Visually demonstrated any sign of dissatisfaction with any Officials decision, in a manner that openly embarrasses the Official and/or challenges his judgment.
- Any time that any player persists in any of these actions, he/she shall be assessed a Misconduct Penalty. A Game Misconduct shall result if such player continues. Player may be subject to further disciplinary action by the CMS.

##### **Coaches**

A Bench Minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a coach:

- Openly disputes or argues about any decision by an Official
- Uses obscene or vulgar language in a boisterous manner to anyone at any time.
- Visually displays any sign of dissatisfactions with an Officials decision, in a manner that openly embarrasses the Official and/or challenges his judgment. This includes standing on the boards or standing in the bench doorway with the intent of inciting the Official, player or spectators.
- Interactions with official's enroute to their dressing room, or entering the official's dressing room to dispute a call will not be tolerated.
- Anytime that
- a Coach persists in any of these actions, he/she shall be assessed a Game Misconduct penalty. Coaches may be subject to further disciplinary action by CMS.

## **Spectators**

On-ice officials will stop the game when the parents/spectators displaying inappropriate and disruptive behaviour interfere with other spectators or participants of the game. The on-ice officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectators viewing and game area, or if comfortable ask the spectator to leave on their own. The game will not continue until the spectator has left the ice surface. Once removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by CMS. This inappropriate and disruptive shall include:

- Using obscene or vulgar language in a boisterous manner to anyone at any time.
- Taunting player, coaches, officials or other spectators by means of baiting, ridiculing, threatening physical violence, or physical violence.
- Throwing any object in the spectators viewing area, players' bench, penalty box, or the on-ice surface, that in any manner creates a safety hazard.
- Spectators may be subject to further disciplinary action by CMS

## **Officials**

Officials must apply these guidelines in a realistic manner and must be careful not to get overly technical in their enforcement. This policy is designed to eliminate direct confrontations with Officials while still allowing players and coaches an avenue to communicate in a calm and reasonable fashion.

Officials are required to conduct themselves in a businesslike, sportsmanlike, and non-vindictive manner at all times. The actions of an Official must be above reproach. Actions such as baiting or inciting players or coaches are strictly prohibited.

On-ice officials are ambassadors of the game and shall always conduct themselves with this responsibility in mind.



## Appendix 3

### Social Media and Networking Policy

#### 1. INTRODUCTION

For the purpose of this Social Media and Networking Policy, the policy will encompass public communications including posting pictures and videos through such internet platforms as Twitter, Facebook, Instagram, Google+, LinkedIn, Snapchat and any other social media network that allows users to communicate online as well as other forms of electronic communication, but not limited to, methods such as texting and instant messaging.

The policy will be applicable to all members of Carnduff Minor Sports (CMS), including Directors, Teams, CMS members and staff, on or off ice/field and office officials, players, players' family members and supporters.

CMS recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. CMS also respects the right of all Teams and Association personnel to express their views publicly. At the same time, we must be aware of the dangers social media and networking can present.

The purpose of this policy is to educate the CMS Community on the risks of social media and to ensure all Teams and Association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the **Team and/or Carnduff Minor Sports. Actions can also be taken to the League for further disciplinary action.**

#### 2. SOCIAL MEDIA GUIDELINES

- a. CMS holds the entire CMS Community who participates in social media and networking to the same standards as it does for all other forms of media including radio, television and print.
- b. Comments or remarks of an inappropriate nature which are detrimental to a Team, the Association or an individual will not be tolerated and will be subject to disciplinary action.
- c. It should be recognized that social media and comments such as 'texting and instant messaging' are on the record and can be instantly published and available to the public and media. Everyone including Association and/or Team personnel, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.
- d. Refrain from divulging confidential information of a personal or team related nature. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Furthermore, do not discuss injury information about any player. Only divulge information that is considered public.
- e. Use your best judgment at all times – pause before posting or sending. Once your comments are posted or sent they cannot be retracted. Ultimately, you are solely responsible for your comments.
- f. If requested to participate in an online network, as a direct result of your affiliation with or participation in the CMS, CMS recommends that you request approval from the Team or the Association.
- g. Players or Operations staff are not permitted to participate in social media or networking two (2) hours prior to the start of a game and at least one (1) hour following the completion of a game.

#### 3. SOCIAL MEDIA VIOLATIONS

The following are examples of conduct through social media and networking mediums that are considered violations of the CMS Social Media and Networking Policy and may be subject to disciplinary action by the **Team and /or Carnduff Minor Sports. Actions can also be taken to the League for further disciplinary action**

- b. Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member Team, the Association or an individual.
- c. Divulging confidential information that may include, but is not limited to the following:
  - player injuries;
  - trades or other player movement;
  - game strategies;
  - any other matter of a sensitive nature to a member Team, the Association or an individual.
- d. Negative or derogatory comments about any of the Team, Carnduff Minor Sports, League staff, programs, stakeholders, players or any member of a CMS Team.
- e. **Any form of bullying, harassment, intimidation or threats against players or officials.**
- f. Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to:
  - drug use,
  - alcohol abuse,
  - public intoxication,
  - hazing,
  - sexual exploitation, etc.
- g. Online activity that contradicts the current policies of CMS or any of its member Associations.
- h. Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with CMS policies and regulations on these matters.
- i. Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

#### 4. **DISCIPLINE**

**Carnduff Minor Sports will investigate reported violation(s) of this policy as set out in Section 26. If the investigation determines that a violation has occurred, Carnduff Minor Sports will impose an appropriate suspension as per Section 25. -Also, there may be additional actions taken by the League with which the violations occurred.**

#### 5. **SUMMARY**

When using social media and networking mediums, the CMS community should assume at all times they are representing CMS and/or its member Associations or Teams. All members of the CMS community should remember to use the same discretion with texting, instant messaging, using all social media platforms and networking as they do with other traditional forms of media.

Should the identity or image of any member of the CMS community be used in social media and networking without the Individual, Team or Association authorization, this is considered to be identity theft. Please notify CMS immediately.

## **Appendix 4**

### **Drug and Alcohol Policy**

Carnduff Minor Sports does not condone the consumption of alcohol or non-prescription drugs by minors involved with Carnduff Minor Sports.

At no time, whatsoever, shall a minor consume alcohol or non-prescription drugs at, to or from any event that involves Carnduff Minor Sports teams.

At no time, whatsoever, shall a Coach, Assistant Coach, Manager, Trainer or any other volunteer affiliated with Carnduff Minor Sports, consume or promote the consumption of alcohol or non-prescription drugs at, to or from any sanctioned event that involves Carnduff Minor Sports teams.

Carnduff Minor Sports takes this matter very seriously and any individuals found to be in violation of the Drug and Alcohol Policy will be subject to disciplinary action.

## **Appendix 5 – Coach Selection**

### **A. Coach Selection Committee**

1. All CMS coaches are selected by the Coach Selection Committee and is made up of the following Executive Members
  - a) President
  - b) Vice-President
  - c) Executive Member as assigned by the President
  - d) Member at Large (MAL) for the age group that the coach is applying for
2. Head Coaches will be considered for a position based on such attributes as hockey/ball knowledge, previous coaching experience, communication skills, organization skills, certifications achieved, previous evaluations, coaching references, commitment level, as well as familiarity with the guidelines of the governing organizations that CMS may participate in.

A coach can be a tremendous asset to a young player's development in both life and sport and is why the coach selections will be performed with the utmost amount of due diligence. This committee will always do their best to put in place good leaders and great role models.

### **B. Coach Selection Process**

1. A coaching application period may be set by the Executive and will be advertised through social media and mass email. The CMS Coaching Application will be provided through social media and mass email.
2. Applicants shall forward applications to the CMS email prior to the deadline.
3. Application period can be extended if the number of applications received is not sufficient to fill the available positions and/or if the Coach Selection Committee deems it necessary
4. The Coach Selection Committee will review all applications after the proposed deadlines and will select the head coaches for each team after evaluations.
5. All head coach applicants will be notified by the MAL for their age group as soon as possible by phone and email of their successful or unsuccessful application.
6. If applicants have stated their interest in participating as an assistant coach, the MAL for that age group is responsible to notify all chosen head coaches of such interest prior to team selections.
7. All assistant coaches will be reviewed through the team selection process; the Coach Selection Committee must approve all assistant coaches.
8. If there is only one applicant for a position, it does not automatically guarantee selection of that candidate.
9. If the Coach Selection Committee deems any/or all applicants unsuitable for a position, the candidate(s) will be refused; if an unsuccessful coaching applicant provides a written request for an explanation why they were unsuccessful candidate, the Coach Selection Committee will provide rationale to the individual.
10. The number of applications and names of the applicants shall not be released to the membership.
11. If any Coach Selection Committee member applies for a coaching position, he/she shall abstain from any discussions and/or decision-making pertaining to said position
12. Interviews are not mandatory but will be scheduled if the committee deems it necessary to decide; if any member feels that they cannot make an informed decision, interviews will take place.
13. If required, the CMS Executive will recruit applicants to fill any vacant positions
14. The decision of the Coach Selection Committee is final.
15. CMS must approve all team officials that require registration with the governing body for insurance purposes (i.e. Coaches, Assistant Coaches, On-Ice Managers, Stickboys and Trainers.)

### **C. Coach Evaluation**

All CMS Coaches will have an annual Coaching evaluation completed at the end of the season by the CMS Executive. Coaches will be required to submit a season summary to the executive for review prior to CMS completing their evaluation. To complete the evaluation the CMS executive and/or coaches may request general comments and/or concerns from players and/or parents.