

Stephenville Minor Hockey Association

Constitution, By-Laws & Policies

SMHA

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Authored by: SMHA Executive

Stephenville Minor Hockey Association

Constitution, By-Laws & Policies

Welcome

Thank-you for choosing to be apart of our association. This manual is a resource for all members of the SMHA, we hope that if there are concerns that they can be address and if it is not in the current by-laws please present it to the executive as it can be discussed.

Our website has many links to other sites that can be useful to coaches, trainers, officials, players and parents. This information was compiled from sources found on the web and from consultation with members of our own association.

This manual will provide our members with information on policies, bylaws, hosting tournaments, how to get involved in SMHA, and various roles and responsibilities. Our goal is to have open lines of communication, fairness, fun and make your involvement with minor hockey a great experience.

We hope that by creating this manual and website our membership will become more involved and have a better understanding of what we can do to assist you and your family with the 5th season in Canada – Hockey Season! We look forward to learning together, working together and helping our children to develop into fine young adults that will one day give back to our beautiful sport.

Genny Duffenais
President - Stephenville Minor Hockey

Mission

The mission of Stephenville Minor Hockey is to:

- Promote, encourage, develop, and govern hockey for girls and boys registered in Stephenville Minor Hockey in the Female, Midget, Bantam, Pee wee, Atom and Novice divisions.
- Protect and support each team, player and coach affiliated with the Association.
- Organize leagues and carry out competition for championships in these leagues in Stephenville, and to develop challengers for competition against such leagues in other hockey associations, as may be determined by the executive of this Association.

Teach all players respect for the concepts of sportsmanship and fair play towards fans, opponents, coaches and officials, to take defeat graciously, to give credit to the winning team, to abide by referees' decisions, and to love the game above the prize.

History

The Bay St. George Minor Hockey Association was formed in the fall of 1967.

At that time Stephenville Gardens was being built and this would be the first artificial ice surface in the area. Bud Carver was the first President. Other members of the first Executive were Bill Costello (Vice-President), Gordon Hancock (Secretary) and Max Snow (Treasurer). Gordon Aucoin was the rep from St. George's, Cliff Goodyear represented Stephenville Crossing and Max Snow was the Port au Port representative. When the ice was put on in January the Association was ready to play hockey. The first season lasted for 12 weeks.

The Corner Brook Minor Hockey Association must be given credit for its assistance in those early years. Brother Murphy and Brother Pike gave a lot of help and a lot of encouragement. Bob Evans was the N.A.H.A. Western representative at that time and also was a great supporter. Joe Byrne of Grand Falls was the N.A.H.A. Minor Coach and spent many hours at the Gardens with the coaches, players and referees.

The Association started off with a "C" rating for Provincial play. The N.A.H.A. Minor Council asked the Association to host a Bantam "C" tournament that first year. With no experience in running a tournament the Executive took the challenge. According to all reports the tournament was a great success and Stephenville became a hot spot for players to take part in tournaments.

At one time the Association had 719 boys registered with only 19 hours of ice time to play on! The games had to be cut to 45 minutes. Ice time was \$2.50 an hour and later was raised to \$5.00 and the Association thought that was awful. Player registration was \$2.00. Referees and time keepers were part of the Association and were not paid for any of the games they officiated.

The Bay St. George Minor Hockey Association had players from St. George's to Port au Port. Players from outside Stephenville were bussed in at no cost to them. After a number of years, it was decided that the cost of this was too high and something had to be done. The Executive at that time decided to change the Association's name to the Stephenville Minor Hockey Association. Changing the name did not prevent players from outside Stephenville proper from participating. Outside players were still welcome to join however they now had to find their own way to and from the stadium.

After a number of years, the Executive decided to form the Hockey Mom's. A meeting was called, and a large turnout resulted. Mrs. Gwen Walsh was the first President of the Hockey Mom's. The Hockey Mom's proved to be a great help to the Association. They did a great job raising funds and also ran all the Minor Hockey Banquets. As a fund-raiser the Association started the "Bay Expo". This was a large undertaking for the same people who also ran Minor Hockey. The Expo was a great continuing success.

All-Star teams were not picked until a month before the Easter tournaments. There was limited ice time to practice on and not too much emphasis was placed on the All-Stars. The Association provided all the sweaters and helmets for the rep team players and all the goalie equipment. Many Minor Hockey players moved up to play with the Senior Jets.

Today the Stephenville Minor Hockey Association averages 200 registered participants annually. The boundaries of the Association cover Highlands to the entire Port au Port Peninsula. The old Stephenville Gardens has been replaced with the modern Stephenville Dome. Teams hold a "B" rating Provincially and Stephenville still remains a popular place for hosting tournaments. Participants in those early years are now important members of the community. Many support Minor Hockey and assist with fund-raising and coaching.

Special thanks to Joe Crane who compiled this brief history. Joe sums up his involvement by saying "Minor Hockey gave me some of the best years of my life."

Constitution

Article 1 - Membership

Membership in the Association is voluntary and is open to any interested person or group who agrees to and accepts the objectives of the Association and the Newfoundland and Labrador Amateur Hockey Association.

(A) Sustaining member, is nineteen (19) years of age or older, are persons residing within the boundaries of Stephenville Minor Hockey Association or whose child was registered in the Stephenville Minor Hockey Association the previous year.

(B) Honorary members, when and as conferred by the executive of the Association.

(C) Members are only those directly involved with S.M.H.A. (volunteer or parent/guardian of registered player, executive)

Articles 2 - 13 - Membership Meetings

Article 2

The annual general meeting of the Association shall be held each year at a place and date to be determined by the executive and notice of each annual meeting general meeting shall be made known to the membership thirty (30) days prior to the annual meeting. The date of the annual meeting is to be no later than May 30.

Article 3

The order of business of the annual general meeting or any special meeting held during the year:

- (A) Reading of the minutes of last annual or special meeting.
- (B) Business arising from minutes.
- (C) The President's address and report.
- (D) The Treasurer's report.
- (E) Committee reports.
- (F) Matters of which notice has been given.
- (G) Election of Officers.
- (H) General Business.
- (I) Adjournment.

Article 4

General meetings of the association shall be held every two months during the hockey season.

Article 5

A quorum of the annual meeting or the general meeting of the association shall consist of twenty (20) in attendance.

Article 6

The officers of the association shall be:

- (A) President
- (B) Vice-President
- (C) Secretary
- (D) Treasurer
- (E) Registrar
- (F) Public Relations/Scheduler
- (G) Female Representative

Article 7 - President

The President, or in the absence of the President the Vice-President, shall preside at all meetings of the association and at its executive. The President shall be responsible for the proper observance at all times of the memorandum and articles of the association and shall arrange for such meetings as may be deemed necessary for the advancement of the objectives of the association and may be one (1) of the signing officers of the association.

Article 8 - Vice-President

In the event the President becomes unable to execute his duties the Vice-President shall assume the duties of the President until the next annual general meeting. The Vice-President shall be responsible for the organizing and overseeing of the association's annual meetings or any special general meetings.

Article 9 - Treasurer

The Treasurer shall take charge of all monies belonging to the association and on recommendation of the association pay out money by cheques which have been signed by the President and Treasurer, obtain receipts, and provide receipts for all incoming money to the association, present financial statements monthly and at regular meetings and render a yearly report.

Article 10 - Secretary

The Secretary shall record the proceedings of each meeting and read these minutes at the following meetings, assist the President in preparing the agenda of each meeting, attend to all correspondence and maintain all letters, documents, etc., in a permanent file, prepare the annual report of the association, send out notices of meetings and perform any similar duties as may be required.

Article 11 – Registrar

The Registrar shall be responsible for ensuring that all players are registered in the HNL database. This information is to be entered accurately ensuring that all players are eligible to play in their respective divisions. The registrar shall be responsible for ensuring that all coaches are registered in the HNL database and that all coaches have their required qualifications.

Article 12 – Public Relations/Scheduler

Public Relations/Scheduler will be responsible for any promotions that may come forth and to give positive exposure for the association. (ie special events, provincials, WGIHW, camps, etc.) Maintain the website, Facebook page and schedule.

Article 13 – Female Representative

Female Representative will be responsible for representing all female divisions within the Association. This person shall attend and be the voting member at all Hockey NL Female committee meetings, if they are unable to attend another member of the Executive is to serve as the voting member for that meeting.

Articles 14 - 19 - Terms of Office

Article 14

- A. The term of office for any executive member shall be two (2) years.
- B. The election of officers of the association will be held at the annual general meeting of the association and voting will be by secret ballot.

Article 15

Officers of the association will be eligible for re-election.

Article 16

Any member of the association seeking a nomination as an officer who is unable to be present at the annual general meeting may signify his acceptance by letter.

Article 17

Should a vacancy occur in the office of Vice-President said vacancy shall be filled by the executive until the next annual meeting.

Article 18

Should a vacancy occur in any office other than the President or Vice-President the vacancy shall be filled by appointment by the executive to take over said accounts and records until the next annual meeting.

Article 19

The officers shall compose the executive of the association.

Articles 20 - 26 - Executive

Article 20

The executive shall carry on the general business of the association.

Article 21

The executive may employ a technical director whose duties shall be to conduct the required business of the association. The executive shall determine the working conditions, salary and duties of the technical director.

Article 22

- A. At meetings of the executive committee, each member of the executive shall be entitled to one (1) vote. In addition to his vote as an officer, the President shall also have the casting vote in the case of a tie.
- B. At all meetings of the association or its committees voting shall be by a show of hands, unless the meeting decides upon a ballot.
- C. Decisions shall be decided on a majority of votes cast.

Article 23

Roberts Rules of Order shall be followed for all meetings of the association and the executive.

Article 24

The Executive may appoint committees from the general membership to carry out the objectives and responsibilities of the association.

Article 25

Amendments or alterations can be made to the constitution only at the annual meeting of the association after specific notice in writing thirty (30) days to the secretary and then only by a (2/3) majority of the members voting.

Article 26

All members of the executive who miss three (3) consecutive meetings or more than 50% of the meetings for the year will automatically be removed from the office for just cause.

Article 27

Any member of the Stephenville Minor Hockey Association found in a position where conflict of interest may be present should not be entitled to a vote.

Article 28

The executive of the association has ultimate responsibility of all financial matters pertaining to the association.

Article 29 - Suspensions

The President, or in his absence the Vice-President, or the designated representative, shall have the power to suspend summarily any player in minor hockey for ungentlemanly conduct on or off the ice, or for abusive language to any official, after a report has been submitted to the referee-in-charge of any game or any member of the association, such suspension to be dealt with by the executive of the association within ten (10) days. If not dealt with within 10 days the suspension is automatically cancelled, but an effort should be made to arrive at a decision before the team involved has to play its next game.

Article 30 - 31 - Executive Meetings

Article 30

The executive shall meet at least once a month and at such time and place as the President may direct. The President may call additional meetings of the executive at his/her discretion or upon request in writing of four members of the executive.

Article 31

A quorum of the executive shall consist of a majority of the executive.

Article 32 - 33 - Directors

Article 32

Directors are appointed by the Executive and these directors are permitted to coach teams within the Association upon approval of executive. Duties of the director shall be assigned by the executive.

Article 33

The executive of the Association can not be Directors or Coaches with regards to minor hockey in the year(s) that he/she serves on the committee.

Article 34 - Nominations

Nominations for the various offices of the Association may be made by a Nominating committee to be appointed by the executive and may be made from the floor.

Article 35 - Representation

The President and/or Vice-President shall represent the association officially at any function or on any body where representation from the association is desired or requested. Alternates may be appointed by the President.

Articles 36 - 37 - Playing Rules

Article 36

The Hockey NL playing rules, as may be amended from time to time by the Hockey NL, shall be at all times the rules of the game of this Association, together with all special playing rules as outlined in the regulations of the association.

Article 37

The executive shall have the power to make rules, regulations and arrangements as to all matters of business, duties, management regulations or otherwise so far as not already herein provided especially for.

By-laws of the Stephenville Minor Hockey Association

Bylaw 1 - Directors

- A. The division Directors will be approved by the Executive.
- B. No Director may be a coach or manager in the division over which he/she has responsibility, unless otherwise approved by the Executive.
- C. A member of the Executive may be allowed to be Director only if no other qualified person is available.
- D. Directors are expected to attend as many games and practices as possible within the division for which he/she is responsible.
- E. If a team is ready to commence game play, and the team coach or manager is not present, the Director may appoint someone to coach the team for that game.
- F. Duties for each division Director, in relation to the division for which they have responsibility, are as follows:
 - o Carry out duties as directed by the Vice President or the President.
 - o At all times, ensure that the constitution and the bylaws of Stephenville Minor Hockey Association are upheld.

Directors do not have authority to question decisions of referees, or to interfere with the actual rules of hockey.

Bylaw 2 - Coaches Conduct

- A. When it is determined that a coach or manager of a rep team committed an intentional violation of the rules concerning use of an ineligible player, the Hockey NL guidelines for discipline will be applied. In the case of a house league team, the following penalties will apply:
 - o First Violation - 3 game suspension for the coach and/or the manager.
 - o Second Violation - 1-year suspension from date of infraction for coach and/or manager.
 - o All games in which the ineligible player participated will be forfeited to the opposing team.
- B. No personal arrangement, or gentlemen's agreement, may be contracted or carried out between persons involved in Stephenville Minor Hockey Association, that are contrary to the Association's constitution or bylaws, or to any duly passed motions of the Executive. Any person who violates this section will be subject to discipline on review by the Executive.
- C. Any coach or manager that does not co-operate in returning team uniforms and/or equipment to S.M.H.A., shall be subject to a suspension of up to one (1) year, to be decided by the Executive.
- D. For house league and developmental play, it is the responsibility of each and every bench coach to ensure that each player on his/her team receives equal ice time, regardless of ability. If a team dresses two goalies for a game, each goalie must receive relatively equal playing time for that game.
- E. For All-Star play, it is the responsibility of each and every bench coach to ensure that each player on his/her team receives fair ice time through-out the season and in tournament play.

All coaches and assistants should wear a C.S.A. approved hockey helmet and proper hockey gloves when on the ice for S.M.H.A. related activities. Persons under the age of sixteen (16) must wear full equipment when on the ice with S.M.H.A.

Bylaw 3 - Player Eligibility

- A. All players must register in their division as determined by age. The age defined to be the player's age on December 31 of the year in which he/she is registering.

IP	4,5,6
Novice	7,8
Atom	9,10
Pee-Wee	11,12
Bantam	13,14
Midget	15,16,17

- B. At the discretion of the Directors of two divisions and in conjunction with the Executive, a player can be moved to a lower division if it is deemed their skills would be better developed in that lower division.
- C. A player will be permitted to move to another division only with the approval of the Executive. If a player chooses to move to a higher division, thus player must be the top player in that division. An evaluation process with a third party from HNL will be required at player's expense. Once that player has participated in three (3) games within that division they cannot move back.
- D. A player designated as a player on a Stephenville All-Star team must be sanctioned by the division Director to participate in Developmental or House League tournaments in the division that the player is registered. If a player participates without sanction, the player may, upon review by the Executive, forfeit their right to play on any All-Star or Developmental team representing S.M.H.A. and will only be permitted to participate in House League play.
- E. A player must take part in at least five (5) regular season games in order to participate in play-offs. Executive may make exceptions on the basis of illness or injury, subject to review.

To be eligible to participate on an All-Star team, a player must have been registered with the S.M.H.A. no later than December 10. Exceptions can be granted by the Head Coach of a division in conjunction with the Executive.

Bylaw 4 - Insurance

- A. The Executive of the Stephenville Minor Hockey Association will ensure that adequate insurance is in place for all Association activities.
- B. The Executive will obtain sufficient insurance as is necessary to indemnify each Executive member, Director, Coach and Manager of the Association against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgement, reasonably incurred in respect of any civil, criminal, or administrative action or proceeding to which he/she is made party to by reason of acts done in an attempted performance in good faith of his/her duties in the Association.

It is mandatory that any vehicle associated with a team outing, game, practice or Tournament, whether in town or out of town, must have third party liability insurance of at least \$1,000,000.00. If a rental vehicle is involved, the vehicle must be covered for the number of individuals it will be carrying.

Bylaw 5 - Registration

- A. All players must be registered in the Stephenville Minor Hockey Association in each year that they participate. A parent or legal guardian must sign the appropriate registration form (unless the player is of legal age, in which case he/she may sign the registration form), and the registration fees as set out by the Executive must be paid at the time of registration. No player will be allowed to practice or play until he/she is registered, and a minimum payment has been made.

- B. Registration will be held at time, date, and location as determined by the Executive. The Registrar will handle registration subsequent to the start of the season.
- C. No person shall be allowed to register with S.M.H.A. who owes the Association money, or equipment (sweaters, goalie equipment, etc.), until such time as all outstanding obligations have been taken care of.
- D. The Treasurer shall send registered letters with a return receipt to those people whose registration cheques were returned from the bank as being unpaid. Alternative payment arrangements must be completed within two (2) weeks of the date notice was sent, or the affected registration(s) will be cancelled.
- E. All S.M.H.A. players must reside within the boundaries of the Association's jurisdiction, as set out by the rules and regulations of Hockey NL.

Any player who is registered for play with another Association for the current season, and subsequently moves into S.M.H.A. boundaries after the start of the season, is eligible to play. Placement of these individuals on teams will be determined by the appropriate division coaching staff, with the assistance of the Executive, having due regard to the number of players, and the relative team strengths in the division.

Bylaw 6 - Risk Management

Stephenville Minor Hockey Association shall appoint an executive member as their Risk Manager. The Risk Manager's duties shall be:

- To become knowledgeable in the Hockey NL Risk Management Program.
- To create and maintain a risk management file for the Association.
- Promote effective risk management within the Association.

To work with the executive to help identify major risks and make recommendations to reduce or manage those risks.

Bylaw 7 - Rules of Play

All Hockey NL rules and regulations governing the activities of minor hockey play shall apply to S.M.H.A. house league play. Travel team play will be subject to the rules and regulations of the governing body having jurisdiction over the game in which the travel team is participating.

Bylaw 7 - Rules of Play - Game Duration

House league game slots are 55 minutes. The breakdown will be a seven-minute warm-up and three fifteen-minute running time periods.

It is to be strictly enforced by coaches, managers, and other officials, that no person shall go on the ice surface until the Zamboni is off, and the Zamboni doors are closed and secured.

Bylaw 7 - Rules of Play - Equipment

All players in all divisions shall be required to wear a full set of C.S.A. (Canadian Standards Association) approved hockey equipment in order to be allowed on the ice, for a game or for a practice. A team will be assessed a minor penalty if a player goes on to the ice surface without full and proper equipment, and that player will be removed from play until properly equipped.

All players on a team must wear identically coloured sweaters for a game.

Bylaw 7 - Rules of Play - Scoresheets

- A. An official score sheet shall be used for each and every league or exhibition game above Novice, which contains the following:
 - Date, game location, team names, division.
 - Signatures of coach and manager from each team, referees, time keeper (official scorer)
 - Team roster indicating absent players.
 - Games results, including details of goals and penalties.
- B. The score sheets should be filled out first by the visiting team, and second by the home team.
- C. Any player whose name appears on the score sheet shall be considered as having taken part in that game, unless marked as absent. Players injured in pre-game warm-up will be credited with having taken part in the game.

Upon completion of the game, the original copy of the score sheet is given to the division convenor, and one copy is given to each a coach for each team.

Bylaw 7 - Rules of Play - Officiating

All games in divisions above Novice must be officiated by Hockey NL sanctioned referees in order for play to commence. Sanctioned referees can be scheduled for Novice games, but coaches may substitute if referees are not scheduled.

Bylaw 7 - Rules of Play - Goaltenders

If a team has no goalkeeper for a game, a goalkeeper may be used firstly from another team in that division or, if not available, a goaltender from one division lower with preference to the second-year goalie. Each goalie should receive fair opportunities to play with other divisions

Bylaw 7 - Rules of Play - Forfeiting Games

Teams must be ready to start play at the time designated on the game schedule and be prepared to complete the game within the allowed time period. Forfeit will be declared if a team has less than six (6) players at game time, and the official scoring record will be marked as such.

Bylaw 7 - Rules of Play - Protests

Game protests must be submitted in writing to the division Director within forty-eight (48) hours of the completion of the game in which the protest arose.

Bylaw 7 - Rules of Play - Penalties

A. Minor Penalties

- A minor penalty will be of three-minute running time duration.
- Upon scoring of a goal by the opposing team, a team having players serving a penalty will return to full strength, however, the player(s) serving the penalty will remain in the penalty box until the first stoppage of play following the expiration of the full penalty time. The exception to this rule is if the infraction was committed by someone other than the player who is serving the penalty (e.g.: bench penalty or goalie penalty), in which case the player may return to play or his/her bench when penalty is cancelled.
- No individual player will serve more than one bench or goalie penalty during one season.
- In all divisions, any player receiving three minor penalties during the same game will be expelled from the game and is to proceed directly to the dressing room.

B. Misconduct Penalties

- A misconduct penalty will be of ten (10) minutes running time duration.
- Any player assessed a misconduct penalty may, at the discretion of the division Director, be suspended from the next scheduled game.
- Any player assessed a game misconduct during the first or second periods, will be suspended for the balance of that game. Any player assessed a game misconduct during the third period will be suspended for the balance of the game, and from the next game that his/her team plays.
- The Vice President will suspend any player receiving a second game misconduct penalty during the same season, from further play pending a review.

C. Major Penalties

- A major penalty will be of five (5) minute running time duration.
- Any player receiving a major penalty for fighting in the first two periods will be automatically ejected for the balance of that game. Any player receiving a major penalty in the third period for fighting will be automatically ejected for the balance of that game and suspended from playing in the next game that his/her team plays.
- The Vice President will suspend any player receiving a second major penalty during the same season from further play pending a review.

- Any player receiving a major and match penalty for spearing, butt-ending, or intent to injure is automatically suspended until the case is reviewed by the Vice President, who has the authority to take further action.
- A penalty assessed for checking from behind in the first or second periods will result in the offending player's suspension for the balance of that game, and for the next game that his/her team plays. Checking from behind in the third period carries a suspension for the balance of that game, and for the next two games played by the player's team.
- Referees assessing misconduct or match penalties must submit a written report concerning the penalty to the division Director. The division Director will maintain a record of all such penalties.

A suspended player wishing to appeal the Vice President's decision must do so in writing to the Executive within forty-eight (48) hours of the decision. The player shall not be permitted to play while the appeal is pending.

Bylaw 7 - Rules of Play - Tournaments

- A. No S.M.H.A. team or individual may participate in a tournament without approval from the President, and travel approved by the Western Director.
- B. No S.M.H.A. team or individual may stage a tournament without approval from the Executive and sanction approval from Western Director/Hockey NL.

Bylaw 8 - Coaches/Managers

- A. Coaches and managers will be selected by the Executive. Any person coaching or assisting in S.M.H.A. must be at least sixteen (16) years of age, with the exception of demonstrators used for clinics and/or skills development sessions, with the approval of the executive. Coaches will be selected through an application process. Coaching privileges may be revoked if S.M.H.A. policies and guidelines are not adhered to.
- B. Coaches and managers must familiarize themselves with all the rules and regulations as laid down in the Constitution and Bylaws of the S.M.H.A. and must ensure that activities that are carried out under their care and control, are in compliance with those rules and regulations.
- C. S.M.H.A. will sponsor coaches' clinics each season and it will be mandatory for all coaches to attend when requested.
- D. The coach, or the assistant coach in the coach's absence, is responsible for the discipline and behaviour of the team members during, and after, games and practices, until the team has left the dressing room.

- E. Coaches and managers are responsible for distributing equipment before each game, and for collecting the same after the game.
- F. Coaches and managers are responsible for collecting all S.M.H.A. equipment loaned to the team, or to team players, at the end of the season, and delivering the same to the Director in a timely fashion.

Each S.M.H.A. Rep team **must** select a person of legal age to fulfil the responsibilities of Team Manager. The Team Manager will be responsible for ensuring that guidelines established by the Board of Directors and/or the Treasurer regarding the handling of team finances are adhered to.

Bylaw 9 - Fundraising

- A. No team or individual or group shall be permitted to raise funds for purposes or reasons associated with S.M.H.A. without written consent from the Executive.
- B. Each Rep team is permitted one (1) major fundraiser per season.
- C. The manager of a team will be designated as one of the signing agent for monies raised for that team. The Treasurer of the Association will be designated as the other.

All monies collected in a fundraiser will be handed to the Treasurer of the Association. The disbursement of the collected funds to the Rep team will be subject to the approval of the Executive. All monies will be used for travel expenses. (i.e. hotel, registration, gas) No monies will be used to purchase merchandise.

Bylaw 10 - Appeals

- A. All appeals or complaints, other than game protests, must be submitted in writing to the division Director, complete with proof of error (unless proof exists within league records).
- B. Individuals wishing to appeal the decision of a division Director can request a ruling from the Executive.
- C. Individuals wishing to appeal the decision of the Executive must use the Hockey NL appeals process. The Executive will arrange the initial correspondence between the dissatisfied party and the Hockey NL representative.

At all steps of the appeal process, all involved parties shall be offered the opportunity to make representation. Involved parties who choose not to make representation lose the right for rebuttal.

Bylaw 11 - Rep Teams

- A. Our Association will have an All-Star rep team in each division above Novice. All-Star teams will each select a maximum of nineteen (19) and a minimum of seventeen (17) players, of which two (2) will be goalkeepers. In divisions where numbers permit a Developmental rep team will be selected. This team can travel with less than 17 players if numbers are not sufficient. Selection of players for each Rep team is at the discretion of the Head Coach for each team along with a selection process set out by SMHA executive.
- B. Rep teams will establish a final selection of players by not later than February 10th of each season. The cut-off point for interchange of players with the House League system will be determined each year by the Executive.
- C. Changes in a Rep team's roster size after the selection deadline will be subject to approval by the Executive.
- D. Players quitting an All-Star team after the selection deadline will not be eligible for the Developmental team if that team has a full roster.
- E. All-Star team players unavailable due to accident, illness, or other legitimate reason, can be replaced on a game-by-game basis with Developmental players from the same division, with permission of the head coach of that team. This must not interfere with participation of the replacement player on his/her own team.

All All-Star teams must attend Provincial Tournaments with a minimum of seventeen (17) players, and a maximum of nineteen (19), of which one (1) must be a goaltender (In the event that the number of goaltenders in the division are sufficient, the team must carry two (2) goaltenders). Developmental teams cannot exist in a division unless that division has an All-Star team.

Novice

The Novice division is divided into two tiers: IP and Novice. These divisions provide the opportunity for starting players to develop their game in an environment that stresses skill, progress, and fun over wins and losses. Our goal is to focus on the child's physical and emotional self-confidence. There are no official scores, no league standings and no losers. The sole emphasis is placed on fun, good team efforts and recreation.

The IP program is designed to introduce skating to children for the first time in an organized fashion. The average age of children in the program is 4, 5 and 6, with older and younger children participating also. Certified Volunteer instructors are on hand to help children with the basic concepts and fundamentals of skating. Although the main focus of the IP program is skating, children must attend in full hockey gear. They are introduced to skating, passing, puck control and shooting in a progressive, one-step-at-a-time manner. The players will do half ice practices and games and must use smaller nets and blue pucks.

Novice is the second division of the beginners' hockey program designed to teach basic playing skills and the rules of hockey in a cooperative team environment. The average age of children in this program is 7 and 8. More advanced skating skills are introduced and are a major focus of this division. Practices and games will be half ice and players rotate positions so that each player gets a feel for playing all positions, including goalie. Shifts are timed so that each player receives the same amount of ice time and therefore the same opportunity to develop his or her love for the game.

It is the coaches responsibility to ensure that every player, regardless of ability or game situation be given **equal ice time** in every game.

House League

The SMHA House League consists of the following age divisions: Atom, Female U12, PeeWee, Female U15 Bantam, Midget and U20. The goals of the House League focus on providing instruction and playing hockey in a recreational environment. All children are offered the same opportunities and are treated similarly regardless of their abilities or the speed at which they learn. While scores are kept and games are won and lost, a strong emphasis is placed on sportsmanship.

House league and developmental play stresses skill development. It is the coaches responsibility to ensure that every player, regardless of ability or game situation be given **equal ice time** in every game. Ice time must be allocated on a game by game basis. If there are two goaltenders, then their time must be divided equally in every game. Situational play (power plays, penalty killing, line /player matching) is not allowed in these divisions.

The House program operates with game slots on weekdays and practice slots on weekends. Players in each age division are divided into balanced teams. Player evaluation sessions may be held at the beginning of the season to assist in team assignments. These are not "try-outs," as every child will be placed on a team and will receive an equal amount of ice time. The times may vary from week to week. A strong emphasis is placed on learning the skills, sport of ice hockey and players can expect to practice at least once a week. Teams may be sharing ice times during these practice sessions.

Players that participate on the All-Star teams will be playing within their own divisions this year. These players will be distributed evenly on the House teams. It will be the coach's responsibility to ensure that line pairings are balanced during games. That is, the skill levels of opposing lines should be matched as evenly as possible.

What is a Rep Team?

Rep Teams will be fielded in all age divisions above Novice and will compete as "**A**" (**All-Star**) or "**B**" (**Developmental**) division teams. If there are sufficient numbers, multiple Developmental teams may exist in a division, however there can only be one All-Star team. An All-Star team must exist in a division before a Developmental team can be established.

A rep team may play above 40 games depending on the level of tournament participation. More than half of these games will be away due to the demand for ice time locally. Most of the travel is limited to locations within a day's travel and overnight stays are rarely required. Participation in a tournament usually does require one or two nights stay at the tournament location. This is due not only to the distances travelled, but also to the compressed game schedules of most tournaments which make "commuting" an undesirable option. It may also mean an occasional early dismissal from school on a Friday in order to meet a game schedule. Parents should be aware of the financial and time commitment you will be making to your child if they are to participate at this level.

There is a travel fee set to defray the cost on the Association for coaches' expenses at the Provincial tournaments and the extra practice slots given two weeks prior to the tournament. This fee is set annually and will be levied and collected at least one month prior to the Provincial tournament.

"A" (All-Star)

All-Star hockey is intended to offer a competitive level of hockey for players. The coaching philosophy focuses on developing advanced individual and team play skills. However, each player, will receive **fair ice time** through-out the season.

An All-Star Rep team will be chosen from the players in each division after a series of try-outs. The team will not be finalized until the February 10 deadline. Prior to this, players can be moved between the Developmental and All-Star teams for practices and games. All-Star teams will attend Provincial Tournaments with a minimum of seventeen (17) players, and a maximum of nineteen (19), of which one (1) must be a goaltender (In the event that the number of goaltenders in the division are sufficient, the team must carry two (2) goaltenders).

Players and parents will be making a major commitment of time and energy to hockey during the season, which will begin in early October and may last until late March. Once selected, players are expected to fulfill their commitment to the team for the entire season.

"B" (Developmental)

Developmental play stresses skill development. Developmental hockey is intended to offer a formative level of hockey for players. The coaching philosophy focuses on developing basic individual and team play skills. However, each player, will receive **fair ice time**.

A Developmental Rep team will be chosen from the remaining players in each division after the All-Star teams are selected. Developmental teams can attend Provincial Tournaments with a minimum of seventeen (17) players, and a maximum of nineteen (19), of which two (2) must be goaltenders. In the event that only one (1) goaltender is available, Developmental teams will be permitted to travel with a minimum of sixteen (16) and a maximum of eighteen (18) of which one (1) must be a goaltender. In the event that numbers do not permit a team to travel with the above players, special permission can be granted to travel with a minimum of twelve (12) players, of which one (1) must be a goaltender.

What is Fair Play?

There are four main participant groups involved in minor hockey games: the players, the coaches, the officials, and the parents/spectators. How these four groups interact determines how positive, or how negative an event becomes. A Fair Play program in any hockey association promotes SAFETY and RESPECT and a positive environment for all participants.

Fair Play Principles

- Respect the Rules
- Respect the Opponents
- Respect the Officials and Their Decisions
- Have Everyone Participate
- Maintain Your Self-Control at all Times

To foster this philosophy, the following will be considered the **Codes of Conduct** for all participants in SMHA this year. Each player, parent and coach will be required to sign their respective agreement before participating in the league this year. Failure to sign the agreement will automatically disqualify the individual from participating this season.

Ice Time and Fair Play?

Probably the most contentious issue that fair play raises in Minor Hockey is the question of the **amount of ice time** a player receives or **when** that player receives their ice time.

Hockey Newfoundland and Labrador has adopted a fair play policy governing the allocation of ice time for all levels of play. You can view this policy on the Hockey NL website.

All coaches, players and parents are expected to support this policy. For clarification of any of the details of this policy, please contact the [President or Vice President](#).

Player Code of Conduct

As a player in the Stephenville Minor Hockey Association I agree to adopt the following Code of Conduct. I fully understand that breaching this Code could result in a penalty as severe as suspension for the duration of the remainder of the season.

- Respect and adhere to all ideals, policies and rules determined by Hockey NL, the Stephenville Minor Hockey Association, and your team.
- Respect the rules of the game, opponents, officials and their decisions.
- Maintain self-control at all times.

- Attend as many games and practices as reasonably possible. Be present before games and practices in a timely manner. Notify the coach ahead of time if you will be absent.
- Respect the facilities, either home or away, in which you are privileged to play.
- Exhibit a high degree of sportsmanship, teamwork and positive attitude at all times when representing your team and the league.
- Refrain from using foul language towards teammates, coaches, officials or opponents.
- Show respect for the decisions, judgment and authority of the officials and timekeepers.
- Show respect for the feelings and abilities of the players on the other team.
- Accept the capabilities of other players.
- Ensure that your equipment is complete, safe and in good condition.
- Accept defeat graciously.
- **Love the game above the prize.**

Parent Code of Conduct

As a parent of a child participating in the Stephenville Minor Hockey Association I agree to adopt the following Code of Conduct. I fully understand that breaching this Code could result in a penalty as severe as expulsion from Minor Hockey events for the remainder of the season.

- Respect and adhere to all ideals, policies and rules determined by Hockey NL and the Stephenville Minor Hockey Association.
- Respect the rules of the game, opponents, officials and their decisions.
- Maintain self-control at all times.
- Encourage my child to attend as many games and practices as reasonably possible in a timely manner and to notify the coach ahead of time if they will be absent.
- Respect the facilities, either home or away, in which my child is privileged to play.
- Exhibit a high degree of sportsmanship, teamwork and positive attitude at all times when representing my child and our Association.
- Refrain from using foul language towards other parents, coaches, officials or opponents.
- Show respect for the decisions, judgment and authority of the officials and timekeepers.
- Show respect for the feelings and abilities of my child, my child's teammates and the players on the other team.
- Accept the capabilities of my child and other players.

- Ensure that my child's equipment is complete, safe and in good condition.
- Refrain from yelling at or threatening referees, opposing players or coaches before, during, or after games or practices.
- Refrain from demonstrations of frustration or anger after a game loss.
- Refrain from demonstrations of frustration or anger after a goal scored or a game won that would embarrass or demean the opposing team.
- Refrain from physical abuse of any other person.
- Refrain from approaching the bench during a game situation unless summoned by a coach.
- Avoid confusing my child by coaching from the stands.
- Support my child with positive encouragement.
- Refrain from expressing my opinion of the coaches or players in front of my own child.
- Accept defeat graciously.
- **Love the game above the prize.**

Coach Code of Conduct

As a coach participating in the Stephenville Minor Hockey Association I agree to adopt the following Code of Conduct. I fully understand that breaching this Code could result in a penalty as severe as termination of my coaching duties for the remainder of the season.

- Respect and adhere to all ideals, policies and rules determined by Hockey NL and Stephenville Minor Hockey Association.
- Complete as required coaching Levels as mandated by the S.M.H.A.
- Exhibit a high degree of sportsmanship, teamwork and positive attitude at all times.
- Respect the rules of the game, opponents, officials and their decisions.
- Be accountable for and control the behaviour of my players and of all participants when necessary within arena facilities.
- Refrain from using foul language towards players, other coaches, or officials.
- Show respect for the feelings and abilities of my players and the players on the other team.
- Ensure that my player's equipment is complete, safe and in good condition.
- Prohibit unacceptable conduct within dressing rooms, at players' bench, or on the ice surface.

- Abide by the intent and not just the letter of league rules. Rules are instituted for the protection and enjoyment of the players, not to give an edge to one team over another.
- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players. Be prepared. Do not ask anything of your players, other coaches, executive and parents that you do not ask and expect of yourself.
- Inform the parent and inform the director in writing if a child is disciplined during a game or practice.
- Keep lines of communication open with parents, players, division Director and the Executive.
- Be a positive role model to my players and display emotional maturity.
- Be generous with my praise when it is deserved and not criticize players publicly. Be consistent, honest, fair and just.
- Ensure that all players get equal instruction, support and fair playing time.
- Maintain self-control at all times.
- Accept defeat graciously.
- **Love the game above the prize.**

Trainer Code of Conduct

As a trainer participating in the Stephenville Minor Hockey Association I agree to adopt the following Code of Conduct. I fully understand that breaching this Code could result in a suspension of duties for the remainder of the season.

- Strive to enhance the safety of all participants at all times.
- Use only those techniques which you are qualified to administer.
- Always err on the side of caution and never practice any behaviors which may ultimately harm a participant or worsen an injury.
- Promote the values of fair play, integrity and friendship and never condone, encourage, engage or defend unsportsmanlike conduct including the use of performance enhancing substances.
- Never intentionally mislead or lie about qualifications, education or professional affiliations.
- Strive to achieve the highest level of competence and continue to educate yourself and improve your skills.

Volunteer Code of Conduct

As a volunteer participating in the Stephenville Minor Hockey Association I agree to adopt the following Code of Conduct. I fully understand that breaching this Code could result in a suspension of duties for the remainder of the season.

- Respect and adhere to all ideals, policies and rules determined by Hockey NL and Stephenville Minor Hockey Association.
- Exhibit a high degree of sportsmanship, teamwork and positive attitude at all times.
- Refrain from using foul language towards players, coaches, or fans.
- Refrain from public criticism of fellow volunteers, players, coaches, parents and officials.
- Treat everyone fairly regardless of gender, religion, color or economic status.
- Be a positive role model to players and display emotional maturity.
- Maintain self-control at all times.
- Attend to assigned volunteer duties in a timely manner.
- Carry out duties in as safe and controlled manner as possible.

Official Code of Conduct

As an official participating in the Stephenville Minor Hockey Association I agree to adopt the following Code of Conduct. I fully understand that breaching this Code could result in a suspension of duties for the remainder of the season.

- Respect and adhere to all ideals, policies and rules determined by Hockey NL and Stephenville Minor Hockey Association.
- Complete as required officiating levels as mandated by the S.M.H.A.
- Exhibit a high degree of sportsmanship, teamwork and positive attitude at all times.
- Refrain from using foul language towards players, coaches, or fans.
- Prohibit unacceptable conduct within dressing rooms, at players' bench, or on the ice surface.
- Apply the rules of the game fairly and to the best of your ability. Treat everyone fairly regardless of gender, religion, color or economic status.
- Be a positive role model to players and display emotional maturity.
- Maintain self-control at all times.

S.T.O.P. PROGRAM

The basic premise of this program that no other objective of the sport of hockey supersedes the need to protect the safety of the participants, and to protect them from injury. The following pledge is aimed at promoting fair play in the sport of hockey and will be printed on forms to be signed by each player and his/her parent/guardian each season prior to participation.

"I, and my participating child, hereby agree to abide by the rules, regulations and decisions, as set forth by the S.M.H.A and Hockey NI which absolutely prohibit the extremely dangerous act of "Checking from Behind." I, and my participating child, understand that suspensions may be imposed for violation of these rules."

A crest, in the colors, shape, and design of a roadside stop sign, is to be affixed to the back of each game jersey worn by S.M.H.A. players in all divisions. The initials stand for Safety Towards Other Players, and the presence of the logo is intended as a reminder to all players of the importance of fair play toward others.



What is Risk Management?

Hockey is an integral part of the Canadian Structure. Hockey builds physical and mental skills and also provides the framework for competition, fun, relationships and learning in a positive manner. While most have a positive experience there is always the threat of injury or abuse. The adoption of a structured approach to risk management will ensure the most practical and economical ways of dealing with liability exposures are implemented. Risk Management is the formation and adoption of policies and procedures that:

- Identifies the risk of bodily injury or financial loss arising from activities of an organization.
- Measures the risks that have been identified and sorts those that are "significant" from those that are not.
- Seeks out all the ways and means of eliminating avoidable risks that could lead to significant bodily injury or financial loss and does everything it can to minimize the consequence of risks that are avoidable.

- Make sure that adequate financial resources are in place to compensate those who are injured or have otherwise suffered a financial loss as a result of their involvement in amateur hockey.

The CHA and its provincial and territorial branches have been working to formulate a system for everyone involved in the game to be educated on the issues, policies, and definitions governing risk management. The following information outlines the policies and procedures of the Hockey NL regarding risk management and its adoption into local associations.

Risk Managers

An NLHA Officer shall be appointed as NLHA Risk Manager. The duties of the NLHA Risk Manager shall be:

- In cooperation with the Executive Director, to supervise the activities of the Risk Management Program.
- To assist in the development and preparation of material for the NLHA Risk Management Program.
- To assist in the development of policies pertaining to Risk Management.

Each Minor Hockey Association shall appoint an executive member as their Risk Manager. The Risk Manager's duties shall be:

- To become knowledgeable in the NLHA Risk Management Program.
- To create and maintain a risk management file for the Association.
- Promote effective risk management within the Association.

To work with the executive to help identify major risks and make recommendations to reduce or manage those risks.

Risk Management Program

Risk management is applied at every level of involvement in Minor Hockey. The following lists detail considerations and requirements for a good risk management program.

Executive

- Have a Constitution, bylaws and Regulations
- Incorporate under the Society Act
- Establish a philosophy, goals and objectives.
- Written job descriptions for volunteers.
- Provide insurance protection.
- Consistent application of rules and regulations.

- Appoint a Risk Manager.
- Ensure a safe building/playing environment.
- Provide travel guidelines.
- Widest possible circulation of risk management guidelines.
- Provide travel guidelines.
- Follow the [Volunteers Code of Conduct](#).
- Adopt an abuse policy.

Team Officials

- Have a selection process.
- Obtain recognized and required certification.
- Ensure proper equipment is in place.
- Have rule based ethics.
- Adhere to Association philosophy and guidelines.
- Set a good example as to rules, regulations and respect.
- Instruct acceptable playing techniques.
- Do not accept inappropriate player behavior.
- Have an emergency action plan.
- Follow the [Coaching/Trainer Code of Conduct](#).

Players

- Warm up properly before the game.
- Wear proper equipment.
- Play by the rules.
- Respect other participants in the game.
- Exhibit a sportsmanlike attitude off and on the ice.
- Refrain from horseplay in locker rooms, hallways, lobbies, etc.
- Follow the [Player Code of Conduct](#).

Officials

- Obtain and maintain proper training.
- Be consistent, objective and courteous in calling infractions.
- Respect other participants in the game.
- Report serious injuries.
- Wear proper equipment.
- Only officiate authorized events.
- Follow the [Officials Code of Conduct](#).

Parents/Fans

- Be aware of the inherent risk in the sport.
- Be aware of Associations philosophy, goals and objectives.
- Ensure player has proper equipment.
- Advise coach on any medical conditions.
- Respect the role of team officials and on-ice officials.
- Attend pre-season meeting with coaches.
- Encourage your child to play by the rules.
- Help your child work towards skill development and fair play.
- Display positive encouragement.
- Recognize the value and importance of hockey volunteers.

Follow the [Parent Code of Conduct](#).

Child Abuse

It is the policy of SMHA that there shall be no abuse or neglect, whether it be physical, emotional or sexual of any participant in any of its programs. The SMHA and NLHA expect every parent, volunteer and staff member to take reasonable steps to safeguard the welfare of its participants and to protect them from any form of maltreatment.

Definitions

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care which causes personal injury or emotional damage to a child. A common characteristic of all forms of abuse against children is an abuse of power and authority or a breach of trust. Within Newfoundland and Labrador, a person is considered a child up to the age of sixteen years.

Emotional Abuse is a chronic attack on a child's self esteem. It is a psychologically destructive behavior by a person in a position of power, authority or trust. It can take the form of name calling, threatening, ridiculing, intimidating, isolating, hazing or ignoring the child's needs.

Physical Abuse is when a person in a position of power or trust purposely injures or threatens to injure a child. This may take the form of slapping, hitting, shaking, kicking, shoving, grabbing or excessive exercise.

Neglect is chronic inattention to the necessities of life such as clothing, shelter, hygiene, supervision, medical care, moral guidance or exercise. This can occur in hockey when injuries are not adequately treated or players are made to play with injuries, equipment is unsafe, non intervention when team members are persistently harassing another player or improperly supervised road trips.

Duty to Report

The province of Newfoundland and Labrador has mandatory reporting laws regarding the abuse and neglect of children and youth. Consequently, it is the policy of Hockey NL and SMHA that any personnel (part-time and full-time staff, volunteer, participant, team official and off-ice official) or Hockey NL partner (parent, guardian) who has reasonable grounds to suspect that a participant is or may be or may have suffered from emotional, physical abuse, sexual abuse or neglect shall immediately report the suspicion and the information on which it is based to the local child protection agency and local police detachment.

Screening Policy

It is the policy of SMHA that it will not authorize or sanction in its programs that it directly controls, any volunteer or employee who has routine access to children (anyone under the age of majority) who refuses to consent to be screened by SMHA before he/she is allowed to have routine access to children in SMHA's programs. All volunteers will present a Certificate of Conduct (Applications available from the Executive or the RCMP). A person may be disqualified and prohibited from serving as an employee or volunteer of SMHA if the person has:

- A. Been convicted (including crimes the record of which has been expunged and pleas of "no contest") of a crime of child abuse, sexual abuse of a minor, physical abuse, causing a child's death, neglect of a child, murder, manslaughter, felony assault, any assault against a minor, kidnapping, arson, criminal sexual conduct, prostitution related crimes or controlled substance crimes.
- B. Being adjudged liable for civil penalties or damages involving sexual or physical abuse of children.
- C. Being subject to any court order involving any sexual abuse or physical abuse of a minor, including but not limited to domestic order or protection.

- D. Had their parental rights terminated.
- E. A history with another organization (volunteer, employment, etc.) of complaints of sexual or physical abuse of minors.
- F. Resigned, been terminated or been asked to resign from a position, whether paid or unpaid, due to complaints of sexual or physical abuse of minors.
- G. Has a history of other behavior that indicates they may be a danger to children in SMHA.

Sexual Abuse Policy

It is the policy of SMHA that there shall be no sexual abuse of any minor participant involved in any of its sanctioned programs, its Training Camps, Hockey Clinics, Coaches Clinics, Referee Clinics, Invitational and SMHA Playoff Tournaments or other SMHA events by an employee, volunteer or independent contractor. Sexual abuse of a minor participant occurs when an employee, volunteer or independent contractor touches a minor participant for the purpose of causing the sexual arousal or gratification of either the minor participant or the employee, volunteer or independent contractor. Sexual abuse of a minor participant also occurs when a minor player touches an employee, volunteer or independent contractor for the sexual arousal or sexual gratification of either the minor participant or the employee, volunteer or independent contractor, if the touching occurs at the request or with the consent of the employee, volunteer or independent contractor.

Neither consent of the player to the sexual contact, mistake as to the participants age, nor the fact that the sexual contact did not take place at a hockey function are defenses to a complaint of sexual abuse.

Upon proof of violation of this policy, the violator will be permanently banned or suspended from SMHA sanctioned programs.

Physical Abuse Policy

It is the policy of SMHA that there shall be no physical abuse of any participant involved in any of its sanctioned programs, its Training Camps, Hockey Clinics, Coaches Clinics, Referee Clinics, Invitational and SMHA Tournaments or other SMHA events by any employee, volunteer or independent contractor. Physical abuse means physical contact with a participant that intentionally causes the participant to sustain bodily harm or personal injury. Physical abuse also includes physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury.

Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate hockey skill. Permitted physical conduct may include, but is not necessarily limited to, shooting pucks at a goaltender, demonstrating checking and other hockey skills, and touch them in a non-threatening, non-sexual manner.

Upon proof of violation of this policy, the violator will be permanently banned or suspended from SMHA sanctioned programs.