



Sioux Lookout Minor Hockey Association

Constitution, By-laws, and Policies

Amended June 5, 2024



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CONSTITUTION OF ASSOCIATION

1 ARTICLE 1: Name

This organization shall be known as Sioux Lookout Minor Hockey Association (SLMHA) and shall hereafter be referred to as “the Association.”

2 ARTICLE 2: Authority and Affiliations

The Association has full and complete jurisdiction over all minor hockey in the Municipality of Sioux Lookout and surrounding area as prescribed by the Branch.

The Association is a member of Hockey Northwestern Ontario, which it hereby recognizes as having full and complete jurisdiction over all amateur hockey in that part of Northwestern Ontario from the 85th meridian to the Manitoba border.

3 ARTICLE 3: Objectives

The objectives of the SLMHA are to form, operate, and improve organized U7, U9, U11, U13, U15, U18 age divisions of Single A house league, AA and/or Special Affiliate AA hockey in the Sioux Lookout and surrounding areas under the authority of “Hockey Canada” and “Hockey Northwestern Ontario,” and;

- a. to establish divisions of teams in the various age groups within its jurisdiction and conduct house league competitions in these divisions;
- b. to hold tournaments and invite teams from other associations to participate at said tournaments and to make provisions for teams to travel to other associations to participate in tournaments;
- c. to enable the development of and participation in AA ice hockey and provide opportunities for players to participate at the highest competitive level;
- d. to instill in all players, coaches, managers, and members associated with the Association good sportsmanship, correct and proper behavior on and off the ice, respect for authority and team play and;
- e. to promote and encourage a standardized progression or step by step approach to teaching the fundamentals of hockey, otherwise known as the Hockey Canada Initiation Program.

4 ARTICLE 4: Membership

There shall be three (3) classes of membership in the Association:

- Active Membership
- Parent/Guardian Membership; and
- Life Membership.

5 ARTICLE 5: Amendments to Articles

The article shall only be amended at an Annual general meeting by two-thirds majority vote of those people entitled to vote, who are present at the meeting.

6 ARTICLE 6: Amendments to By-laws

The by-laws shall only be amended at an Annual general meeting of the Members called by the executive, by a simple majority vote of those people entitled to vote, who are present at the meeting.

7 ARTICLE 7: Amendments to Policies, Regulations, and History

The policies, regulations, and history of the Association may be enacted, amended, or rescinded at the Executive meeting by a simple majority vote of Executive Members.



BY-LAWS OF ASSOCIATION

1 BY-LAW 1: Definitions

1.1 General

In this By-law and all other governing documents and policies of the Association, unless the context otherwise requires:

- a. "Association" or "SLMHA" means Sioux Lookout Minor Hockey Association (or such other name as the Association may in the future legally adopt);
- b. "Branch" means Hockey northwestern Ontario (or such other name as the Branch may in the future legally adopt);
- c. "HC" means Hockey Canada (or such other name as HC may in the future legally adopt);
- d. "Executive" means the Board of Directors of the Association;
- e. "Executive Member" means an individual who has been elected, acclaimed, or appointed to the Executive of the Association;
- f. "Members" means all classes of membership in the Association as provided for in By-law 4;
- g. "Policies" means written statements governing issues affecting the affairs of the Association;
- h. "Member in Good Standing" is a member that meets the following criteria:
 - No outstanding sanctions or suspensions by the Association or its affiliates
 - No outstanding fees owing to the Association
 - No outstanding property of the Association

All terms defined in the Corporations Act have the same meaning in this By-law and all other governing documents and policies of the Association.

2 BY-LAW 2: Executive

2.1 Duties of the Executive

Collectively, by way of voting on matters before it, the Executive will:

- a. administer all affairs of the Association;
- b. conduct the Association business and authorize the expenditures of the Association;
- c. fill any vacancies on the Executive that might occur;
- d. suspend or lift any suspension of any team, official, or player;
- e. appoint or dismiss any committee, and;
- f. decide on any matter not covered by the constitution and by-laws.

2.2 Eligibility for Membership on the Executive

To hold a position on the Executive, one must:

- a. be eighteen (18) years of age or older;
- b. not have been removed from an executive position by way of an Executive vote in the previous year;
- c. not have resigned from his/her executive position the previous year without cause deemed just by the current Executive.



2.3 Voting Privileges

Each of the positions below are voting members of the Executive. If a single person fulfills the duties of more than one position, that executive member is still only entitled to one vote at a meeting of the Executive. Although a convener may enlist the help of a co-convener, the convener elected/acclaimed at the AGM or appointed by the Executive shall be the only voting member of the Executive.

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Past President
6. Registrar
7. Referee in Chief
8. Communications Coordinator
9. Bench Coordinator
10. Equipment Manager
11. Awards & Sponsorship Convener
12. Fundraising Coordinator
13. Goalie Convener
14. U7 Convener
15. U9 Convener
16. U11 Convener
17. U13 Convener
18. U15 Convener
19. U18 Convener*
20. Girls Convener*
21. AA Convener*

*If the program is currently active

2.4 Election of Executive Members

Executive members are elected to each position at the Annual General meeting.

Nominations are made from the floor at the AGM. A person may accept a nomination in absentia if they provide a letter to the Chair of the Nominating Committee stating their willingness to let their name stand and accept the position if elected or acclaimed. A Nominating Committee may meet prior to the AGM to seek out individuals to fill positions for the upcoming year.

2.5 Term of Office of Executive Members

The term of office for all positions on the Executive begins at the changeover meeting following the AGM. For executive members appointed by the Executive, the term begins when one motion to appoint the executive member is carried.

The term of office for all positions on the Executive ends at the changeover meeting following the AGM. In the case of the Past President, the term ends only when a new president is elected, acclaimed, or appointed.

2.6 Vacancies on the Executive

Any positions left vacant after the AGM or if any Executive member resigns or is removed from the Executive, the position shall be filled by way of appointment. A candidate must declare their intention to be considered for the vacant position in writing to the Chair of the Nominating Committee. If two or more eligible candidates express an interest in the vacant position, then a ballot will be carried out at a meeting of the Executive. If one eligible candidate expresses interest they may be accepted and appointed by a simple majority vote.



2.7 Duties and Responsibilities of Executive Members

2.7.1 President

- a. Oversee all operations of the Association and shall be entitled to attend all meetings of the Association.
- b. Preside as Chair at all meetings of the Association.
- c. Be a member of all committees of the Association.
- d. Call special Executive meetings at his/her discretion.
- e. Act as the official spokesperson for the Association.
- f. Exercise the powers of the Executive in an emergency. Such exercise of power is subject to ratification at the next Executive meeting.
- g. Hold the power to temporarily suspend teams, players, and officials if need be, pending decision by the Disciplinary Committee and subject to ratification at the next Executive meeting.
- h. Prepare a written report on Association activities for the Annual General Meeting.

2.7.2 Vice President

- a. Perform such duties as assigned by the President and act as an alternate for the president as required.
- b. Schedule ice time for all Association practices, games, tournaments and sponsored events.

2.7.3 Secretary

- a. Keep an accurate record of all the proceedings of the Association.
- b. Maintain a contact list of all Executive members, complete with mailing addresses, telephone numbers, and email addresses.
- c. Receive and record all correspondence of the Association and forward to the appropriate Executive member if necessary.
- d. Notify the Executive member of the time and place of all meetings.
- e. Publish notice of the Annual General Meeting at least 45 days prior to the meeting.
- f. Distribute the minutes of each Executive meeting to Executives prior to the next regular meeting.
- g. Post the approved minutes on the SLMHA website.
- h. Maintain a separate ongoing record of all motions passed by the Executive.
- i. Prepare a membership list for the Annual General Meeting and any meetings of the members.

2.7.4 Treasurer

- a. Establish and maintain appropriate systems for bookkeeping payments, lodgements, & petty cash.
- b. Receive and record all fees and deposits payable to the Association and deposit into the Association's operating account.
- c. Receive and record all proceeds of any Association fundraising activities and deposit into the Association's operating account.
- d. Receive and record all invoices payable by the Association.
- e. Make all payments by cheque drawn from the Association operating account, signed by any two of the signing authorities of the Association.
- f. Establish an annual operating budget, monitor revenues and expenditures, and immediately report to the Executive on any variances that would materially affect the Association's financial position.
- g. Prepare and present monthly financial statements to the Executive, including income statements, balance sheets, cheque disbursements, accounts payable, and accounts receivable.
- h. Prepare and present annual financial statements to the Association membership at the Annual General meeting.
- i. Ensure the Association's finances are audited regularly. Minimum 5 years.
- j. Ensure compliance with relevant legislation.



2.7.5 Past President

- a. Sit in an advisory capacity with voting privileges at Executive Meetings.
- b. Chair the Nominating Committee.

2.7.6 Registrar

- a. Coordinate all phases of player registration.
- b. Devise and update registration forms as required.
- c. Receive all registration documentation and input and update information in the Hockey Canada Registry (HCR).
- d. Receive and enter all registration fees and deposits in the HCR and forward to the Association treasurer.
- e. Register all Association teams (including local High School teams) in the HCR and add players and bench staff as requested by the league convener.
- f. Request transfers of players and bench staff through HCR.
- g. Provide league conveners with up-to-date official rosters, contact information for each player and volunteer lists.
- h. Provide team trainers with copies of player medical records.
- i. Notify HNO of all changes to Executive members.
- j. Prepare income tax receipts and distribute to parents/guardians of SLMHA players.

2.7.7 Referee in Chief

- a. Recruit, train, and discipline all referees of the Association.
- b. Assign referees and linesmen, as required, for all scheduled games.
- c. Select the recipient of the Most Improved Referee award.
- d. Arrange for payment to the Referees.

2.7.8 Communications Coordinator

- a. Update and maintain the Association website on a regular basis.
- b. Responsible for publications, including reports and press releases to the media regarding the operations of the Association.
- c. Receive regular updates from division conveners and post news, results, and photos to the Association website.

2.7.9 Bench Coordinator

- a. Liaise with the Executive on behalf of coaches in the Association.
- b. Recruit coaches, trainers, and on-ice help for each division.
- c. Facilitate selection of coaches, trainers, and on ice help for all divisions within the Association and make recommendations to the Executive for head coach assignments.
- d. Inform all coaches, trainers, and on ice help of the resources and support available through the Bench Coordinator.
- e. Advise coaches and conveners in organizing practices.
- f. Meet with coaches to discuss problems and solutions.
- g. Ensure a good working relationship between team coaches by encouraging consensus decision making.
- h. Inform the Executive of all serious incidents involving coaches, trainers, or on-ice help.
- i. Coordinate clinics for coaches, trainers, and on ice help as required.
- j. Assist with evaluation of players and team selection in each division.



2.7.10 Equipment Manager

- a. Maintain all equipment of the Association.
- b. Make recommendations to the Executive for purchases of new equipment
- c. Ensure that trainer bags are fully stocked at the beginning of the year and replenish as necessary.
- d. Keep records of all equipment that is assigned to individuals and teams.
- e. Ensure at the end of the season that all equipment is accounted for.
- f. Arrange for the cleaning and repair of all equipment at the end of the season, as requires.

2.7.11 Awards & Sponsorship Coordinator

- a. Organize, purchase, and maintain trophies for the Association.
- b. Maintain a record of the winners of all Association awards and trophies and update the Association history annually.
- c. Act as the legal holder of all cups and trophies held in trust by the Association.
- d. Provide award selection guidelines to division conveners regarding the choosing of individual awards at the end of the season.
- e. Coordinate and distribute local sponsors across all divisions, equitably.
- f. Organize the year end celebration with the division conveners and order all trophies, medals, nameplates, and certificates.

2.7.12 Fundraising Coordinator

- a. Oversee all fundraising activities of the Association, which may include management of the food bar.
- b. Organize volunteers for funding activities.
- c. Prepare a written report on fundraising activities for each executive meeting.
- d. Prepare a written report on fundraising activities for the Annual General meeting.

2.7.13 Goalie Convener

- a. Organize clinics accessible to goalies in all divisions and of all developmental levels.
- b. Research goalie development resources and distribute to all coaches.

2.7.14 League Conveners

- a. Assist the Registrar in registering players for each division.
- b. Run the day-to-day operations of the division.
- c. Manage concerns of parents, players, or bench staff within the division, investigate concerns and bring forward to the President for further action if necessary.
- d. Report and infraction of the rules or Association policies that may require disciplinary action to the President as soon as possible.
- e. Coordinate player evaluation and team selection for division activities for each executive meeting.
- f. Prepare a written report on division activities for the Annual general Meeting.
- g. Assist the Bench Convener with the recruitment and assignment of coaches, trainers, and on ice help for the division.
- h. Advise parents and bench staff of all decisions of the Executive that affect that division.

2.8 Removal of Executive Members

Any member who misses three (3) consecutive meetings may be removed at the discretion of the Executive.

3 BY-LAW 3: Meetings

3.1 Annual General Meeting

3.1.1 Timing

The Association is required to call at least one General Meeting during the current hockey season. This meeting must occur before June 1st of the current year.



3.1.2 Notice

The Membership is informed through the local news media at least forty-five (45) days in advance by the Secretary.

3.1.3 Quorum

Quorum for the Annual General Meeting shall be 10% of the total members plus one. For example, if there were 153 members (any class of member), quorum would be at least 16 voting members.

3.1.4 Agenda

The agenda for the Annual General meeting shall have the following items:

- a. Call to Order
- b. Attendance
- c. Approval of Agenda
- d. Minutes from the Previous AGM
- e. President's Report
- f. Financial Report
- g. Reports of Executive Members
- h. Election of Executive Members
- i. General Business
- j. Amendments to the Constitution (if necessary)
- k. Amendments to the By-laws (if necessary)
- l. Adjournment

3.1.5 Voting

Voting at the AGM shall be done by a show of hands. Each member in good standing present shall be entitled to one vote.

In the case of the election of Executive Members, voting shall be done by secret ballot.

3.1.6 Notices of Motion

Notices of motion and constitutional amendments shall be in writing and sent to the secretary forty-five (45) days in advance of the meeting. To make a motion to request amendments to the Constitution and/or By-laws must file their notice with the following information to the Association:

- a. The Article or By-law number you are requesting to be changed. Both the specific number and the name of the Article or By-law must be given.
- b. The name of the Member who is submitting the Motion.
- c. The current wording of the entire article or bylaw you are requesting to change as it appears in the current constitution.
- d. Describe the change you are requesting.
- e. Provide an explanation as to why you are requesting this change.
- f. Provide the exact wording in the entire section as it is to appear in the Constitution.

3.2 Special Meeting of Members

3.2.1 Timing

The Executive may call a special meeting of members at any time, if necessary. The Executive shall call a Special Meeting of Members if requested by 10 or more members of the Association in writing. Such a request shall include the purpose for calling the meeting and the names and signatures of the members requesting the meeting.



3.2.2 Notice

The membership is to be informed through the local news media at least fourteen (14) days in advance by the Secretary. The notice shall include any items to be transacted at the meeting.

3.2.3 Quorum

Quorum for any Special meeting of the Members shall be 10% of the total members, plus one. For example, if there were 153 members (any class of member), quorum would be at least 16 voting members.

3.2.4 Agenda

The agenda for the ~~Annual General~~ Meeting shall have the following items:

- a. Call to Order
- b. Attendance
- c. Approval of Agenda
- d. Business (limited to the item(s) described in the notice)
- e. Adjournment

3.2.5 Voting

Voting at the Special Meeting of Members shall be done by a show of hands. Each member in good standing shall be entitled to one vote.

3.3 Executive Meetings

3.3.1 Timing

The Executive will hold regular monthly meetings throughout the year. The Executive shall determine the date and time of regular meetings. The President may also call a meeting at anytime (if required).

3.3.2 Notice

There is no requirement for publishing notice for Executive meetings.

3.3.3 Quorum

Quorum for any Executive meeting shall be a minimum of 10 Executive members including at least one of the President or Vice President, at least one of the Secretary or Treasurer, and at least three (3) league conveners (U7, U9, U11, U13, U15, U18, AA, Girls). Executive members may participate via "live" electronic means (i.e. teleconference, videoconference).

3.4 Agenda

The agenda for the meeting will be set by the President or designated Chair for the meeting.

3.5 Voting

Voting at Executive meetings shall be done by a show of hands. Each Executive member present at the meeting shall be entitled to one vote. Executive members participating via electronic means shall state whether they are in favour, against, or abstaining from any motions before the board.

3.6 Emergency Executive Meeting

3.6.1 Timing

The President may also call a meeting at any time if required.

3.6.2 Notice

The Executive members are to be informed by email at least 48 hours prior to the emergency meeting.



3.6.3 Quorum

Quorum for any Executive meeting shall be a minimum of 10 Executive members including at least one of the President or Vice President, at least one of the Secretary or Treasurer, and at least three (3) league conveners (U7, U9, U11, U13, U15, U18, AA, Girls). Executive members may participate via “live” electronic means (i.e. teleconference, videoconference).

3.6.4 Agenda

The agenda for the meeting will be set by the President or designated Chair for the meeting.

3.6.5 Voting

Voting at Executive meetings shall be done by a show of hands. Each Executive member present at the meeting shall be entitled to one vote. Executive members participating via electronic means shall state whether they are in favour, against, or abstaining from any motions before the board.

3.7 E-Voting

Matters that may be decided upon at an Executive meeting may be conducted by electronic mail at the discretion of the President. If the President is unavailable, the Vice President can initiate and conduct a vote by email. Electronic voting is to be done in accordance with the e-voting Policy of the Organization.

3.8 Committee Meetings

3.8.1 Timing

Committees shall hold meetings as required to do the work of the committee.

3.8.2 Notice

There is no requirement for publishing notice for committee meetings.

4 BY-LAW 4: Members

4.1 Membership Definitions

The eligibility requirements for each class of member shall be as follows:

4.1.1 Active Membership

Active members shall include all elected and appointed Executive Members, and all coaches, managers, and trainers appointed for the current season, and all registered players who are at least 18 years of age. Members in this classification shall be allowed one vote per person and may attend membership meetings and, by invitation, meetings of the Executive and Committees of the Association.

4.1.2 Parent/Guardian Membership

Parent/Guardian members shall include all parents and/or guardians of registered players in good standing where the registered play is under the age of eighteen (18) years. Each Parent/Guardian member of a registered player shall be entitled to vote and may attend membership meetings and, by invitation, meetings of the Executive and Committees of the Association.

4.1.3 Life Membership

Life Members may be granted to an individual who has rendered extraordinary and distinguished service to the Association. Individuals may be nominated to be Life Members by any Member of the Association and the granting of Life Membership must be confirmed by a majority vote of the Members at the Annual general Meeting or Special meetings of the Membership.



4.2 One Class of Membership

Although it is possible for a member to be qualified for more than one (1) class of membership in the Association, no person may hold more than one (1) class of membership. It is therefore mandatory that each member shall declare himself/herself prior to the start of any meeting of the membership and advise the chairperson of the membership class he/she wishes to represent. Once the meeting is called to order, the member must remain in that class of membership and may not change to another category or class of membership.

4.3 Membership List

The Secretary of the Association shall prepare and maintain a list of current Active Members, Parent/Guardian Members, and Life Members. This list shall be updated as necessary and made available to all members of the Executive. Such list of Members shall be used to determine eligibility to attend and vote at any Meeting of the Membership.

4.4 Terms of Membership

Unless otherwise determined by the Executive, every Membership, other than Life Memberships shall commence on or after September 1 in each year and shall lapse and terminate on the 31st day of August next following the date on which such Membership commenced.

4.5 Termination of Membership

Membership in the Association shall not be transferable and shall terminate upon a Member's resignation or death.

Members may resign from the Association by submitting a resignation in writing addressed to the Secretary who in turn notifies the appropriate Executive members.

Members whose conduct is considered by the Executive to be contrary to the stated Code of Conduct and the purposes of the Association shall be asked by the Executive to explain or justify their actions. If these Members are unwilling or unable to do so, they shall be asked by the

Executive to resign from the Association. If they do not resign, the Executive shall give proper notice of motion, to be considered at the next Executive meeting, requesting the expulsion of these Members. A copy of this motion shall be communicated to the Members concerned within a reasonable period for that person to make a written response. If a response is made, it shall be circulated with the notice of motion. Approval of such a motion shall require a two-thirds (2/3) majority in a ballot conducted at the Executive Meeting. The Members concerned shall be invited to attend the meeting and to explain their positions before the vote is taken.

4.6 Membership Fees

Registration fees shall be established annually and resolved by the Executive. All registration fees for all children registered must be paid for Parent/Guardian Members to be considered members in good standing.

4.7 Right to Vote

All Active Members, Parent/Guardian Members and Life Members, who are considered members in good standing, shall be entitled to notice of and to vote at the Annual General Meeting and all Special Meetings of Members of the Association.

4.8 Right to Refuse Membership

The Association reserves the right not to accept for membership any person if it has reason to believe that such acceptance would be prejudicial to the fulfillment of the beliefs stated in Article 3 of this Constitution.



4.9 Right to Revoke Membership

The Association reserves the right to revoke the membership at any time of any person who conducts himself or herself in a manner that is prejudicial to the maintenance of a wholesome environment in which minor hockey can grow and be an asset to those who enjoy playing the game of hockey. Such action may result in a player or team official being refused the right to continue.

5 BY-LAW 5: Financial

5.1 Financial Year

Until otherwise ordered by the Executive, the financial year of the Association shall end on the last day of April of each year.

5.2 Execution of instruments

Deeds, transfers, assignments, contracts, obligations, certificates, and other instruments may be signed on behalf of the Association by any two (2) of the President, Vice President, or Treasurer.

5.3 Banking Arrangements

The banking business of the Association shall be transacted with such banks, trust companies or other firms or corporations as may from time to time be designated by or under the authority of the Executive. Such banking business or any part thereof shall be transacted under such agreements, instruments and delegations of powers as the Executive may from time to time prescribe or authorize.

5.4 Deposit of Securities for Safekeeping

The securities of this Association shall be deposited for safekeeping with one (1) or more banks, trust companies or other financial institutions to be selected by the Executive. All securities so deposited by the Board may be withdrawn from time to time only upon the written order of the Executive, signed by the authorized signing Officers and in such manner as shall, from time to time, be determined by resolution of the Executive and such authority may be general or confirmed by a specific instance. The Executive may authorize the earnings from securities or trust funds to be placed in the general account of the Association.

5.5 Remuneration

The Executive members shall serve as such without remuneration but, shall be entitled to be paid their travelling and other expenses properly incurred by them in attending meetings and other activities authorized by the Executive.

Stabilization Fund

The Executive shall establish and maintain a Stabilization Fund hereinafter called 'the Fund'. The Fund is to provide the Association with a reserve in case of financial hardship for the Association.

All monies received by the Branch for the Fund or payments to the Fund shall be authorized by the Executive, shall be for the express purpose of increasing the Fund to meet the future needs of this Association.

All monies and investments shall be kept at a recognized financial institution resident in Canada and shall comply with all the laws of Canada.

The Finance Committee shall manage the Fund. The Treasurer shall report annually to the Membership all activity within the Fund.

All monies received shall be invested to earn income for the purpose before herein set out in this by-law. Any excess earnings shall be reinvested for the purpose of increasing the Fund

There shall be no withdrawal of capital from the Fund for any purpose of the Association without the approval of the Membership by at least a two-thirds (2/3) vote. Notice of the purpose and the amount of the proposed withdrawal will be given to all Members by one of following: registered letter, electronic mail, fax or courier at least thirty (30) days before the date of the meeting.



6 BY-LAW 6: Conflict of Interest

6.1 Executive Members

A conflict of interest is deemed to arise when an Executive member is involved:

- a. In any issue materially affecting their interest as an Executive Member of an amateur Hockey Association, team or League.
- b. In receiving remuneration of any amount or any gift for any position of the Association.
- c. In any issue materially affecting their personal interest while holding any position in the Association.

When a conflict is deemed to have arisen, the Executive member involved:

- a. Shall immediately notify the President (or Vice President if the President is in conflict).
- b. Shall be requested to absent himself from the meeting, unless requested by the Chair to say when any item is being discussed by the Executive or any of its Committees.
- c. Shall not solicit information on any such item.
- d. Shall not be provided any information on any such items by any Executive member.

Any person seeking election as an Executive member shall declare any conflict of interest in advance of seeking election to such office.

The Executive by a duly made motion, may declare an Executive member in conflict if it is their perception that a conflict has occurred.

6.2 Coaches

No person shall hold a coach and a convenor position in the same division, unless approved by the Executive.

6.3 Referees

No person will be permitted to hold a coaching or convenor position and referee games in the same league, except in an emergency, and with the approval of the President.

7 BY-LAW 7: Committees of the Association

7.1 Finance Committee

7.1.1 Purpose

The Finance Committee is a standing committee of the Executive. The committee oversees all financial aspects of the organization.

7.1.2 Roles and Responsibilities

- a. Set the registration fees for the upcoming year.
- b. Set the budget for the upcoming year.
- c. Assess the Association's financial position, including risks and opportunities.
- d. Oversee the audit process of the Association's finances.
- e. Monitor the Stabilization Fund and make recommendations on the use of any surplus funds.
- f. Make recommendations to the Executive on changes to finance and administration policies of the Association.

7.1.3 Members

The committee shall have three to five members of the executive. The chair of the Finance Committee shall be the Treasurer. The Registrar shall be a member of the committee.

7.2 Nominating Committee

7.2.1 Purpose

The Nominating Committee is a standing committee of the Executive. The committee oversees filing vacancies on the Executive.



7.2.2 Roles and Responsibilities

- a. Determine executive positions that are or may become vacant.
- b. Seek out candidates with appropriate skill sets to fill vacancies.

7.2.3 Members

The committee shall have three to five members of the executive. The chair of the Nominating Committee shall be the Past President.

7.3 Discipline Committee

7.3.1 Purpose

The Discipline Committee is a standing committee of the Executive. The committee deals with all formal complaints regarding the conduct of any player, coach, volunteer or parent, and presents recommendations to Executive.

7.3.2 Roles and Responsibilities

- a. Investigate allegations of misconduct
- b. Impose sanctions against players, coaches, volunteers or parents involved in serious incidents to the Executive. All rulings of this Committee are subject to ratification by Executive.
- c. Recommend changes to Association policies to alleviate recurring issues.

7.3.3 Members

This Committee shall be comprised of:

- a. President,
- b. Vice President,
- c. Referee-in-Chief and
- d. the Convenor of the division involved

When there is a disciplinary meeting involving a Coach, the Bench Coordinator shall be a member of the committee. In the event that the Referee-in-Chief was the referee making the call on the ice, the Referee-in-Chief will be replaced for protection of a conflict of interest.

In the event that a member of the Disciplinary Committee is in a conflict of interest, he/she will declare it and the President or Vice President (in the event that the President is in conflict) will appoint a replacement.

7.4 Ad Hoc Committees

Ad Hoc committees may be struck at any time at the discretion of the President. These committees are formed for a specific task or objective, and dissolved after the completion of the task or achievement of the objective.

8 BY-LAW 8: Appeals

8.1 General

Notice of an appeal must be received in writing within seven (7) days of a Disciplinary Committee ruling being ratified by the Executive. The notice shall be given to the President of the Association, and shall include: the fully completed Appeal Form, the relevant facts and any witness statements.



8.2 Appeals Committee

As all decisions of the Discipline Committee are ratified by the Executive, appeals are made to the Executive directly by the Appellant, in a closed session at a regular Executive Meeting or an Emergency Executive Meeting called for that purpose.

Appeals shall be heard within 7 days of receiving notice unless both parties mutually agreed to extend the timeline.

8.3 Fees

Appeals shall have a \$100.00 non-refundable fee, which must be paid at the time of notice. An appeal being filed on the behalf of a minor, shall have said fee waived.

8.4 Appeals Process

Appeals are to be heard in an in-camera session of an Executive meeting.

The Appeal Chair shall be the President, or alternatively appointed Executive Member.

All individuals attending an appeal shall be invited by the Appeal Chair. Invitations are to be extended to Members of the Disciplinary Committee, the Appellant and any witnesses.

- a. The Appellant will present the Appeal.
- b. Through the Appeal Chair, Executive members may ask for clarification and more information from the Appellant.
- c. Through the Appeal Chair, Executive members may ask for clarification and more information from the any witnesses present.
- d. The Chair of the Discipline Committee is given an opportunity to respond to the appeal.
- e. Through the Appeal Chair, Executive members may ask for clarification and more information from the Disciplinary Committee Chair.
- f. The Appellant, witnesses, and any conflicted Executive members are to be excused. The remaining executive members will make up the Appeal Committee.
- g. The Appeal Committee shall be given 48 hours to make their ruling. The Committee shall provide a written ruling on their findings and provide a copy of the ruling to the Appellant. All decisions of the Appeal Committee shall be final.

8.5 Further Action

If the Appellant is not satisfied with the ruling of the executive after appeal, they will be directed to further options available through the Branch.

8.6 Conduct

At all times individuals must conduct themselves in an appropriate manner.

At any time, the Appeal Chair can stop the proceedings and excuse individuals who are disorderly. An Appellant found to be disorderly will automatically forfeit the appeal and risk further suspension and/or removal from the Association.

All statements are to be given through the Chair of the Executive Committee. At no time are Appellants, disciplinary committee members or witnesses to address one another directly. At no time can legal representation participate in an Appeal hearing.

8.7 No Other Recourse

To preserve as far as possible, the purity of amateur hockey, any recourse to the courts of any jurisdiction by a member or individual before all rights and remedies of the letters Patent and By-laws of the Breach have been exhausted shall entail the immediate suspension and disqualification of any such member or individual.



9 BY-LAW 9: Indemnity and Protection of Executive Members

9.1 Limitation of Liability

No member of the Executive shall be liable for the acts, receipts, neglects or defaults of any other Executive member, Volunteer or Employee, or for joining in any receipt or other act for conformity, or for any loss, damage or expense happening to the Association through the insufficiency or deficiency of title to any property acquired by order of the Association, for or on behalf of the Association, or for the insufficiency or deficiency of any security in or upon which any of the monies of the Association shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person with whom any of the monies, securities or effects of the Branch shall be deposited, or for any loss occasioned by any error of judgment or oversight on his part, or for any other loss, damage or misfortune whatever which shall happen in the execution of the duties of his office or in relation thereto unless the same are occasioned by his own willful neglect or default.

9.2 Indemnity

Every Executive member and his heirs, executors, administrators, estate, and effects, respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of the Branch from and against:

- a. All costs, charges, and expenses that such Executive member sustains or incurs in or about any action, suit or proceeding that is brought, commenced, or prosecuted against him, for or in respect of, any act, deed, matter, or thing whatsoever made, done or permitted by him in or about the execution of the duties of this office.
- b. All other costs, charges, and expenses that he sustains or incurs in or about or in relation to the affairs of this Branch except such costs, charges, and expenses as are occasioned by his own willful neglect or default.

10 BY-LAW 10: 'AA' & Special Affiliate

10.1 Delete 1 and 2 (duties of executive, convenor duties)

10.1 'AA' Head Coach

The Head Coach for all 'AA' teams must hold at least an Intermediate Coaching Certificate Development 1. Each team's coaching staff must consist of the following members:

- a. Head Coach
- b. Two (2) Assistant Coaches
- c. Goalie Coach (may be the Head Coach or an Assistant Coach)
- d. Trainer
- e. Manager the manager will be responsible for tournament selection, support for fundraising, exhibition games and fundraising efforts.

10.2 Team Roster

To ensure a healthy and sustainable 'A' Division, the number of Proposed Players and Affiliate Players for each 'AA' team must be approved by the Executive prior to Team selection.

10.3 'AA' Financials

Each team to supply their team budgets to the Council and parents of players at three specific times during the year:

- a. Beginning budget to be submitted within thirty (30) days of team selection.
- a. Mid-season budget to be submitted by January 15th.
- b. Final budget to be submitted by the date of the AGM



10.4 Team Parents Consent and Commitment

Parents and selected players (including the AP) are required to sign a "Letter of Acceptance" which includes the team rules, guidelines, initial budget and financial obligations within two (2) weeks of presentation.

Coaches and players will submit in writing to the AA convener if an internal discipline action has been taking within 24 hours of the action.

Documentation will be provided by the Coach to the Team Manager, who will then inform the AA convener.

The AA convener will maintain records and present them to the executive if deemed necessary. Removal of Bench staff and players will be determined through the SLMHA Executive Discipline committee.

10.5 Team Selection

Each team will be formed as a result of performance at a selection camp as scheduled. The camp will consist of both practice and scrimmage sessions. The events will be conducted by the Head Coach and his/her coaching selection staff.

The respective Head Coach, using input from his/her coaching selection staff, will be responsible for the team's final roster based on player evaluations.

The selection committee will be comprised on the, the team coaches and/or one to three (1-3) other impartial people with a hockey background (other than the coaches, none of the selection committee will be a parent of a player who is trying out) these individuals will be identified and approved by the executive.

10.6 Jersey Logo

Any and all logos used by the "AA" Sioux Lookout teams must be approved by Sioux Lookout Minor Hockey Association.

10.7 Protection of Single A and AA Hockey

Sioux Lookout Minor Hockey Association executive reserves the right as an executive at ensure that all SLMHA players regardless of A or AA designation are able to continue to play minor hockey. This may mean registering an AA Team as an affiliate team to ensure house league can operate OR potentially registering certain players as affiliate (example: goalies)



11 BY-LAW 11: Effective Date

This Constitution and these By-laws shall come into force when confirmed by the Members.

PASSED by the Members this _____th day of 20 _____.

Signatures:

President

Signature:	Print Name:
Date:	

Vice President

Signature:	Print Name:
Date:	

Secretary

Signature:	Print Name:
Date:	

Treasurer

Signature:	Print Name:
Date:	



POLICIES OF ASSOCIATION

POLICIES OF ASSOCIATION

POLICY 1: Player Movement Request Process



All players must be registered in the Division that their age dictates. If for any reason a player is to play in any other Division, the following conditions shall be met:

1. The intent of this Process is to allow a pathway for a parent to make a request for their child to move up, affiliate up, or stay down a division, due to exceptional circumstances.
2. A player requesting to move to a higher division AA or AAA team is exempt from the following criteria, with the understanding that:
 - a. Written permission is required from the Division Convenor
 - b. The Coaching Staff and Management of the AA or AAA team will evaluate, select, or deny the player through the standard "try-out" process
3. All requests will be dealt with on an individual basis.
4. The parent/legal guardian of the player must make a written request to the Registrar or Convenor of the Division in which the player is registered. This request must be dated, include a brief description of why the request is being made, and must be received on or before November 15th of the current hockey season. If the player is registering after this date the request must be made within 15 days of the Association receiving the player's registration.
5. The President, or appointed designate, will perform a pre-screening of the request to ensure it is applicable to the intent of the Player Movement Request Process.
6. A fee of \$50 is required to be paid along with the request.
7. A Review Committee will be formed within 5 days of receipt of the request. The Evaluation Committee shall consist of the following:
 - a. President
 - b. (Board Member)
 - c. The Convenor of the current Division
 - d. The Convenor of the other affected Division
8. The Review Committee will assess, and if necessary, evaluate the player. The Review Committee is required to contact the coaches affected to participate in part of this process. Considerations to include, but are not limited to:
 - a. the players' age and maturity, skill and ability, and physical size
 - b. the skill and development level of the remaining players of the current Division
 - c. the effect the move will have on both Divisions and players in those Divisions
 - d. impact of previous or future decisions from this process
 - e. risk management issues
9. In the event an in-person evaluation of the player is desired by the Review Committee, an impartial outside Evaluator will be selected. The Evaluator will require the following:
 - a. minimum 5 years experience in hockey coaching
 - b. no conflict of interest with the player and Divisions involved
 - c. SLMHA Player evaluation criteria sheet
10. The parent/guardian of the player must pay any associated fees with the request. Costs will be determined on a case-by-case basis with the following considerations:
 - a. Timing of request
 - b. Cost difference of Divisions
 - c. Other associated costs
11. For players requesting to move up a Division, affiliating to the higher division, rather than full movement, can be considered as a "bridge" process to help mitigate the effect of the move. HNO Affiliation requirements must be adhered to as part of the consideration.
12. A recommendation will be made to the Executive, who will make the final decision
13. Until such time as an Executive decision has been , the player will participate in the Division which his/her age dictates.
14. All player registrations must also be in accordance with HNO regulation. When players are not playing in a Division that their age dictates, the Association's President may be required to seek written approval from HNO.



<Insert Player Evaluation Sheet>



POLICIES OF ASSOCIATION

POLICY 2: Multiple Team Registration Clarification



This is for clarification of the purpose and intent of the HNO Policy: Registration to Multiple Teams. Clarification is as follows:

1. In any given year a Division may have low participation numbers.
2. The purpose of this policy is to allow players to be registered with multiple teams within a division. This ensures team rosters have enough players to participate in a tournament or official game play.
3. This policy is not to be used with intent of creating a “competitive” or “stacked” team. The Multiple Team Registration policy will follow a transparent and inclusive approach in the spirit of Single ‘A’ hockey.
4. The team selection process will be fair and communicated with all players and parents.
5. Players registering with multiple teams must be done before the Team roster deadline (check dates with Registrar).
6. Under the Multiple Team Registration policy players can only be rostered to 1 team for tournaments.



POLICIES OF ASSOCIATION

POLICY 3: Fundraising Policy



<Insert Fundraising Policy>



POLICIES OF ASSOCIATION

POLICY 4: 'A' Coaches & Teams Formation Policy



1. This policy is in place as an optional tool for the 'A' Division Team and Coach selection process.
2. This policy is intended for the benefit of all Players, Parents, Coaches, Convenors, and Board to provide:
 - a. An open process that is consistent across all age divisions.
 - b. An understanding of the process that will be followed in team formation.
 - c. A consistent format for on-ice evaluations and team formation at all age divisions.
 - d. To ensure fair and balanced teams.
3. All coaches must meet or obtain the HNO Hockey Operations – Team Official Qualifications Requirements. All qualifications listed in appendix A – Regulations are the MINIMUM REQUIREMENTS.
4. The Head coach (or alternate) for each league team must be present for the team draft (Only one coach per team may be present for the draft).

Player Rating

1. Players are evaluated and ranked into 5 skill levels (1 being the most skilled to 5 being the least skilled). All players are placed on a board or spreadsheet in their respective column (1-5).
2. Goalies are ranked least skilled to greatest (e.g. 4-1). Teams are drafted as per the format below.
3. (*great care should be taken to ensure that the players in the first 3-4 rounds are in descending order of skill level to strive for balanced teams)

Team A	Team B	Team C	Team D
Goalie 4	Goalie 3	Goalie 2	Goalie 1
Player 1	Player 2	Player 3	Player 4
<i>(highest skilled)</i>			
Player 8	Player 7	Player 6	Player 5
Player 9	Player 10	Player 11	Player 12
Player 16	Player 15	Player 14	Player 13

4. Once all of the players have been drafted, the teams go in a hat and the coaches draw out their team. If a coach has a son or daughter that has not ended up on the parent's team, they are traded to the team for the player who was drafted in the same round.
5. This system puts high priority on the quality of the evaluations that are completed and no responsibility on the coach to select the team.

Requests

1. Any player requests shall be submitted to the division Director/Convenor in writing. Generally, requests will only be considered in special circumstances, and will be dealt with on a case-by-case basis. Balanced team formation will take precedent over requests. Examples of possible requests that will be considered,
 - a. First year IP registrant
 - b. Siblings/twins (not cousins)
 - c. Transportation (single parent household)

Special Circumstances

1. If a situation arises such as where the top two players available in the draft are the coach's kids from the same team then the director with the consensus of all coaches involved must put in place a procedure that is fair and equitable to all teams involved in that division.

