

BROCKVILLE MINOR HOCKEY ASSOCIATION BY-LAWS

1.00 BOARD OF DIRECTORS DUTIES

1.01 The Board of Directors duties shall be outlined annually by the Board of Directors.

1.02 Executive - President The President shall chair all meetings, and have a vote only if necessary to cast a deciding vote. He/she shall perform the duties usual to the office, such as signing authority, calling meetings of the BMHA, and must call a meeting at the request of three members of the executive. The President shall be the official spokesperson for the BMHA on policy matters. That both the President and his/her alternate attend all District 1 and Upper Canada Minor Hockey League meeting together. The alternate will be given the President's vote should the President be unable to attend.

1.03 Executive - Vice-President

The vice-president shall in the absence of the President, have all the powers and perform all the duties of the President.

1.04 Executive - Secretary

The Executive - Secretary

He/she shall be the clerk of the Association. He/she shall attend all meetings of the Association and record all acts and minutes of all proceedings. He/She shall oversee and maintain the BMHA files. He/she shall handle correspondence and inform the Board of Directors of the same. He/She shall work with the President and/or Vice-President to coordinate communication with the membership of the Association, e.g. newsletter, bulletin board, flyers, etc. The Secretary shall oversee appropriate disposal of the files as outlined in the operating manual.

1.05 Executive - Referee-In-Chief

1.05-1 Will be responsible for the operation of the referee body of the BMHA

1.05-2 Will ensure that all referees operating under the BMHA are properly registered and certified and that they attend a refresher clinic annually.

1.05-3 Will be responsible for the scheduling of referees for all games under the jurisdiction of the BMHA through the assignors as designated by the Referee-In-Chief

1.05-4 Will be responsible for the liaison between the referee body and the executive.

1.05-5 Present to the executive for approval an annual scale for the payment of referees.

1.05-6 Will ensure that all referees are paid as per the pay scale adopted annually, but retaining the right to withhold payment either as a whole or in part as a disciplinary measure.

1.05-7 Ensure referees are paid at least once a month.

1.05-8 Will be a member of the discipline committee and sit on any hearing involving referees.

1.05-9 The Referee-In-Chief or his/her designate will ensure that all referees when officiating are properly attired and carry out their duties in a manner befitting the high standard of the BMHA.

1. 06 Executive - Registrar

1.06-1 The Director - Registrar shall coordinate all player registration and maintaining records of each player.

1.06-2 Registration of teams with appropriate leagues

1.06-3 The Registrar shall maintain affiliation records for all teams within the BMHA. He/She shall instruct the coaches that players must be registered and fees paid prior to participating in any practice or game. If the player decides not to play before the first league game, he/she shall make arrangements to refund the registration fee based on our refund policy.

1.06-4 He/She shall liaise with the Director - Risk and Safety, Divisional Conveners to complete the required registration for all bench personnel and executive.

1.06-5 He/She shall distribute validated player registrations to the coach or manager of each team.

1.07 Executive - Treasurer

1.07-1 The Treasurer shall record all Association receipts and disbursements. He/She shall be responsible for all Association banking. He/She shall present up to date financial reports at all Board of Directors meetings. He/She shall prepare an annual statement of account for presentation at the annual meeting. He/She shall be one of the signing officers for the Association. He/she shall scrutinize the depositing of all funds into official Association account. The Treasurer shall maintain a list of BMHA assets and current value, and be responsible for insurances of the same.

1.07-2 The Treasurer shall submit all appropriate league fees and insurances to the appropriate governing bodies.

1.07-3 The Treasurer shall scrutinize all banking business. He/she shall arrange a yearly verification of records.

1.07-4 Cheques must be signed by two signing officers. The signing officers must be the Treasurer and the President or Vice President. For accounting purposes the accounting year shall commence May 1st and end April 30th the following year. Any one of the above shall have the authority to endorse cheques for deposit to the BMHA account.

1.07-5 No one of the Board of Directors or member may make any financial decision unilaterally for the Association. Any single expense must be approved by Board of Directors prior to commitment.

1.08 DIRECTOR - FUNDRAISING

He/She shall develop a fundraising strategy in order to augment the other main sources of income for the Association. (These include registration fees and sponsorship). He/She shall oversee any fundraising ventures carried out by the Association as a whole. All fundraising activities must be approved by the Board of Directors. He/She shall assist the Director - Promotion in soliciting sponsorships.

1.09 DIRECTOR - Sponsorship

He/She shall develop a promotion strategy and media communications in tandem with the Secretary and director of Publicity. He/She shall solicit sponsorships. He/She shall coordinate the promotion of tournaments, in conjunction with the tournament Director and Director - Fundraising. All sponsorship should be completed by December 1st of the current hockey season.

1.10 DIRECTOR - CLINICS

The Director - Clinics shall coordinate training and scheduling of clinics for the Association. He/She shall liaise with and advise the Referee-in-Chief. He/She shall work with the Director - Registrar to ensure that all bench personnel are appropriately certified and registered with the Association, (in accordance with current guidelines.) He/She shall notify interested members regarding upcoming coaches/officials clinics or seminars.

1.11 DIRECTOR - EQUIPMENT

The Director - Equipment shall manage all equipment and uniforms in conjunction with the Divisional Conveners. He/She shall make purchase recommendations.

1.12 DIRECTOR - ICE ALLOCATION

The Director - Ice Allocation shall coordinate ice time allotments from the city in conjunction with the President of the BMHA. He/She shall liaise with the Divisional Conveners to ensure that there is adequate ice time available for games and practices. He/She shall submit ice time bills to the Director Finance/Treasurer after making sure that the bills coincide with master ice schedule.

1.13 Divisional Conveners

He/She shall provide clear communication from the Executive through the Conveners to all coaches, players and parents. He/She shall work with the Director - Registrar to ensure that all players are registered correctly. He/she shall sit on the coach's selection committee with the Director of Coach's selection.

1.14 DIRECTOR - COACH'S SELECTION & DEVELOPMENT

He/she shall coordinate all activities relevant to the coaching selection process and act as a liaison between the board of directors and the selection committee. Personnel selected to perform interviews shall be comprised of board members first and only if required, the use of non-board members based

on recommendations by the Director. Recommendations shall be based on the interviewee's previous hockey, coaching or hockey administration background with approval required by the President, Director of Rep. Hockey and Director of House League Hockey before proceeding. The Director shall work directly with the Director of Rep. Hockey and Director of House League Hockey to ensure all coaches are in place and meet the minimum qualifications required for the respective position being applied for. The Director and committee members shall follow previously established written guidelines along with a standard question/answer interview format throughout the interview process. Upon completion, the Director will report to the Board of Directors the recommendations of the Coaching Selection Committee before formally announcing any selections. The Board shall have the opportunity to raise any objections based on any proven occurrences of misconduct over the past hockey season of any of the selected coaching candidates.

It is then to the discretion of only the Director of Coach's Selection and Development or President whether to pursue additional information before announcing any approved candidate for a position. After coaching positions are filled, the Director will monitor coaches throughout the year to ensure proper coaching programs are in place, or identify new coaches who may require mentoring and assistance with their individual coaching programs. Maintaining a Coach Evaluation feedback program will fall under the role of the Director.

1.15 Director of Risk and Safety

He/she shall be responsible for being a member of the District Risk and Safety Committee and attending monthly meetings. He/she shall be responsible for being a member of the BMHA Discipline Committee and attending all discipline hearings. He/she shall also be responsible for advising the City of Brockville on all issues regarding arena safety. He/She shall also be responsible for ensuring that all bench staff and executive members have proper CRC completed.

1.16 Director of Tournaments

He/she shall be responsible for sanctioning and posting all tournament dates on the website. He/she shall be responsible for collect all the tournament applications and ensuring that the appropriate coaches get all their contact information in a timely manner as well as getting the corresponding funds for the tournaments to the treasurer. He/she shall ensure that all coaches are given a tournament outline and mentor where needed to ensure smooth running of all tournaments. He/she shall act as the liaison between the Board and the different coaches and report back all feedback in a timely manner.

2.00 BOARD OF DIRECTORS MEETING

2.00-1 A quorum of the Board of Directors shall consist of simply majority of executive members plus at least 1 director.

2.00-2 Meeting of the Board of Directors shall be held at least once per month throughout the year on a schedule to be determined by the Board of Directors.

2.00-3 A special meeting of the Board of Directors shall be called by the Chairman on request of three (3) or more members of the Board of Directors.

2.00-4 Should a vacancy occur on the Board of Directors for any reason, the Board may appoint a replacement for the balance of the current year.

4.00 RULES AND REGULATIONS

4.01 Rules and regulations of the BMHA shall be drafted by the Board of Directors and approved by a majority vote at a properly constituted Board of Directors meeting. Rules and regulations may be amended from time to time as considered necessary by the Board of Directors.

4.02 Copies of the Association rules and regulations shall be circulated to all bench personnel at the beginning of each season and they shall be notified immediately of any amendments or additions as they occur.

4.03 No individual can be coach or manager of more than one (1) BMHA team in the same year.

4.04 If a member of the BMHA Executive absents him/herself from two consecutive Executive meetings without just cause, the Executive may declare, by motion, their position vacant and may not be permitted to stand for office of Director the following year.

4.05 Last year's Board of Directors and the new Board of Directors will work together for the first meeting to pass the annual financial report.

4.06 Coaching Selection Committee - Shall consist of at least min 3 to a maximum of 6 board members if required. One member must be the Director of coach's selection and player development. Selections once chosen by the committee will be brought to the executive for final approval. Criteria for selection will be based on prior membership feedback (coach's evaluation forms), experience and the interview process.