

KEMPTVILLE and DISTRICT MINOR HOCKEY ASSOCIATION

CONSTITUTION

BY-LAWS RULES AND REGULATION

As amended May 2009

Revision History

Version	Status	Comments	Date	By
1.0	Issued		Sept 2007	Executive
1.1	Issued	Refined Player selection process	Sept 2008	DW, Executive
2.0	Approved	- Reformatted - updated to reflect 08/09 AGM - Removed Bingo Coordinator - Added Risk & Safety officer	May 2009	DW

BY-LAW NO. 1

A by-law relating generally to the transaction of the affairs of:

KEMPTVILLE AND DISTRICT MINOR HOCKEY ASSOCIATION

BE IT ENACTED as By-law No. 1 of KEMPTVILLE AND DISTRICT MINOR HOCKEY ASSOCIATION (herein referred to as the "Association") as follows:

HEAD OFFICE

1. The head office of the Association shall be in the Town of Kemptville, in the Province of Ontario or at such place as the Board of Directors (the "Board") may from time to time determine.

SEAL

2. The Association may have a corporate seal, and in the event that the Board adopts such a seal, the impression thereof shall be stamped in the margin hereof.

PLAYERS AND BOUNDARIES

3. The Association shall have jurisdiction for hockey players in the Township of North Grenville and area as agreed with ODMHA and shall be affiliated with the Ottawa District Hockey Association (the "ODHA"), the Ottawa District Minor Hockey Association (the "ODMHA"), the Ottawa District Womens Hockey Association (the "ODWHA") and the Ontario Womens Hockey Association (the "OWHA").

BOARD OF DIRECTORS

4. The affairs of the Association shall be managed by a Board consisting of 18 individuals each of whom is a Member of the Association. Each Director shall be at least 18 years of age and not be an undischarged bankrupt or a mentally incompetent person. If a Director is an undischarged bankrupt or is mentally incompetent he or she shall cease to be a Director.

ELECTION OF DIRECTORS

5. 18 Directors shall be elected at the next Annual Meeting of Members.

REMOVAL OF DIRECTORS

6. The Members may, by a resolution passed by at least two-thirds of the votes cast at an Annual or Special Meeting of Members of which notice specifying the intention to pass such resolution has been given, remove any elected Director before the expiration of his or her term of office. Notwithstanding the foregoing, a Director may be removed from office by the Board of Directors if such Director does not attend at least 70% of the meetings of the Directors during each year the Director is in office.

DIRECTOR VACANCIES

7. A vacancy or vacancies on the Board among the elected Directors, however caused, may so long as a quorum of Directors remains in office be filled by the Directors from among qualified Members. If there is not a quorum of Directors remaining in office, the remaining Directors shall forthwith call a Special Meeting of the Members to fill the vacancy or vacancies.

REMUNERATION OF DIRECTORS

8. The Directors shall serve as such without remuneration and no Director shall directly or indirectly profit from his or her position as such. Notwithstanding the foregoing, a Director may be paid reasonable expenses incurred in the performance of his or her duties.

VOTING, BOARD OF DIRECTORS

9. Questions arising at any meeting of Directors shall be decided by a majority of votes. Each Director shall have one vote other than the Chairman who shall only vote to break a tie. In case of equality of votes, the motion shall be deemed to be defeated. All votes at any such meeting shall be taken by ballot if so demanded by any Director present, but if no demand be made, the vote shall be taken by a show of hands. A declaration by the Chairman that a resolution has been carried and an entry to that effect in the minutes shall be proof of the number or proportion of the votes recorded in favor or against such resolution.

QUORUM AND MEETINGS OF DIRECTORS

10. Six Directors shall form a quorum for the transaction of business at all meetings of the Board. The six Directors to form a quorum must include two of the President, Vice President, Secretary and Treasurer. Except as otherwise required by law, the Board may hold its meetings at such place or places as it may from time to time determine. No formal notice of any such meeting shall be necessary if all the Directors are present, or if those absent have signified their consent to the meeting being held in their absence. Director's meetings may be formally called by the President, the Secretary or by any three Directors. Notice of such meetings shall be delivered, telephoned or transmitted electronically to each Director not less than two days before the meeting is to take place. The statutory declaration of the President or the Secretary that notice has been given pursuant to this By-law shall be sufficient and conclusive evidence of the giving of such notice. The Board may appoint a day or days in any month or months for regular meetings at an hour to be named and no notice of such meeting need be sent. A Directors' meeting may also be held, without notice, immediately following the Annual Meeting.

DISCLOSURE OF CONFLICT OF INTEREST

11. Any Director who has a proprietary interest in any motion being considered shall declare any conflict of interest and not take part in any voting and/or discussion of said motion. If said Director does not declare such conflict as aforesaid, any other Director may point out the said conflict of interest to the Board, who shall determine if said Director is or is not in a

conflict of interest position and declare said Director either eligible or ineligible, as the case may be, to participate in discussions and/or voting. Directors can serve as a coach, assistant coach, manager, trainer or other official of one of the Association's team while acting as a director, when necessary.

INDEMNITIES OF DIRECTORS AND OTHERS

12. Every Director or official of the Association or other person who has undertaken or is about to undertake any liability on behalf of the Association and their respective heirs, executors, administrators and other personal representatives, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the Association, from and against:
 - a) all costs, charges and expenses whatsoever which such Director, official, or other person sustains or incurs in or about any action, suit or proceedings which is brought, commenced or prosecuted against him/her, or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him/her, in or in respect of any such liability provided such Director acted honestly and in good faith with respect to such matter; and
 - b) all other costs, charges and expenses which he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own willful neglect or default.

INSURANCE

13. The Board may obtain Directors and Officers liability insurance on the Directors and officers of the Association from time to time and in such amounts as it shall deem appropriate.

DIRECTORS

14. Each Director shall hold office until the next Annual Meeting, or until removed as an Director by a two-thirds vote of the Directors present at a meeting for which proper notice of the intention to remove such Director is given.

DUTIES OF DIRECTORS

15. **Past President:** The Past President shall act in an advisory capacity only and shall not vote on any question before the Board.
16. **President:** The President shall:
 - a) preside at all meetings of the Directors and Members of the Association;
 - b) call all meetings as deemed necessary or at the request of three members of the Board;
 - c) act as an ex-officio member on all committees of the Association;
 - d) co-sign with the Treasurer all cheques drawn on funds of the Association;

- e) make emergency decisions not covered by the By-laws or the rules, policies and regulations, to be ratified at the next meeting of the Board; implemented;
- f) perform duties as outlined in the Complaint Resolution Process; and
- g) be responsible for the implementation of the Special Requirements Committee and The Abuse and Harassment Program.

17. **Vice Presidents** (1 Panthers and 1 Storm): The Vice Presidents shall:

- a) perform such duties as are assigned by the President and assume the duties of the President when the President is absent or unavailable;
- b) in the absence of the President, co-sign with the Treasurer cheques drawn of the funds of the Association;
- c) perform duties as outlined in the Complaint Resolution Process;
- d) set up meetings with coaches and convenors at the beginning of the year and thereafter as necessary;
- e) in the case of an emergency, act as an interim coach when the assigned coach is unavailable (i.e. due to illness or suspension) or assign replacements if necessary;

Storm Vice-President shall also :

- a) be the contact person for Ontario Women's Hockey Association ("OWHA") and the Ottawa District Women's Hockey Association ("ODWHA");
- b) attend (or send a representative) to the ODWHA meetings;

18. **Secretary:** The Secretary shall:

- a) issue notice of meetings, prepare minutes and proceedings, send copies of minutes and proceedings to members of the Board;
- b) be custodian of all books, papers, records, correspondence and documents belonging to the Association and perform the other duties from time to time prescribed by the Board or incident to this office; and
- c) to maintain the Association policy manual as needed and make sure it is posted periodically throughout the year.

19. **Treasurer:** The Treasurer shall:

- a) keep full and accurate accounts of all receipts and disbursements of the Association in proper books of account and shall deposit all moneys or valuable effects in the name of and to the credit of the Association in the bank or banks from time to time designated by the Board;
- b) disburse the funds of the Association under the direction of the Board, taking proper vouchers therefor and shall render to the Board, whenever required of him or her, an account of all his or her transactions as the Treasurer and of the financial position of the Association; and
- c) co-operate with the auditors during any audit of accounts of the Association and perform the other duties from time to time prescribed by the Board or incident to this office.

20. **Registrar:** The Registrar shall:

- a) be responsible for establishing, with the approval of the Board, the dates for

registration of all players;

- b) maintain a list of all registered players;
- c) provide appropriate lists of players as required by the Board; and
- d) make sure all players and teams are registered with the appropriate leagues.

21. **Referee-In-Chief Supervisor:** The Referee-In-Chief Supervisor shall:

- a) be responsible for evaluating all referees and help ensure their development; and
- b) set up a training/review program annually for referees in conjunction with the Referee-In-Chief Scheduler.

22. **Division Convenors:** The Division Convenors shall :

- a) organize the teams and keep records of games and players in the house league, as well as being a member of the coaches selection committee for his/her respective level;
- b) arbitrate to the best of his/her ability any differences that arise and attempt to resolve same "informally";
- c) forward any complaint/problem which he/she cannot informally resolve directly to the Vice President for his/her attempt at an informal resolution;
- d) not be a coach in the same division, if possible;
- e) have administrative experience (Coach Level certification is an asset); and
- f) assess and identify what development needs there are at his/her level and report such to the Vice President.

23. **Ice Convenor:** The Ice Convenor shall be responsible for:

- a) scheduling ice times for all teams in the Association;
- b) ensuring that all ice is distributed fairly among all teams in the Association; and
- c) appointing an assistant in his or her absence, or when he/she deems necessary.

24. **Ways & Means Convenor:** The Ways & Means Convenor shall be responsible for:

- a) fundraising in the Association by organizing, with the help of a committee, selected by the Ways & Means Convenor any fundraising events in the Association.

25. **Tournament Convenor:** The Tournament Convenor shall:

- a) schedule tournaments;
- b) obtain the necessary sanction permits to hold the Association tournaments;
- c) prepare a budget for the proposed expenses and projected income from the tournament for Board approval;
- d) obtain at least two quotes from suppliers for tournament awards, preferably from local businesses. If there is a conflict of interest all quotes will go through the Treasurer for approval;
- e) contact the Referee-In-Chief Scheduler with a list of dates and levels so that referees can be scheduled;
- f) contact the Ice Convenor to arrange the ice for tournament days and whenever possible to schedule tournaments in Kemptville.

- g) make teams aware of fundraising guidelines for tournaments.
26. **Equipment Convenor:** The Equipment Convenor shall be responsible for:
- a) all equipment requirements for the Association;
 - b) the distribution of all equipment to all coaches in the Association;
 - c) order/replacing any equipment for the Association with the prior approval of the Association via at least two quotes preferably from local businesses. If there is a conflict of interest all quotes will go through the Treasurer for approval; and
 - d) maintaining an up-to-date inventory prior to season beginning and again at the end of the season.
27. **Coach Coordinator:** The Coach Coordinator shall:
- a) chair the Coach Selection Committee and promote in-house coach mentoring (setting up new coaches with experienced coaches) whenever possible
 - b) supply the Board with a list of coaches of Level I, Level II and house league as recommended by the coach Selection committee;
 - c) recommend to the Board programs for the development of coaches and players within the Association and organize the implementation of such;
 - d) assist coaches with training aids and try and address any development needs requested by them or the Division Convenors;
 - e) chair monthly general coaches meetings during the hockey season;
 - f) in the case of an emergency, act as an interim coach when the assigned coach is unavailable in co-operation with the Vice President (i.e. due to illness or suspension); and
 - g) assign an individual approved by the Board to concentrate solely on goalie development at all levels of hockey. This individual will also make themselves as available as possible for the tryout evaluation process and to provide support to coaches for goalie development.

OFFICIALS

28. The Board may appoint other officials as it wishes from nominees or others who the Board may accept as having the necessary qualifications. In addition, other officials may be elected at the Annual Meeting if the Board so determines.
1. **Referee-In-Chief Scheduler:** The Referee-In-Chief Scheduler shall be responsible for:
- 1.1. the assignment of referees to home games for all teams and keep a record of same;
 - 1.2. setting up a training/review program annually for referees in conjunction with Referee-In-Chief Supervisor;
 - 1.3. appointing as assistant to act in absentia; and
 - 1.4. submitting payment requests for referees to the treasurer according to the schedule of fees approved annually by the ODHA
2. **Risk and Safety:** The Risk and Safety official shall:

- 2.1. be responsible for the KDMHA risk management program in accordance with ODHA guidelines;
 - 2.2. represent the Association at the District and ODHA/ODMHA safety committees;
 - 2.3. be responsible for identifying on and off ice hazards within the Association and act or direct the Executive or Team Management to act upon those risks to minimize or eliminate them.
 - 2.4. be responsible for ensuring that all Executive members and team officials complete a Police Record Check for each season; and
 - 2.5. provide all members of the Executive Committee with advice and guidance on Risk and Safety Management issues.
29. The officials, when required, shall attend and report to the Board. The Board may determine by resolution from time to time to appoint other officials. Such appointed officials shall not be entitled to vote at Board meetings.
30. The Board may at any time by resolution remove any of the officials and appoint others in their place.

REGISTRATION

31. Within the registration period and the rules as to eligibility determined from time to time by the Board, the Canadian Hockey Association, the ODMHA, the OWHA and the ODWHA, the Board shall admit as players all eligible persons who have been invited to play hockey in the divisions offered by the Association.

MEMBERSHIP

32. Each player at the date of registration must be represented by a parent or by the player's legal guardian. A parent or the legal guardian of each player shall be accepted by the Board for membership in the Association. If there is any dispute as to membership, after reviewing the records of the Association, the individual who signed the older player's card, shall be entitled to vote at any meeting of Members. Each family shall be entitled to one vote for each player in the family at a meeting of Members.
33. In addition to the Members described in the preceding paragraph, the membership of the Association for any given year shall also consist of the Head Coach of each Association team, each Director, officer and official and such other persons as may be appointed or accepted for membership by the Board including honorary members as long as each such individual is not her parent or legal guardian of a player.
34. If a Member has not paid the annual fees set by the Board and/or such levies set by the player's team, such Member may be found not to be a member in good standing by the Board and shall not be entitled to vote at a meeting of Members.
35. A Member who becomes a Member by virtue of a transfer approved by the ODMHA or the ODWHA, as the case may be, shall cease to be a Member when the player plays his or her last game for an Association team.
36. A Member shall cease to be a member in good standing once a player signs his/her

ODMHA or ODWHA Player Release form. Members may also resign by written notice to the Association which shall be effective upon acceptance thereof by the Board, which acceptance shall not be unreasonably refused.

37. Any Member may be required to resign by a vote of two-thirds of the Members at an Annual or Special Meeting provided that any such Member shall be granted an opportunity to be heard at such meeting. There must be due notice as to the intent of such a meeting.
38. In case of resignation, a Member shall remain liable for payment of annual fees set by the Board and/or such levies set by the player's team which became payable by such Member during the current season.

ANNUAL AND OTHER MEETINGS OF MEMBERS

39. The Annual Meeting shall be held at a place determined by the Board prior to May 31 of each year.
40. At every Annual Meeting, in addition to any other business that may be transacted, the report of the Directors, the financial statements and the report of the auditors, if available, shall be presented and auditors appointed for the ensuing year. Financial statements may be made available to parents of players through team managers or any Directors at least seven days prior to the date of the meeting.
41. The Board, the President or the Vice President shall have power to call a meeting of the Members at any time.
42. The Board shall give notice of an Annual or Special Meeting at least 14 days prior to the date of the meeting and the notice of meeting shall include an agenda and outline of the business to take place at such meeting. Notice of the Meeting shall be placed in the local newspaper and posted in the North Grenville Complex on the Association's bulletin board and mailed to the auditors of the Association.
43. For the purpose of sending notice to any Member, Director, officer or official for any meeting or otherwise, the address of such Member, Director or official shall be the last address recorded on the books of the Association.
44. A quorum for the transaction of business at any meeting of Members shall consist of 20 Members present in person.

VOTING OF MEMBERS

45. Each Member shall at all meetings of Members be entitled to one vote.
46. At all meetings of Members every question shall be decided by a majority of the votes cast by Members present in person. Every question shall be decided in the first instance by a show of hands unless a poll be demanded by any Member. Upon a show of hands, a declaration by the Chairman that a resolution has been carried or not carried and an entry to that effect in the minutes of the Association shall be proof of the fact without proof of the number or proportion of the votes accorded in favor of or against such resolution. In case of equality of votes at any Meeting of Members, whether upon a show of hands or at a poll,

the matter shall be deemed to be defeated.

47. A Member shall not be allowed to appoint a person by means of a proxy to attend and act at the meeting as his or her nominee.

ADJOURNMENTS

48. Any meeting of the Directors or of the Members may be adjourned to any time and from time to time and such business may be transacted at such adjourned meeting as might have been transacted at the original meeting from which such adjournment took place. No notice shall be required of any such adjournment. Such adjournment may be made notwithstanding that no quorum is present.

ERRORS IN NOTICE

49. No error or omission in giving notice for a meeting of Directors or Members shall invalidate such meeting or invalidate or make void any proceedings taken or had at such meeting. Any Director may at any time waive notice of any such meeting and may ratify and approve of any or all proceedings taken or had there at.

SPECIAL REQUIREMENTS COMMITTEE

50. The Board shall establish a Special Requirements Committee which will also act as a Discipline Committee for each hockey season and such committee will consist of three members one of whom will be a Director. A quorum shall consist of two Members of the committee. The Special Requirements Committee shall report to the Board their determinations. The Board may also create such other committees and programs as it wishes from time to time.

BOOKS AND RECORDS

51. The Board shall at all times ensure that all necessary books and records of the Association required by the by-laws of the Association or by any applicable statute or law are regularly and properly kept and that all filings are made in a timely fashion.

EXECUTION OF DOCUMENTS

52. Deeds, transfers, licenses, contracts and agreements on behalf of the Association shall be signed by any two of the President, the Vice President, the Treasurer and the Secretary. The Directors may from time to time authorize an official, Director or other person to sign documents on behalf of the Association.

FINANCIAL YEAR

53. Unless otherwise determined by the Board, the financial year of the Association shall terminate on the 30th of April in each year.

AUDITORS

54. The members shall at each annual Meeting appoint an auditor to audit the accounts of the Association for report to the Members at the next Annual Meeting. The auditor shall hold office until the next Annual Meeting provided that the Directors may fill any casual vacancy in the office of the auditor. The remuneration of the auditor shall be fixed by the board.

RULES, POLICIES AND REGULATIONS

55. The Directors may prescribe such rules, policies and regulations not inconsistent with the By-laws of the Association relating to the management and operation of the Association as they deem expedient.

AMENDMENT OF BY-LAWS

56. The By-laws of the Association may be repealed or amended by a by-law enacted by a majority of the Directors at a meeting of the Board and sanctioned by an affirmative vote of two-thirds of the Members at the next Annual Meeting of Members.
57. These By-laws shall take effect on the 20th day of April, 2006 and any By-laws passed previously by the Directors and Members of the Association are hereby repealed.

Rules & Regulations

1. General

- 1.1. Prior to participation all players must be currently registered with the KDMHA. Each player must submit a registration application form properly completed, accompanied by proof of age and the applicable registration fee, the amount of which will be set by the executive each year. Birth or Baptismal certificates will be accepted as proof of age.
- 1.2. All players shall play in the age group of which they are the legal age to play. If a player wishes to play for a team higher or lower than their appropriate level, they must first get the approval from the KDMHA Executive. The executive before approving such a move will in turn get permission from any necessary governing bodies, from the player's parent or legal guardian, and the Coaches involved. Players who have signed a Hockey Canada minor hockey card and are playing Junior must pay the registration fee if they participate in more than one minor hockey game.
- 1.3. Each player including goaltenders shall be required to wear protective equipment as approved by the ODMHA/OWHA/Hockey Canada and include but not be limited, to an approved helmet with full face mask and chin strap properly fastened, skates, athletic support with jill or jock, shoulder, elbow, and shin pads, hockey pants and gloves, mouth guard and throat protector. Goaltenders will also wear chest protectors, arm pads or approved upper body protection and a face mask with attached helmet and throat protector.

- 1.4. Players not equipped with the compulsory equipment shall not participate in a game or practice.
- 1.5. Teams will be permitted to attend sanctioned tournaments during the season, at their own expense.
- 1.6. It is the policy of the KDMHA that a team's first responsibility is to fulfill its league commitments. However, ODMHA playdowns take precedence over league regular season or playdowns.
- 1.7. No one, except Referees are allowed in the referee's room at any time during the hockey season.
- 1.8. Any coach, manager, player or team official entering the referee's room to dispute a ruling will be automatically be suspended for four (4) consecutive league games over and above any other suspensions they receive.
- 1.9. Every team is responsible to the executive for the actions of it's players and officials. Good sportsmanship will prevail at all times and no profane language will be permitted.
- 1.10. An official or players, while a game of their team is in progress, who is believed on reasonable grounds to have been drinking alcoholic beverages or taking illegal drugs, who used abusive language to anyone, including spectators or players, or whose conduct is deemed by the officer in charge to require immediate action while subject to the provisions of this part, shall be subject to immediate suspension by the officer in charge pending a hearing by the Discipline Committee.
- 1.11. All persons subject to this part shall display the utmost respect for arena property both home and away, and shall conduct themselves in the spirit of the objectives and the aims of the KDMHA. Without restricting the generality of the foregoing the following is a non-exhaustive list of conduct (on and off the ice) for which a disciplinary inquiry may be warranted:
 - unsportsmanlike conduct
 - fighting
 - abuse of equipment, uniforms, sticks, etc. which is property of the KDMHA
 - theft or abuse of property of others
 - willful violation of rules and regulations
 - fundraising/soliciting prizes or money without the permission of the KDMHA Executive.

2. Discipline

This section of the Constitution will deal specifically with the Formal Discipline under the KDMHA. All other areas which are attempted to be resolved informally will be first handled through the Complaint Resolution Process.

- 2.1. As a minimum, discipline imposed by the KDMHA will conform to the ODMHA code of Discipline. KDMHA reserves the right to impose any additional discipline considered warranted by the Discipline Committee.
- 2.2. On taking office, the executive shall appoint a Discipline Committee (other wise known as the Special Requirements Committee) to be comprised of three persons, with at least one being a member of the executive. In the event that one or more members of the Committee is unable or unwilling to serve during the term, the President is authorized to appoint another person, subject to ratification by a majority vote of the executive at its next regular meeting.
- 2.3. The Division Convenors shall be known as the officer in charge during the course of operations of their respective divisions. (Refer to Complaint Resolution Process). Prior to invoking any form of discipline under this part, the officer in charge shall conduct an inquiry in to the nature of the alleged misconduct and will assure a complete and unbiased review, as described in the Complaint Resolution Process.
- 2.4. The Discipline Committee, upon being advised by the President that an allegation has been made under this part, shall convene a disciplinary hearing within five clear days.
 - 2.4.1. The Disciplinary Committee shall serve, or cause to be served, reasonable notice upon the subject(s) of the hearing that a disciplinary hearing has been scheduled. Where the subject(s) of the hearing is a minor person, that persons' parents/guardian shall be served notice.
 - 2.4.2. All parties to a disciplinary hearing shall be afforded reasonable opportunity to attend the hearing and to make any argument or representations bearing upon the conduct of the issue.
 - 2.4.3. The Discipline Committee shall consider all material facts, factors and argument prior to rendering a decision.
- 2.5. The decision of the Discipline Committee is final and binding. No appeal lies except to the executive and the executive has jurisdiction to consider only questions of fairness regarding process.
- 2.6. Any member of the association may submit a query, in writing, to the executive as to the reason no action, or in their opinion insufficient action, was taken by either the director or official in charge, President, or the Discipline Committee. Any such query shall be investigated by a disinterested member of the executive.
- 2.7. All players, team officials, game officials and anyone elected or appointed under this Constitution is subject to this part at all times while under the auspices, authority or supervision of the KDMHA.
- 2.8. Where any person involved in the administration of this part is in a position of actual or apprehended conflict of interest of bias, the President shall relieve that person and appoint another disinterested person.

- 2.9. Neither the committee nor any other person involved with the administration of discipline under this part shall cause to have published through any medium, the name of any person disciplined under this part.
- 2.10. Where any person involved in the administration of this part is in a position of actual or apprehended conflict of interest or bias. The President shall relieve that person and appoint another disinterested person.
- 2.11. Where the President is in a position of actual or apprehended conflict of interest or **bias, such duty shall be carried out by the Vice President, unless the Vice President is** also unable to act, in which case a disinterested member of the executive shall be determined by polling the Directors in order set out in By-laws.

3. Complaint Process Resolution

This section shall be used as a guide in resolving complaints within the KDMHA and its members. This process is designed to ensure that all persons have a clear and well defined method of making a concern known, and that it is dealt with in a fair and timely manner at the appropriate level all members of the KDMHA shall comply with this section.

- 3.1. All complaints or concerns shall be voiced directly to the person implicated. The goal at this stage is to bring the problem into the open; keep the issue limited to those who are involved and solve the problem quickly, directly, and verbally, is possible.
- 3.2. If a solution cannot be found during direct discussions or if the individual voicing the complaint feels that it is of a serious enough nature to warrant going immediately to a higher level or it is a complaint or accusation of a personal nature which cannot be discussed directly with the implicated person, within a maximum of 30 days, the Coach of the team involved or the individuals voicing the complaint, will insure that the appropriate Division Convenor is contacted. The Convenor will hold an informal meeting with the concerned parties as soon as can be reasonably expected in an attempt to find a resolution.
- 3.3. If a solution cannot be found the Division Convenor will inform the vice-president of the problem and have the complaint submitted in writing. All persons implicated by the complaint shall be given a copy of the same. The Division Convenor will draft a brief written statement of the problem and the measures taken to resolve it and submit this to the vice-president.
- 3.4. If it is clear to the Vice President that all informal avenues to resolve the problem have been exhausted and a problem remains, the Vice President shall recommend to the President that a Complaint Review Panel or Discipline Hearing is necessary.
- 3.5. The panel to hear complaints will consist of, and not be excluded to, the Vice President (chair), one neutral members of the executive and the Special Requirements Committee. If a vote is deemed necessary, the Vice-President may break the tie. If the issue is of a disciplinary nature as determined by the Vice President after a review of all relevant material, section 2, entitled Discipline of the KDMHA Constitution will take precedence and this standing committee will be converted to just the Special

Requirements Committee to conduct a Disciplinary Hearing. If it is not clear that it is a disciplinary issue, and for all other types of complaints, a Complaint Review Panel will convene.

- 3.6. A Complaint Review Panel or Disciplinary Hearing will review all relevant documentation and/or submissions from all sources. The panel will allow any individual to make representation to the hearing either in person or in writing if their input is relevant.
- 3.7. After considering all relevant information, the panel will draft a letter with their recommendations to the President of the KDMHA. After being satisfied that the procedures outlined by the Constitution have been fairly applied, the President will forward the hearing's findings in a letter to all those persons directly involved in the situation. The letter will include the decision and recommendations of the hearing, any subsequent follow up action that is anticipated, and the rights of the appeal within and outside the KDMHA.
- 3.8. The only right of appeal, within the KDMHA, after the Complaint Review or Disciplinary Hearing process has been followed, will be to the question of compliance to the KDMHA Constitution. If appealed, the President of the KDMHA and two independent parents will review the complete process. Only a deviation from the process that would have had a dramatic impact on the hearing's decisions will warrant further action.
- 3.9. If the complaint is directly related to/or in conflict with anyone in this Complaint Resolution Process it should be brought directly to the President.

4. Teams

- 4.1. As far as possible there will be a level I or II team for each division from Novice to Juvenile. Where sufficient numbers warrant, there will be a second level I or II team (or one of each). A house league may be formed for Novice. Level III team(s) for higher divisions.
- 4.2. Level I, II and III teams shall play in the league designated by the executive and shall wear the colours determined by the executive.
- 4.3. All team Managers and Coaches shall be approved by the executive. Said Managers and Coaches are subject to all the rules of Hockey Canada, ODHA, ODMHA and KDMHA and they may be suspended at any time if considered appropriate by the officer in charge. Foul language, intoxication or unsportsmanlike behaviour in front of players by team officials will not be tolerated.

5. Player Selection Process

- 5.1. The selection of players can be a stressful experience and one in which questions can arise. All possible efforts must be taken to ensure that the selection process not only is objective but is seen to be objective and open to scrutiny. Any decision taken is to

be in the best interests of the child and his or her development and enjoyment of the game and will take precedent over the selection of coaches.

The Division Convenor will:

- 5.2. Ensure that all players have been properly registered with KDMHA and are wearing the required protective equipment.
- 5.3. Issue practice sweaters to the players, keeping track of the sweater numbers assigned to each player. Once assigned the player retains that number and wears only that number until the final selections have been made.
- 5.4. Select a minimum of three evaluators who, to the best of knowledge of the Division Convenor, do not have a conflict with any players trying out and wherever possible is from outside of our playing district.
- 5.5. Supply each evaluator with the evaluation check list/criteria, a list of players by sweater number only, who remain to be evaluated and the drills to be expected.
- 5.6. After each session, coordinate the review of the evaluation and ensure that any decisions taken are supported by the documented evaluations. If the Coach Selection has been finalized, the Coach(es) will also participate.

Ensure that players who are released from the try outs are informed in a private and conscientious manner and directed towards another KDMHA team. If requested by the child or their family, information on both positive and negative points, as included in the evaluator's notes, should be discussed. It is not appropriate to specify who the evaluators were. It is strongly suggested that no player be advised that they are definitely on the team until the final selections have been made.

- 5.7. Retain the evaluation documentation to support the team selection until the end of the current season or longer as required.

6. Player Selection Process: Detailed

The Evaluation Committee will participate in the player selection process until the prospective team roster is down the number normally carried by that team, plus three. The final selections will be made by the Coach unless the Coach has a child trying out who is not definitely on the team as decided by the Evaluation Committee. The Coach should be able to support these final selections and can ask the Evaluation Committee to remain in place to assist as needed. If the final selections include the prospective Coach's child, the KDMHA executive will be advised and action taken as required, on a case by case basis, to ensure objectivity.

If a Division Convenor has a conflict of interest with any player trying out for a level I or II team within his/her division, he/she will inform the KDMHA executive and be excused from the selection process. The KDMHA executive will appoint a temporary Division Convenor to coordinate the selection process where conflict arises.

When a coach has a child trying out for the team he/she will coach, or a Division Convenor has a child trying out for a Competitive/Rep team within his/her division, the following guidelines shall be used in initial player selection.

- 6.1. The Coach/Division Convenor will not make any decisions regarding his/her child
- 6.2. The Coach/Division Convenor will not participate in discussions with the selection committee regarding his/her child during initial selections
- 6.3. The Selection Committee will consult with the coach prior to any cuts
- 6.4. The goal of the Player Selection Committee will be to rank in order the number of players to be carried by the team, plus three, i.e. if the team is going to carry 15, they will agree on a list that begins with 1 - the best player, and ends with 18. Depending on where the coaches child has been ranked the following should occur:
 - 6.4.1. if the coaches child is ranked higher than the last three selections (in this case 12 or higher), the coach will assume his/her responsibilities for final player selection.
 - 6.4.2. if the Coaches child is ranked in the group of six players(in this case 13 to 18) of which three are to be selected , the player selection committee shall remain in place to complete the final selections.
 - 6.4.3. to provide consistency in the selection process, where possible, a temporary division convenor should remain in place until final team selections are made.
- 6.5. In divisions where there is only one level I or II team, a total of nineteen players can be assigned to the team roster.
- 6.6. Where there is more than 1 team in the same division, there should be consultation among all Coaches in the division prior to listing any players.
- 6.7. Use of Affiliated or Designated Players: - Players can be used from a lower level or lower division team if the coach of the team using the players does all of the following prior to each game in the following order:
 - 6.7.1. obtains the permission of the player's coach
 - 6.7.2. obtains permission of the player's parent or legal guardian
 - 6.7.3. establishes that the player wants to play at the higher level
 - 6.7.4. add the said player to an affiliate list in accordance with the league
- 6.8. Normally, the number of players carried on all teams within a division shall be in direct proportion to the number of players registered in that division. This will be calculated by taking the total number of players registered in each division and dividing by the number of teams in that division. The following factors should be considered in the selection of and number of players carried by level I and level II teams:
 - 6.8.1. the KDMHA is committed to having as many players as possible play at a level of competition suited to their skills and abilities
 - 6.8.2. All players will receive fair ice time. No coach will sit a player for any duration unless it is for disciplinary reasons.
 - 6.8.3. Goalies at all levels will receive fair ice time. No goalie will sit for 2 or more games unless for disciplinary reasons.
 - 6.8.4. the KDMHA is committed to being competitive at all levels

7. Coaches Duties And Responsibilities:

Coaches must endeavor to teach hockey skills and good sportsmanship and co-operate with the executive and their Division Convenor. Coaches must be on hand sufficiently in advance of game times to avoid delays. Coaches must ensure that all players and Assistant Coaches on their team are registered with the KDMHA prior to being allowed on the ice.

The coach is encouraged to openly communicate both verbally and in writing with his/her players and parents. Prior to the commencement of the season, and in consultation with the division convenor, the coaches expectations, team rules and any other relevant information about the upcoming season shall be passed to those players and parents who may commit to that team. Throughout the season, the coach is required to communicate with the team by holding parent meetings (min. of 2), passing written schedules and information as required for the effective operation of the team. Coaches must see that all uniforms, equipment, etc., belonging to KDMHA are accounted for at the end of the season. The executive is empowered to suspend a Coach or Manager for, but not limited to:

- discourteous conduct in front of players
 - disrespect to any officer, executive member, arena employee or fellow KDMHA member
 - neglect of duties
 - not providing fair ice time
 - being intoxicated during a game or practice
- 7.1. A coach or official subjected to abuse by a player, parent or other person must report the matter to the President, who may order a suspension as indicated.
 - 7.2. Coaches must convey results of games to league officials or in the case of a house league, to the Division Convenor, promptly following games.
 - 7.3. Coaches shall be approved by the executive. A Coach may enlist such assistance as required, subject to approval of the executive.
 - 7.4. It is the responsibility of Coaches to notify the Referee-In-Chief of all exhibition games, cancelled games and changes in the regular schedule. All Coaches must be present or have a delegate present for all games and practices.
 - 7.5. At the beginning of the season all Coaches will be provided with a copy of the latest Hockey Canada rule book and Regulations, The Constitution, By-Laws and Rules and Regulations of the KDMHA and any other pertinent material. It is the responsibility of Coaches to be familiar with the Rules and Regulations of minor hockey and the KDMHA.

8. Finances

The necessary expenses of the KDMHA will be met from grants, registration fees, membership fees, solicitation, fund raising events and any other means approved by the executive. Other such fundraising issues will be included in the KDMHA's Policy Manual.

9. House Leagues

- 9.1. Players chosen for level I and II teams will not be available for house league play except in the instance of designated players.
- 9.2. The Division Convenor will endeavor to pick, in conjunction with the Coach Coordinator, the Coaches for house league teams within his/her division. In consultation with the Coaches within his/her division, the Division Convenor shall divide the players registered in his/her division taking into account that the goal is to create a balanced league. The Division Convenor, in consultation with the Coaches in his/her division and the Vice President, may make changes during the first month of league play if there is an obvious in-balance in the skill level of the teams.
- 9.3. All Coaches, Assistant Coaches and players must be registered with KDMHA prior to being allowed on the ice. Any player registering after the teams are selected, shall be assigned to a team by the Convenor.
- 9.4. All ODMHA and ODHA rules shall be in force unless specifically exempted by the executive.
- 9.5. All games shall be comprised of three, fifteen (15) minute running time periods with a maximum elapsed time of fifty (50) minutes or when ice time is completed, unless set otherwise at league level.
- 9.6. Only authorized players of the team may play for that team. Any deviations must be approved by the executive.
- 9.7. All referee's decisions are final. Any protests will be made in writing within twenty four hours of the completion of the game to the Referee-In-Chief and the Convenor. Rulings on protests will be made within twenty-four (24) hours of receipt.
- 9.8. Every player on all teams shall be assured fair ice time. This shall be affected by the "honour system" and any infractions of this rule shall not be tolerated.
- 9.9. A minor penalty shall be three minutes running time or two minutes stop time. A major penalty assessed in the first two periods shall be an automatic game misconduct and if assess in the third period will be an automatic game misconduct plus a one game suspension. Further action may be taken by the executive.
- 9.10. Any team not supervised by a Coach shall not participate in a game or practice. The game will be forfeit.
- 9.11. All regular season and playoff games shall be played to a schedule established by the league.

10. Injuries

Any player suffering from an injury will first be examined by a qualified Trainer. If necessary qualified medical attention will be obtained. If a player, team official or spectator is injured and requires medical attention, the Coach will ensure that an Injury/Accident Report is completed and submitted to the executive.

11. Amendments

Amendments to the Rules and Regulations may be made only by a two-thirds majority vote of the executive. All such changes shall be ratified at the Annual General Meeting or Semi-Annual Meeting.