

**ST. STEPHEN MINOR HOCKEY  
ASSOCIATION**

CONSTITUTION  
APRIL 2011

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# CONSTITUTION OF THE SSMHA

## ARTICLES

### **ARTICLE 1**

#### Name and Identification

- 1.1 This association shall be known as the St. Stephen Minor Hockey Association, hereafter referred to as the SSMHA.
- 1.2 The SSMHA shall assume the responsibility for all Development, Competitive and Recreational hockey programs within the defined area.

### **ARTICLE 2**

#### Glossary of Terms

- |     |             |  |
|-----|-------------|--|
| 2.1 | SSMHA       | St. Stephen Minor Hockey Association   |
| 2.2 | HNB         | Hockey New Brunswick   |
| 2.3 | HC          | Hockey Canada  |
| 2.4 | NBMHC       | New Brunswick Minor Hockey Council   |
| 2.5 | Executive   | The duly elected members of the SSMHA Board of Directors   |
| 2.6 | Appointed   | The members of the SSMHA Directors appointed Directors by the elected officers to assist in the operation of the SSMHA |
| 2.7 | Board       | The elected officers, appointed directors and municipal representatives and District 5 Director of NBMHA               |
| 2.8 | Fiscal Year | April 16 to April 15   |
| 2.9 | "He/His"    | Universal pronoun which can be read as "She/Her" where applicable  |

### **ARTICLE 3**

#### Affiliation

- 3.1 The SSMHA is a member of New Brunswick Minor Hockey Council and by virtue of this, affiliated with the HNB and through them with the HC. (Appendix E)

### **ARTICLE 4**

#### Aims and Objectives

To foster, encourage and improve all aspects of organized minor hockey in the area by:

- 4.1 Organizing and financing competitive and recreational hockey for all age levels through registration fees, sponsors, grants, etc.
- 4.2 Teaching basic fundamentals of hockey as defined by the Minor Hockey Council of HNB and the HC.
- 4.3 Providing enjoyment, recreation and competition through organized programs which give due consideration to the capabilities of all individuals from the area who register or have been registered with the SSMHA.
- 4.4 Helping boys and girls, through the above programs, develop and improve their personal skills.
- 4.5 Teaching fair play and sportsmanship.

- 4.6 Exercising general supervision and direction over players, teams, coaches, executives and officials.
- 4.7 Conduct fund raising activities which contribute to the social development of all youth in SSMHA.

#### **ARTICLE 5**

##### Membership

- 5.1 Membership in the SSMHA is open to all residents of the NBMHC within the SSMHA constituted geographical boundaries.
- 5.2 A member shall be defined as any parent or guardian of a registered SSMHA player, member of the board, team official or any person taking an approved and active part in the affairs and/or operation of the SSMHA during the Fiscal year.
- 5.3 Residents living beyond the described geographic boundaries as constituted may be members of the SSMHA and serve in a coaching, executive or other official capacity provided such is approved by the Board of Directors hereafter defined.
- 5.4 SSMHA Constituted geographical boundaries will consist of From the Town of St. Stephen north and west along the international boundary between Canada and the United States to the York County line. Then east along the county line to the St. George Parish line. Then south to St. Patrick Parish line. Then west along parish line to intersection of Route 770 and Clarence Ridge Road. Then south on Clarence Ridge Road to intersection of Route 760 and Reardon Road at Elmsville. Then south on Reardon Road to Route 760.  
Then south on Route 760 to Highway 1. Then west along Highway 1 to the western boundary of St. Croix Parish. Then south to the International boundary and west along that boundary to the starting point. All registrants from Washington County, Maine who are not presently accounted for by other border associations shall be included.
- 5.5 No player from outside the geographic boundaries may play hockey for the SSMHA unless such has been approved in accordance with rules and regulations of the HNB.
- 5.6 Members shall at all times abide by the Constitution, By-laws, Rules, Duties and Regulations of the SSMHA.

#### **ARTICLE 6**

##### The Officers and Directors

- 6.1 The business and affairs of the SSMHA shall be conducted by an executive, who shall act in accordance with this Constitution and such By-Laws, as may from time to time be enacted by the SSMHA.
- 6.2 The elected officers of the SSMHA and executive shall consist of:
  - a) The President
  - b) The Vice President Competitive
  - c) The Vice President Recreation
  - d) The Secretary
  - e) The Treasurer
  - f) The Technical Director

The SSMHA executive shall be elected at the annual general meeting by the members of the association.

- 6.2a The following positions shall sit as members of the Executive Board and have full voting privileges: Ice Scheduler, Referee-in-Chief, The Director of Equipment, Registrar, Past President, IP Program Coordinator, Novice Program Coordinator and Communications Coordinator.
- 6.3 Should one of the elected positions become vacant, the remaining executive members shall appoint a replacement at the earliest opportunity to fill the position until the next annual general meeting. The term of office of the executive shall commence following the annual general meeting and remain for 1 year.
- 6.4 The executive at their first meeting shall appoint the following positions to the Board of Directors.
- a) The Registrar
  - b) The Director for Ice Scheduling
  - c) The Referee-in-Chief
  - d) The Director for Equipment Management
  - e) The Director for Fundraising
  - f) Co-ordinator IP Program
  - g) Co-ordinator Novice Program
  - h) Co-ordinator of Communications
  - i) Other positions which from time to time are deemed necessary.

## **ARTICLE 7**

### Meetings

- 7.1 The Annual General Meeting of the SSMHA shall be held no later than May 15th each year. With a one week extension in a emergency only, Its purpose shall be to review the activities of the past year, to carry out elections, and to consider policies aimed at improving the operation of the SSMHA for the coming year.
- 7.2 The president shall prepare the agenda for the Annual General Meeting and the meeting shall be conducted in the following order:
- a) Call to order
  - b) Reading and acceptance of the minutes of the previous Annual General Meeting
  - c) Business arising from the minutes
  - d) President's annual report
  - e) Vice President's annual reports
  - f) Treasurer's annual report
  - g) Technical Director's annual report
  - h) Scheduling Director's annual report
  - i) Equipment Manager's annual report
  - j) Notices of Motion
  - k) Election of President, Vice Presidents, Secretary, Treasurer
  - l) New Business
  - m) Adjournment
- 7.3 The Annual General Meeting shall be open to all residents of the area and members of the SSMHA.
- 7.4 At all meetings of the members all questions shall be determined by a majority vote of the members as per rules as prescribed in the by-laws. Any notices of motion pertaining to the Constitution and its By-Laws shall need two-thirds majority to pass.

All voting except for the election of officers shall be by voice unless the meeting shall, by motion of the majority present there, decide that particular question shall be settled by secret ballot.

At all Executive meetings, voting shall be limited to Executive members only.

Election of officers shall be by a simple majority of voting members present at the Annual General Meeting. A simple majority of 50% plus one will be needed for elections.

Any matter presented to the Executive Board at a meeting of the members shall be decided by simple majority of 50% plus one of eligible voters present.

Voting on all matters outside of the Annual General Meeting shall be limited to the Executive Board and one member from each team who shall sit as a member at large.

- 7.5 Meetings of the Executive, Board of Directors, and the Annual General Meeting shall be chaired by the President or in his absence by the Vice President or Past President. The chair shall vote on matters only in case of a tie.
- 7.6 The Board of Directors shall meet on a regular basis at the call of the President, under the following rules of procedure:
- a) A quorum shall consist of 75% of the elected executive and those appointed by the executive to the Board of Directors
  - b) A monthly meeting shall be held throughout the playing season of each fiscal year.
  - c) SSMHA board meetings are open to SSMHA members in good standing. SSMHA members in good standing may attend board meetings with the understanding that they may not participate in any way in the meeting unless they are given permission to address the Board. Any special requests requiring a ruling must be submitted in writing at least one week to any Executive Board Member. The SSMHA board reserves the right to conduct closed meetings or to close portions of open meetings in order to address sensitive issues such as those dealing with personnel, financial and legal matters.
  - d) Notice of meetings will be given verbally or in writing at the discretion of the secretary.
  - e) Emergency meetings of the Executive may be called at any time by the President to deal with important issues that require immediate attention. In such cases a quorum (for the purpose of emergency executive meeting only) will consist of five members of the executive.
  - f) If the President fails to call a meeting within two weeks after having been requested to do so by two or more members of the Board, a meeting may be called and chaired by an elected officer. Such a meeting, subject to the rule of quorum, shall be legal and constitutional.
  - g) General meetings may be called by the President when necessary to deal with incidents of importance affecting the By-laws or the operation of the SSMHA through its By-laws.
  - h) The executive shall meet or confer as deemed necessary by the President and/or Vice President to ensure effective operation of the SSMHA and the discharge of its responsibilities.

## **ARTICLE 8**

### Amendments to the SSMHA Constitution

- 8.1 The constitution of the SSMHA shall not be amended except at an Annual General Meeting. Any SSMHA member can submit notices of motions. Notice of an amendment proposal to the Constitution shall be given in writing to the Secretary at least 30 days prior to the Annual General Meeting.
- 8.2 To be adopted, all proposed amendments to the Constitution shall require two-thirds majority of those members present and voting at the Annual General Meeting. Sub-amendments which do not change the intent of the original amendment shall be entertained and voted upon.

## **ARTICLE 9**

### SSMHA Crest

- 9.1 Team Sponsor names, logos, crests, etc. must be approved by the voting members of the SSMHA Executive and Board of Directors and applied to SSMHA jerseys in a competent and acceptable manner to ensure visibility and jersey integrity.

## **ARTICLE 10**

### SSMHA Colours

- 10.1 The SSMHA sweater color shall be predominately green for the Away jersey while the Home jersey shall be predominately white where each team has two sets. The SSMHA Crest is displayed on the front of the sweater. Player names may be displayed on the back of the sweater.
- 10.2 Hockey socks are Green with a white band (or bands) or White with Green band (or bands).
- 10.3 Removed - April/2011.
- 10.4 The IP, Novice and Atom C programs may be exempted from these color restrictions as per. sponsors requests or an executive approval.

## **ARTICLE 11**

### Finances

SSMHA funds shall be obtained through registration fees, sponsors, fund raising, Recreation Association or municipal grants, etc. All monies shall be treated in accordance with SSMHA By-laws.

## **BY-LAWS OF THE SSMHA**

These By-Laws are established under the authority of Article 8 of the SSMHA Constitution.

### **BY-LAW 1**

#### Powers and Duties of the Executive

- 1.1 The Executive shall have full and ultimate operational control of the affairs of the SSMHA and shall have the power to amend, within the

terms of the Constitution, Rules, Duties and Regulations regarding the operation of the SSMHA.

- 1.2 As elected officers, the executive shall meet at the call of the President regarding any matter within its jurisdiction. Rules of quorum and voting shall apply.
- 1.3 Unless granted a leave of absence by the executive, any executive member who absents himself from two consecutive meetings without just cause may have his post declared vacant by the executive.
- 1.4 Any SSMHA executive who participates in activities with interests conflicting with those of the SSMHA may be expelled and his office declared vacant by a two-thirds majority vote of the executive.
- 1.5 Should a vacancy occur in the executive an appointment may be made by the executive to fill the position. This requires a two-thirds majority vote of the executive.
- 1.6 The executive may reprimand, suspend or expel any non elected officer, team official, player, parent, or guardian under the jurisdiction of the SSMHA for any conduct, individual or collective, that in the opinion of the executive is either:
  - a) contrary to the rules and regulations of the SSMHA or the principles they stand for,
  - b) contrary to good sportsmanship or responsible citizenship,
  - c) detrimental to the interests of, or is a discredit to, the SSMHA and its members
  - d) a serious or continuing infraction of the playing rules, Constitution, By-laws, Duties, Rules and Regulations of the SSMHA, HNB, and HC.
- 1.7 The executive may re-admit by resolution and a two-thirds majority vote, any non-elected officer, team official, player, parent or guardian, under its jurisdiction, previously suspended or expelled by the SSMHA.
- 1.8 Any non-elected officer, team official, player, parent or guardian affected by a decision of the SSMHA may file an appeal with the President who shall call a meeting of the executive at the earliest opportunity to hear the appeal. The determination of an appeal will be by a two-thirds majority vote of the executive.
- 1.9 The executive shall determine all questions arising from emergencies not provided for in the Constitution, By-Laws, Duties, Rules and Regulations.
- 1.10 Each year the executive shall solicit applications for positions as coach, assistant coach, manager and request such applications on a prescribed form by a date to be decided by the executive for competitive or recreational levels.
- 1.11 Non-elected, non-voting officers shall be appointed by the executive to assist in the operation of the SSMHA. Confirmation of the appointment will be by a two-thirds majority vote.
- 1.12 The executive shall call upon Appointed Directors to assist in the operation of the SSMHA. Confirmation of the appointment will be by a two-thirds majority vote.
- 1.13 The executive shall determine all or any fees deemed necessary in the operation of the association business as recommended by the Board of Directors.



- 1.14 The executive shall conduct annual registrations for players in accordance with the constitution of the SSMHA, HNB and HC.

#### BY-LAW 2

##### The Powers and Duties of the Board of Directors

The Board of Directors shall meet at least once a month to determine, discuss, coordinate and vote on administrative business and operational matters that affect the ongoing functioning of the SSMHA, such as:

- 2.1 The Board will recommend all fees for registration etc. to the executive for approval.
- 2.2 The Board will raise and direct all committees.
- 2.3 The Board will ensure the supervision and discipline of team officials, players, parents or guardians.
- 2.4 The Board will recognize and determine all monetary and logistical needs of the SSMHA and make recommendations to the executive.
- 2.5 The Board will select and direct members to coordinate and sit on Boards of other agencies and associations, etc. as required.

#### BY-LAW 3

##### The Duties of Officers and Directors

- 3.1 The President of the SSMHA is elected to the executive at the AGM for a one year term, shall have the overall responsibility for all matters regarding the SSMHA He/She shall preside at all executive and general meetings. He shall not vote except to cast the deciding vote. He shall be an ex-officio member of all committees. He shall exercise the authority of the association in cases of emergency, subject to ratification by the executive, within a reasonable period of time. He shall be the official spokesman for the SSMHA. He may be one of the three executive members with financial signing authority. He shall sit as a member of the District Minor Hockey Council of the HNB.
- 3.2 The Vice-Presidents are elected to the executive at the AGM for a one year term, shall be ex-officio members of all SSMHA committees. They shall attend all meetings with the right to vote. They shall assist the President in his duties. They shall assume the duties of the President in his absence at which time They shall have all the rights and powers of the President. When acting as President They shall not vote except to cast a deciding vote. They shall act as representative for SSMHA to District 5 SNBMHL meetings. One or both may be one of the three executive members with financial signing authority.
- 3.3 The Immediate Past President shall attend all meetings and act in an advisory capacity with the right to vote. He may perform the duties of the President in his absence if the Vice-Presidents are also absent. When acting as President he shall have all the rights and powers of the President and shall not vote except to cast a deciding vote. He may be one of the three executive members with financial signing authority.
- 3.4 The Secretary is elected to the executive at the AGM for a one year term, They shall attend all meetings with the right to vote. They shall issue notices of all meetings at the request of the President, take and maintain records of proceedings and meetings and see to the publication and distribution of these minutes in consultation with the President, prepare agendas for meetings, prepare correspondence for the President

relating to matters concerning the SSMHA, and serve as a voting member of the Executive and Board of Directors. He may be one of the three executive members with financial signing authority.

- 3.5 The Treasurer is elected to the executive at the AGM for a one year term. They shall attend all meetings with the right to vote. They shall receive all monies payable to the SSMHA and deposit same in the bank account of the SSMHA marked "For Deposit Only to the Credit of the SSMHA", be **one** of three executive members of the SSMHA with financial signing authority, see to the banking and investing of SSMHA funds as per the direction of the executive, keep an accurate record of the finances of the SSMHA issue cheques in respect to invoices approved by the Executive. **NOTE:** Cheques of the SSMHA must be signed by two of the three officials having financial signing authority, publish financial statements monthly, present a final report at the Annual General Meeting which will include budget forecasts for the new year, serve as a voting member of the executive and the Board of Directors, and issue all monies owed to the HNB on the applicable dates as set out by the NBMHC.
- 3.6 The Registrar shall be appointed by the SSMHA executive at its first meeting. They shall attend all meetings with the right to vote. He shall be responsible to the executive for the registration of all boys and girls who live in the area and wish to play hockey in the SSMHA. He shall maintain records and collect fees which shall be given to the treasurer. He shall sit as a member of the Board of Directors of the SSMHA.
- 3.7 The Director of Ice Scheduling shall be appointed by the SSMHA executive at its first meeting. They shall attend all meetings with the right to vote. He shall be responsible to the executive for the procurement and distribution of ice. He shall sit as a member of the Board of Directors of the SSMHA.
- 3.8 The Director of Equipment shall be appointed by the SSMHA executive at its first meeting. They shall attend all meetings with the right to vote. The term of office is for one year and shall commence in the spring after all equipment has been returned and inventoried. He shall be responsible to the executive for the procurement, storage, state of repair, distribution and collection of all SSMHA equipment. He shall maintain records and carry out inventories He shall sit as a member of the SSMHA Board of Directors.
- 3.9 The Director for Fund Raising shall be appointed by the SSMHA executive at its first meeting. He shall be responsible to the executive for the raising of funds, through various programs and activities, in all areas other than player registration, grants, etc. He shall maintain records and collect fees which shall be given to the treasurer. He shall sit as a member of the SSMHA Board of Directors.
- 3.11 The Director for Technical Services is elected to the executive at the AGM for a one year term. They shall attend all meetings with the right to vote. He shall be responsible to the executive for insuring that technical aspects of hockey rules and regulations are communicated to all team managers, coaches and officials and serve as liaison with the Director of Officials. He shall ensure the availability of competent coaches for all levels of Association operation by providing timely, well organized Initiation Program and National Coaching Certification Program Clinics. He shall ensure the availability and implementation of safety and Risk Management Programs for the Association. This individual shall make every effort to educate the members of the Association on the importance of Safety Education and Risk Management. He may be one of the three executive members with financial signing authority.

- 3.12 The Director of Officials (Referee in Chief) appointed to the executive for a 1 year term. They shall attend all meetings with the right to vote. He shall be responsible for developing a training program and ensuring provincial registration for referees. He shall liaise with the HNB to insure that all technical aspects, rules and regulations are communicated to the SSMHA members. He shall be responsible for negotiating fees paid by SSMHA to ice officials. He shall be responsible to schedule referees for all games on a weekly basis. He must notify referees of weekly schedule. He must obtain referees payment from treasurer and ensure each individual receives proper payment.
- 3.13 The IP Program Coordinator and Novice Coordinator shall be appointed by the SSMHA executive at its first meeting. These two roles may be held at the same time by the same person. They shall attend all meetings with the right to vote. They shall be responsible for the development and operations of the Initiation and Novice programs and follow the District 5's Initiation and Novice Policy.
- 3.14 The Communications Coordinator shall be appointed by the SSMHA executive at its first meeting. They shall attend all meetings with the right to vote. They shall be responsible for enhancing communications amongst the membership, monitoring and enhancing the image of SSMHA through the association website and other social media outlets and act as the liaison to the local media outlets.

BY-LAW 4  
Team officials

- 4.1 Each team shall have a coach, assistant coach and a manager and a Trainer (HSP), here in after referred to as team officials.
- 4.2 A volunteer accepting an appointment as a Team Official shall be listed as a member of the SSMHA and shall abide by the SSMHA Constitution, By-Laws, Rules, Duties and Regulations.
- 4.3 Appointments of all Team Officials shall be approved by the SSMHA executive.
- 4.4 Team officials shall be familiar with all the rules and regulations of the SSMHA, HNB, N.B. Minor Hockey Council and the HC and particularly the playing rules as published.
- 4.5 All Team officials listed on the team's roster must sign off on a fair play code of conduct as outlined by HNB and this association.

BY-LAW 6  
Finances

- 6.1 All monies raised by the SSMHA shall be passed to the treasurer.
- 6.2 All monies of the SSMHA shall be held in an approved financial institution to the credit of the SSMHA.
- 6.3 Withdrawals of monies from this account shall be made by cheque, duly authorized by any two signatures of the executive with signing authority.

BY-LAW 7

## Registration

- 7.1 The Registration date, fees and method shall be determined by the SSMHA executive as recommended by the Board of Directors.
- 7.2 The rules shall follow those set out in the HNB /NBMHC Constitution, Rules and Regulations and may complement but shall not conflict with them.
- 7.3 When registering for the first time a parent or guardian must sign the registration form with proof of age and residency (within SSMHA geographical boundaries) being required. Any American non resident that wishes to register with SSMHA must maintain valid medical insurance. A copy of this card or letter showing **a valid expiry date** must be handed in at the time of registration. Failure to have a copy of this paperwork will cause the registrar to deny registration until this copy is presented. This copy will be kept on file by the association.
- 7.4 Parent of guardian registering a player must sign a Parent Contract each year.
- 7.5 All players shall be registered on approved Player registration cards/rosters and copies shall be forwarded to the HNB.

## BY-LAW 8

### Player transfers

Any request for transfer up or down within the SSMHA must be approved by the SSMHA executive. They may be permitted to move only if there is a demonstrated need and only if the needs of the SSMHA are met first.

- 8.2 All transfers are subject to the rules of the HNB, the NBMHC and the HC.
- 8.3 Player transfers between the levels of a division are subject to the rules of the HNB.
- 8.4 All such transfers will be approved by the executive of the SSMHA, District Director and HNB Executive Director shall be advised.

## BY-LAW 9

### SSMHA Equipment

- 9.1 The SSMHA shall purchase and maintain equipment such as, sweaters and goalie equipment, etc. for the use of SSMHA members according to the structure and schedules set out by the executive.

## BY-LAW 10

### Fund Raising

As provided by the SSMHA Constitution, Fund Raising is a responsibility of the SSMHA and shall fall under the jurisdiction of the Director for Fund Raising.

All team fundraising must be approved by the executive, and sanctioned by HNB.

Fund Raising in general shall be for the benefit of all the SSMHA and not for individual teams, unless approved by Executive.

SSMHA Fundraising will consist of but not limited to:  
Tournaments

Tag Day  
Fund Raising Tickets

10.1 Registration fees and SSMHA fund raising provide for:

- a) Provincial registrations and player insurance
- b) Team Sweaters
- c) Goalie equipment
- d) Tournament, league and playoff ice time
- e) League registration fees
- f) Game Officials
- g) HNB meetings and training as required

BY-LAW 11  
Committees

Standing Committees shall be as follows:

- 11.1 a) The Nominating Committee shall consist of the SSMHA Past President or Vice President and at least one other member of the executive. Their responsibilities shall commence after being elected at the Annual General Meeting and shall continue until after the elections of the following year.
- b) The purpose of the Nominating Committee is to provide nominees to fill any vacancies that may occur within the SSMHA executive and to provide a slate of nominations for the next Annual General Meeting. This notwithstanding the fact there will also be open nominations from the floor during elections, will ensure there will be at least one candidate trying for each elected position. The Nominating Committee shall prepare a list of nominees for each position and present it to the members of the SSMHA at the Annual General Meeting.
- 11.2 a) Coach Selection Committee shall consist of President, Vice and Past President, and Technical Director as well any of the elected or appointed executive members may be asked to serve on this committee it avoid any conflict of interest. The Technical Director shall chair the committee.

The Technical Director shall be responsible to provide the recommendation of the Committee to the Board respecting the selection of coaches and the acceptability of applicants for those positions. The Coaches Selection Committee may be supplemented with one person from the membership at large where, in the opinion of the Committee this may benefit the coach selection process.

The committee is to take into consideration the following when making their selections:

- Qualifications
- Coaching Experience
- Past experience SSMHA has had with the coach

Invitations and criteria required for coaching applications may be available at registration for teams still requiring a Coach.

Announcements requesting coaches application should be made through local media.

- 11.3 a) The Discipline Committee shall consist of the President, Vice Presidents or Past President of the SSMHA and at least one otherwise independent volunteers as identified or appointed by the executive.

- b) This Committee shall have the power to hear and rule on all discipline matters involving SSMHA Hockey members. The Vice President or Past President shall act as Chairperson of this Committee.
- c) This Committee shall be subject to the HNB Discipline and Appeals Board where applicable and may exceed decisions already reached, but will never decrease a HNB Discipline and Appeals Board ruling.
- d) With respect to matters of discipline:
  - i) HNB shall have jurisdiction over all infractions concerning match penalties, gross misconduct and the "Code of Ethics".
  - ii) The Director of District Five (the "District Director") will be responsible for infractions occurring within District Five. He/she will render suspension decisions based on the HNB Discipline Guidelines.
  - iii) The District Director will not handle game misconduct penalties except those assessed to coaches, managers, etc., which may be handled under the "Code of Ethics". Game Misconduct and Major penalties are to be handled by the SNBMHL President and the respective League President.
  - iv) Strict enforcement of the "Code of Ethics" and suspensions awarded to team officials being assessed misconduct and game misconduct penalties must be adhered to.
  - v) SSMHA President is responsible for all infractions involving Exhibition games and Sanctioned Tournaments played within the club. Except for match penalties, gross misconduct and the "Code of Ethics".
- e) This Committee shall maintain minutes and records of all meetings.

11.4 The Team Selection Committee shall consist of President, Vice's, Tech. Director will be responsible in conjunction with the coaches and to create competitive and balanced recreation teams.

- b) Will review and follow the Team selection.
- c) Will monitor player evaluation to ensure a fair process is being followed.
- d) Ensure that there are sufficient volunteers to run all practices including coordinator's, on ice helpers, and evaluating coaches.
- e) Ensure all remaining coaches, in consultation with division coordinators, divides the remaining players into Recreational league teams, trying as much as possible, to end up with evenly balanced teams and to accommodate any reasonable requests for grouping players for travel reasons.
- f) Provide the executive, a list of all teams including coaches, assistant coaches and managers.

BY-LAW 12  
Code of Ethics

SSMHA adopts the NBMHC Code of Ethics and:

12.1 managers, trainers, coaches and assistant coaches are expected to share with game officials the responsibility for orderly conduct of the contest by the following:

- a) by acknowledging the authority of the officials in a contest and by relating to them in a respectful manner
- b) by exercising control over players in their charge and serving as a stabilizing agent during contentious moments of games
- c) by exercising control of their own conduct so as to avoid inciting players, officials and spectators
- d) by conducting themselves at all times in a manner which is appropriate to the responsibilities of their position

12.2 It is considered unethical for a manager, trainer, coach or assistant coach to comment in a disparaging manner to the media or make derogatory remarks publicly about another person, program or association.

- a) The criteria for imposing sanctions may be a three (3) week suspension.
- b) The second incident in the same hockey season shall be an automatic suspension for the balance of the season.

BY-LAW 13  
Criminal Checks

The SSMHA has the responsibility to provide a safe playing environment for our children.

We have long recognized the need for on-ice safety. However, the growing realization that children need to be protected from all forms of abuse and/or bullying by anyone having direct contact with them in any area within the control of SSMHA has led to the implementation of the following policy.

**Police criminal checks are a necessary qualification for all prospective persons wishing to volunteer in the SSMHA and having direct contact with any players in any area within the control of SSMHA.**

**These checks will be conducted on all persons volunteering for the first time in the SSMHA or when re-volunteering after a break of continuity in volunteering and subsequently at two year intervals. Checks must be completed by December 1<sup>st</sup> of the current season and failure to comply will result in removal from the position.**

This policy will be administered as follows:

- (a) The Technical Director will be the administrator and custodian of all checks and the necessary administration (timings, completion records etc.)
- (b) All Team officials as listed in BY-LAW 4.1 will require a criminal check and will be notified by the Technical Director and requested to go to the RCMP to fill out the form. The "Head Coach" will have a completed form accompany his coaching application. A coaching application without this completed form will not be considered.

(c) Upon completion of the check, you will be notified by the RCMP to pick up the completed form. It is to be directed to the attention of the Technical Director by December 1<sup>st</sup>.

(d) Any unsatisfactory results may also result in removal from the program.