

Barry's Bay and Area Minor Hockey Association

Constitution, By-Laws and Regulations



**BBAMHA CONSTITUTION
BY-LAWS & REGULATIONS**

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CONSTITUTION

ARTICLE- 1 NAME

This organization shall be called the "**Barry's Bay and Area Minor Hockey Association**", hereinafter referred to as the "**BBAMHA**" or the "**Association**".

ARTICLE- 2 AFFILIATIONS

- a. The BBAMHA is affiliated with the "**Hockey Eastern Ontario**" (HEO) and by virtue of this affiliation, is a member of the "**Hockey Canada**" (HC) and is subject to all the rules and regulations of those Associations.
- b. The BBAMHA shall govern the affairs of minor hockey within its boundaries, as approved by the **HEO Minor District #5 Executives** and the **HEO MINOR**.

ARTICLE- 3 BOUNDARIES

The BBAMHA shall have jurisdiction over minor hockey in the following municipalities:

- a) The Township of the Madawaska Valley
- b) The Township of Killaloe, Hagarty and Richards
- c) The Township of Brudenell, Lyndoch and Raglan

ARTICLE- 4 PURPOSES

The purpose of the BBAMHA is:

- a) To provide a wholesome, organized hockey experience for all participants in the Association, including players, coaches, trainers, managers, referees and association officials;
- b) To ensure that emphasis is on enjoyment of the game, sportsmanship, fairplay, good citizenship, friendly competition and full participation of all members;
- c) To foster and promote amateur hockey within the association;
- d) To provide for all individuals, wherever feasible, the appropriate level of competition for their capabilities;
- e) To increase general interest in the game of hockey;
- f) To provide appropriate educational opportunities/courses for its coaches, managers, trainers, referees and directors to further their development and to assist them in providing a safe learning and playing environment for all participants.



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ARTICLE 5- INITIATION PROGRAM- U7

- a) The BBAMHA adopts the Canadian Hockey association "**Initiation Program**" as the foundation upon which the development of hockey within the association is based. It is generally agreed that how a player gets their first taste of hockey is crucial: if a beginner has fun developing some basic skills, and building confidence, there is a good chance that player will go on to enjoy hockey for many years.
- b) The objectives of the **U7-Initiation Program** are:
 - I. Having fun in a physical activity;
 - II. Learning the basic skills needed to play hockey (skating, stopping, turning, puck handling, passing and shooting);
 - III. Learning the concepts of cooperation and fairplay;
 - IV. Developing and understanding of teamwork.
- c) All on-ice instructors involved in U7 must have attended and completed the Coach 1 - Intro to Coach & Respect in Sport Activity Leader) Clinic. New Instructors must attend a clinic.
- d) The BBAMHA will pre-approve two volunteers per team for reimbursement for certification per year. Expressions of interest are to be submitted in writing to BBAMHA. Reimbursement will be divided over a two-year commitment with half given each year. Taking the course at your own expense is welcomed and may assist you in obtaining a position on the bench staff roster.
- e) Depending on the number of registered players the teams will be divided as equally as possible based on skill level. U7 A's can be affiliated to play with U7 B's however, pre approval must be given by the U7 co-ordinator. U7 B's cannot play in tournaments or exhibition games with U7 A's.
- f) Any adult on the ice must have the Intro Coach & Respect in Sport.

ARTICLE 6- RISK AND SAFETY MANAGEMENT

Risk and Safety Management is the process by which the BBAMHA identifies, assesses, controls and minimizes the risk of injury or financial loss arising from its activities. It is the process by which the association reviews its activities, programs and operating procedures to identify, understand and insure against everyday risks confronted in operating an organized hockey program.

- a) The BBAMHA will:
 - I. Identify the risks connected with an activity (e.g. games, dressing rooms, arena parking lots, travel etc);
 - II. Assess the relative significance of all on-ice and off-ice risks;
 - III. Eliminate or minimize identified risks;
 - IV. Provide protection against unavoidable risks, including, but not limited to, insurance coverage.
- b) The BBAMHA considers any form of abuse or neglect, whether emotional, physical, verbal, mental or sexual, unacceptable. The Association is committed to keeping its players and other participants safe from abuse and

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neglect.

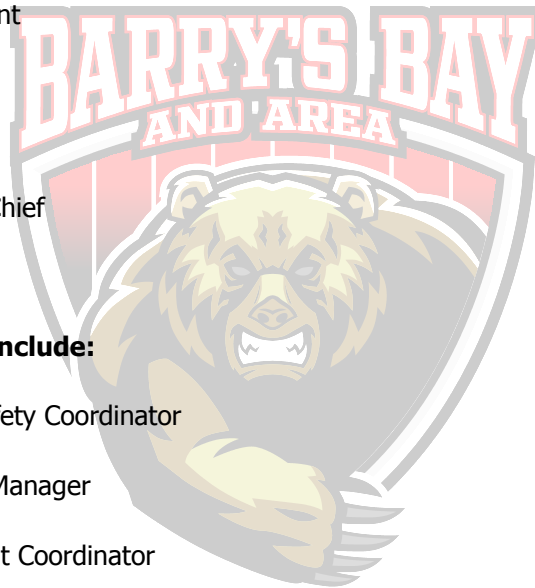
- c) The BBAMHA will promote awareness of all forms of abuse and neglect by providing educational materials and programs for all participants, parents and volunteers, including **"Respect in Sport"**.
- d) BBAMHA will follow [HEO Privacy Policy 6.7](#).

ARTICLE 7- EXECUTIVE MEMBERS

1. The BBAMHA shall be governed by an executive consisting of seven (7) officers and five (5) directors:

a. Officers

- i. President
- ii. Past President
- iii. Vice President
- iv. Secretary
- v. Treasurer
- vi. Referee-in-Chief
- vii. Registrar



b. Directors (if filled) shall include:

- i. Risk and Safety Coordinator
- ii. Equipment Manager
- iii. Development Coordinator
- iv. Tournament Coordinator
- v. Ice Scheduler

c. The presiding officer of The BBAMHA shall be the President.

2. Composition

a. Eligibility of An Executive Member

- i. Shall be a minimum of eighteen (18) years of age;
- ii. Shall be a Member of the Association in good standing at the time of their election or appointment;
- iii. Shall remain a Member of the Association throughout their term of office;
- iv. Shall not have resigned, or been removed, as an Officer of the Board within the last two (2) years, and shall not have been expelled from the organization;
- v. Shall not have a spouse/partner currently serving on the board;
- vi. Officers of the Association cannot also be a team official, as rostered with BBAMHA. (e.g. Head Coach, Asst. Coach, Trainer, or Manager)

b. Term of Office

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- i. The Officers shall be eligible to be elected every year with no limit of consecutive years served.
 - ii. Officers who were appointed may serve until the end of the term they were appointed to.
 - iii. Elected officers shall hold office for the duration of their term.
 - iv. Board Members who have finished their term and are not re-elected are discharged of their position on the 31st of May.
 - v. The new Executive will take over June 1st.
3. Only one person per household will be permitted to hold a voting position on the BBAMHA Executive in a given season.
4. The Executive shall have control over the affairs of the whole association and shall deal with all matters pertaining to the association and shall define the rules of the association as they see fit, within the scope of this Constitution.
5. All members of the Executive, excluding the Past President who gains his office by succession, shall be elected annually.
6. **No person may be elected President of the Association until he/she has served at least one season on the Executive.**
7. The Executive may appoint, each year, such committees as it deems necessary to conduct a full program of hockey. In the alternative, the Executive may ask the membership at large to elect such committees, as it deems necessary at its annual meeting.
8. An Executive member may resign their position by submitting a letter of resignation to the President of BBAMHA. If a member resigns from their position during their term of office, without due cause, they may not return to any position for the remainder of the term they vacated. (Due cause includes employment, family, health, and time constraints.) If an Executive member holds two positions on the Executive, they may resign from one position without affecting the other but may not return to the position that they vacated that term.
9. An Executive member may be expelled by a special resolution, by the membership, passed at a general meeting, by having 2/3 of the votes cast in favor for the expulsion, at the general meeting. The special resolution for expulsion shall be accompanied by a brief statement of the reason(s) for the proposed expulsion. The person who is the subject of the proposed special resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote. An Executive member or general member may be suspended or expelled for willful violation of the Constitution, By-Laws or for any other serious breach of policies and procedures of the BBAMHA. If an Executive Member is expelled, they will not be able to hold a position on the executive for two (2) years, unless otherwise approved by the executive.
10. **Confidentiality**
 - a) Every member of the Executive shall respect the confidentiality of all matters brought before the Executive for consideration. Any matter brought before the Executive is not to be discussed with anyone not on the Executive. Following Hockey Canada, information is held on a need to know basis.

ARTICLE 8- TERMS OF MEMBERSHIPS AND ELIGIBILITY

1. Terms and Eligibility of Members
 - a. Executive Membership
 - i. Executive Membership shall include all elected or appointed Directors. Members in this Classification will be allowed one vote per person and may attend membership meetings, meetings of the board and by appointment committees of the association.
 - b. Participant Membership
 - i. Participant Membership shall include all players who are at least eighteen (18) years of age, Coaches, Managers, Trainers and Bench staff appointed for the current season. Members in this

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Classification will be allowed one vote per person and may attend membership meetings, and by invitation meetings of the board and by appointment committees of the association.

- c. Parent/Guardian Membership
 - i. Parent/Guardian Members shall include all parents and/or legal guardians of registered players in good standing where the registered player is under the age of eighteen (18). Members in this classification will be allowed **1 vote per family** and may attend membership meetings, and by invitation, meetings of the board, and by appointment, committees of the association.
 - d. Honorary Membership
 - i. Honorary Memberships may be granted to an individual who has rendered extraordinary and distinguished service to the Association. Individuals may be granted a lifetime honorary membership through nomination; nominations may be made by any member of the association and must be confirmed by a majority vote of the board of Directors. Honorary members will include the current Mayor of each of the three Townships, and the Immediate Past president of the BBAMHA. Honorary Members will have no vote and may attend membership meetings, and by invitation, meetings of the board and by appointment, committees of the association.
 - e. Staff Membership
 - i. Staff Memberships shall include all employees and staff of BBAMHA both paid and unpaid. Staff memberships will include, but are not limited to, the Ice Scheduler, Administrator, Referee Assignor and any and all positions that may be added in the future. Staff Members will have no vote and may attend membership meetings, and by invitation, meetings of the board and by appointment, committees of the association.
 - f. Although it is possible for a member to qualify for more than one (1) class of membership in the association, no person may hold more than one (1) class of membership. **It is therefore mandatory that each member shall declare to the secretary which membership they wish to represent prior to the start of any meeting of the membership.** Once the meeting is called to order the member may not change from their declared class of membership.
2. The Secretary shall maintain a list of current members in all categories. This list shall be kept in the current year Secretary binder and updated as necessary and made available to all Directors. Such list of Members shall be used to determine eligibility to attend and vote at any General Meeting of the Association.
3. Good Standing
- a. Members in good standing shall be those admitted to Membership and who have paid all required membership and team fees to their team and the Association.
4. Termination
- a. Termination of membership may occur under the following conditions:
 - i. Members may resign from the association by submitting a resignation in either writing or via e-mail to the secretary of BBAMHA who then in turn notifies the board.
 - ii. Members not in good standing:
 - 1. **Association-** Members whose Membership fees are in arrears for a period of one (1) month, and who have not contacted the association to arrange a payment plan shall be automatically suspended from membership and not permitted to vote, make nominations or hold office in the association until all outstanding fees are paid.
 - 2. **Team-** Members whose team fees are in arrears for a period of three (3) months, and who have not made payment arrangements shall be automatically suspended from membership and not permitted to vote, make nominations or hold office in the association until all outstanding fees are paid.

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- iii. **All Fees**, both Association and Team, must be fully paid by the 31st of December in the current season.
5. Suspension and Expulsion of Membership
- a. Suspensions, expulsion and disciplinary measures may be assessed for actions such as;
 - i. infringement of playing rules,
 - ii. conduct unbecoming to hockey,
 - iii. refusing to accept and obey rulings of the BBAMHA Convenors, Disciplinary Committees or the Executive committee,
 - iv. Refusing to accept and obey rulings of HEO, the District 5 Council or the UOVMHL,
 - v. for disreputable and continued foul play,
 - vi. unsportsmanlike conduct (individually or collectively), on the ice or in any rink where a hockey match is being played or at any meeting or gathering in the interests of the game.
 - b. Any suspensions or expulsions are subject to the usual appeal routes. (see BBAMHA Regulation 4) Appeals will not be heard if the suspension or disciplinary action are disregarded. In these circumstances it will be judged that the individual has forfeited their right to appeal and will be dealt with at a higher level.
 - c. The BBAMHA President and the Executive Committee have the power, with proper justification, to suspend, expel or discipline any coach, manager, player, trainer or member of the Association connected with any team under BBAMHA jurisdiction.

ARTICLE 9- MEETINGS

1. Executive

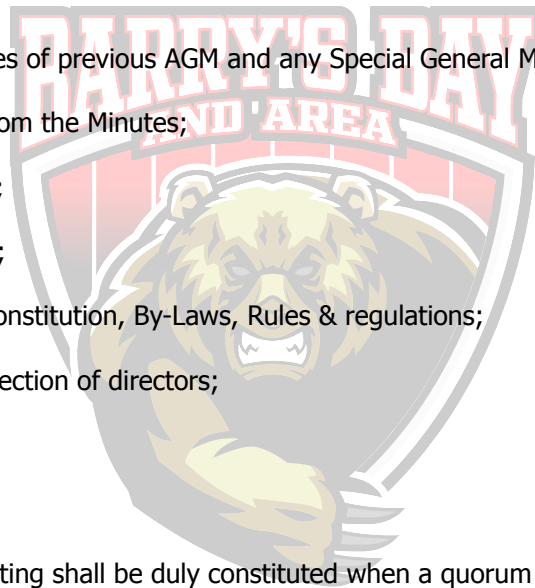
- a) The Executive shall meet at least once prior to each hockey season, once per month during the season, and at the end of the season at the discretion of the President.
- b) The President shall call all regular Executive meetings of the BBAMHA with at least two days notice in advance given to all Executive members by the secretary.
- c) Quorum
 - i. A quorum for an executive meeting shall be 50% of the active voting Executive Members, plus one (1). No business of the Executive shall be transacted in the absence of quorum.
- d) Voting Rights
 - i. Each Officer present at an Executive Meeting shall be entitled to one (1) vote. The president shall only vote in the event of a tie vote.
 - a) The following Director positions shall also be entitled to one (1) vote.
 - 1. Risk and Safety Coordinator
 - 2. Development Coordinator
 - 3. Tournament Coordinator
 - 4. Ice Scheduler
 - 5. Equipment Manager
- e) The usual business to be conducted at regular Executive Meeting shall be:
 - I. Call to order
 - II. Adoption of Minutes of previous Executive Meeting(s) held

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- III. Business arising from the minutes
- IV. President's Report
- V. Treasurer's Report
- VI. New Business
- VII. Adjournment

2. ANNUAL GENERAL MEETING

- a) There shall be an Annual General Meeting (AGM) of the Association held each year. The exact date and time will be decided by the Executive.
- b) The usual business to be conducted at the AGM shall be:
 - I. Call to order;
 - II. Adoption of Minutes of previous AGM and any Special General Meeting(s) held since the last AGM;
 - III. Business arising from the Minutes;
 - IV. President's Report;
 - V. Treasurer's Report;
 - VI. Amendments to Constitution, By-Laws, Rules & regulations;
 - VII. Nomination and Election of directors;
 - VIII. New Business;
 - IX. Adjournment.
- c) The Annual General Meeting shall be duly constituted when a quorum of at least eight (8) members of the Association, who are in good standing, are present.
- d) Transition to the new Executive is to occur on the first day of June each year.



3. SPECIAL GENERAL MEETING

- a) There may be a Special General Meeting called by the President as deemed necessary.
- b) When a written request is received from at least ten (10) members in good standing, the President shall convene a Special General Meeting to discuss the concerns outlined in the request.
- c) The Special General Meeting shall be duly constituted when a quorum of at least eight (8) members, who are in good standing, and at least four (4) incumbent Executive members, one of whom must be the President or the vice President, are present.

ARTICLE 10 RULES OF ORDER

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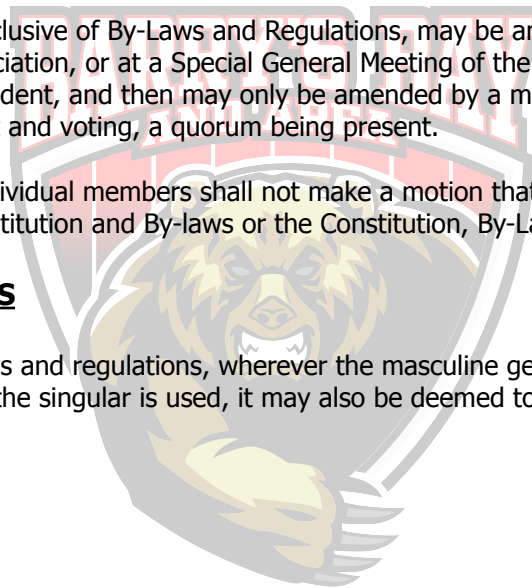
- a) Executive members shall notify the President or Secretary at least one (1) day prior to an Executive Meeting if they intend to raise New Business.
- b) No member shall use improper language or interrupt the speaker.
- c) No other business shall be introduced until the business under discussion is fully discussed and declared closed by the President.
- d) Any motion, to be carried, must be moved and seconded, and passed by a majority of the Executive Members in attendance.
- e) Attendance at Executive Meeting is essential, Executive Members must not miss more than three (3) consecutive meetings, unless there are extenuating circumstances and the Secretary has been advised. Executive Members missing three (3) consecutive meetings, without advising the Secretary, will be deemed to have left the Executive and he/she shall be so advised in writing.

ARTICLE 11 AMENDMENTS

- a) The Constitution, inclusive of By-Laws and Regulations, may be amended only at the Annual General Meeting of the Association, or at a Special General Meeting of the membership specifically called for this purpose by the President, and then may only be amended by a majority affirmative vote of the membership present and voting, a quorum being present.
- b) The Executive or individual members shall not make a motion that would be in defiance of any or all sections of this Constitution and By-laws or the Constitution, By-Laws and Regulations of the HEO.

ARTICLE 12- MISCELLANEOUS

Throughout the Constitution, By-Laws and regulations, wherever the masculine gender is used, it shall be understood to include the feminine gender. Where the singular is used, it may also be deemed to mean the plural (and vice-versa), where the context so requires



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BY-LAWS

BY-LAW 1- ELECTION OF DIRECTORS

- a) Up to twelve (12) Directors (i.e. Executive Members) shall be elected by the members of the BBAMHA present and voting at the Annual General Meeting.
- b) Election shall be by secret ballot by those in attendance and eligible to vote.
- c) No proxy votes shall be allowed.
- d) Suitable candidates for Directors may be nominated by the Nominating Committee of the Executive or by members of the BBAMHA in attendance at the Annual General Meeting. Any person nominated, who has a child playing in the BBAMHA, must have all registration fees fully paid in order to be eligible to accept the nomination.
- e) Incumbent Directors are eligible to nominate and vote.
- f) If a vacancy occurs, the Executive may appoint a replacement or, at its discretion, call a meeting of the membership to elect a replacement.

BY-LAW 2- ELECTION OF OFFICERS

- a) Executive Officers shall be elected annually, at the BBAMHA Annual General Meeting.
- b) Election shall be by secret ballot, and only members present in good standing, may have the privilege of nominating and casting a ballot to elect a member to the position of Officer. No proxy vote shall be recognized.

BYLAW 3- EXECUTIVE RESPONSIBILITIES

1. President

The President shall:

- a) Call all meeting of the Association;
- b) Preside over all meetings (Annual, Special and Executive) of the BBAMHA, and shall only vote in the case of a tie;
- c) Generally perform the duties usual to the office of President;
- d) Be an "ex-officio" member of all committees of the BBAMHA;
- e) Ensure, insofar as possible, that all members of the Executive know their responsibilities and carry out their duties in a conscientious manner;
- f) Not put forward a motion unless he relinquishes the chair to another member of the executive, who then will be unable to vote unless there is a tie;
- g) Be responsible to ensure that all HEO MINOR District #5 and UOVMHL meetings are attended either by himself or an appointed replacement;

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- h) Be responsible for discipline within the association, including players, coaches and team officials suspensions, and any other matters pertaining thereto;
- i) Be responsible, along with the Secretary, for issuing appropriate Releases for the BBAMHA players to play in other associations;
- j) Maintain the Constitution;
- k) Be an authorized signing officer for the Association.

2. Past President

The Past President shall:

- a) Be a source of guidance to the executive on all matters relating to the past conduct of business of the Association;
- b) Be a full member of the Executive and shall enjoy full privileges with respect to motions and voting;
- c) Be an authorized signing officer for the Association.

3. Vice-President

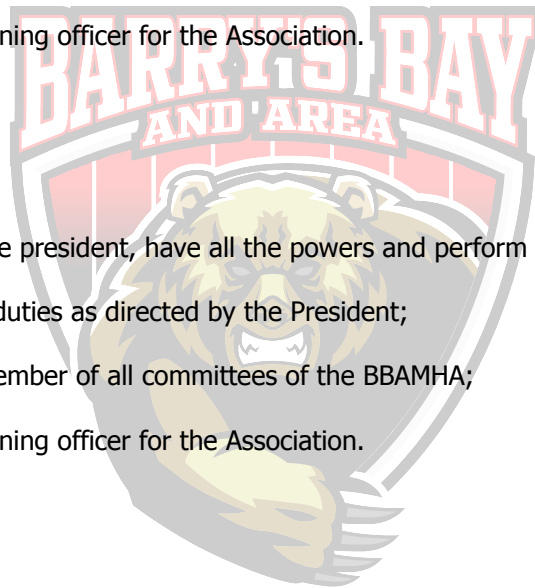
The Vice-President shall:

- a) In the absence of the president, have all the powers and perform all the duties of the President;
- b) Perform such other duties as directed by the President;
- c) Be an "ex-officio" member of all committees of the BBAMHA;
- d) Be an authorized signing officer for the Association.

4. Secretary

The Secretary shall:

- a) Record the minutes of each Executive and General meeting of the Association and provide copies to all members of the Executives;
- b) Write such letters and perform any other duties as required by the Executive. All outgoing mail is to be signed by the President and a copy to be provided to him;
- c) Upon completion of his term, place all records and information of the BBAMHA in the custody of the President until a successor is elected or appointed;
- d) Be responsible, along with the President, for issuing appropriate Releases for BBAMHA players to play in other associations;
- e) Be an authorized signing officer for the Association.



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5. Treasurer

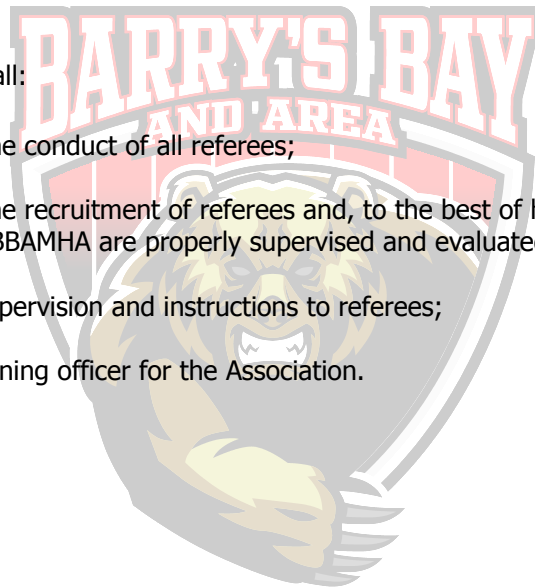
The Treasurer shall:

- a) Ensure proper maintenance of all books, accounts and assets of the Association.
- b) Be responsible for all receipts and disbursements for the Association.
- c) Have a financial statement of accounts for each monthly meeting and a year-end consolidated financial statement for the Annual General Meeting
- d) Sign all cheques along with one of the other signing officers
- e) Make recommendations regarding all fees/levies which are received and disbursed by the Association.
- f) Report at the monthly meeting any members which have not kept its account in good standing with the Association.

6. Referee-in-Chief

The Referee-in-Chief Shall:

- a) Be responsible for the conduct of all referees;
- b) Be responsible for the recruitment of referees and, to the best of his ability, shall ensure that all officials registered with the BBAMHA are properly supervised and evaluated;
- c) Provide adequate supervision and instructions to referees;
- d) Be an authorized signing officer for the Association.



BY-LAW 4- PROTESTS, APPEALS AND HEARINGS

- a) All protests and appeals must be filed with the Secretary of the BBAMHA, within seven (7) days following a decision rendered by the BBAMHA Executive.
- b) A fee of \$100.00 must accompany each protest or appeal. The Discipline & Appeals Committee, at its discretion, may refund such fee, should they rule in favour of the protester/appellant.
- c) Hearing shall be conducted in accordance with the regulations appended to these By-Laws.

BY-LAW 5- RULES AND REGULATIONS

There shall be, in addition to this Constitution and these By-Laws, Regulations, which shall govern all members of the BBAMHA.

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REGULATIONS

1. General

- a. All team officials and players by virtue of their membership or registration in the BBAMHA agree to abide by and comply with the BBAMHA Constitution, By-Laws and Regulations.
- b. The Hockey Canada playing rules, as amended or clarified by the HEO, or hereunder, shall apply to all members, team officials and players under the jurisdiction of the BBAMHA.
- c. Any violation of HC, HEO, or BBAMHA Constitution, By-Laws, Regulations and Playing Rules by any member, team official or player shall lead to the appropriate disciplinary action being taken.

2. Code of Conduct

- A. All players, coaches, and team officials shall conduct themselves properly, as representatives of the BBAMHA and they shall not bring discredit to the Association.
- B. Any player, coaches, or team official who displays discreditable conduct shall be suspended immediately and shall remain suspended until a hearing before the Discipline & Appeals Committee is held.
- C. Any player, coaches, or team official found drinking or under the influence of alcohol or drugs before or during a game or practice shall be suspended immediately and shall remain suspended until a hearing before the Discipline & Appeals Committee is held.

3. Conflict of Interest

- a. Any member of the executive connected with any team, or bench member shall declare such connection to the executive at the commencement of the season. Each conflict of interest shall be taken into account when holding special meetings, where those in conflict of interest shall be removed and or not assigned to special duties where the conflict may potentially exist.
- b. The executive member will make a good faith effort to make all decisions in the best interest of the association, players, teams, and association volunteers, regardless of friendships or family members.
- c. The executive shall, under no circumstances, include executive members, coaches, referees, or anyone else in a vote or final decision where someone could be considered a conflict of interest.
 - i. If an Executive member is assumed to be in conflict of interest, a vote will be held. To pass the vote, a majority of the vote, $\frac{2}{3}$, must agree that the member is an unbiased party to the situation at hand. If the vote does not pass with $\frac{2}{3}$ majority, the executive member will not be eligible to participate in the final vote and decision, with no exceptions.

4. Discipline

- A. The Executive has the right to suspend or release players, coaches, and team officials at any time, subject to appropriately conducted Hearings and appeals.
- B. The HEO **Code of Discipline** shall provide the **minimum standard** of discipline in the following situations:
 - I. Fighting
 - II. Certain Misconduct Penalties;
 - III. All Game Misconduct Penalties;
 - IV. All Gross Misconduct Penalties;

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- V. All Match Penalties;
- VI. Any other incident or behaviour detrimental to the proper conduct of hockey.
- C. In addition to the minimum discipline provided for in the HEO **Code of Discipline** the Executive has the right to suspend players, coaches or team officials for such additional games and/or time periods as it deems appropriate for repeat offenders or in situation where such a player, coach, or team official has brought discredit to the Association, subject to appropriately conducted Hearing and Appeals.

5. Protest, Appeals and Hearing

- A. All players, coaches, and team officials have the right to address the Executive if they feel they are being mistreated.
- B. As outlined in **By-law 4**, appeals of Executive decision must be filed in writing with the Secretary of the BBAMHA within seven (7) days following a decision rendered by the BBAMHA Executive, and must be accompanied by the required appeal fee.
- C. All appeal hearings and any matters of discipline shall be referred to the Discipline and Appeals Committee. The composition of the Committee and the procedures for the appeal/hearing are described in **Regulation 5** below.
- D. If dissatisfied with the decision of the Discipline & Appeals Committee, the appellant may appeal such decision to the District #5 Executive, subject to such timelines and fees for appeals as defined by the District.

6. Discipline and Appeals Committee

- A. The Discipline and Appeal (D&A) Committee shall be composed of a Chairperson and three (3) panellists.
- B. The Chairperson shall only vote in the case of a tie.
- C. The panellist shall normally be members of the Executive, unless the appeal being heard relates to a decision made by the Executive, in which case, the panel shall be composed of other officials from within the association.
- D. All panel members must ensure that they are clear of any conflict of interest in the situation being heard. Should they discover during the course of the hearing that they have a conflict, which was not previously known, they should declare such and immediately leave the room.
- E. All D&A hearings shall be conducted in accordance with the hearing Procedures outlined in Appendix A: D&A Guidelines, of the HEO Handbook.
- F. All affected parties shall be notified in writing of the decision of the D&A Committee, within twelve (12) hours of the Hearing.

7. Movement of Players

- A. If there are enough players in one division to have 2 or more teams, the Executive members in charge of organizing teams only have 2 options to use at their discretion.

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- a. Option 1: At the cost of the association, an impartial group of evaluators will evaluate and divide players. The process for this will be based on the service providers proposed plan of evaluation. The teams will be assigned, and the pre- selected coaches will be assigned a team at random.

- b. Option 2: The pre-selected coaches run their pre season conditioning and evaluation ice times together. On completion of these ice times, all coaches of the same age group will meet in person, or via video conference, with at least 2 executive members to select players on a 1 by 1 basis. The executive members shall put all coaches' names in a hat and choose at random, and coaches will receive their pick in the respective manner their name is pulled. If there are siblings in the same age group, it is assumed that they will be assigned to the same team, and if one is chosen by a coach, they forfeit their next pick as it will count as the sibling.
 - i. If goalies can't be agreed upon, they will be selected at random by pulling a coaches name and a goalie name out of 2 different hats at the same time. If A goalie has a sibling in the same age group, this player will be considered ineligible as a pick, and will go to the team that the sibling goalie is assigned.

 - ii. All additional team staff will be chosen/recruited after the teams have been divided.

- B. The Executive may approve the playing of a player in a category higher than his age level, if the player's ability demonstrates that this would be in his best interest.

- C. The Executive may consider a request for a player to play at a higher level due to other reasons, provided that the player, the player's parent(s), and both coaches involved approve of the move. The Executive shall make the final decision.

- D. When there is more than one team in a particular category (e.g. two U11 house league teams), the team shall be "balanced" **prior to the third (3rd) game of the regular season**, or by using the UOVML's deadline for extenuating circumstances. (**UOVML's deadline is currently December 1st. of each season**). Definition of the word "balanced" should be considered as how the teams within the association perform against each other in pre-season exhibition play. The movement of players, in order to balance the teams, shall be the responsibility of the coaches involved. In the event that an agreement cannot be reached, or the teams remain unbalanced, the Executive shall appoint a non biased panel of members, with no conflict of interest, to review the situation and make recommendations, as it deems necessary. Regardless of whether or not it is agreed upon by the coaches that a player(s) should be moved, the player and their parent(s)/guardian(s) should have the option to agree or disagree to the movement. The final decision of the movement of players is ultimately the responsibility of the Executive, with the input of the player and their parent(s)/guardian(s) being taken into consideration.

- E. House affiliated players may be used in league games to replace sick, injured, suspended or missing players. use of an affiliated player outside of these parameters requires prior approval of the Executive. Failure to follow this policy will result in discipline of the higher-level coach. Affiliated players can be used during tournament and exhibition games without executives permission for teams with less than 12 skaters, unless stated in the tournament rules.

- F. Barry's Bay must have a house team with a minimum registration of 11 players including a goalie prior to forming a Valley Storm team at every level.

8. Equipment

- A. All BBAMHA equipment, including sweaters, is to be used only for Association games and practices unless the President has given special permission.

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- B. BBAMHA equipment will be issued to managers or coaches and not to the individual players. A team official must sign-out the equipment and he will remain responsible for the proper use of this equipment and for its return, in good condition, at the end of the season.

9. Financial Matters, Fundraising and Safekeeping of Documents

- A. The Executive shall set the registration fee and any other fees annually.
- a. Registration fee for all division
- B. Player refund schedule is as follows:
An administrative charge of \$50.00 applies to every refund. (insurance and processing fees)
- a. Requested before September 17th (no ice time used) 100% refund
- b. Request from September 17th to October 31st. 75% less \$50.00
- c. Request in November - 50% less \$50.00
- d. Request in December – 25% less \$50.00
- e. ***After December 31st no refund will be given.***
- C. No persons, team or team officials shall raise money, or solicit donations, hold fundraising functions, or attempt to obtain funds without such action being approved by the Executive.
- D. Any and all funds remaining at the end of the hockey season to the credit of any hockey teams must be turned over to the BBAMHA.
- E. All documents will be kept for a period not exceeding seven (7) years.
- F. The on and off-ice officials' assignor will be paid according to HEO rates, as set at the beginning of every season.
- G. The timekeeper will be paid according to HEO rates, as set at the beginning of every season.
- H. The first meeting in August, travel rates need to be voted on and approved for the upcoming year.
- I. The treasurer will be the regulator of the monthly reports submitted by the team managers. The reports must be submitted on a monthly basis within the first week of the following month, otherwise the defaulted team(s) will not be granted any ice time until said report is received. If the year end report is not received by April 1st, the defaulted team manager will be prevented from managing any team in the future and the coach on that team will then have to submit the team financial year-end report.
- J. Under no circumstance will BBAMHA donate financially to any teams at any level for away tournaments
- K. All money must be counted by the Treasurer and one (1) other person, or, two (2) people in good standing with the Association, before the money leaves the building in which it was accumulated. Frequent cash drops during a tournament, event, etc. are to be counted and signed off by two (2) members in good standing with the Association, leaving small sums of money in the cash box at all times. All money will then be handed over to the Treasurer, or Team Manager, to be deposited into the appropriate Association bank account.

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10. Coach and Bench Staff

- A. All Coaches, Assistant Coaches, Managers, Trainers and Team Volunteers must comply with the positions' certification requirements as set by HEO, District 5 and the UOVMHL.
- B. If there is more than one team per division BBAMHA will appoint an executive member to coordinate the teams. The coordinator shall not have a child in the division.
- C. Only one parent per child is allowed on the roster of any team unless otherwise approved by the executive. This request shall be submitted in writing to the executive.
- D. All on-ice helpers must be at least 12 years of age and be at least one age group higher than the team they are assisting. On-ice helpers must either be on a BBAMHA team list as a player or insured as a referee within the association (no Respect in Sport required unless 16 years of age) and wear full gear while with the team, or have the required certification and be placed on the official team roster for the team they are assisting. Any person assisting with a team that will not be listed on the official roster must obtain approval from the Registrar. Any Coach in violation will be suspended until a hearing with the BBAMHA is complete. All helpers must have Respect in Sport.
- E. Coach Selection**
 - a. The coaching call deadline will be on the last day of registration. After this date, any person who shows interest in a head coach position would only be considered if not enough qualified coaching volunteers have applied.
 - b. When there is more than one applicant for coach of any team, the Executive will initiate an interview committee. Interviews to select the best applicant will proceed and will be voted on by the committee.
 - c. Coaches will be limited to ONE head coaching position per season, unless there is not enough interest to fill all positions.
 - d. The Executive shall be responsible for appointing a head coach for the appropriate number of coaches for each team in a division.
 - e. Assistant coaches, managers, trainers, and other rostered team staff shall only be selected after the organization of players.
 - f. It will be the responsibility of the coach to select their rostered team staff, after players have been assigned to their team.



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Certificate of enactment

This is to certify that the appended copy of the Constitution, By-Laws and Regulations of the Barry's Bay and Area Minor Hockey Association is a true and complete copy of the Constitution, By-Laws and Regulations as amended on the 13th Day of March 2024.

Dated at Barry's Bay, Ontario this 1st day of June, 2024

Original signed by:



Leanne Dupuis, President
Barry's Bay and Area Minor Hockey Association
P.O. Box 754
Barry's Bay, Ontario. K0J 1B0



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