



# HMHA

Hampton Minor Hockey Association

Constitution

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## TABLE OF CONTENTS

### ARTICLE

Name and Identification  
Glossary of Terms  
Affiliation  
Aims and Objectives  
Members  
The Officers and Directors  
Amendments to the HMHA Constitution  
Crest  
HMHA Colors  
Finances

### BY-LAWS

Powers and Duties of the Executive  
Powers and Duties of the Board of Directors  
The Duties of Officers and Directors  
Team Officials  
Affiliation  
Finances  
Membership  
Player Movement  
HMHA Equipment  
Meetings  
Fundraising  
Standing Committees  
Code of Ethics  
Criminal Check Policy  
Drug/Alcohol Policy  
Audits

## CONSTITUTION OF THE HMHA

### ARTICLES

#### ARTICLE 1 – Name and Identification

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

#### ARTICLE 2 – Glossary of Terms

- 2.1 HMHA Hampton 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 HMHA Board of Directors
- 2.6 Directors the members of the HMHA appointed by the elected officers to assist in the operation of the HMHA
- 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” or “They/Them” where applicable

#### ARTICLE 3 – Affiliation

- 3.1 The HMHA 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

- 4.1 To foster, encourage and improve all aspects of organized minor hockey in the area by:
- 4.2 Organizing and financing competitive and competitive C hockey for all age levels through membership fees, sponsors, grants, etc.

- 4.3 Teaching basic fundamentals of hockey as defined by the Minor Hockey Council of HNB and HC.
- 4.4 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 HMHA.
- 4.5 Helping boys and girls, through the above programs, develop and improve their personal skills.
- 4.6 Teaching fair play and sportsmanship.
- 4.7 Exercising general supervision and direction over players, teams, coaches, executives and officials.
- 4.8 Conduct fundraising activities, which contribute to the social development of all youth in HMHA.

#### ARTICLE 5 -Members

- 5.1 Membership in the HMHA is open to all residents of the NBMHC within the HMHA constituted geographical boundaries.
- 5.2 A member shall be defined as any parent or guardian of a registered HMHA player, member of the board, team official or any person taking an approved and active part in the affairs and/or operation of the HMHA during the fiscal year.
- 5.3 Residents living beyond the described geographic boundaries as constituted may be members of the HMHA and serve in a coaching, executive or other official capacity provided such is approved by the Board of Directors hereafter defined.
- 5.4 HMHA Constituted geographical boundaries will consist of everything West of the Sussex-Hampton School border, which runs from Hammondvale, Past Stewarton on Route 895 to the county line of Kings and Queens.

Everything East of Hammond River (KV-Hampton School border) and West of French Village to the Saint John County line (Hampton-Saint John School border).

Kingston Peninsula residents have a choice to play in either Hampton or KVMH. Once their choice is made, they must stay in that Association.

Belleisle residents have a choice to play either in Hampton or Sussex. Once their choice is made, they must stay in that Association.

- 5.5 No player from outside the geographic boundaries may play hockey for the HMHA 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 HMHA.

ARTICLE 6 -The Officers and Directors

- 6.1 The business and affairs of the HMHA 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 HMHA.
- 6.2 The elected officers of the HMHA and executive shall consist of:
- a) The President
  - b) The Vice President
  - c) The Secretary
  - d) The Treasurer
  - e) The Immediate Past President
  - f) The Technical Director
  - g) The Director Of Officials (Referee in Chief)
- 6.3 The HMHA executive shall be elected at the annual general meeting by the members of the association.
- 6.4 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.
- 6.5 The term of office of the executive shall commence following the annual general meeting and remain for 2 years with the exception of the Past President, which shall be 1 year term.
- 6.6 The Election of the Executive positions will alternate as follows: The President, Treasurer, and Referee In-Chief every even number year and Vice President, Secretary and Technical Director every odd number year.
- 6.7 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 Director for Equipment Management
  - d) Coordinator U7 Program
  - e) Coordinator U9 Program
  - f) Coordinator U11 Program
  - g) Coordinator U13 Program
  - h)Coordinator U15 Program
  - i) Coordinator U18 Program
  - j) Coordinator of Tournament
  - k)Goaltender Technical Officer
  - l) Referee Scheduler

- m) Awards Banquet Officer
- n) Public Relations Officer
- o) Other positions which from time to time are deemed necessary.

6.8 All members of the Executive and the Board of Directors are to review and sign Confidentiality Agreement and Code of Conduct documents

#### ARTICLE 7 - Amendments to the HMHA Constitution

- 7.1 The constitution of the HMHA shall not be amended except at an Annual General Meeting. Any HMHA member can submit notices of motions. Notice of an amendment proposal to the Constitution shall be given in writing to the Secretary at least 15 days prior to the Annual General Meeting.
- 7.2 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.

All amendments will come into effect following the conclusion of the AGM.

#### ARTICLE 8- HMHA Crest



#### ARTICLE 9 - HMHA Colours

- 9.1 HMHA sweater color shall be a grey base color with a white/black trim for Home Jerseys; HMHA sweater shall be a black base color with a white/grey trim for Away jerseys.
- 9.2 HMHA socks should match jersey colors.
- 9.3 Hockey pants should be black.
- 9.4 Helmet colors should be black.

#### ARTICLE 10 - Finances

HMHA funds shall be obtained through membership fees, sponsors, fundraising, Recreation Association or municipal grants, etc. All monies shall be treated in accordance with HMHA By-laws.

### **BY-LAWS OF THE HMHA**

These By-Laws are established under the authority of Article 7 of the HMHA 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 HMHA and shall have the power to amend, within the terms of the Constitution, Rules, Duties and Regulations regarding the operation of the HMHA.
- 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 HMHA executive who participates in activities with interests conflicting with those of the HMHA 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 HMHA for any conduct, individual or collective that in the opinion of the executive is either:
  - a) Contrary to the rules and regulations of the HMHA 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 HMHA and its members
  - d) A serious or continuing infraction of the playing rules, Constitution, By-laws, Duties, Rules and Regulations of the HMHA, 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 HMHA.
- 1.8 Any non-elected officer, team official, player, parent or guardian affected by a decision of the HMHA 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, and manager and request such applications on a prescribed form by a date to be decided by the executive for competitive AA, A, B or Competitive C levels.
- 1.11 Non-elected, non-voting officers shall be appointed by the executive to assist in the operation of the HMHA. 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 HMHA. 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 membership for players in accordance with the constitution of the HMHA, 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 HMHA, such as:

- 2.1 The Board will recommend vote on all fees for membership etc. to the executive for approval recommended by the executive.
- 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 HMHA 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 HMHA is elected to the executive at the AGM for a two year term, shall have the overall responsibility for all matters regarding the HMHA. He 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 HMHA. 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-President is elected to the executive at the AGM for a two-year term and shall be an ex-officio member of all HMHA committees. He shall assist the President in his duties. He shall assume the duties of the President in his absence at which time he shall have all the rights and powers of the President. When acting as President he shall not vote except to cast a deciding vote. He shall act as representative for HMHA to District 5 SNBMHL meetings. He 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. 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 two year term. He 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 HMHA, 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 two year term. He shall receive all monies payable to the HMHA and deposit same in the bank account of the HMHA marked "For Deposit Only to the Credit of the HMHA", be *one* of three executive members of the HMHA with financial signing authority, see to the banking and investing of HMHA funds as per the direction of the executive, and keep an accurate record of the finances of the HMHA issued cheques in respect to invoices approved by the Executive. NOTE: Cheques of the HMHA 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 HMHA executive at its first meeting for a two year term. He shall be responsible to the executive for the membership of all boys and girls who live in the area and wish to play hockey in the HMHA. 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 HMHA.
- 3.7 The Director of Ice Scheduling shall be appointed by the HMHA executive at its first meeting, for a one year term. 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 HMHA.
- 3.8 The Director of Equipment shall be appointed by the HMHA executive at its first meeting. 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, and state of repair, distribution and collection of all HMHA equipment. He shall maintain records and carry out inventories He shall sit as a member of the HMHA Board of Directors.
- 3.9 The Coordinators shall sit as a member of the HMHA Board of Directors for a one year term. They shall attend Monthly Board meetings. Relay information to teams from received from HC, HNB, District 5, SNBMHL, and HMHA. Help organize player evaluations and team selections and become members of the Coach Selection committee Help organize tournaments.
- 3.10 The Technical Director is elected to the executive at the AGM for a two-year term. 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 access to 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.
- 3.11 The Director of Officials (Referee in Chief) elected to the executive at the AGM for a two-year term. He shall be responsible for developing a training program and ensuring provincial membership for referees. He shall liaise with the HNB to insure that all technical aspects, rules and regulations are communicated to the HMHA members. He shall be responsible for negotiating fees paid by HMHA to ice officials. He shall also be responsible to schedule all officials and time keepers for all HMHA hockey games and ensure there a rotation of qualified officials at all games. He shall prepare assignment sheets on a weekly basis confirming referees, linesman and timekeepers and prepare payroll for said referees, linesman and time keepers.
- 3.12 The Coordinator of Tournaments shall be appointed by the HMHA executive at its first meeting for a one year term. He shall be responsible for all teams registering for all tournaments. He shall be the liaison for HMHA of all inquiring teams from other associations. He shall maintain records of all tournaments and oversee tournament preparations. He shall sit as a member of the HMHA Board of Directors.
- 3.13 Goal Tender Technical Officer shall be appointed by the HMHA executive at its first meeting for a one year term. He shall be responsible to the Technical Director for all

issues concerning goaltenders. He shall promote the position of goaltender at all level. He shall work with the Director of Ice to provide clinics for goaltender development.

- 3.14 Awards Banquet Officer shall be appointed by the HMHA executive at its first meeting for a one year term. He shall be responsible for all preparations for the year end HMHA Awards Banquet. He shall book the location, order all awards and any other items required to provide a successful year end celebration. He shall maintain records which shall be given to the treasurer.
- 3.15 The Public Relations Officer shall be appointed by the HMHA executive at its first meeting for a one year term. He shall be responsible to the executive for all means of furthering the good name of the HMHA through press releases, advertisements, and notices. He shall maintain records and collect fees, which shall be given to the treasurer.

#### BY-LAW 4 - Team officials

- 4.1 Each team shall have a coach, assistant coach and a manager and a HSP, hereinafter referred to as team officials.
- 4.2 A volunteer accepting an appointment as a Team Official shall be listed as a member of the HMHA and shall abide by the HMHA Constitution, By-Laws, Rules, Duties and Regulations. HMHA Constitution and Operations manual are available on HMHA website at <http://www.hamptonminorhockey.com>
- 4.3 Appointments of all Team Officials shall be approved by the HMHA executive.
- 4.4 Team officials shall be familiar with all the rules and regulations of the HMHA, HNB, NB Minor Hockey Council and the HC and particularly the playing rules as published.
- 4.5 All bench and on ice personnel 16 years and older in minor hockey and junior hockey require Hockey Canada's Speak Out.

#### BY-LAW 5 - Affiliation

- 5.1 If a player affiliates or participates on another team, the player's first commitment must be on HMHA team. If they are off playing on another hockey team and are not meeting their HMHA commitment, the coach can take action.

#### BY-LAW 6 - Finances

- 6.1 All monies raised by the HMHA shall be passed to the treasurer.
- 6.2 All monies of the HMHA shall be held in an approved financial institution to the credit of the HMHA.

- 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.
- 6.4 HMHA Teams are required to establish and maintain separate accounts during the time they are in operation. These account will be opened by the HMHA Treasurer/President, (who shall be one of three (3) signing authorities) at the banking establishment as approved by the executive of HMHA. Each team account will then have two (2) additional signing authorizes. Dual signing authorization will be required.

#### BY-LAW 7 -Membership

- 7.1 The Membership date, fees and method shall be determined by the HMHA 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 Membership form with proof of age and residency (within HMHA Geographical boundaries) being required.
- 7.4 Parents/guardians of a registered player must sign a HNB/HMHA parent code of conduct/fair play contract each year.
- 7.5 All players shall be registered on approved Player Membership form and the Hockey Canada Registry as directed by Hockey New Brunswick.

#### BY-LAW 8 - Player Movement

- 8.1 Any request for player movement up or down within the HMHA must be approved by the HMHA executive and the District Director. They may be permitted to move only if there is a demonstrated need and only if the needs of the HMHA are met first.
- 8.2 All player movement is subject to the rules of HNB, NBMHC and HC.
- 8.3 Player movement between the levels of a division is subject to the rules of the HNB.
- 8.4 All such movements will be approved by the executive of the HMHA, District Director and HNB Executive Director shall be advised.

#### BY-LAW 9 - HMHA Equipment

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

BY-LAW 10 - Meetings

- 10.1 The Annual General Meeting of the HMHA shall be held no later than May 14th each year one week prior to District 5 AGM. Its purpose shall be to review the activities of the past year, to carry out elections, amend the constitution and to consider policies aimed at improving the operation of the HMHA for the coming year.
- 10.2 The agenda for the Annual General Meeting shall include at least the following items:
  - a) Constitution Amendments
  - b) President's Report
  - c) Treasurer's Report
  - d) Elections
- 10.3 The Annual General Meeting shall be open to all residents of the area and members of the HMHA.
- 10.4 Members of voting age (those persons eligible to vote Provincially or Nationally) shall have the right to vote on any business requiring majority vote.
- 10.5 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.
- 10.6 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 2/3 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) HMHA board meetings are open to HMHA members in good standing. HMHA members in good standing may attend board meetings with the understanding that they may not participate in any way in the meeting unless they have given at least one weeks advance written notice to the board regarding the issue(s) they wish to address with the board. The HMHA 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 or by email 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 HMHA 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 HMHA and the discharge of its responsibilities.

#### By-Law 11 - Fundraising

- 11.1 As provided by Article 4 of the HMHA Constitution, Fundraising is a responsibility of the HMHA and shall fall under the jurisdiction of the Board of Directors.
- 11.2 All team fundraising must be approved by the executive, and sanctioned by HNB.
- 11.3 Fundraising in general shall be for the benefit of all the HMHA and not for individual teams, unless approved by Executive.
- 11.4 HMHA Fundraising will consist of:  
Tournament(s) and/or such other fundraising as approved by the executive of HMHA.
- 11.5 Membership fees and HMHA fundraising provide for:
- a) Provincial
  - b) Team Sweaters
  - c) Goalie equipment
  - d) Tournament, league and playoff ice time
  - e) League membership fees
  - f) Game Officials
  - g) HNB meetings and training as required
  - h) Volunteer Appreciation Night or Awards Banquet (if funds are available)
  - i) Office Supplies
- 11.6 Any remaining team funds at the end of the season, after which parents are reimbursed to a maximum of \$50 (parent fee collected at registration, which were acquired in the name of Hampton Minor Hockey, may not be distributed amongst the team members/parents. All remaining funds must be forwarded to HMHA with the exception of parent fees collected.

#### BY-LAW 12 - Standing Committees

Standing Committees shall be as follows:

- 12.1 a) The Nominating Committee shall consist of the HMHA 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 HMHA 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 HMHA at the Annual General Meeting.
- c) Persons in “good standing” with HMHA, HNB and HC are eligible for nomination for positions within the Executive and/or Board of Directors. In good standing” is to be defined as without disciplinary measures issued by Hampton Minor Hockey or Code of Conduct sanctions issued by another Association or Hockey New Brunswick within the last hockey season. A nominee must also model the actions and behaviors in accordance with the HMHA and HNB Code of Conduct and Conflict of Interest Policy. Any appeals surrounding disqualification can be submitted in writing to the Nomination Committee for appeal.”
- 12.2 a) The Coach Selection Committee shall consist of Technical Director, President, Vice and/or Past President, Referee in Chief and Assistant Technical Director as well as input from division appropriate Coordinators. The President shall chair the committee and only vote if there is a tie.
- b)The Technical Director and Assistant Technical Director shall contact the coordinators and gather their input regarding the applicants and their final recommendation for coach selection.
- c) 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.
- d) The Committee will meet after membership, and after the evaluation ice times before team selection begins to make their selections.

- e) The committee is to take into consideration the following when making their selections: Qualifications, Coaching Experience, Past experience HMHA has had with the coach
- f) Invitations and criteria required for coaching application are to be available to membership.

Announcements requesting coach's application should be made through local media, website and/or social media.

In the case that a Coach Selection Committee member has applied for a coaching position they will remove themselves from all communication for their respected division.

Announcements requesting coach's application should be made through local media, website and/or social media.

- 12.3
  - a) Team Selection Committee shall consist of the Technical Director, as Chair, the Goal Tender Technical Officer and the evaluators (minimum of three, 3, who will be maintained for all division Atom to Midget) appointed by the Technical Director and agreed upon by the President of HMHA.
  - b) This Committee will be responsible, in conjunction with the coaches to create all HMHA teams.
  - c) This committee will review and follow the Team selection criteria set out in the Rules Duties and Regulations.
  - d) This committee will monitor player try-outs to ensure the process is being followed.
  - e) Ensure that a "number" for try ours or team divisions identifies all players.
- 12.4
  - a) The Discipline Committee shall consist of the President and the Director of Officials (Referee in Chief) of HMHA and executive members as deemed necessary.
  - b) This Committee shall have the power to hear and rule on all discipline matters involving HMHA Hockey members. The President or designate 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 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) HMHA 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) The Discipline Committee shall maintain minutes and records of all meetings.

The Discipline Committee shall meet at the request of any member of the HMHA to review any/all matter of discipline in their jurisdiction.

The Discipline committee shall prepare minutes and records of all meetings and maintain these until they are recorded at the next HMHA executive meeting.

The recommendations and decisions of the committee shall be effective immediately. The individual(s) involved will be notified of the recommendations and or decisions within 48 hours of the meeting and the determination will be recorded at the next HMHA executive meeting.

The individual(s) have the right to appeal decisions to the HMHA executive. Any appeals shall be in writing. The appeal shall be heard at a regular or special HMHA executive meeting.

The committee, if it deems it necessary, may award decisions complementing those of higher committees, (HNB, NBMHC, HC) but may not supersede those decisions by awarding less severe punishments.

In cases of flagrant misconduct, intoxication, drugs (use or sale), public displays of anger, or other actions deemed to be sufficiently severe, any one elected member of the HMHA executive shall have the right to take such action as they deem necessary. Such action shall not supersede the authority of the game officials by taking less action but may complement it by taking more severe action. Such action shall be reported immediately to the HMHA President who shall ask the Discipline Committee at the earliest possible opportunity to pursue the matter.

All matters of discipline resulting from other areas, leagues, organizations or associations that involves a HMHA player, team official, and parent/guardian shall be reviewed by the discipline committee.

- 12.5 a) The Appeals Committee shall consist of the whole of the HMHA executive.
- b) All requests for Appeals involving activities of members of the HMHA shall be heard by this committee at the earliest opportunity, at a regular or special meeting of the HMHA executive.
- c) All Appeals shall be in writing and may be submitted to any member of the HMHA executive.
- d) All determinations of this committee shall be final and binding as it applies to the HMHA Constitution.

This committee shall maintain minutes of all meetings and shall prepare a written response to all appeals, to be provided to the President of District 5 Minor Hockey Council, the appellant, a responsible team Coach as well as maintain a file copy.

#### BY-LAW 13 - Code of Ethics

HMHA adopts the NBMHC Code of Ethics and:

- 13.1 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
- 13.2 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.
- 13.3 The Hampton Minor Hockey Association has adopted a Zero Tolerance Drug /Alcohol awareness policy for HMHA players. This policy prohibits the use of drugs/alcohol during

activities sanctioned by a Hampton Minor Hockey or Hockey New Brunswick. All incidents will be investigated and dealt with on an individual basis. The recommended minimum suspension for violations will be 30 days from all participation within the association. (This includes practices). This policy is to apply to all HMHA event, (games, tournaments, practices, fundraisers, etc.) Associations and teams have the responsibility to investigate all situations, if there are questions or concerns, please contact the President.

- 13.4 All HMHA rostered persons in a team management role (not limited to coach, asst. Coach, manager) must review and sign “Code of Ethics” document at the beginning of the season.

#### BY-LAW 14 - Vulnerable Person Check

The HMHA 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 are the targets of sexual predators has led to the implementation of the following policy on Vulnerable Person Check on persons having access to the dressing room. Police Vulnerable Person Checks are a necessary qualification for all prospective persons wishing to volunteer in the HMHA and having access to players in the dressing room.

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

This policy will be administered as follows:

- (a) The Registrar will be the administrator and custodian of all checks and the necessary administration (timings, completion records etc.)
- (b) Persons requiring a Vulnerable Person Check will be notified by the Technical Director, and requested to take a completed Form to the RCMP. The appropriate coordinator will be informed as well.
- (c) Upon completion of the check, you will be notified by the RCMP to pick up the completed form. It is to be sent to the Registrar via email by October 31st. Failure to provide CRC/VRC will result in member ineligibility and removal from team roster.
- (d) Failure to produce a completed Vulnerable Person Check may result in removal from the program.

HMHA Request for Vulnerable Person Check Forms

#### BY-LAW 15 - AUDIT

- 15.1 An internal Audit must be performed at the end of each season prior to the AGM with two other board members.