



West Hants Minor Hockey Association

Constitution

Regulations

Rules of Competition

Updated: January 2019



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Memorandum of Association Constitution:

Article 1: Name

This Organization shall be called the “West Hants Minor Hockey Association”, and shall be referred to herein as the “Association”.

Article 2: Aims and Objectives

The objective of the Association shall be:

1. To conduct, foster, promote, organize and initiate actions for the provision of Minor Hockey in the community.
2. To provide an organized healthy recreational program for all youth of minor age of West Hants with youth of their own caliber.
3. To conduct play-offs whenever feasible to determine championship teams in each of the divisions under the jurisdiction of the Association.
4. To cooperate with other Minor Hockey Associations to organize a program of competitive play.
5. To comply with the Constitution, By-Laws and Regulations of Hockey Nova Scotia in conjunction with the Canadian Hockey Association, and the Nova Scotia Hockey Association.



Article 2: (con't)

6. To follow the participation agreement. I hereby agree to permit my child/ward/self to play hockey on a team sponsored by the West Hants Minor Hockey Association. I agree not to hold said Association, their agents, or team and league officials responsible for any injury, illness or accident sustained by my child/ward/self, before, during and after any hockey game or practice, or traveling to and from any hockey game or practice sanctioned by said Association and/or their agents, and/or any team or league official. My child/ward/ and I agree to abide by the rules, regulations, rulings, and decisions of the Association, its agents, and/or team and league officials.

Article 3: Membership

Section 1

- a. Registered coaches and other members as defined in (b). Member means member of the Association.
- b. Parents of fully registered players will be accorded membership upon receipt of registration fees. This membership will be limited to two legal guardians and shall be valid until after the next Annual General Meeting. Any individual approved by the Association will be accorded membership. Membership in the Association shall not be transferable.
- c. For the purpose of voting, membership in the Association shall be the period September 1st in any year to August 31st the year next following.



West Hants Minor Hockey Association

Section 1: (con't)

- d. Application by any member for refund of registration fees must be made in writing to the Board of Directors prior to December 15th of any registration year. Under special circumstances, the Board may refund registration fees or any portion at their discretion after December 15th.
- e. All members are classified in good standing until such a time that the Board of Directors alters the classification.
- f. Members may volunteer to participate in the operation of the Association. The role of volunteers is recognized and appreciated. Volunteer capacities within the Association shall provide maximum benefit to the Association membership and shall avoid conflict of interest and precipitation of any conflict of interest.
- g. Members serving as volunteers within the Association cannot use their position for their own personal gain, team gain or business gain.
- h. Members must meet HNS standards, requirements and qualifications for certain positions within the Association.

Section 2:

Designated registered minor officials shall enjoy all privileges of the membership but are ineligible to vote on any matters pertaining to the Association.



Article 4: Executive

Section 1:

The Association shall be governed by the Board of Directors. The Executive will consist of a slate of officers who shall be elected for a period of two (2) years

Section 2:

The Executive of the Association shall be as follows:

President

Vice-President

Treasurer

Secretary

Immediate Past-President

The offices of the Treasurer and Secretary may be combined.

Section 3:

All Executive shall complete and sign a "POLICE CHECK RELEASE OF CONFIDENTIAL INFORMATION" form within (3) three days of being elected or appointed to office. Forms shall then be submitted and processed by the RCMP. Forms shall be kept on file a minimum of two years after the end of his/her term of office.



Article 5: Board of Directors

Section 1:

The operation and administration of the Association shall be governed by the Board of Directors.

Section 2:

The Board of Directors of the Association shall consist of the following:

- The Executive (see ARTICLE 4 – SECTION 2)
- VP Female
- VP Recreation
- Director of Hockey
- Head Coach
- Ice Chairperson
- Referee-in-Chief
- Fund-Raising Chairperson
- Publicity Director
- Equipment Coordinator
- Registrar

Section 3:

The Board of Directors shall:

- a. Be responsible for knowing all the contents of the Constitution, By-Laws, Regulations and Rules of the Association. Executive or Board of Directors who knowingly contravene the Constitution, By-Laws, Regulations and Rules of the Association shall have deemed to have submitted their resignation effective and accepted immediately.



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Section 3: (con't)

- b. Remove from office forthwith by two-thirds vote, any member of the Executive or Board of Directors who is remiss, or neglectful of duty, or whose conduct tends to impair his/her usefulness or detrimental as a member of the same. Any Board of Director who is absent from three (3) consecutive Board Meetings will automatically have their position placed under review for further action

- c. Suspend or terminate the services of any coach, manager, delegate or any member of the Association at any time without notice, if it appears to the Board of Directors to be necessary to do so for the benefit and welfare of the Association.

Section 4:

A Board member may be appointed in another capacity within the Association provided that at least 75% of the current Board of Directors hold no WHMHA Team Head Coach position in any given hockey season.

Section 5:

All Board of Directors must complete and sign a "POLICE CHECK RELEASE OF CONFIDENTIAL INFORMATION" form within (3) three days of being elected or appointed to office. Forms shall then be submitted and processed by the RCMP. Forms shall be kept on file a minimum of two years after the end of his/her term of office.



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Section 6:

The outgoing members of the Board of Directors shall remit all property of the Association to the incoming Board of Directors within four (4) weeks of latter being elected.

Article 6: Committees

All WHMHA committees are under the jurisdiction of the Board of Directors. Committees are responsible to maintain effective communication with the Board and submit information reports regularly.

All alterations or recommendations to policy and procedure, constitution, or general improvement plans to the Association must be submitted in writing to and processed through the appropriate committee for Board review and decision. Board decision is final.

Section 1:

The Standing Committees of the Association and their duties shall be as follows:

- **Nominating Committee**

There shall be a nominating committee consisting of four (4) members that shall be appointed by the Board of Directors at least one (1) month in advance of the Annual General Meeting. One member of this committee will serve as chairperson.

- **Ways and Means Committee**

There shall be a ways and means committee consisting of the Fund Raising Director as chairperson and such other members as required by the chairperson. The committee shall be responsible for any fund raising activities of the Association and other related activities.



Article 6: Committees (con't)

- **Discipline/Protest Committee**

There shall be a discipline/protest committee consisting of five members; Vice-President as chairperson, Director of Hockey, Head Coach, Referee-in-Chief, and one (1) neutral party appointed by the chairperson. The committee is responsible for dealing with protests and suspensions of players, coaches, and/or officials, as well as dealing with other discipline matters.

- **Coach Selection & Hockey Operations Committee**

There shall be a coach selection committee consisting of five members: Head Coach as chairperson, Director of Hockey, Vice President, VP Recreation, and one (1) neutral party. This committee will review all applications for coaching positions within the Association. Upon review by this committee of all applications, the committee will recommend coaches for the upcoming season. Any positions not filled by applications will be recommended by this committee to the Board prior to the start of the season and after the completion of player registrations. All applicants for coaches must be interviewed by the Coach Selection Committee prior to recommendation to Board for decision.

- **Team Registration and Affiliation Committee**

There shall be a team/registration and affiliation committee consisting of four (4) members: Director of Hockey as chairperson, Head Coach, Vice-President and VP recreation. This committee shall determine what teams are to be registered as i.e. AAA, AA, A, BB etc. and which teams affiliate with which teams and inform them.



Article 6: Committees (con't)

- **Registration Committee**

There shall be a registration committee consisting of three (3) members: Registrar as chairperson, Treasurer, and Publicity Director. This committee will be responsible for Annual Registration. Registration is defined as the supervising and/or gathering of all information and funds from players, parents or guardians pertinent to registration. Responsible for issuing receipts for funds received and turning the same over to the Treasurer. No member of the Association may receive Registration fees except members of the Registration Committee and/or their designate(s).

- **Constitution Committee**

There shall be a constitution committee consisting of four (4) members: Secretary as chairperson, Vice-President, Registrar, and Director of Hockey. This committee will be responsible for all Constitution changes. The committee will meet two months prior to the AGM to discuss constitution issues, discuss issues with the Board and present changes (if necessary) at the AGM.

- **Policy Committee**

There shall be a Policy Committee consisting of seven (7) members: Vice-President as chairperson, Secretary, Head Coach, Director of Hockey, Equipment Director, Ice Chairman, and Registrar. This committee will be responsible for reviewing the rules and regulations of the Association and suggesting changes. All changes must be approved by the Board of Directors.



Article 6: Committees (con't)

- **Awards Committee**

- There shall be an Awards Committee consisting of five (5) members: Fundraising Coordinator, Publicity, Registrar and two (2) neutral parties appointed by the Board. This committee will be responsible for delegating awards, reviewing nominations, voting on recipients and organizing the ceremony and presentation of these awards. A list of award recipients must be submitted to and approved by the Board of Directors prior to the official presentation.

Section 2:

Standing and Special Committees may be established by the Board of Directors of the Association to direct such activities as it will further the objectives of Association.

Section 3:

All committee appointments shall be for a period of one (1) year.

Article 7: Team Selection

Selection of WHMHA Rep Teams shall follow the try-out Policy & Procedures
Selection of the C Level Teams shall be coordinated by the Head Coach in conjunction with the C Level Coaches.

Article 8: Initiation of Fair Play Programs

The West Hants Minor Hockey Association will implement the CHA pre-novice (under the age of eight (8) years old) Initiation Program Curriculum. All on-ice



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Instructors in the division of Novice and below must have successfully completed the Initiation Program Instructor Program. The program will progress through the Association as per CHA Regulations. The Association will follow the CHA Fair Play Codes/Program, starting with the Novice Division.

Article 9: Meetings

- a. The Semi-Annual meeting of the Association, if deemed necessary by membership request, shall be held on or before the 1st of January each year. Semi-Annual reports shall be circulated to the membership on or before November 30th each year. Queries and requests from members on these reports must be received by the Board before December 10th each year and meeting date will be set by the Board. If no request to meet is put forth, then the circulated reports will serve as the Semi-Annual meeting.
- b. The Annual General Meeting and the election of officers shall be held on or before May 30th of each year.

Article 9: Meetings (con't)

- c. A quorum for the Annual General, Semi-Annual, and Special Meetings shall consist of ten (10) of the registered membership.
- d. A quorum for Board of Directors meeting shall consist of 50% plus one of the registered Board memberships.
- e. Changes and Amendments to the Constitution can be made only at the Annual General Meeting with two-thirds (2/3) majority vote of those voting delegates in attendance; notice of such meeting shall be given three (3) weeks in advance.



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- f. Changes and Amendments to the By-Laws or Regulations can be made only at a Special Meeting or at the Annual General Meeting by a simple majority vote.
- g. When no notice of motion has been served, a change in the Constitution can be considered at an Annual General Meeting only by unanimous vote of voting delegates at the meeting.
- h. Every motion submitted at any General Meeting, other than amendments to the Constitution, shall be decided by a majority of votes and in the case of equality of votes, the President or Chairperson in the absent of the President shall cast the deciding vote.
- i. Special Meetings of the membership shall be held at the discretion of the President or shall be held at the written request by ten (10%) percent or more members in good standing, notice of such meeting shall be given seven (7) days in advance. Special Meetings cannot be held on the same topic as determined by the Board of Directors more than once in a given year unless authorized by the Board of Directors

Article 9: Meetings (con't)

- j. Voting by proxy is prohibited.
- k. Notices of motion to amend the Constitution must be received by the President or Secretary in writing two (2) weeks prior to the Annual General Meeting.
- l. Robert's Rules of Order shall govern all meetings.
- m. Special meetings of the Board of Directors shall be held at the discretion of the President or shall be held at the written request by two-thirds (2/3) per



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cent of the Board Members, notice of such Meeting shall be given seven (7) days in advance.

n. The order of business at the Annual General Meeting shall be:

1. Call to Order
2. Roll Call and Identification of Voting Delegates.
3. Approval of Agenda
4. Reports of Board of Directors in writing or read:
 - i. President
 - ii. Vice-President
 - iii. Treasurer
 - iv. Director of Hockey
 - v. Head Coach
 - vi. VP Recreation
 - vii. VP Female
 - viii. Ice Chairperson
 - ix. Referee-in-Chief
 - x. Fund-Raising Chairperson
 - xi. Publicity Director
 - xii. Registrar
 - xiii. Equipment Coordinator

Article 9: Meetings (con't)

5. Reports of Standing and Special Committees
6. Amendments to the Constitution
7. Amendments to the By-Laws
8. Old Business
9. New Business
10. Election of Officers
11. Next Annual General Meeting
12. Adjournment



Article 10: Election of Officers

1. To be eligible for office, a person must be registered as a member in good standing of the Association.
2. Only a member in good standing and a member of the Board of Directors or Executive for the past year shall be eligible for election to the office of President. If no member runs for President, as above, then any former member of the Executive/Board of Directors may run for the office of President.
3. The following officers shall be elected for office for terms as follows:
 - a. The President, Director of Hockey, Registrar, Fund-Raising Chairperson, VP Female shall stand for office in 2003 and shall be elected for a period of two (2) years and thence elected for each of the succeeding two (2) years, or years ending in an odd number.
 - b. The Vice-President, Treasurer, Secretary, Head Coach, Ice Chairperson, Referee-in-Chief, Publicity Director, Equipment Coordinator and VP Recreation shall stand for office in 2002 and shall be elected for a period of two (2) years and thence elected for each of the succeeding two (2) years, or years ending in an even number.
 - c. The Development Coordinator shall be appointed by the Board for a period of one (1) year.
 - d. If a member resigns before their term of office is over the Board may appoint a person for that position until the term of office is over. However, no appointment can continue past the Annual General Meeting and an election must be held for the remainder of the term of office.



Article 10: Election of Officers (con't)

4. During the election of officers, all registered members in good standing, (two (2) per family) are eligible to vote as well as the existing Board of Directors.
5. Candidates for the Board of Director positions shall be nominated by a voting member in good standing of the Association and must be registered with the association Secretary in writing not less than 15 days prior to the Annual General Meeting of the Association. The nomination must be seconded by a voting member, in good standing of the Association at the time the nomination is presented to the Secretary. Only those candidates shall be considered for the Board of Director positions at the Annual General Meeting. Any positions not filled shall be appointed by the Board of Directors following the AGM.
6. Voting shall be simple majority by secret ballot. Any vacancy that may occur within the Executive or Board of Directors before a term is completed shall be temporarily filled by appointment by the Board of Directors until the next Annual General Meeting.
7. Upon accepting or being elected as an Officer, the person is responsible to gain knowledge of duty and abide by the Association Constitution, Rules, By-Laws, and Policy.



Article 11: Fiscal Year and Auditors

The Fiscal Year of the Association shall end on April 30th of each year.

The Treasurer shall make a written report to the membership at the Annual General Meeting This report will advise the membership on the Financial condition of the Association as of April 30th and the results of Operations for the year then ended. The report will include a balance sheet and statement of Revenues and Expenditures. The Treasurer will submit the financial statements to the external auditors for review.

The auditors will review the annual statements prepared by the treasurer and will issue the statements of the Association on the auditors letterhead which will be distributed to the membership at the Annual General Meeting.

The Treasurer will file a copy of the Annual Statements with the Registrar of Joint Stock Companies as required by law. The Treasurer will also provide a copy of the annual statements to appropriate Municipal Governments in support of applications for grants and other types of Government Funding.



Article 12: Section 1 Terms of Reference for the Executive

President:

Authority:

Elected by the membership for a two (2) year term and is responsible to the membership of the association.

Purpose:

To act as Chief Executive Officer of the Association.

Actions:

- To preside over all meetings of the Executive, Board of Directors, and the Association.
- To provide leadership in determining the policies of the Association and in the administration of the affairs of the Association.
- To call a Special meeting at the Written request of at least ten (10) percent of the Association.
- May call a Special or General meeting of the Association at any time.
- To sign all cheques in payment of accounts and bills authorized by the Treasurer and the Secretary and bearing his/her signature (2 to 3 signatures required).
- To submit a report at the annual and bi-annual meetings.
- To be responsible for the liaison between West Hants Minor Hockey Association and other Associations and shall appoint voting delegates to the annual meeting of the Hockey Nova Scotia Minor Council.



President: (con't)

- To be the official representative of the Association at all functions or events held by groups or organizations outside of the Association, except in cases stipulated otherwise by the Constitution or the By-Laws or in cases where he/she delegates such authority and responsibility.
- In addition to his/her normal duties, may at his/her discretion in emergency situations, exercise all the authority of the Board of Directors, provided that any such emergency action is referred to the Executive for confirmation or rejection within ten (10) days.
- Shall perform any such duties generally associated with the Office of the President.
- Shall have a copy of the Constitution, By-laws, Regulation and Rules available upon written request.
- Shall in the event of an extended absence, designate the Vice-President to act on his/her behalf.
- To sit on all committees as an ex-officio voting member.

Reporting:

To the membership. In reports at the semi-annual and annual meetings assessing the progress of the Association over the previous six (6) month period.



Vice President:

Authority:

Elected by the membership for a two (2) year term and is responsible to the President and the Membership.

Purpose:

To serve as a member of the Executive and Board of Directors.

Actions:

- To attend the meetings of the Executive and Board of Directors.
- Shall in the absence of the President perform all the duties and exercise the powers of the President. He/she may also perform such duties delegated to him/her by the President.
- To sit on all committees as an ex-officio voting member.
- Member of the Team Registration and Affiliations committee.
- Member of the Constitution Committee
- Member of the Coach Selection Committee
- Member of the Policy Committee
- To act as Chairperson of the Discipline/Protest Committee.
- To perform other duties as shall be necessary for the good and welfare of the Association.



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Vice President: (con't)

Reporting:

To the Executive and Board of Directors.

In reports to the Executive and Board of Directors meetings and at the semi-annual and annual meetings.



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Secretary:

Authority:

Elected by the membership for a two (2) year term and is responsible to the President and the membership.

Purpose:

To serve as a member of the Executive and Board of Directors.

Actions:

- To record and retain the proceedings of the meetings (Executive and Board of Directors) in a minute document and certify the accuracy of the record by signature.
- To be responsible for and conduct correspondence and ensure that the President has full knowledge of all correspondence.
- To notify members of the Association of all general meetings when directed by the President.
- Chairperson of the Constitution Committee
- Member of the Policy Committee
- To be responsible for medical insurance forms
- To be co-signer if required.
- To perform such other duties as shall be necessary for the good and welfare of the Association.

Reporting:

To the Executive and Board of Directors

Record minutes at all meetings of the Executive and Board of Directors and at the semi-annual and annual meetings.



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Treasurer:

Authority:

Elected by the membership for a two (2) year term and is responsible to the President and membership.

Purpose:

To serve as the financial officer of the Association.

Actions:

- To attend meetings of the Executive and Board of Directors as required.
- To report on the financial status of the Association once per month to the Executive.
- To keep the books of the Accounts of the Association.
- To ensure the books of the Accounts of the Association are audited as of May 30th each year.
- To receive all monies, authorize accounts and bills and sign cheques for their payment with another co-signer. Shall prepare, in conjunction with the Board of Directors, the Associations' budget annually.
- Member of the Registration Committee.
- To perform such other duties as shall be necessary for the good and welfare of the Association.

Reporting:

To the executive and Board of Directors by way of monthly financial reports and the annual audit to be reported to the membership at the semi-annual and annual meetings.



Immediate Past President:

Authority:

Member of the Executive and Board of Directors for a two (2) year term following one full term as President.

Purpose:

To serve as a member of the Executive and the Board of Directors.

Actions:

- To attend all meetings of the Executive and Board of Directors.
- To advise the Executive and Board of Directors based on his/her experience as the former President.
- To perform such other duties as shall be necessary for the good and welfare of the Association.

Reporting:

To the President and the Executive.



Article 12: Section 2 Terms of Reference for the Board

Ice Chairperson:

Elected by the membership for a two (2) year term and is responsible to the President and membership.

Purpose:

To serve as a member of the Board of Directors.

Actions:

- Shall coordinate with the with the President, Rep Coordinators and House League Coordinator the ice time requirements of the Association and he or she shall recommend to the Executive, the allocation of ice hours for the Association's program in accordance with requirements, Association policies, directives of the Executive and ice time allotted to the Association.
- Shall prepare ice bills and submit to the treasurer for collection.
- Shall work with the Referee-In-Chief to ensure practice and game ice is used to its fullest extent.
- Shall keep a running total of each teams ice time used to date.
- Member of the Policy Committee.
- To perform such other duties as shall be necessary for the good and welfare of the Association.

Reporting:

To the Executive and Board of Directors by way of submitting reports to same as well as at the semi-annual and annual meetings.



Referee-in-Chief:

Authority:

Elected by the membership for a two (2) year term and is responsible to the President and membership.

Purpose:

To serve as a member of the Board of Directors.

Actions:

- To direct the activities of the referees of the Association and represent the referees for all C Level League, Representative and Exhibition games, in conjunction the Head Referee of the Area.
- To act as liaison between the Association and the Head Referee.
- To distribute referee fees to the Head Referee.
- To encourage a rapport between the referees and the coaches of the Association.
- To ensure that all referees are aware of any special Association rules governing play.
- Shall serve as a member of the Discipline/Protest Committee.
- Shall work with the Ice Chairman to ensure practice and game ice is used to its fullest extent.
- To perform such other duties as shall be necessary for the good and welfare of the association.

Reporting:

To the Executive and Board of Directors by way of submitting reports to same as well as at the semi-annual and annual meetings.



Director of Hockey:

Authority:

Elected by the membership for a two (2) year term and is responsible to the President and the Membership.

Purpose:

To serve as a member of the Board of Directors.

Actions:

- To attend meetings of the Board of Directors.
- Responsible for all divisions and directors.
- Member of the Discipline/protest and Coach selection Committee
- Chairperson of the Team Registration/Affiliation Committee.
- Member of the Constitution Committee
- Member of the Policy Committee
- Responsible for player development programs in conjunction with the development coordinator.
- Responsible for coaching programs with the Head Coach and Development Coordinator.
- Receive correspondence (from the Secretary) from Hockey Nova Scotia Minor Council regarding hockey operations.
- Submit team rosters to the Zone Director.
- To perform such duties as shall be necessary for the good and welfare of the association.



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Director of Hockey: (con't)

Reporting:

To the Executive and Board of Directors by way of submitting reports to the same as well as at the semi-annual and annual meetings.



Head Coach:

Authority:

Elected by the membership for a two (2) year term and is responsible to the President and the Membership.

Purpose:

To serve as a member of the Board of Directors.

Actions:

- Coaching and Player development clinics with the Director of Hockey and Development Coordinator.
- To see to it that all coaches are certified at the correct level and have all the credentials needed to proceed.
- Chairperson of the Coach Selection committee.
- Member of the Policy Committee
- Responsible for supervision and assessment of coaches.
- Act as liaison between the coaches and the Board of Directors.
- Member of the Discipline/ Protest committee.
- Member of the team classification committee

Reporting:

To the Executive and Board of Directors by way of submitting reports to same as well as at the semi-annual and annual meetings.



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Registrar:

Authority:

Elected by the membership for a two (2) year term and is responsible to the President and the Membership.

Purpose:

To serve as a member of the Board of Directors.

Actions:

- Chairperson of the Registration committee.
- Member of the Ways and Means committee.
- Member of the Policy Committee
- Ensure that registration forms are released by July 15th of each year.
- Ensure that any computer software programs used for registration are backed-up on a regular basis.
- Keep track of all team rosters and team fees.
- Ensure that Hockey Nova Scotia fees are calculated correctly and submitted on time.
- Organize all public registration sessions.
- To perform such other duties as shall be necessary for the good and welfare of the Association.

Reporting:

To the Executive and Board of Directors by way of submitting reports to same as well as at the semi-annual and annual meetings.



Fund Raising Chairperson:

Authority:

Elected by the membership for a two (2) year term and is responsible to the President and the Membership.

Purpose:

To serve as a member of the Board of Directors.

Actions:

- Chairperson of the Ways and Means committee.
- Member of the registration committee.
- Responsible for money raised outside registration.
- Veto for team fund raising if inappropriate.
- Responsible to maintain an account of fund-raising and to be co-signer with Executive member for fund raising accounts.
- Submit financial reports to the Treasurer monthly and full report before annual audit.
- To turn over to the new Fund-Raising Chairperson, within four (4) weeks of his/her appointment, all books and accounts belonging to the Association, properly balanced and with all records brought up to date.
- Responsible to recommend to the Board a chairperson for the Birthplace of Hockey committee.
- To perform such other duties

Reporting:

To the Executive and Board of Directors by way of submitting reports to same as well as at the semi-annual and annual meetings.



Publicity Director:

Authority:

Elected by the membership for a two (2) year term and is responsible to the President and the Membership.

Purpose:

To serve as a member of the Board of Directors.

Actions:

- Promotion of volunteers.
- Production of a minimum of two (2) newsletters per season.
- Responsible for distribution of newsletter.
- Responsible for all media advertising and press releases (by Executive, Board of Directors, teams and members) concerning the Association, teams and tournaments etc...
- Member of the Registration Committee.
- Responsible for player/team pictures.
- To perform such other duties as shall be necessary for the good and welfare of the Association.

Reporting:

To the Executive and Board of Directors by way of submitting reports to same as well as at the semi-annual and annual meetings.



Equipment Coordinator:

Authority:

Elected by the membership for a two (2) year term and is responsible to the President and the Membership.

Purpose:

To serve as a member of the Board of Directors.

Actions:

- Carry out duties as directed by the Board of Directors.
- Responsible for issuing and receiving all Association equipment.
- Maintain a running inventory.
- Member of the Policy Committee
- Make recommendations at the annual meeting as to what purchases may be necessary for the coming season.
- Notify registrar of any individual that has not returned equipment.
- To perform such other duties as shall be necessary for the good and welfare of the Association.

Reporting:

To the Executive and Board of Directors by way of submitting reports to same as well as at the semi-annual and annual meetings.



Development Coordinator:

Authority:

Elected by the membership for a one (1) year term and is responsible to the President and the Membership.

Purpose:

To foster development of players and coaches within the Association.

Actions:

- To organize Minor Hockey Development weekend when special training for players and coaches.
- To implement a development program plan. To develop a system of team play that is consistent with HNS and WHMHA objectives.
- To perform such other duties as shall be necessary for the good and welfare of the Association.

Reporting:

To the Executive and Board of Directors by way of submitting reports to same as well as at the semi-annual and annual meetings.



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VP Female:

Authority:

Elected by the membership for a two (2) year term and is responsible to the President and the Membership.

Purpose:

To foster administrate and coordinate all female hockey within the Association.

Actions:

- To coordinate the female teams within the Association and other Nova Zone Associations. Rep. of WHMHA on both the Hockey Nova Scotia Female Council and the South Conference Hockey League.

Reporting:

To the Board of Directors by way of submitting reports to same as well as at the semi-annual and annual meetings.



West Hants Minor Hockey Association

VP Recreation:

Authority:

Elected by the membership for a two (2) year term and is responsible to the President and the Membership.

Purpose:

To foster development of players and coaches at the recreation hockey level within the Association.

Actions:

- To sit on the Board of the Annapolis Valley Minor Hockey League.
- Member of the Coach Selection Committee
- Member of the Team Registration and Affiliation Committee
- Member of the Awards Committee

Reporting:

To the Board of Directors by way of submitting reports to same as well as at the semi-annual and annual meetings.



Article 12: Section 3 Terms of Reference for the Division Officials

Assistant Directors, Division Coordinators, Division Representatives

Authority:

Appointed by the Executive and Board of Directors for a one (1) year term and is responsible to the President and the membership.

Purpose:

To direct the activities within a division of the Association and to represent their division or part thereof to the Board of Directors.

Actions:

- To attend meetings of the Board of Directors when requested.
- To do only such duties as the Board of Directors may stipulate.

Reporting:

To the Director of Hockey and submit written reports to the Director of Hockey prior to the semi-annual and annual meetings.



Article 12: Section 4 Terms of Reference for Coaches

Authority:

Appointed by the Executive and Board of Directors following recommendations by the coach selection committee for a one (1) year term.

Purpose:

To serve as leader of the team to which they are assigned, to improve the individual and team skills to the players assigned to the team and to promote good sportsmanship within the fundamentals of the game.

Actions:

- To possess the necessary certifications levels for the term they are coaching by Dec 1st and to strive for further levels of competence as per HNS guidelines.
- To be aware of all HNS, CHA, league and Associations rules.
- To ensure all players receive fair playing time. (Outlined in the Fair Play section)
- To be at the arena a minimum of thirty (30) minutes prior to team's game time.
- Must cooperate at all times with League and Associations Officers and Officials.
- To use practice time to the greatest benefit of the players.
- To develop a system of team-play that is consistent with Association objectives.
- To be responsible for all equipment assigned to their team.
- To be responsible for the team on the ice and in and around the arena.



Article 12: Section 4 Terms of Reference for Coaches (con't)

- To be responsible for returning all equipment issued to the team by April 30th .
- To inform the Director of Hockey, secretary and parent/guardian of any injury to player.
- To complete an injury report within 48 hours of the player injury and submit it to the Director of Hockey or Secretary.
- To suspend any player for disciplinary reasons' a maximum of one (1) game, informing the Director of Hockey, Head Coach, player, his/her parents/guardians, and the Discipline/Protest committee of the reason for the suspension. The Discipline/Protest committee may, at its discretion, extend the suspension and shall inform the player and the parents/guardians in writing at least 24 hours before the extended suspension is to take place.
- To be aware of all association travel rules.
- To ensure that no Drinking (Alcohol), drugs, swearing, fighting or unbecoming conduct is displayed by him/her or any players, before, during or following a practice, game, or while on rink property.
- To ensure that each player gets a copy of their team's schedule.
- To be responsible for communication between the players and the Executive/Board of Directors.
- Make sure all game reports are properly completed and dispensed at the end of the game.

Reporting:

To the Head Coach.



West Hants Minor Hockey Association

By-Laws:

By-Law 1 – Grievance

All protests or appeals must be done in accordance with Hockey Nova Scotia Minor Council, Hockey Nova Scotia, and Canadian Hockey Rules and Regulations.

By-Law 2 – Correspondence

Any Member, other than the Secretary, who receives West Hants Minor Hockey Association correspondence will promptly submit same to Secretary. He/She will keep same on file and make copies for distribution to appropriate Executive and Board of Director members.

By-Law 3 - Other

Matters not covered by the Constitution, By-Laws



West Hants Minor Hockey Association

Rules:

Motions:

- a. A rules motion is carried in effect from year to year.
- b. A rules motion may be passed at an Executive, General, Special, Semi-Annual and Annual meeting.
- c. A rules motion must be passed and or amended by a two thirds (2/3) vote of those members present.
- d. A rules motion cannot contradict the Constitution, By-Laws or Regulations.
- e. A rules motion must be submitted in writing to the Secretary, at the meeting in which it is passed.
- f. A rules motion must be made known to the general membership, (within the earliest possible time of proclamation) through the newsletter or other appropriate forum.
- g. Any motion that is passed which does not come under the Constitution, By-Laws, Regulations or Ruled, ceases to exist at the end to the Annual meeting of the year in which it was passed.