

**Prince Edward County  
Minor Hockey Association**



**By-Laws of the  
Prince Edward County  
Minor Hockey Association**

**Note: any reference to the word "he", "him" or "his" shall indicate he/she, him/her, his/hers in this Constitution.**

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# By-Law One

## Regulations Governing Competition and Registration

1. PECMHA shall operate in accordance with the CHA and OMHA rules.

### A. Eligibility

2. Participation is open to all qualified residents of the City of Prince Edward upon payment of the prescribed registration fees and compliance with the registration regulations including provisions of proof of age as hereinafter provided. Participation will also be available to qualified residents of the immediate areas subject to OMHA Regulations provided that these additional participants can be accommodated.
3. The Association reserves the right to prescribe qualification requirements from time to time including the promulgation of By-Laws specifying grounds for refusing or withdrawing participation, disciplinary actions and related matters. Without limiting the foregoing, participation may be refused or withdrawn, in any case where the registrant is unwilling for any reason to actively participate in mandatory training as determined by the Association.

### B. Registration

4. Registration is limited to City of Prince Edward residents only (except as per By-Law one, section A). Dates to be determined by Executive Committee on a recommendation from the Registrar.
5. All participants must be registered on designated PECMHA registration form(s), in print or electronically.
6. Registration Payments, and any early registration incentives or late payment penalties are established by the Executive Committee on an annual basis. These will be posted on the Association's web-site and available through the registration form(s).
7. Financial assistance will be available, subject to the Executive Committee approval. Forms may be obtained from the Registrar. FULL FINANCIAL DISCLOSURE WILL BE REQUIRED.
8. Applications for registration must provide proof of age (birth certificate, doctors' certificate or some other certified birth affidavit) at the Registrar discretion.
9. All registration cards must be filed with the Registrar, accompanied by the appropriate fee before any player can be eligible to participate in any PECMHA activity. This includes Rep Try-outs.
10. Players new to the Association, who have been registered on approved carded representative teams (CHA, OMHA) excluding House League rosters and who register after the normal registration dates and after initial tryouts have begun or the House League teams have been selected, will be required to participate in tryouts or practices initially at the second rep team level, if a second rep team exists. The Vice President, OMHA Contact and House League convener will consult with the Executive Committee and the player will be placed where he will benefit the most from the program offered.

### C. Series and Age Limits

11. The Association will operate all PECMHA teams as so determined by the PECMHA Executive Committee.

12. Birth dates for classifications during the playing season will be determined by the PECMHA Executive Committee considering OMHA classifications applicable. House League players must play within their own age groups, unless the Association determines that a player will benefit because of ability, playing in an older or a younger age group. Such permission must be obtained from the House League Convenor for both age groups affected with written consent from the parents of the player involved. (See rules for Rep regarding player movement)

- a. For House League purposes with the exception of first year players, a Novice player will be a child who is under 9 years of age as of December 31<sup>st</sup> of the year in which he registers; a Tyke age player will be a child who is under 7 years of age as of December 31<sup>st</sup> of the year in which he registers.

#### **D. Registration of House League Teams**

13. House League teams must be registered on OMHA House League cards and these will be duly signed by the appropriate PECMHA personnel. PECMHA will be responsible for forwarding these cards to the OMHA Executive member for verification. The registration fee will be paid by PECMHA and said fee will be an apportioned part of the players' initial registration fee.

#### **E. Uniforms and Equipment**

- 14. PECMHA will supply as a minimum a sweater to each player. The sweater remains the property of PECMHA. A Fee \$50 will be charged to any individual not returning the sweater(s) at the conclusion of the season.
- 15. All coaching staff must wear a CSA approved hockey helmet, properly fastened while on the ice for practice.
- 16. Approved equipment must be as per requirements of the CHA, OMHA, or any group with whom PECMHA may be affiliated.
- 17. Rep players will be governed by the Rep regulations as outlined (By-Law 4).
- 18. For any function involving a PECMHA team example tournament, exhibition and/or league game, the sweater issued to each team by PECMHA must be worn.

#### **F. Transfer and Release of Players**

- 20. The responsibility for the release of any player from PECMHA shall be vested with the PECMHA Executive Committee
- 21. The transfer of any player to or from Rep Teams, or House League teams within any division shall be the mutual responsibility of the OMHA Contact and the House League Convenor of that division through the Registrar.
- 22. The responsibility for the transfer of any player to or from Rep or House League teams outside of the players' specified age group, shall be dealt with as stated in By-Law One, Section C.

#### **G. Refund Policy**

Refunds on registration can be obtained from the Registrar upon written request subject to PECMHA Executive Committee approval. If a player submits his resignation in writing any time after the Final Registration Day, a \$30.00 fee will be deducted for any administration/insurance purposes. In addition, if a player terminates his participation after the league play has begun, a registration refund shall be pro rated. Refunds will not be made to any player terminating his participation after December 31<sup>st</sup> of that playing season. Suspended players are not

eligible for refund until reinstated. Any requests for full or partial refunds of registration fees and/or levies or practices fees must be made in writing to PECMHA.

## **By-Law Two**

### **Conflict of Interest**

PECMHA operates as a result of a large number of volunteers who perform roles to fulfill the Aims and the Objectives of the Association. From time to time issues arise that put decision-makers in positions that might appear to be a conflict of interest. The primary areas are in cases of Dispute Resolution and Coaching Selection (both Standing Committee's of the Association). Neither the appearance of conflict or the actual act of conflict are desirable. To that end the Association abides by the following guidelines for Executive Committee members and others who are involved in decision-making.

A person is deemed in conflict if any of the following conditions apply:

- Relatives - immediate and marriage
- Applying for a coaching position yourself (step off the whole age category, ie Atom BB and AE)
- There is some formal connection to the person in the past (eg. could be complaint; could be co-complainant). This would be deemed a conflict for 24 month from the final decision of the Executive Committee.
- Your child will be trying out for a team where the Coach or member of the Coaching Staff is involved.

Business conflict of interest guidelines are outlined by the OMHA and are included in the PECMHA Constitution (Article II, Section 6).

## **By-Law Three**

### **House League Operations**

This By-Law is multi-part and is designed to deal with issues specific to the operation and undertaking of House League and Select Operations.

House League teams in their division are allowed to play no more than four (4) exhibition games per month and participate in no more than five (5) tournaments from date of registration to final date as established by the PECMHA Executive Committee under following conditions:

- a) Exhibition games between PECMHA and teams from any other league require the House League Convenors permission for any and every team involved. Written application by the Coach will be required in advance.
- b) Referees for all Exhibition games within or outside of PECMHA jurisdiction will be qualified officials.
- c) As per OMHA regulations (Rule 9) teams shall not play teams from any group or league not under the direct control of the OMHA without permission. That permission is requested through the PECMHA OMHA Contact. No Coach, Manager or team official is to contact the OMHA

office or the OMHA Executive member for the area. Such contact will be made only by the local OMHA Contact, or on his behalf, the PECMHA office. Exhibition games and tournaments shall not interfere with season game play.

## **House League Playing Rules**

1. Each PECMHA House League team for Tyke, Novice and Atom must attempt to train at least two goaltenders in rotation.
2. Each Coach is obligated to represent his team at any membership meetings convened by the PECMHA during the playing season.
3. PECMHA requires each team's coaching staff to acquire all proper certifications as per the OMHA guidelines for playing season. For more information on courses contact any Executive Committee member.
4. PECMHA requires that all Coaches take the OMHA PRS program (Novice and below require the CHIPS program).
5. Each team must have a parent liaison. There will be no reason accepted for not having a team parent appointed and their name given to your House League Convener by the second week of league play. We would like to emphasize team parents are a very important part of your team.
6. Penalties will be assessed as follows:
  - a. Major Penalties – as per OMHA rules and officials. It will also be reviewed by the Dispute Resolution Committee for further action.
  - b. Misconduct Penalties - as per OMHA rules and officials. It will also be reviewed by the Dispute Resolution Committee for further action.
  - c. Game Misconduct Penalties-player is out for the balance of game. If any player is assessed a Game Misconduct in the last period, he shall be suspended from the next regular league game or playoff game. It will also be reviewed by the Dispute Resolution Committee for further action.
  - d. Gross Misconduct Penalties:
    - i. Any player or team official incurring a Gross Misconduct shall be ejected from the game. The referee shall report the offender and full details of the incident to the Referee-In-Chief. Player is suspended until dealt with by the Dispute Resolution Committee.
    - ii. Gross Penalty for swearing - automatic two (2) game suspension
  - e. Match Penalties - any player or team official incurring a Match Penalty shall be ordered to the dressing room and shall not be allowed to participate in any further games until the case has been dealt with by the Dispute Resolution Committee. A five-minute penalty will be assessed to the Team.
    - i. Any player or team official who incurs a Match Penalty for spearing, butt ending or kicking with skates will be ejected from the game and will not be allowed to participate in any further games until the case has been dealt with by the Dispute Resolution Committee. A five-minute penalty shall also be assessed to the Team.
    - ii. Any player, including a goalkeeper, who is assessed a major penalty for fighting, roughing, high sticking, slashing, charging,

- hooking, cross checking, and checking from behind shall be assessed, in addition, a game misconduct.
- f. Substitutions - The only player that can be substituted from one team to another will be the goalkeeper. This can only be done if the regular goalkeeper is hurt or otherwise not available, with the permission of the House League Convener. Any other change of players, unless by the consent of the House League Convener and or agreement of both Coaches ( section F2) will result in a forfeiting to the opposing team.
    - i. If a goalkeeper is removed, the Coach will be allowed to play any player. This will be the only time a team may have six (6) skaters on the ice.
    - ii. Any team below the numerical value of Eleven (11) players at game time (including goalkeeper) will be given the opportunity to use A.P. Players so that the necessary number of players from both teams, minimum 10, can be reached to play the game. A.P. Players should only be used to reach a maximum of 10 skaters.
  - g. Playoffs: The PECMHA Executive Committee will allow the House League Convenor to decide the playoff system. Suggested format is Round Robin.
  - h. Practice Times:
    - i. Insofar as available ice time permits it is the intention to provide weekly practice time for all House League. Teams.
    - ii. The Ice Coordinator will be responsible for assigning times and locations to Team Coaches through the House League Convenor. Every attempt will be made to ensure equitable distribution.
    - iii. All practice times and locations for any team must be obtained through its division convener or House League Convenor. No Coach, Manager or other person affiliated with a PECMHA team shall obtain ice time within the City of Prince Edward or elsewhere.
    - iv. Teams shall be restricted to participating in a maximum of five (5) tournaments during the regular season.

## **Player Movement**

1. No player being used as an (AP) Affiliate Player for a House League team shall be entitled to play no more than 6 games as an AP player. This will include all regular season games and will not allowed for playoff games. Anything greater will require PECMHA Executive Committee approval. These players must also be cleared by the House Leagues Convenor and Coaches to play in such games.

## **House League Formation**

1. Prior to the formation of teams, players will practice in their respective age groups for the purpose of conditioning, skill development and evaluation.
2. A committee consisting of the House League Convenor, Vice President and the Coaches from that division shall select teams from individual registrations and the evaluation sheets for each division.

3. The committee shall do their utmost to provide balanced teams. Following the initial selection of teams and the assessments from the Coaches, the committee may move players between teams to satisfy special requests from parents.
4. All teams within each division shall be re-balanced by the House League Convenor if required. Any player movement will only take place after a discussion with the Coaches and Parent(s) affected by the moves.
5. Under the supervision of the House League Convenor or their respective delegates the following procedure will be followed when drafting the House League teams.
  - a. the Coaches and their Assistants will rate all the players and then draft teams of equal talent/ability. The teams will all be assigned a number prior to drafting. When the teams are balanced to the satisfaction of the House League Convenor, each Coach will then draw a number for the team they are to Coach.
  - b. if the Coach or Assistant draws a team that does not have their child on it, they may make a trade for their child with a player of equal talent/ability.
  - c. House League Team Coaches will meet with the House League Convenor to review the status of the teams, making any changes required to keep the teams as balanced as possible. This will also be done to distribute any Rep. players returning so that they are distributed fairly. No changes will be allowed after this meeting, except under the direction of the House League Convenor.

### **Select Team Operations**

- a. These teams will be formed according to the OMHA regulations regarding Rostered Select Teams which can be found in the OMHA Manual of Operations, Section 4.4
- b. Select Teams shall be registered with the OMHA on CHA rosters and shall be operated in strict accordance with OMHA regulations, and PECMHA By-Laws.
- c. An application to form a Rostered Select Team must be submitted to the PECMHA Executive Committee in writing and will not be accepted before October 15 and decisions regarding approval of the team will be made at the following Executive Committee meeting.
- d. Application must include the name of a Certified Coach and Trainer, who have agreed to the position, to be considered.
- e. All fundraising ideas must be submitted to the PECMHA Executive Committee for approval.
- f. Each team will be responsible for their own funds but must be prepared at anytime to provide breakdown of incoming money and expenses to the PECMHA Executive Committee.
- g. Select Team Rosters must be submitted to the PECMHA OMHA Contact and Registrar for approval prior to participation in an exhibition game or tournaments.
- h. Any players on a Rostered Select Team must meet all House League commitments first. It should be understood that participation on a Rostered Select Team is in addition to the regular House League game and practice schedule and may therefore incur additional cost to the player.

- i. There is no obligation of PECMHA to provide ice time or game officials to the Roster Select Team.
- j. Notification of ice time booked through City of Prince Edward must be made to the PECMHA Ice Convenor. The Ice Convenor has the right to take back ice from the Select Teams provided they receive 72 hours notice.
- k. As per the OMHA policy the number of exhibition games allowed is two (2) per month and the number of tournaments allowed is three (3) per season.
- l. OMHA Contact must be notified in writing of all Tournament and Exhibition Games.
- m. Any breach of these regulations may result in the Roster Select team's suspension from further events.

### **Defaults/House League**

1. Defaulted games will be considered scoreless with the game awarded to the team not responsible for the default. Scoring points resulting from the exhibition game played as a result of the default will not be eligible as individual statistics.
2. In the event of a total point series, defaulted games must be replayed.
3. Wilful defaults will be subject to disciplinary action.

### **Protests/House League**

1. Protests will not be accepted if the grounds for protest are based on a referees' decision or call. If that decision is based on a referees' reasonable understanding of the rule.
2. Protests involving an infraction of the rules and regulations as set out in the By-Law one must be treated as follows:
  - i. Coach intending to protest must notify the House League Convenor immediately following the completion of the game, detailing the basis of the protest,
  - ii. The House League Convenor will, in turn, notify the Referee-in-Chief and provide all details relevant to the protest,
  - iii. All protests must be forwarded by the protesting Coach, in writing, to both the Secretary of the PECMHA and the opposing Coach within forty-eight (48) hours of the game. A cheque payable to PECMHA in the amount of ten dollars (\$20.00) must be included. The Secretary will notify the Vice President (Chair of the Dispute Resolution Committee) of the protest, providing all available details.
  - iv. The protest fee (\$20.00) will be returned if the protest is upheld.
  - v. If a protest is upheld, but the game is not replayed, the game is officially awarded to the team winning the protest. The game is considered scoreless for purposes of total goal count in the event of goals being used to determine standings. However, to guard against unwarranted penalties to players, individual statistics may remain as originally reported at the discretion of the Association.
  - vi. The Coaches, Players, Conveners, Officials and other parties involved in the protested game will be required to attend the disciplinary meeting when the protest is being dealt with.

- vii. The teams or parties involved shall be notified of the decision by the Chair of the Dispute Resolution Committee within forty-eight (48) hours.

## **Parental Complaint Procedure**

Teams associated with the PECMHA the House League and/or Select Program will use this procedure.

### **Stage One**

- a. The parents shall direct the complaint to the Team Coach, signed and in writing.
- b. The Coach shall attempt to deal with the complaint at the team level. He shall make all attempts to resolve the problem at this level.
- c. If the problem is not resolved at the team level, the Team Coach, at his/her discretion or at the request of the parents, shall refer the problem to the applicable House League Convenor,

### **Stage Two**

- a) The House League Convenor shall make all attempts to resolve the problem at the team/coach level.
- b) The House League Convenor shall review the problem and make the necessary decision or recommendation.
- c) If the problem is not resolved at the team/coach level, the House League Convenor at his/her discretion, or at the request of the parent, shall refer the problem to the PECMHA Vice President. (Head of the Dispute Resolution Committee)

### **Stage Three**

- a. The parent may appeal the decision or recommendation of the House League Convenor. This appeal must be filed in writing, to the PECMHA Executive Committee.
- b. The Executive shall review the problem and make the necessary decision or refer it to the Dispute Resolution Committee, if it requires further investigation.
- c. The decision or recommendation of the Executive Committee is final.

# **By-Law Four**

## **Regulations for Representative Teams**

This By-Law is multi-part and is designed to deal with issues specific to the operation and undertaking of Representative Teams (BB and AE).

### **Regulations for Rep Teams**

#### **A. Formation:**

1. Provision will be made each season for the formation of Representative (Rep) Teams in any series authorized by the PECMHA Executive Committee.
2. Selection of players shall be made in the manner determined by use of a rating system provided by the Vice President,
3. All teams must have a Coach, Manager and a Trainer in order to be rostered. All coaching staff is subject to PECMHA Executive Committee approval.
4. Two representative teams (BB and A/E) will be offered for each division. If, in the opinion of the Executive, a limited roster must be set for a team so as to not adversely affect the remaining teams in that division, they will do so and inform the affected Coach prior to tryouts. The Executive Committee of PECMHA reserves the right to deny approval of an A/E team for any division where registration numbers are such that a sustainable House League formation for that division will be adversely affected to no less than 3 teams. Number of teams per division to be determined by the numbers at 1<sup>st</sup> entry try-outs.

#### **B. Number of players:**

1. Rep Teams must carry a roster as per current OMHA regulations. The maximum number of players shall be determined by the OMHA regulations (these numbers are inclusive of goaltenders).
2. This roster must be turned over to the OMHA Contact for forwarding to the OMHA Office by a date determined by the Executive Committee,
3. All players trying out for Rep Teams must provide a registration receipt and the Team Manager or Registrar is to record same,
4. The Registrar will get a copy of the Rep Team's records and will check to insure that every player is registered as soon as he obtains his player list.

#### **C. Series and age limits:**

1. Players on Rep Teams in all series, (minor midget is exempted and may play for major midgets), must play within their own age group so as to ice the strongest teams in all series. Unless extremely unusual circumstances warrant otherwise, each individual exception must be referred by the parent of the player involved and/or the Coach of the higher age group to the Executive Committee for approval,
2. Elevation to the next higher age group will not be encouraged however, "exceptions", may be approved after an assessment by the Executive Committee. The following shall be considered by the Executive Committee in their assessment of each individual case under the By-Law:
  - a) An individual(s) has displayed exceptional hockey skills and hockey talent and is recognized as possessing same as demonstrated by play in his league.

- b) An individual(s) has demonstrated a mature behaviour both on and off the ice to complement his acceptance at the next higher level,

#### **D. Player movement:**

2. During the season all Coaches can release any player from a Rep Team and tryout another for possible selection. Such tryouts may not interfere with regular league scheduled games. The final date for player movement shall be prior to January 10.
3. Should a Rep Team use any player as a replacement (AP) because of illness or injury of any Rep player, such replacement must not interfere with their primary team affiliation league games.
4. It is the responsibility of Rep Team's Manager to clear all player movement with the OMHA Contact or other Executive Committee involved.
5. A player being used as an (AP) Affiliate Player for a Rep Team shall be entitled to play no more than 10 regular season games as an AP player. Anything greater will require PECMHA Executive Committee approval. There will be no limit on Playoff Games.

#### **E. Equipment:**

1. PECMHA will supply sweaters to all rep players, which will be returned to the PECMHA at the end of the playing season.
2. The Team Manager shall be responsible for the care and safe keeping of the PECMHA equipment issued to his team, and shall enforce the following:
  - a) All issued equipment shall be kept locked away when not in use.
  - b) None issued equipment (except practice equipment) shall be used for practice.
  - c) Players shall supply their own practice equipment (this includes goalie pants),
  - d) No player shall be permitted on the ice for games or practices without full protective equipment,
  - e) Players and their parents will be held responsible for abuse of any PECMHA equipment and/or any arena property,
  - f) Equipment repair and/or cleaning shall be arranged through the Team Manager during regular playing season,
  - g) All equipment shall be turned in to the Equipment Co-ordinator immediately following the end of the season,
  - h) The numbering of PECMHA rep sweaters shall consist of the consecutive numbers 2-19. Goaltenders shall be numbered 1 and 30 respectively. Additional numbers may be permitted on special occasions, as authorized by the PECMHA Executive Committee,
  - i) Lettering shall be block style, of a contrasting colour and height, as required by the PECMHA.
  - j) Any PECMHA official, team official or player responsible for PECMHA equipment may be subject to an additional registration fee when a return of equipment is not made in accordance with the By-Laws.
  - k) Rep sweater colours will be:
    - i. HOME – White with Purple and Black
    - ii. AWAY – Purple with Black with white
3. **Practices:** All practice times and locations for any team must be obtained through the Ice Convenor.

4. **Time Keeping.** All OMHA Rep Teams must provide a responsible Volunteer to assist the assigned paid Time Keeper for each Home Game.

### **Tryouts for First Entry Teams (BB)**

1. The first two tryouts are open to any player. After the 2<sup>nd</sup> tryout players can attend by invitation of the Coach and only if they have attended one of the first two tryouts.
2. Any player missing the first two tryouts for medical or other reasons approved by the Coach and/or the Executive Committee, may attend the future tryout by Coaches invitation and Executive Committee approval if they have paid the fee for all previous tryouts missed.
3. Any player wishing to qualify for play on an OMHA Rep. Team in an age category above his present category is eligible to attend tryouts. This applies for the first entry teams only. The Coaches' Selection Committee will assess players in this situation. The Coaches' Selection Committee will make the assessment as to whether the younger player may stay based on the following criteria:
  - a. Any forward must be the top three
  - b. Any defenseman must be top two
  - c. Any goaltender must be the top at the tryouts unless there are only two competing
4. The PECMHA, the coaches selection committee shall have the authority to restrict the number of underage players on any given team.
5. Players not in the natural age group are not allowed to attend tryouts for an alternate entry (AE) team as these teams are geared for development.

### **Tryouts for Alternate Entry Teams (AE)**

1. "A.E." tryouts will commence upon the completion of the "A" tryouts.
2. A player who does not participate in the original (first entry) tryouts can be permitted to play on an AE club if;
  - a. The first entry Coach releases the player, and
  - b. All tryout fees have been paid to PECMHA.
3. All second year Midget players must attend at least one (1) Major Midget tryout to be evaluated and must be released from that tryout before trying out for the Minor team, if one so exists.
4. The Executive Committee will reserve the right to resolve any conflicts as to a player's ability to play on a specific team during tryouts.
5. If only one Midget Team at the Rep level then this team must be classified as an "A" team.

### **Parental Complaint Procedure**

Teams associated to the OMHA Contact including Rep Teams at both BB and AE level will use this procedure:

#### **Stage One**

1. Any parent wishing to file a complaint, about a Team or Coaching Staff must do so by first directing the complaint to the Team Manager. The complaint should be in writing and signed by the parent.
2. The Team Manager shall attempt to deal with the complaint at the team level and make all attempts to resolve the problem at this level,

3. If the problem is not resolved at the team level, the Team Manager at his discretion or at the request of the parent, shall refer the problem to the OMHA Contact, a member of the PECMHA Executive Committee,

### **Stage Two**

1. The OMHA Contact shall make all attempts to resolve the problem at this level,
2. If the problem is not resolved at the OMHA Contact level, the OMHA Contact at his/her discretion, or at the request of the parents, shall refer the problem to the Dispute Resolution Committee of the PECMHA.

### **Stage Three**

1. The Dispute Resolution Committee shall review the problem and make the necessary decision or recommendation. The OMHA Contact shall be appraised of the decision or recommendation in a written report.
2. In a special case that requires prompt action by Dispute Resolution Committee, the decision or recommendation may be submitted verbally without a written report. However, a written report in respect to the complaint shall be submitted as soon as practicable thereafter.
3. The decision or recommendation of the Dispute Resolution Committee is final.

## **By-Law Five**

### **Responsibilities of Coaches and Managers**

1. Each Coach, Assistant Coach and Manager as an official of the Association shall be responsible for the proper observance of the Constitution and By-Laws of the Association.
2. The Coach and/or Manager shall be responsible for providing a signed game sheet (completed) to the Game Timekeeper prior to the commencement of the game.
3. The Coach will be held responsible for and accountable for all activities of his completed (full rostered) team.
4. The Coach and his Assistant(s) are responsible for administering the Association's promotions such as money making ways and means projects as determined by the Association throughout the season. Any Coach, Assistant Coach or Manager who does not support PECMHA approved fundraising will be subject to disciplinary action including suspension if necessary, as determined by the Dispute Resolution Committee.
5. Coaches, Managers or any other person representing any team participating in PECMHA may not approach Team Sponsors without Executive Committee approval for extra funds.
6. Coaches, Managers or any other persons representing any team participating in PECMHA may not approach any outside source for funds without Executive Committee approval.
7. Coaches, Managers or parents may not raise money in any way by soliciting of the public. Individual teams may raise money for specific purposes provided approval for such fund raising projects is given by the PECMHA

- Executive Committee. Individual Team Coaches seeking approval for such fundraising projects must submit in writing, to the Director of Funding/Publicity(Rep.), All Teams should present their top three choices to the PECMHA by Sept 21 with the following information in the application to raise funds:
- a. The purpose of the funds including projected expenses;
  - b. The method of fundraising should be listed as completely as possible;
  - c. Budget and fundraising will be allowed only to cover team expenses. No other person(s) (i.e. parents) shall derive any benefit from same.
8. Coach, Manager or other team representative designated by the Coach, must maintain team records detailing:
- a. Monies received from player by name
  - b. Monies paid out
  - c. Balance on hand
- These records will be made available to team parents and to the PECMHA Executive Committee on request.
9. PECMHA will make available a distinctive league jacket for purchase by any participant in the PECMHA. However, no one is obligated to purchase a jacket.
10. It is recommended that all Coaches meet with team parents at the beginning of each year to explain their (Coach's) philosophy and requirements re: the team, for all age groups.
11. No smoking in the Arena's .
12. No profanity allowed in player's box, dressing room or any place where players gather..
13. Only Coach, Assistant Coach(s), and Trainer allowed in players' box. These names must appear on the game sheet.
14. Team officials are not allowed on the ice surface except in the case of an injured player.
15. House League Coaches must appoint a different Captain and a different Assistant Captain for each game Novice and below. Atom players and up will elect or appoint a Captain and Assistant Captain for each team. Names must be indicated on the game sheet from Atom and above. Only those appointed players would be allowed to speak to the officials (House League).

At no time, before or after a game, will the Coaches and referees discuss or argue any aspect of the game within the confines of the arena.

All coaching staff both Rep. and House League are required to have all proper certifications as per the OMHA guidelines. This also includes a background check via the Ontario Provincial Police.

Any Coach or coaching staff wishing to file a complaint/dispute with the OMHA must do so by contacting the OMHA Contact on the Executive Committee.

# By-Law Six

## Conduct and Discipline

The PECMHA uses the OMHA Conduct and Discipline policy outlined by the OMHA. This is the procedure and is the basis for PECMHA imposed discipline.

### Introduction

- a) Membership in the PECMHA (and by extension members of the OMHA), as well as participation in the activities of the PECMHA, brings with it many benefits and privileges. At the same time members and participants are expected to fulfill certain responsibilities and obligations, including but not limited to complying with the Code of Conduct, Regulations and Policies of the PECMHA and OMHA.
- b) The OMHA Code of Conduct and Regulations, adopted by the PECMHA, identify the standard of conduct that is expected of members, and other persons involved in PECMHA activities and events. Individuals who fail to meet this standard may be subject to the disciplinary sanctions identified within this policy.

### 6.1 Application

- a) This policy applies to all members of the PECMHA, as well as to all individuals participating in activities with, or employed by the PECMHA, including but not limited to players, parents, coaches, officials, volunteers, directors, officers, convenors, committee members, team managers, trainers, administrators and employees.
- b) This policy applies to discipline matters that may arise during the course of all PECMHA business activities and events, including but not limited to competitions (including exhibition games), practices, training camps, meetings and travel associated with these activities.
- c) Discipline matters arising within the business activities or events of member organizations, like PECMHA, of the OMHA shall be dealt with using the discipline policies and mechanisms of such organizations.
- d) The Vice-President of PECMHA and the Dispute Resolution Committee will handle all conduct and discipline matters. In the event of an immediate decision being required two Executive Members can respond to a situation. Any action will be reviewed by the Vice-President and Dispute Resolution Committee.
- e) All disciplinary sanctions that has been administered by the Dispute Resolution Committee with respect to substantiated infractions will be recorded by the Vice President in the Disciplinary Registry of the PECMHA.

### 6.2 Types of Infractions

Under this policy, there shall be three types of infractions, which may warrant discipline:

- a) **TECHNICAL INFRACTIONS** - these are violations of the Risk Management Policy Regulations and Rules of Competition of the OMHA, which shall result in automatic sanctions.

Examples of minor infractions:

- i) a single incident of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others,

- including but not limited to peers, opponents, players, parents, coaches, officials, managers, trainers, administrators, spectators and sponsors;
  - ii) unsportsmanlike conduct such as angry outbursts or arguing;
  - iii) a single incident of being late for or absent from PECMHA and/or OMHA events and activities at which attendance is expected or required;
  - iv) non-compliance with the rules and regulations under which PECMHA and/or OMHA events are carried out
- b) **MINOR INFRACTIONS** - these are infractions under which are not severe but which may warrant immediate corrective action.
- Examples of minor infractions:
- i) a single incident of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, players, parents, coaches, officials, managers, trainers, administrators, spectators and sponsors;
  - ii) unsportsmanlike conduct such as angry outbursts or arguing;
  - iii) a single incident of being late for or absent from OMHA events and activities at which attendance is expected or required;
  - iv) non-compliance with the rules and regulations under which OMHA events are carried out.
- c) **MAJOR INFRACTIONS** - these are infractions which are more severe and may warrant disciplinary action.
- Examples of major infractions:
- i) repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, players, parents, coaches, officials, managers, trainers, administrators, spectators and sponsors;
  - ii) repeated unsportsmanlike conduct such as angry outbursts or arguing;
  - iii) repeated incidents of being late for or absent from OMHA events and activities at which attendance is expected or required;
  - iv) activities or behaviour which interfere with the organization of a competition or with any player's or team's preparation for a competition;
  - v) pranks, jokes or other activities which endanger the safety of others;
  - vi) deliberate disregard for the rules and regulations under which OMHA events are conducted;
  - vii) abusive use of alcohol where abuse means a level of consumption which impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely;
  - viii) any use of alcohol by minors;

- ix) use of illicit drugs and narcotics;
- x) use of, or condoning the use of, banned performance enhancing drugs or methods

### 6.3 Discipline Procedures

#### a) Technical Infractions

Technical infractions shall result in automatic sanctions.

#### b) Minor Infractions

- i) Disciplinary situations involving minor infractions occurring within the jurisdiction of the PECMHA will be dealt with by the appropriate person having authority over the situation and the individual involved (this person may include, but is not restricted to, executive or committee member, convenor, tournament chairperson, official, coach, team manager, team captain).
- ii) Procedures for dealing with minor infractions shall be informal as compared to those for major infractions and shall be determined at the discretion of the person responsible for discipline of such infractions, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.
- iii) Sanctions for Minor Infractions  
The following disciplinary sanctions may be applied, singly or in combination, for minor infractions:
  - i) Verbal reprimand
  - ii) Written reprimand to be sent to the individual
  - iii) Verbal apology by the individual
  - iv) Written apology by the individual
  - v) Termination of Team service or other voluntary contribution to the team, PECMHA or to the OMHA
  - vi) Suspension from the current competition and/or for a specified number of games, other sanctions as may be considered appropriate for the offence.

#### c) Major Infractions

- i) Any member or representative of the PECMHA or OMHA may report, in writing, to the Vice-President or any member of the Dispute Resolution Committee a major infraction.
- ii) Upon receipt of a Report, the Vice-President shall determine if the incident is better dealt with as a minor infraction, or if a hearing is required to address the incident as a major infraction.
- iii) If the incident is to be dealt with as a minor infraction, the Vice-President will inform the appropriate person in authority and the alleged offender shall be dealt with according to this Policy.
- iv) If the incident is to be dealt with as a major infraction and a hearing is required, the alleged offender shall be notified as quickly as possible and in any event no later than 5 days from date of receipt of the Report, and shall be advised of the procedures.
- v) Major infractions occurring within competition may be dealt with immediately, if necessary, by an OMHA or PECMHA representative in a position of authority, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. In such situations,

disciplinary sanctions shall be for the duration of the competition only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out for major infractions.

vi) Sanctions for Major Infractions

The Discipline Panel may apply the following disciplinary sanctions singly or in combination for major infractions:

- i) Written reprimand to be placed in individual's file
- ii) Written apology by the individual
- iii) Suspension from certain PECMHA and/or OMHA events which may include suspension from the current game or competition or from future competitions
- iv) Payment of a financial fine in an amount to be determined by the Dispute Resolution Committee.
- v) Suspension from certain PECMHA and/or OMHA activities (e.g. , competing, coaching or officiating) for a designated period of time
- vi) Suspension from all PECMHA and/or OMHA activities for a designated period of time
- vii) Expulsion from the PECMHA and/or OMHA
- viii) Other sanctions as may be considered appropriate for the offence

d) The preceding sanctions may be modified, or added to, as required by the provisions of any other pertinent PECMHA and/or OMHA Policy.

e) Unless the Dispute Resolutions Committee decides otherwise, any disciplinary sanctions shall commence immediately.

d) In applying sanctions, the Dispute Resolutions Committee may have regard to the following aggravating or mitigating circumstances:

- i) The nature and severity of the offence
- ii) Whether the incident is a first offence or has occurred repeatedly
- iii) The individual's acknowledgment of responsibility
- iv) The individual's extent of remorse
- v) The age, maturity or experience of the individual
- vi) The individual's prospects for rehabilitation

f) Notwithstanding the procedures set out in this Policy, any member or participant of the PECMHA and/or OMHA who is convicted of a criminal offence involving sexual exploitation, invitation to sexual touching, sexual interference or sexual assault, shall face automatic suspension from participating in any activities of the PECMHA and/or OMHA for a period of time corresponding to the length of the criminal sentence imposed by the Court, and may face further disciplinary action by the PECMHA and/or OMHA in accordance with this Policy.

## By-Law Seven

### Tournaments

1. Definition:
  - a. A series of exhibition games where awards are presented, Teams shall be restricted to participating in a maximum of five (5) tournaments during the playing season.
2. Tournament approvals are granted subject to understanding that they are not to interfere with PECMHA league play and/or playoffs.
3. Permission must be granted via the OMHA Contact for any team wishing to participate in tournament play. This is to ensure all proper paperwork and travel permits have been obtained for the Tournament team. The Tournaments must be sanctioned with the OMHA.
4. Travel permits are required for any team playing outside of the OMHA umbrella.
5. House League Teams will not be allowed to enter body checking tournaments unless all parents agree to it and the PECMHA Executive Committee have granted permission to enter. This would require all parents signing a body checking release form and the Coach submitting the forms to the Executive Committee.

## By-Law Eight

### Fundraising

No fundraising will be done unless the Executive Committee reviews and approves the method and purpose. This also must not interfere with other approved PECMHA fundraising. See By-Law Five (Responsibilities for Coaches and Managers) for specific details around Team Fundraising.

## By-Law Nine

### Duties of Officers

#### PRESIDENT

1. Shall be the Chief Executive Officer and if present Chair all meetings of PECMHA, exercising the usual privileges of office as defined by parliamentary procedures.
2. Shall be ex-officio member of all committees.
3. Shall see that all order and resolutions of the Board be carried into effect and shall have the power to enforce the Constitution/By-Laws.
4. In cases requiring immediate decisions, the President has the power to take immediate action **with or without** reference to the Executive Committee, but shall be responsible for any decision to the Executive Committee, at the next meeting.
5. Shall be a financial co-signing officer for Association cheques, shall sign with another Officer all contracts or other matters on behalf of the Association.
6. The President shall be directly available for consultation to the following: Secretary, Treasure, Registrar, Director of Fundraising, Banquets Co-ordinator and Vice President.

## **VICE PRESIDENT**

1. Power to act for the President during his absence.
2. Shall be directly available for consultation for all members of the Executive Committee,.
3. Shall be a member/Chair of the Dispute Resolution Committee and organize/chair the Coach's Selection Committee.
4. Shall represent PECMHA on the Arena Committee Board.
5. Guidelines as to monthly duties:
  - June- Attend all Executive Committee meetings. Should have OMHA coaches selected and proper documentation for each one done ie. Police checks, coaches cards and if time permits a coaches meeting.
  - July- attend all Executive Committee meetings. Assist with House League Convenor in selection of House League Coaches and proper paperwork. Meeting with coaches to select a leader for each division and assist with team setups. Work with Executive Committee to select dates for Rep team tryouts and House League formation/start up.
  - August- Attend all Executive Committee meetings. Assist with registration. Meet with Rep Coaches and Managers. Ensure all Coaches have read the By-Laws and have a copy of them.
  - September- Attend all Executive Committee meetings. Attend House league coaches meeting. Review with Rep Coaches any conflicts in schedules with practice times and ensure proper arrangements have been made.
  - October- Attend all Executive Committee meetings. Review all divisions with house League convenor and deal with any issues that may arise. Ensure team rosters are finalized for House League tournament at the end of the year.
  - November- Attend all Executive Committee meetings. Review with OMHA Contact any teams that may want to apply for reclassification.
  - December- Attend all Executive Committee meetings. Review with OMHA Contact the Rep team's AP lists. Review House League standings with House League Convenor to ensure no imbalances have occurred. Review with House League Convenor and Ice Coordinator a playoff schedule. Ensure Under-17 prospects are being monitored and paperwork is ready to submit. Review with Director of trophies/banquets any trophies that need to be selected or purchased.
  - January- Attend all Executive Committee meetings. Review playoff schedule for Rep and House League. Work any issues that may arise. Review financial statement and end of year to date based on money available.
  - February- Attend all Executive Committee meetings. Review with Director of trophies/banquets and Executive trophies, Rep playoffs, House League playoffs and the March Break tournament.
  - March- Attend all Executive Committee meetings. Have recommendations ready for Executive Committee and notify each candidate of results in award selections. Prepare Coaches Selection Committee and advertise for coaches for next season. Review financial statement and start to pick a date for the AGM. Review agenda for AGM.

- April- Attend all Executive Committee meetings. Review agenda for AGM and date finalized. Review duties of Vice President and order of operations. Have coaches committee selected; seek applications for Coaches; Conduct Interviews as per date directive from Executive Committee; Have recommendations ready for executive and notify each candidate of results.
- May- Attend all Executive Committee meetings.

### **SECRETARY**

1. Will keep records of all minutes of association meetings and once reviewed & approved by the Executive (usually at the next scheduled meeting) will post on arena bulletin boards. Note: Sensitive and/or personal information will be omitted or blacked out in the minutes to protect the privacy/reputation of members.
2. Be chief correspondent of and for the Association. Maintain copies of all association correspondence.
3. Keep up-to-date mailing list of all executive members.
4. Be a co-signing officer for all association cheques.

### **TREASURER**

1. Prepare an annual operating budget, with input from the Executive Committee.
2. Will ensure all bills of the organization are paid in a timely manner; record all payments made and receipts received in a manner consistent with contemporary accounting standards.
3. Will co-sign all cheques, **authorized or approved** by the Association Executive Committee that conform to the annual approved budget.
4. Have custody of all cash books and accounts of the association, keeping an accurate account of all receipts and disbursements.\
5. Shall deposit all funds into PECMHA accounts, including gate receipts.
6. Issue all refunds, reimbursements as agreed upon by the organization's policies and procedures.
7. Shall prepare financial statements (trial balance, balance sheet, comparative income statement) annually or upon request of the executive.
8. Have President, and/or Vice-President, Secretary sign assigned cheques along with the Treasurer. Two signatures required.
9. Ensure no individual or separate committee may establish a fund or bank account in the name of PECMHA except the Treasurer without the Executive Committee's approval.
10. Shall prepare in conjunction with Executive Committee, and have reviewed by an Accountant, a current year to date report to be presented at the annual meeting for approval.
11. Arrange for gatekeepers.

### **REGISTRAR**

1. Shall obtain satisfactory proof of age and necessary information and documentation of all hockey players and team officials as required.
2. Ensure that any accompanying paperwork (ie. residency questionnaires) are completed where necessary and sent with players' registration cards.

3. Shall deal with assistance requests: work liaison between person(s) requesting assistance and organizations offering assistance.
4. Shall be responsible for obtaining registration forms from OMHA and return same when completed.
5. Conduct registration, make any necessary arrangements including advertisement, hall booking, arranging VISA/DEBIT machine.

## **DIRECTOR OF FUNDRAISING/PUBLICITY/ TROPHIES/AWARDS/BANQUETS**

### **Banquets**

1. Price quotes for all trophies/awards required by the association, both House League and OMHA.
2. Advise coaches of all awards at the beginning of the season in order to keep in mind for choosing recipients at the end of the year.
3. Contact all coaches (OMHA & house) prior to the end of regular season play, and gather the following statistics for each team (MVP, Most Sportsmanlike, Most Dedicated, Top Defence, Top Scorer and coaches nominations as necessary for all memorial award presentations.
4. Place and order Esso medallions for all teams (extra sets usually required in case of ties) and Esso certificates (if using) for Tyke/Novice House League in early January. These are supplied free of charge by Esso and are ordered through the use of the internet.
5. Order extra medallions & keeper trophies as required for year-end banquets, oversee all engraving to be done for year-end awards night, ensure accuracy of information sent to engraver and accuracy of end product. It is highly recommended that all work be done by one engraving business.
6. Coordinate arrangements for banquet/awards ceremonies (food usually done with parent volunteers from each team), contacting awards sponsors & winners (appreciation awards), contacting newspaper, hall reservations, etc.
7. Keep trophy cases clean and up-to-date in both arenas.

### **Fundraising**

1. Shall be responsible for the organization and conducting all fundraising and social events required to meet financial obligations of the association, exception is Bingos.
2. Shall keep the executive abreast of all fund projects and in conjunction with the treasurer prepare a financial statement of each event undertaken.
3. May appoint assistants as required and shall be responsible for giving direction to these named persons.
4. Shall be responsible for the co-ordination and release of all media information for the fundraising/PECMHA events as required by the executive or their committees.

### **Sponsors**

1. Shall be responsible for obtaining sponsors for team and co-ordinating the actions of all individuals involved in the obtaining of said sponsors.
2. Shall be the liaison between PECMHA and sponsors.

## **ICE CO-ORDINATOR**

1. Shall be the liaison between the Association, and the County of Prince Edward (Community Services Department) and each of the arenas.

2. Shall be responsible for the usage and designation of all Association ice time required for try-outs, practices, regular season play, exhibition and playdown games for House League and Rep Teams.
3. Shall maintain records of all ice time booked, sold and cancelled/returned during the season.
4. Shall review monthly ice invoices from the County, reconcile any errors with the County Booking Clerk and recommend payment by the Association Treasurer.
5. Attend all League Scheduling meetings
6. Shall be responsible for arranging timekeepers for all games.
7. Shall provide current House League and Rep game schedules to the Chief of Referees, Gatekeepers, Timekeepers, Canteen Operators and the arenas.
8. May be required, with the OMHA Contact, to set up Playdown Contracts.

### **OMHA CONTACT PERSON**

1. Submit team registration forms before June 1<sup>st</sup> deadline ( early submission means our association receives roster sheets, players cards and team official cards prior to date set for early registration).
2. Attend all Lakeshore League/EOMHL meetings and keep fellow executive members and all team officials advised of current OMHA policies and regulations (ie. Schedules, playoffs, suspensions, requirements for team officials, etc.) distributing all OMHA correspondence and information to appropriate parties as required.
3. Attend scheduling meetings (regular season and playoffs), work closely with Ice-Coordinator to ensure that all schedules and game times are correct, ensure that the Ice-Coordinator receives copies of all schedules as soon after meetings as possible. Copies of master schedules are given to the Ice-Coordinator, Referee-In-Chief, Secretary, President, head Coaches and arena canteens. Copies of playoff contracts are to be given to same, as well as League Convenors.
4. Attend coaching meetings, stressing importance of prompt team selection (including AP lists) and proper certification of team officials. Ensure that team managers understand how to complete a game sheet and understand how to interpret penalties on game sheets, which require suspensions.
5. Collect and photocopy home game sheets from both arenas and have all Rep teams fax a copy of away game sheets. Record all GM/GMR penalties before submitting game sheets to league convenors, ensure that suspensions are being served on subsequent game sheets. Contact coaches of affected teams to make certain they are aware of any suspensions.
6. Deal with re-scheduling of games as necessary, notifying ice-coordinator and referee-in-chief of same. Deal with rep team problems as they arise. Complaints from other centers, match penalties, protests etc. Obtain travel permits for teams who require them.
7. Submit team reconciliation for team registered for season but not iced.
8. Shall appoint assistants as required to attend monthly league meetings or collect and submit game sheets, will be responsible for their instruction and actions.
9. Will receive a flat rate per year for long distance and travel expenses incurred- to be determined each year by the executive.
10. Review duties of the OMHA Contact person and order of operations.

## **JUNIOR AND SENIOR HOUSE LEAGUE CONVENOR**

- 1) May appoint appropriate assistants for each division being responsible for their instruction and conduct. Such assistants will report directly to the House League Convenor.
- 2) Shall supervise player's placement within House League.
- 3) Shall be responsible for scheduling league and playoff games for these teams, in consultation with ice-coordinator.
- 4) Shall be responsible for paperwork, ie. Police checks/coaching cards.

Guide Lines as to Monthly Duties:

- June- Attend all executive meetings. Should have division coaches selected and proper documentation for each one done ie. Police checks, coaches cards and if time permits a coaches meeting.
- July- attend all executive meetings. Assist with division coaches and selection of all other House League coaches and proper paperwork. Meeting with coaches to assist in paperwork and basic set up of league. Work with executive to select dates for Rep team tryouts and House League formation/start up.
- August- attend all executive meetings. Assist with registration. Meet with coaches to discuss team formation and start of season and playoff format to be finalized in December. Ensure all coaches have read the By-Laws and have a copy of them.
- September- attend all executive meetings. Review with Rep coaches any conflicts in schedules with practice times and ensure proper arrangements have been made.
- October- attend all executive meetings. Review all divisions with House League contacts and deal with any issues the may arise. Ensure team rosters are finalized for House League tournament at the end of the year. Review any conflicts with ice times with ice-coordinator. Work any issues to resolution.
- November- attend all executive meetings. Ensure roster sheets are completed and handed in. Final review of teams with each division contact. Trophies should be ordered and this can be worked with the trophies/banquet co-ordinator.
- December- attend all executive meetings. Review with ice-coordinator a playoff schedule. Review with executive any trophies that need to be purchased.
- January- attend all executive meetings. Review playoff schedule for House League. Work any issues that may arise. Ensure playoff format is written and agreed upon with each division leader.
- February- attend all executive meetings. Review with director of trophies/banquets and executive trophies, playoffs, House League playoffs and the March break tournament, and financial statement.
- March- attend all executive meetings. Assist in award selections. Prepare coaches committee and advertise for coaches for next season. Review agenda for AGM.
- April- attend all executive meetings. Review agenda for AGM and date finalized. Review duties of House League Convenor and order of operations. Have coaches committee selected.

- May- attend all executive meetings. Start coaching interviews. Have recommendations ready for executive and notify each candidate of results.

### **REFEREE-IN-CHIEF**

1. Shall appoint qualified referees to all OMHA and House League games if and when required.
2. Shall advise the Treasurer as to the cost of the referee services when required.
3. Shall be responsible for the recruitment and development of the Association's referees.
4. Shall be a liaison between the Association's referees and the OMHA Supervisor, (ie. Clinics, level advancements, etc.).

### **EQUIPMENT CO-ORDINATOR**

1. Shall keep an accurate inventory of all equipment owned by PECMHA and its placement.
2. Shall make available the Association's equipment inventory at the AGM.
3. Shall be responsible for the maintenance, storage and distribution of all equipment.
4. Shall bring forth recommendations to the Executive Committee when equipment is required.
5. Shall be responsible for the purchase and procurement of all authorized equipment.
6. May have the authority to purchase equipment as approved by the Executive.
7. Shall with the aid of the Executive Committee, set a deadline when all team sponsors are finalized.
8. Shall be expected to distribute any items of memento to the sponsors as directed by the Executive Committee.
9. Shall co-ordinate any alteration to equipment including nameplates, special patches, etc.

### **TOURNAMENT CO-ORDINATOR**

April - Complete OMHA tournament reconciliation. Book Ice for following year

August - Prepare application to OMHA to Tournament Sanction Permit.

October - Set up Registrar to accept registrations, Update Website. Maintain communication with registered teams; Set up hotel manager to book teams

November - Seek Vendors for Display.

January - Order Trophies, Organize Convenors for each arena, Volunteers.

February - Finalize teams per division. Assign Referee and Time Keeper co-coordinator

March - Scheduling, Volunteers, Divisions, Oversee Tournament.

***Note: These will be the only By-Laws in effect in Prince Edward County Minor Hockey Association and they will be amended from time to time as the need arises.***

## ***Amendments and Revisions to By-Laws***

In 2011-2012 a major overhaul of the By-laws was conducted by the PECMHA Executive Committee. The heavily revised By-law was brought to the May 2012 Annual General Meeting. It was XXXXXXXX. The changes listed below pre-date this overhaul and may no longer apply or be relevant.

**September 21, 2006** - As voted on and passed at the PECMHA Executive Meeting, in "By-Law Thirteen – Try-outs", the following changes were made:

**Delete:**

- ~~6) When it comes to tryouts the minor team tryouts will proceed ahead of major teams (ie midget second year players). The remaining players will tryout for either a major or additional entry team.~~

**Replace with:**

- 6) When it comes to tryouts, Major team tryouts will proceed ahead of any Minor teams.
- 7) All second year Midget players must attend at least one (1) Major Midget tryout to be evaluated and must be released from that tryout before trying out for the Minor team, if one so exists.

**May 24, 2007** – "Amendments & Revisions to By-Laws" section added

**June 17, 2007** – As per motion passed at 2007 AGM, in "By-Law Twelve – Duties of Officers", duties of **Secretary** have been revised to include posting of PECMHA Executive meeting minutes in arenas. See old and new versions below.

**OLD - SECRETARY**

- 1) Will keep records of all minutes, of association meetings. Be chief correspondent of and for the Association. Maintain copies of all association correspondence.
- 2) Keep up-to-date mailing list of all executive members.
- 3) Be a co-signing officer for all association cheques.

**NEW - SECRETARY**

- 1) Will keep records of all minutes of association meetings and once reviewed and approved by the Executive (usually at the next scheduled meeting) will post on arena bulletin boards. **Note: Sensitive and/or personal information will be omitted or blacked out in the minutes to protect the privacy/reputation of members.**
- 2) Be chief correspondent of and for the Association. Maintain copies of all association correspondence.
- 3) Keep up-to-date mailing list of all executive members.
- 4) Be a co-signing officer for all association cheques.

**July 7, 2007** – As per motion made, voted on and passed at the PECMHA Executive meeting in "By-Law Thirteen – Try-Outs" the following changes were made:

## **OLD**

6) When it comes to tryouts, the major team tryouts will proceed ahead of any minor teams.

7) All second year Midget players must attend at least one (1) Major Midget tryout to be evaluated and must be released from that tryout before trying out for the Minor team, if one so exists.

## **NEW**

6) When it comes to tryouts, the "A" or "Major" team tryouts will proceed ahead of any alternate entry ("AE" or "B") or "Minor" teams.

7) In divisions where registration numbers will allow the formation of a first-entry ("A") and alternate entry ("AE" or "B") team, all players must attend the "A" team tryouts first and must be released by the head coach to be eligible to attend the alternate entry team tryouts.

8) All second year Midget players must attend at least one (1) Major Midget tryout to be evaluated and must be released from that tryout before trying out for the Minor team, if one so exists.

**June 4, 2008** – As per motions passed at the 2008 AGM, the following changes were made to the By-Laws:

**By-Law Nine – Regulations for Rep Teams**, part 4, the "minimum number of ~~eleven (11)~~ players" has been changed to "minimum number of ten (10) players"

**By-Law Thirteen – Tryouts**, part 5, "~~To be eligible as an affiliated player, players must have attended the OMHA Rep tryouts~~" has been repealed.

**By-Law Thirteen – Tryouts**, part 6, "~~When it comes to tryouts, the "A" or "Major" team tryouts will proceed ahead of any alternate entry ("AE" or "B") or "Minor" teams~~" has been replaced with "'A.E.'" tryouts will commence upon the completion of the "A" tryouts"

**By-Law Thirteen – Tryouts**, part 7, "~~In divisions where registration numbers will allow the formation of a first-entry ("A") and alternate entry ("AE" or "B") team, all players must attend the "A" team tryouts first and must be released by the head coach to be eligible to attend the alternate entry team tryouts~~" has been replaced with "A player who does not participate in the original tryouts can be permitted to play on an AE club if; 1) The first entry coach releases the player, and 2) All tryout fees have been paid to PECMHA"

**May 21, 2009** – As per motions passed at the 2009 AGM, the following changes were made to the By-Laws:

**By-Law #1 part E –Uniforms and Equipment**, "A Fee \$50 will be charged to any individual not returning the sweater(s) at the conclusion of the season." Has been added

**By-Law #1 Part H- Refund Policy**, "a \$30" fee was added to show a reduction of any refund.

**By-Law #9, Part A Formation #4.** “No A/E team shall be fielded for regular season play in any category, if 4 House League teams equipped with a minimum of ten (10) players can not be put into regular season play.”

**-Has been replaced with** “The executive of PECMHA will review projected numbers of players for the upcoming season. If the projected numbers indicate there is an adequate number of players to roster Two representative teams (A and A/E) in one division and still maintain 40 players in each House League division, the executive may approve the A/E team before the completion of registration.”

### **By-Law 3 House League/Select Team Operations**

Add Part #3

#### **“3. Select team Operations**

- A)** These teams will be formed according to the OMHA regulations regarding Rostered Select Teams which can be found in the OMHA Manual of Operations section 4.4
- B)** Select teams shall be registered with the OMHA on CHA rosters and shall be operated in strict accordance with OMHA regulations, and PECMHA By-Laws.
- C)** An application to form a Rostered Select Team must be submitted to the PECMHA executive in writing and will not be accepted before October 15 and decisions regarding approval of the team will be made at the following executive meeting.
- D)** Application must include a certified coach and trainer to be considered.
- E)** All fundraising ideas must be submitted to the PECMHA executive for approval.
- F)** Each team will be responsible for their own funds but must be prepared at anytime to provide breakdown of incoming money and expenses to the PECMHA executive.
- G)** Select Team Rosters must be submitted to the PECMHA OMHA contact/registrar for approval prior to participation in an exhibition games or tournaments.
- H)** Any players on a Rostered Select Team must meet all House League commitments first. It should be understood that participation on a Roster Select Team is in addition to the regular House League game and practice schedule and may therefore incur additional cost to the player.
- I)** There is no obligation of PECMHA to provide ice time or game officials to the Roster Select Team.
- J)** Notification of Ice time booked must be made to the PECMHA Ice Convenor. The convenor has the right to take back ice from the select teams provided they receive 72 hours notice.
- K)** As per the OMHA policy the number of exhibition games allowed is two (2) per month and the number of tournaments allowed is three (3) per season.
- L)** OMHA contact must be notified in writing of all Tournament and Exhibition Games.
- M)** Any breach of these regulations may result in the Roster Select team’s suspension from further events.”

### **By-Law 12 Duties of Offices**

Add Tournament Coordinator:

Duties:

April- Complete OMHA tournament reconciliation. Book Ice for following year

August- Prepare application to OMHA to Tournament Sanction Permit.  
October- Set up Registrar to accept registrations, Update Website. Maintain communication with registered teams  
- Set up hotel manager to book teams  
November- Seek Vendors for Display.  
January- Order Trophies, Organize Convenors for each arena, Volunteers.  
February- Finalize teams per division. Assign Referee and time Keeper co-coordinator  
March -Scheduling, Volunteers, Divisions, Oversee Tournament.

**May 26 2010** – As per motions passed at the 2010 AGM, the following changes were made to the By-Laws:

**)By-Law #5...to change the name of the “Disciplinary Committee” to the “Dispute Resolution Committee”**

**Constitution Article 9, Section 1...add C) Minutes from all Executive meetings shall be made available to Association members within 10 days following approval at the next Executive meeting, via PECMHA website and arena boards**

**Constitution Article 9, Section 3...add J) The agenda for the Annual General Meeting will be made available to Association members at least 7 days in advance of the meeting, and K) Draft Minutes from the Annual General Meeting will be made available to Association members within 10 days following the meeting, via PECMHA website**

**By-Law #9, Part D Player Movement #4... No player being used as an (AP) Affiliate Player for a Rep team shall be entitled to play no more then 6 games as an AP player. This will include both regular season and playoff games. Anything greater will require PECMHA Executive approval. ADD**

**No player being used as an (AP) Affiliate Player for a House League team shall be entitled to play no more than 6 games as an AP player. This will include all regular season games and not allowed for playoff games. Anything greater will require PECMHA Executive approval. These players must also be cleared by the House Leagues Convenor and coaches to play in such games.**

**Amend underline**

**Section G House League Playing Rules, Paragraph H... H) Any team below the numerical value of **ELEVEN** players at game time (including Goalkeeper) will be given the opportunity to use A.P. players so that the necessary number of players **FROM BOTH TEAMS** minimum 10 can be reached to play the game. **A.P. PLAYERS SHOULD ONLY BE USED TO REACH A MAXIMUM OF 10 SKATERS.** This must be approved by the OMHA Contact or House League Convenor (section F 2).**

**Amend from 6 games to 10 games and no limit on playoffs**

**Current Wording of By-Law 9 Regulation for Rep Teams, Section D, Player Movement, Paragraph 4...No player being used as an (AP) Affiliate Player for a Rep Team shall be entitled to play no more than **10 REGULAR SEASON** games as an AP**

player. Anything greater will require PECMHA Executive approval. **THERE WILL BE NO LIMIT ON PLAYOFF GAMES.**

**August 25, 2010**

***By-Law Nine***

**Regulations for Rep Teams**

E) Equipment

**g)** The numbering of PECMHA rep sweaters shall consist of the consecutive numbers 2-20. Goaltenders shall be numbered 1 and 33 respectively.

Additional numbers may be permitted on special occasions, as authorized by the PECMHA executive,

Change to:

**g)** The numbering of PECMHA rep sweaters shall consist of the consecutive numbers 2-19. Goaltenders shall be numbered 1 and 30 respectively.

Additional numbers may be permitted on special occasions, as authorized by the PECMHA executive,

**j)** Rep sweater colours will be:

- HOME – White with Black and Red. CHANGE TO White with Purple and Black
- AWAY – Black with white and Red CHANGE TO Purple with Black with White

**May 18, 2011**

***By-Law Nine***

**Regulations for Rep Teams**

**A. Formation:**

**4.** The executive of PECMHA will review projected numbers of players for the upcoming season. If the projected numbers indicate there is an adequate number of players to roster Two representative teams (A and A/E) in one division and still maintain 40 players in each House League division, the executive may approve the A/E team before the completion of registration.

Amended to

**4.** Two representative teams (A and A/E) will be offered for each division. If, in the opinion of the Executive, a limited roster must be set for a team so as to not adversely affect the remaining teams in that division, they will do so and inform the affected coach prior to tryouts. The executive of PECMHA reserves the right to deny approval of an A/E team for any division where registration numbers are such that a sustainable House League formation for that division will be adversely affected to no less than 3 teams. Number of teams per division to be determined by the numbers at 1<sup>st</sup> entry try-outs.

- Merge the Duties of Fundraising and Banquets Director
- Split the House League Convenor into Junior House League and Senior House League Convenors

**May 17, 2012. Extensive By-Law Revisions were approved at the AGM.**