



# **BY-LAWS**

**BLACKBURN  
MINOR HOCKEY ASSOCIATION  
2004**

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## BMHA BY-LAWS

**THESE BY-LAWS ARE ESTABLISHED UNDER THE AUTHORITY OF ARTICLE 14 OF THE BMHA CONSTITUTION.**

### **BY-LAW NO. 1 - AMENDMENTS**

1. By-laws may be established or amended at Annual, General, or Board of Directors' meetings, by two-thirds majority of those present and voting. By-laws may be established to govern matters which properly fall within the jurisdiction of the BMHA.

### **BY-LAW NO. 2 - THE DUTIES OF THE BMHA EXECUTIVE**

1. **The President** of the BMHA shall be responsible for all aspects regarding the operation of the Association, including but not limited to the following:
  - A) preside at all meetings, he/she shall not vote except in the case of a tie when he/she shall cast the deciding vote;
  - B) be an Ex-Officio member of all Standing and Special Committees unless prohibited by By-Law;
  - C) ensure that the meetings are conducted in accordance with the BMHA Constitution or with Roberts Rules of Order where the Constitution makes no stipulations;
  - D) exercise the authority of the Association in cases of emergency, subject to ratification by the Board of Directors, within a reasonable period of time;
  - E) be the official spokesman for the Association as a member of the Gloucester Hockey Association Board of Directors;
2. **The Vice-President Hockey Operations** shall be responsible for BMHA on ice hockey activities including development and training programs. Additional duties are as follows:
  - A) providing the Division Convenors with interpretations of Constitutions and By-laws and assistance during player evaluations and throughout the hockey season;
  - B) Chairman of the BMHA Rules Committee;
  - C) may hold the position of Chairman of a Special or Standing Committee except Finance;
  - D) perform the duties of the President in the latter's absence at his request with all the rights and powers of the President;
  - E) be the Executive member responsible for Juvenile hockey.
  - F) The VP Hockey Operations is responsible for providing assistance to Convenors during the evaluations and the hockey season, and for making recommendations for the selection of convenors for the next hockey season.

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- G) With the assistance of the Division Convenors, the VP Hockey Operations shall develop on-ice drills for player evaluations for each division, for each level under his responsibility.
- H) Using the ABC (modified) rule and previous year's player evaluation forms, the VP Hockey Operations will determine the ice requirements, by division, immediately after registration.
- I) After determining potential teams by division, by level, by league, the VP Hockey Operations is responsible for:
  - i) scheduling total evaluation ice requirements for each division;
  - ii) issuing on-ice drills for each division;

Note: - *Drills will be selected to facilitate ease of evaluation as well as according to the number of players on the ice, their age and their expected skill level.*

- iii) ensuring that teams are formed after the division tryout ice allocation is used, however, additional ice will be provided if necessary;
  - iv) ensuring that scrimmages are used as an integral part of the evaluation process.
- J). He shall develop and implement uniform BMHA player evaluation procedures, as follows:
  - i) each ice session shall have:
    - a) on-ice instructors from the BMHA approved list;
    - b) off-ice evaluators from the BMHA approved list;
  - ii) on-ice instructors may be drawn from a higher level group of players who can manage drills as provided by the VP Hockey Operations and who have the technical ability to successfully complete all the demonstrated skill requirements;
  - iii) evaluators shall be drawn from an experienced/knowledgeable group of parents, coaches and community members with previous on-ice or evaluation experience and who have no family member involved in the evaluations at that level;
  - iv) prior to evaluation, the VP Hockey Operations with the assistance of Division Convenors, will provide and review drills with all on-ice instructors and off-ice evaluators;
  - v) on-ice instructors should meet with off-ice evaluators to:
    - a) ensure drills are run properly and make adjustments when required;
    - b) input player attitude.

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- K) The VP Hockey Operations shall meet weekly with their Division Convenors during evaluation sessions. Topics to be reviewed include:
- i) updates on G.H.A. directives, Ranger evaluations and downward movement;
  - ii) status of Rep. teams by division;
  - iii) status of player movement within his division;
  - iv) status of practice ice, i.e.:
    - a) sufficient number of evaluation ice hours remaining;
    - b) re-allocate ice, when required (BMHA recognizes that the number of hours for evaluations may vary depending on the number and the age level of the players);
  - v) possible coaching candidates;
  - vi) performance of evaluators and on-ice instructors;
  - vii) topics to be reviewed at parents/coaches meeting;
  - viii) status of team evaluations.
- L) The VP Hockey Operations shall assist their Division Convenors in developing an updated schedule and/or letter for each division to be distributed to parents and players at the next evaluation session.
- M) Immediately after final team selections are completed, the VP Hockey Operations is to review the evaluation process for possible improvement recommendations.
- N) The VP Hockey Operations shall revise the process as recommended and submit it to the BMHA Executive for approval.
- O) The VP Hockey Operations shall attend exhibition evaluation games with the Division Convenor and the GHA Convenor to determine proper team rating. Additional participants whenever possible should include the BMHA Vice-President Hockey Operations and an equivalent official from the opposing team.
- P) The VP Hockey Operations shall recommend the number of players per team, the number of teams by level, by division, by league to the BMHA Executive for final approval. Division Convenors are to be present at the BMHA Executive Meeting to participate in an open discussion on the proper placement of teams, as recommended by the VP Hockey Operations, with due regard for ice availability, costs, etc. Division Convenors may not agree with VP Hockey Operations' recommended team placements, however both must accept the final decision of the BMHA Executive.
- Q) Should a vacancy be identified, the VP Hockey Operations will advertise for Division Convenor(s) by:
- i) publicizing in the March edition of the BMHA Hockey Notes;
  - ii) publicizing in the July edition of the BANAR;
  - iii) publicizing during registration nights.

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The VP Hockey Operations will review all applications and recommend, upon research, his choices to the BMHA Executive for final selection.

- R) Prior to the conclusion of each season the VP Hockey Operations, with the assistance of their Division Convenors, will canvass coaches who have demonstrated satisfactory performance for their return for the next season.

The VP Hockey Operations will review all applications and recommend upon research, to the BMHA Executive for final selection.

- S) The VP Hockey Operations shall ascertain training clinic dates for coaches/trainers and distribute to Division Convenors for scheduling their candidates.

3. **The Vice-President Administration** shall be responsible for ensuring proper and efficient administration within the BMHA, and the following:

- A) may hold the position of Chairman of a Special or Standing Committee, except the Rules Committee;
- B) perform the duties of the President in the latter's absence and at his request, with all the rights and powers of the President.
- C) ensuring that all house league coaches and trainers obtain their required CAHA certification;
- D) responsible for a Risk Management Program as directed by CHA, ODMHA and GHA;
- E) co-ordinate trainers and their training. Maintain lists of qualified trainers for use in evaluation sessions, emergencies and BMHA sponsored tournaments;
- F) organize Trainers meetings by early October to define roles, distribute equipments and discuss training requirements;
- G) organize team managers meeting by early October to define roles and exchange experience and team procedures, budget preparation, tournaments, etc.;
- H) co-ordinate efforts of Administrative members of Board of Directors by ensuring the Directors of Ice Scheduling, Ways and Means, Public Relations and Equipment are able to provide status reports on a monthly basis and by assisting Director Ways and Means in recruitment and reporting.

4. **The of Discipline** shall be responsible for ensuring that the hockey development programs approved by the BMHA for house league teams are implemented, and the following:

- A) performing the duties of the Vice-President Hockey Operations in the latter's absence and at his request, with all the rights and powers of the Vice-President Hockey Operations;
- B) handle all day to day disciplinary matters as they arise during the course of the season including rule interpretation and represent the BMHA on the GHA discipline committee;
- C) serve as a member of the BMHA Discipline committee;
- D) serve as the second BMHA representative on the Rep B committee and assist with the evaluation and team placement process for Rep B hockey. During the season serve as backup for the Convenor Rep B in case of the latter's absence.

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5. **The Secretary/Registrar** as secretary shall issue notices of all meetings, maintain minutes of all meetings, records and directories. Additionally, he/she shall have custody of all documents and records pertaining to the affairs of the BMHA.  
**The Secretary/Registrar** as Registrar shall be responsible for the preparation for and the administration of the registration of BMHA hockey players. From the registration database he/she shall prepare player lists by Division for distribution to the Convenors. he/she shall ensure that all registrations in the BMHA are in accordance with the registration requirements and that the required documentation for registration is presented at the time of registration. he/she shall inform the BMHA Board of Directors of any irregularities with regard to any registered player. he/she shall provide BMHA teams with the necessary information and documentation. All requests for fees to be returned shall be subject to the decision of the BMHA Executive.
6. **The Treasurer** shall:
- A) receive all monies payable to the BMHA;
  - B) pay all accounts by cheque, signed by him and one of the other BMHA-designated cheque signing authorities;
  - D) keep an accurate record of all monies received and disbursed;
  - D) prepare financial reports for each Board of Directors' Meeting and for the Annual General Meeting;
  - E) prepare a budget for each fiscal year, or as otherwise required, with the assistance of the President and the Vice-Presidents.
7. **The Past President** shall attend all meetings and act in an advisory capacity, with the right to speak and vote. he/she may hold the position of Chairman of Special or Standing Committees. he/she may represent the BMHA as a member of the Board of Directors of the GHA.

### **BY-LAW NO. 3 - BMHA BOARD OF DIRECTORS**

1. The BMHA Board of Directors has ultimate and full operational control of the affairs of the BMHA and it is empowered to amend, within the terms of the Constitution, any By-Law and any of the Rules, Duties and Regulations of the BMHA. Immediate notice of all such changes shall be forwarded to all team officials.
2. Unless granted a leave of absence by the BMHA Board of Directors, any member of the BMHA Board of Directors who absents himself from two consecutive meetings without just cause may have his office declared vacant by the Board of Directors.
3. If a member of the BMHA Board of Directors participates in activities with interests conflicting with those of the BMHA, his office may be declared vacant by a two-thirds majority vote of all members of the Board of Directors.
4. Should a vacancy occur among the elected BMHA Board of Directors, the vacancy should be filled by the Board of Directors within thirty days.
5. The Board of Directors may counsel, reprimand or suspend any team official, team, individual player or parent/guardian of a player under BMHA jurisdiction for any conduct, individual or collective, on or off the ice, that in the opinion of the Board of Directors is either:
  - A) contrary to the principles of fair play and good sportsmanship; or
  - B) a serious or continuing infraction of the playing rules or the constitutions by laws, duties, rules or regulations of

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the BMHA, GHA, ODMHA, CAHA or any other affiliated hockey organization or association; or

C) detrimental to the interest of, or a discredit to the BMHA and its members.

6. The Board of Directors shall determine all questions not provided for in the Constitution, the By-Laws and/or the Rules, Duties and Regulations.

### **BY-LAW NO. 4 - THE DUTIES OF INDIVIDUAL DIRECTORS**

1. Individual BMHA Directors shall be responsible for their specific duties as outlined in the BMHA Rules, Duties and Regulations.

### **BY-LAW NO. 5 - TEAM OFFICIALS**

1. Team officials may attend the Board of Directors' meetings as interested parties but shall not take part in any item of business, discussion, etc., unless so authorized by the President.
2. Each team established by the BMHA shall have a coach, assistant coach, manager and trainer, herein after referred to as the Team Officials. The coach and the trainer shall be qualified in accordance with the CAHA National Coaching Certification Program, as follows:

<b>INSTRUCTORS/COACHES</b>	
initiation and development program	initiation level
novice house	initiation level
novice rep B	intermediate level
atom house	coach level
atom rep B	intermediate level
peewee house	coach level
peewee rep B	intermediate level
bantam house	coach level
bantam rep B	intermediate level
midget house	coach level
midget rep B	intermediate level

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3. Trainers shall be qualified in accordance with the CAHA National Trainers' Certification Program at the Trainer Level 1 or its equivalent, as a minimum.
4. Coaches and Trainers who do not possess the required certification level are required to obtain their certification by December 31st of the relevant hockey season.

### **BY-LAW NO. 6 - REGISTRATION AND FEES**

1. Registration fees for BMHA or associated hockey players shall be those approved by the BMHA and shall as a minimum be sufficient to cover administration, ice rental involving league games and practices, referee fees, equipment, etc. Registration fees at each level shall reflect the actual costs of playing hockey at that level, including utilization of early morning ice and shared ice.
2. The registration fee or any portion thereof may be refunded only at the discretion of the BMHA Executive.
3. A player shall not be permitted to register where fees and/or charges from a previous year are still outstanding from any association within the GHA.
4. A player shall not be permitted on the ice for any purpose until such outstanding fees and/or charges are paid in full.
5. Proof of age such as a birth certificate, baptism record or sworn affidavit must be presented at time of registration. When registering for the first time with the BMHA the parent or guardian must be present to sign the registration card or form releasing the BMHA and its members from any liability, etc.
6. At time of registration, the Convenor shall determine the division of hockey in which the player shall be placed, in accordance with his age as of December 31.
7. In accordance with the zone and district rules and regulations, no resident within Blackburn boundary lines may register for minor hockey with any other organization, league or association, in or outside of the City of Gloucester except school hockey for the school which he/she is attending or girls hockey. Any request for transfer of registration or waiver of this regulation must first be submitted for the approval of the BMHA Executive.
8. It shall be the responsibility of the parent or guardian to complete a Medical/Liability Release Certificate for each player registered. The Certificate shall be provided by the team manager.

### **BY-LAW NO. 7 - DIVISIONS OF HOCKEY**

1. The BMHA shall provide the opportunity, when available, for those registered to participate in the BMHA Initiation and Development Program or a division of hockey as prescribed by the GHA, according to his age as of December 31.

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2. The divisions of hockey and corresponding ages are as follows:

AGE	DIVISIONS
5-9	Initiation and Development Program (3 categories/levels)
8	Novice
9-10	Atom
11-12	Peewee
13-14	Bantam
15,16,17	Midget
18,19,20	Juvenile

3. The Gloucester Rangers Minor Hockey Association (GRMHA) offers divisions of Atom, Peewee, Bantam and Midget in the categories/levels of "AA" and "A".
4. The Area Associations offer the ODMHL "B" level hockey in the divisions as above, depending on numbers of interested players at that skill level.
5. The area associations govern and administer House League Hockey under the GHA in the divisions of Novice, Atom, Peewee, Bantam, Midget and Juvenile. The categories/levels in each division are "A", "B" and "C".
6. Players residing in Gloucester are encouraged to try out for teams at their skill level.

*Note:*

*The divisions, categories/levels of hockey will depend on numbers registered.*

### **BY-LAW NO. 8 - TEAM AFFILIATION**

1. BMHA hockey teams shall not become affiliated with any other hockey association or organization etc., or participate in an interlocking game schedule or any other hockey game schedule, unless approved by the BMHA Executive.

### **BY-LAW NO. 9 - PLAYING RULES**

1. The playing rules of the CAHA, ODMHA, GHA, ODMHL, BMHA or any other organization, league or association that the BMHA becomes affiliated with shall apply.

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### **BY-LAW NO. 10 - TOURNAMENT, TRAVEL PERMITS**

1. A travel permit must be completed and signed by the appropriate authorized person, the BMHA, GHA or CAHA, for all teams participating in tournaments or exhibition games involving travelling distance as specified by the GHA and/or ODMHA.
2. All players shall be accountable to the team officials in matters of conduct and discipline. When billets are arranged for the player, the player must accept the billet unless authorized by the team officials to be billeted in another location. Billeting without adult supervision shall not be permitted.

### **BY-LAW NO. 11 - BLACKBURN TEAM COLOURS**

1. BMHA team colours for player equipment are as follows:
  - A) RED and WHITE sweater with black, red and white markings;
  - B) black helmet and face mask, CSA approved;
  - C) black pants;
  - D) gloves predominately black with white and/or red markings;
  - E) socks red with white and black markings or white with red and black markings.

### **BY-LAW NO. 12 - HOCKEY EQUIPMENT**

1. A hockey equipment guide shall be prepared by the BMHA Board of Directors and shall be made available to the team officials. This guide will indicate the care, loss and any other information involving the equipment that is the property of the BMHA and loaned to the team official and/or player.

### **BY-LAW NO. 13 - STANDING COMMITTEES**

#### **DISCIPLINE COMMITTEE**

1. This committee shall normally consist of the Vice-President Hockey Operations, the head of Discipline and one other member of the Board of Directors who shall hear and rule on disciplinary matters referred to it involving BMHA members. In any event, this committee shall be made up of members of the BMHA Board of Directors. The Vice-President Hockey Operations shall Chair this committee.
2. This committee shall meet at the direction of the BMHA Executive or of any member of the BMHA Board of Directors to review disciplinary matters.
3. When there is a discipline matter involving a player or team official that is to be dealt with by the Rules

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Committee, that player or team official shall be suspended until such time as the Committee has dealt with the matter. The Rules Committee will deal with such matters prior to the next practice or game of the individual(s) involved whenever possible. All such matters are to be dealt with as soon as possible.

4. This committee shall maintain minutes and records of all meetings.
5. The recommendations and/or decisions taken by this committee shall be in writing and shall be effective immediately. The individual(s) involved shall be notified of the recommendations and/or decisions within 48 hours of the meeting, which shall also be recorded at the earliest BMHA Board of Directors' meeting.
6. The individual(s) involved have the right to appeal decisions of the Rules Committee to the BMHA Executive. All appeals involving the BMHA shall be heard and dealt with by the BMHA Executive at a regular or special meeting. All appeals shall be in writing and must be submitted to a member of the BMHA Executive within 48 hours of being informed of the discipline. The BMHA Executive shall meet within 7 days of the receipt of the appeal.
7. Cases of flagrant misconduct, intoxication, drugs (use or sale), public displays of anger, or other actions deemed to be sufficiently severe shall be reported immediately to the Chairman of the discipline committee who shall convene a meeting of the Discipline committee at the earliest possible date and notify the President of the outcome.
8. All match penalties awarded to a player or team official shall be reviewed by the Rules Committee.
9. Any reported misconduct by a team official shall be reviewed by the Rules Committee.
10. All matters of discipline resulting from other areas, leagues, organizations or associations that involves a BMHA player or team official shall be reviewed by the BMHA Rules Committee.

### **NOMINATIONS COMMITTEE**

1. This Committee shall consist of three members of the BMHA Board of Directors, with one member as the Chairman. Two members shall be appointed at the regular BMHA Board of Directors' meeting held in January and shall hold office until new members have been appointed the following year. The Vice-President Administration shall Chair this Committee.
2. This Committee shall prepare a list of nominees for each position and present the list to members at the Annual Meeting.
3. This Committee shall be responsible for providing nominees to fill any vacancies that may occur within the BMHA Board of Directors.

### **BY-LAW NO. 14 - PLAYER EVALUATIONS FOR BMHA HOUSE LEAGUE TEAMS**

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1. Players shall be evaluated prior to the beginning of each hockey season in order to assign them to appropriate teams.
2. The V.P. Hockey Operations shall arrange for on-ice instructors and off-ice evaluators for evaluations by canvassing the Division Convenors, the previous year's Executive and team officials, etc. for candidates, and recommending such candidates to the BMHA Executive.
3. The BMHA Executive shall approve a list of on-ice instructors and off-ice evaluators. Only persons from the approved lists may participate in BMHA player evaluations.
4. The objective of the player evaluations is to place each player at his proper level. Player evaluations should be uncomplicated and should be completed as soon as practicable.

### **BY-LAW NO. 15 - SELECTION OF TEAM OFFICIALS FOR BMHA HOUSE LEAGUE TEAMS**

1. Each year the Executive shall solicit applications for position of Coach.
2. Additionally, the V.P. Hockey Operations shall canvass the Division Convenors, the Board of Directors, the previous year's team officials and others as they deem appropriate for candidates for coaches, and recommend a list of prospective coaches to the BMHA Executive prior to the commencement of the hockey season. The VP Hockey Operations will interview all prospective coaches prior to making such recommendations.
3. The BMHA Executive shall assign coaches to teams after player placements from the evaluations have been completed and before the commencement of the hockey season, whenever possible.
4. The coach is responsible for obtaining an assistant coach, a trainer and a manager for his team. The names of all prospective team officials and a brief resume are to be submitted to the Division Convenor and, in turn, the BMHA Executive.

### **BY-LAW NO 16. - FORMATION OF BMHA HOUSE LEAGUE TEAMS**

1. Upon the completion of the BMHA player evaluations and after thorough consultation with Division Convenors, the VP Hockey Operations shall recommend the number of teams at each level and division and the number of players per team to the BMHA. The BMHA Board of Directors shall make the final decisions.
2. The maximum number of players on one team should be seventeen, of which at least two shall be goalies. The maximum number of players for ODMHA teams shall be in accordance with ODMHA rules. The BMHA Executive may, upon the recommendation of the V.P. Hockey Operations authorize exceptions to these limits where it is deemed appropriate to do so.
3. In situations where, because of an insufficient number of players, it is necessary to form combined teams with other Associations, the BMHA Vice-President Hockey Operations is responsible for such arrangements, subject to the approval of the BMHA Board of Directors.
4. In cases where there is no BMHA team or combined team with another area for the BMHA-evaluated skill

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level of a player, at the request of the player and his parents, BMHA will make every reasonable effort to place the player on a team at his skill level.

### **BY-LAW NO. 17 - HOCKEY DEVELOPMENT PROGRAMS**

1. The Board of Directors shall develop and implement hockey development programs for each division (age group) and for each level within the BMHA
2. The Board of Directors shall ensure that prior to the start of the regular season the coach of each Blackburn Stingers house league team receives a copy of the hockey development program for his division and level.
3. The Board of Directors, through the Division Convenors, the V.P. Hockey Operations and the Vice-President Hockey Operations shall ensure that Blackburn Stinger House League teams adhere to the BMHA Hockey Development Program for their respective division and level.
4. House League Team Officials shall plan and conduct their hockey activities in accordance with the applicable BMHA Hockey Development Program.
5. The Board of Directors shall amend and update the BMHA Hockey Development Programs, as required.

### **BY-LAW NO. 18 - EQUAL ICE-TIME**

1. It is recognized that the nature of the game of hockey makes it difficult to guarantee that absolute equal ice-time is dispensed to all players. However, team officials are to ensure equal ice-time to the extent possible by using game tactics/strategies which will not interfere with regular shift rotations. Extra shifts or the use of specialty teams is not permitted. This By-law applies to all BMHA teams (House League and Rep B). Convenors are responsible for ensuring that all teams at their level(s) adhere to this By-law.