



By-Laws

BLACKBURN MINOR HOCKEY ASSOCIATION (BMHA)

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

BY-LAW NO. 1 - AMENDMENTS

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1. The By-Laws of the BMHA may be amended at an Annual, General, or Board of Directors' Meeting. Notice of any proposed amendment(s) shall be given to the BMHA Board of Directors at least fifteen days prior to the meeting at which the By-Laws amendment(s) will be considered.
2. All proposed amendments to the By-Laws shall require a two-thirds majority of those present and voting.

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, where the President shall not vote except in the case of a tie, in which case they shall cast the deciding vote;
 - B. Be an Ex-Officio member of all 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. Ensure and monitor the realization of all duties, as listed, of the Vice-President Hockey Operations, Vice-President Administration, Vice-President Finance, Head of Discipline, and Rep B Convenor;
 - E. Exercise the authority of the Association in cases of emergency, subject to ratification by the Board of Directors, within a reasonable period of time (next board meeting);
 - F. Be the official spokesperson for the Association as a member of the Gloucester Hockey Association Board of Directors;
 - G. Be the official representative for the Association at the ODMHA Annual General Meeting.
2. **The Vice-President Hockey Operations** shall be responsible for BMHA on ice hockey activities including but not limited to the following:
 - A. Perform the duties of the President in the latter's absence and at his request, with all the rights and powers of the President;
 - B. May hold the position of Chairman of any special committee, except issues related to finance;
 - C. Provide assistance and guidance, throughout the evaluations process and the hockey season – as well as interpretations of the Constitutions, By-Laws and Rules, Duties and Regulations of the BMHA, GHA, ODMHA and Hockey Canada – to Division Convenors;
 - D. At the earliest opportunity available in each season, review the player evaluation guidelines and processes, as they have been approved by the BMHA Executive, with Division Convenors;
 - E. Immediately after registration, determine evaluation ice requirements, by division, and request same from the Director Ice Scheduling;
 - F. Prior to evaluations, assess the on-ice drills and plans for scrimmages, etc., as they are prepared by the Division Convenors, confirming that they are appropriate for each division;
 - G. Prior to evaluations, ensure that Division Convenors have allocated the proper number of qualified on-ice instructors and off-ice evaluators for the number of players in their division;

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- H. Prior to evaluations, assure that Division Convenors provide and review drills with all on-ice instructors and off-ice evaluators;
- I. Through the evaluations, ensure that Division Convenors prepare and hand-out, to players and parents, an updated evaluation schedule for their division;
- J. Through the evaluations, communicate weekly with the Division Convenors to update on GHA directives; OEMHL ("AAA"), Rangers ("AA" and "A"), Rep B and other downward movement within each division; status of practice ice and remaining evaluation ice; possible coaching candidates; and performance of instructors, evaluators and evaluation systems;
- K. Through the evaluations, with the help of Division Convenors, canvas for possible new coach volunteers, including interviewing all new coach applicants;
- L. Immediately after evaluations, recommend the number of players per team and the number of teams by level & division to the BMHA Executive for final approval;
- M. Immediately after the BMHA Executive approves the teams, communicate the number of teams by level & division to the GHA and, using the results of the past year's coach evaluations as well as the results of interviews for new coach applications, recommend Head Coach selections for each team to the BMHA Executive for final approval;

NOTE: Division Convenors are to be present at the BMHA Executive Meeting to participate in an open discussion on the proper placement of teams and the selection of coaches, as recommended by the VP Hockey Operations.

- N. Immediately after final teams have been selected for each season, review the evaluations procedures used and recommend to the BMHA Executive any changes that should be considered for next season, in order to improve the process;
 - O. Immediately after final teams have been selected for each season, communicate a list of Coaches and contact information to the GHA;
 - P. Prior to the start of each season, hold a pre-season coaches meeting, topics to include expectations, rules, order of communications, etc.;
 - Q. Throughout the hockey season, provide assistance and guidance in the realization of duties, as listed, of the BMHA Division Convenors, Director Ice Scheduling, Goalie Clinic Coordinator, Spring 4-on-4 Coordinator, and Coach Mentor;
 - R. Prior to the conclusion of each season, ensure that the Division Convenors submit coach evaluation forms, which are to be collected by the Division Convenors from players and parents, to be used as a demonstration of satisfactory performance when determining the selection of coaches for the following season;
3. **The Vice-President Finance** shall be responsible for all aspects regarding money and/or finances for the Association, including but not limited to the following:
- A. Perform the duties of the President in the latter's absence and at his request, with all the rights and powers of the President;
 - B. Maintain an accurate record of all monies received and disbursed by the Association;
 - C. Pay all accounts by cheque;

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- D. Maintain a list of all players and/or teams with outstanding balances owing to the Association – for player fees, extra ice purchases, etc. – which is to be included in all financial reports;
 - E. Prepare financial reports for each Board of Director's meeting and for the Annual General Meeting, separating receipts and expenses by category for general hockey operations, Rep B, Spring 4-on-4, Canteen and special tournaments or events;
 - F. Ensure that BMHA financial statements are professionally reviewed as required by the Constitution;
 - G. Prepare a budget for each fiscal year, or as otherwise required, with the assistance of the President and/or the other Vice-Presidents;
 - H. Prior to the conclusion of each season, recommend the setting of player fees for the following hockey season by level, by division, by league, to the BMHA Executive for final approval.
4. **The Registrar** shall be responsible for the preparation for and the administration of the registration of BMHA hockey players, including but not limited to the following:
- A. From the registration database, they shall prepare player lists, by Division for distribution to the Convenors;
 - B. Ensure that all registrations in the BMHA are made in accordance with Hockey Canada registration requirements and that required documentation is presented at the time of registration;
 - C. Inform the BMHA Board of Directors of any irregularities with regard to any registered player;
 - D. Provide BMHA teams with necessary information and documentation;
 - E. All requests for fees to be returned shall be subject to the decision of the BMHA Executive.
5. **The Risk & Safety Secretary** shall be responsible for ensuring proper and efficient administration within the BMHA, including but not limited to the following:
- A. Maintain minutes of all meetings and have custody of all documents and records pertaining to the affairs of the BMHA;
 - B. Maintain a list of nominations put forward, prior to each season's Annual General Meeting, to fill positions on the BMHA Board of Directors, for the following hockey season, and prepare notices of change, involving the BMHA Board of Directors, to GHA, ODMHA or others as required;
 - C. Present to the Board, or it's members, all proposed amendments to the BMHA Constitution, By-Laws and/or Rules, Duties & Regulations;
 - D. Maintain a Risk Management Program as directed by Hockey Canada, ODMHA and/or GHA;
 - E. Ensure compliance of the Association at the beginning of each season, regarding police records checks for all team officials;
 - F. Ensure that all house league Trainers and Coaches obtain their required Hockey Canada certification;
 - G. Maintain a list of qualified Trainers as well as a list of qualified Coaches for teams, evaluation

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- sessions, emergencies and BMHA sponsored tournaments and events;
- H. Organize a Trainers meeting, prior to the first game played each season, to define roles, distribute equipment and discuss training requirements;
 - I. Organize a Team Managers meeting, prior to the first game played each season, to define the roles, exchange experience, and explain team procedures, budget preparation, tournaments etc.;
 - J. Throughout the hockey season, provide assistance and guidance in the realization of duties, as listed, of the BMHA Secretary, Registrar, Director Public Relations, Director Equipment, and the Webmaster;
 - K. With the help of the Registrar, maintain contact lists for the BMHA Executive, teams and team officials, which are to be posted, as appropriate, on the BMHA Website;
 - L. Maintain current copies of the BMHA Constitution, By-Laws and Rules, Duties & Regulations on the BMHA Website, reflective of all changes as they are made.
6. **The Head of Discipline** shall be responsible for ensuring discipline procedures are implemented as per BMHA, GHA and/or ODMHA policies. Additionally they shall handle all day-to-day disciplinary matters as they arise during the course of the season, including rule interpretation; serve as Chairman of any Special Committees made with respect to discipline, as the BMAH Board of Directors authorizes them; and represent the BMHA at Special GHA Discipline Panels.
7. **The Past President** shall attend all meetings and act in an advisory capacity, with the right to speak and vote. He may hold the position of Chairman of any Special Committees. He may represent the BMHA as a member of the Board of Directors of the GHA, at the request of the current President.

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 & 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 BMHA 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

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- B. A serious or continuing infraction of the playing rules or the Constitutions By-Laws, or Rules, Duties & Regulations of the BMHA, GHA, ODMHA, Hockey Canada 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 & 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 & 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 Head Coach, Assistant Coach, Manager and Trainer, herein after referred to as the Team Officials. The Trainer shall be qualified in accordance with Hockey Canada Certification and the Coach shall be qualified in accordance with the National Coaching Certificate Program, as follows;

INSTRUCTORS/COACHES	
Initiation and Development Program	Intro Coach / IP (ALL IP COACHES)
House League Teams	Coach Stream (Head Coach)
Rep B Teams	Development 1 (Head Coach) Coach Stream (Assistant Coaches)

3. Trainers shall be qualified in accordance with the Hockey Trainer's Certificate Program (HTCP) at the level 1, or as otherwise mandated by Hockey Canada, as a minimum.

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.

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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 Registrar 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 Ottawa, except that duly registered players may also play on organized school or church teams. Any request for transfer of registration 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 prior to evaluations

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

AGE	DIVISIONS
4, 5, 6	Initiation and Development Program (3 categories/levels)
7-8	Novice
9-10	Atom
11-12	Peewee
13-14	Bantam
15, 16, 17	Midget
18, 19, 20	Juvenile

3. The Ontario East-Est 'AAA' Minor Hockey League (OEMHL) offers categories/levels of "AAA" competitive hockey and the Gloucester Rangers Minor Hockey Association (GRMHA) offers divisions/categories/levels of "AA" and "A" competitive hockey.
4. The Gloucester Blackhawks offers divisions/categories/levels of Rep "B" competitive hockey.
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 within the BMHA area boundary lines, as described in Constitution Article #4, are encouraged to try out for teams at their skill level.

Note: The divisions, categories and 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 Hockey Canada, ODMHA, GHA, ODMHL, BMHA or any other organization, league or association that the BMHA becomes affiliated with shall apply.

BY-LAW NO. 10 - TOURNAMENT, TRAVEL PERMITS

1. A travel permit must be completed and signed by the appropriate authorized person, the BMHA, GHA, ODMHA or Hockey Canada, 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.

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 - DISCIPLINE

1. The Head of Discipline shall investigate, at the direction of the BMHA Executive or any member of the BMHA Board of Directors, all disciplinary matters.
2. The Head of Discipline shall review any reported misconduct by a player or team official.
3. All matters of discipline resulting from other areas, leagues, organizations or associations; that involve a BMHA player or team official; shall be reported to the BMHA Head of Discipline and the GHA. The Head of

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Discipline is to review such reports.

4. When there is a discipline matter, involving a player or team official, that is to be dealt with by the BMHA Head of Discipline, the Head of Discipline will deal with the matter 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.
5. The Head of Discipline shall maintain records of all meetings.
6. The recommendations and/or decisions taken by the Head of Discipline 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.
7. For suspensions imposed by the Head of Discipline, individual(s) have the right to appeal decisions to the BMHA Executive. (Suspensions for ODMHA infractions can only be appealed to the ODMHA.) 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.
8. 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 Head of Discipline who shall convene a Special Meeting, creating a Special "Discipline Committee", at the earliest possible date and notify the President of the outcome.
9. All ODMHA trackable incidents must be reported as per the BMHA Discipline and Appeals Reporting and Tracking Procedures as updated yearly, and outlined by the GHA and ODMHA.
10. For ODMHA regulation trackable incidents, occurring at a game, the player or team official shall be suspended until such time as the ODMHA has dealt with the matter.
11. ODMHA decisions can only be appealed to the ODMHA and such appeals must be reported within 48 hours.

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

1. Players shall be evaluated prior to the beginning of each hockey season in order to assign them to appropriate teams.
2. 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 Division Convenors shall canvass the Head Coach candidates, and recommend a list of prospects to the V.P. Hockey Operations prior to the completion of evaluations. The VP Hockey Operations will interview all prospective coaches prior to making such recommendations to the BMHA Executive.
2. A Coach Selection Meeting will be held by the BMHA Board of Directors, after player placements from the evaluations have been completed and before the commencement of the hockey season, whenever possible. The VP Hockey Operations will ensure that all candidates for coaching are forwarded for consideration.
3. The BMHA Executive shall assign Head Coaches to teams at the Coach Selection meeting.

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4. The Head Coach is responsible for obtaining an assistant coach, a trainer and a manager for his team. The Head Coach is also responsible for ensuring that a Police Records Check is completed and submitted by all Team Officials.

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 (other than Novice B&C Levels, which should not have dedicated goalies). 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. The maximum number of players for teams shall be in accordance with ODMHA rules.
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 or Rep B Convenor, as appropriate, 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 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 Head 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 Rep B Convenor, shall ensure that Blackburn Stinger House League teams, and Gloucester Blackhawks Rep B teams for which the BMHA is administratively responsible, adhere to the BMHA Hockey Development Program for their respective division and level.
4. 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.