

**WESTERN VALLEY MINOR HOCKEY ASSOCIATION  
CONSTITUTION & BY-LAWS**



**WESTERN VALLEY  
SPARTANS**

1. The name of the society is the “**Western Valley Minor Hockey Association**” also to be recognised here out as “**WVMHA**” WVMHA is established under the authority of HNS, NSMHC & CHA; it shall be operated in accordance with regulations and orders governing the HNS Policies and Procedures.

**In the document, the following short titles and abbreviations are used:**

- a. The Association or WVMHA means Western Valley Minor Hockey Association.**
  - b. The Committee means the WVMHA Executive Committee**
  - c. HNS means Hockey Nova Scotia**
  - d. CHA means Canadian Hockey Association.**
  - e. HOC means Hockey Operations Chair**
  - f. BOD means Board of Directors**
  - g. NSMHC means Nova Scotia Minor Hockey Council**
2. The objective of the association is:
- a. To foster, promote and encourage good sportsmanship and social development through minor hockey team participation.
  - b. To supervise and instruct the fundamentals, rules of game and recreational needs of minor hockey.
  - c. To provide a representative body which brings together people from different walks of life in the community, who are interested in the development of minor hockey within the WVMHA catchment zone.
3. The activities of WVMHA are to be carried on within the boundaries of WVMHA as prescribed and changed from time to time by the Nova Scotia Minor Hockey Council and the activities shall be consistent with the rulings of Hockey Nova Scotia.
4. The registered address: **WVMHA C/O PO Box 1396, Greenwood, NS, B0P1N0**
5. All player teams in the competitive stream (B, A, AA) of WVMHA shall be called and referred to as “Spartans”.

6. All teams registered in recreational C stream of WVMHA shall operate in accordance with AVMHL and HNS guidelines and be referenced under recreational C division hockey.

## MEMBERSHIP

1. The Association shall be composed of:
  - a) the Executive, Board of Directors, registered coaches and other members as defined in b). Member means member of the Association.
  - b) Parents of fully registered players will be accorded membership upon receipt of registration fees. This membership will be limited to two legal guardians and shall be valid until the conclusion of the Annual General Meeting held at the end of the current season. Any individual approved by the Association will be accorded membership. Membership in the Association shall not be transferable.
  - c) For the purpose of voting, membership in the Association shall be limited to those living in the WVMHA catchment as laid out within the Hockey Nova Scotia boundaries document.
  - d) Application by any member for a prorated refund of registration fees must be made in writing to the Board of Directors prior to December 15<sup>th</sup> of any registration year. Under special circumstances, the Board may refund registration fees or any portion at their discretion with decision to be awarded within 14 days of the 15<sup>th</sup>. All members are classified in good standing until such a time that the Board of Directors alters the classification.
  - e) Members may volunteer to participate in the operation of the Association. The role of volunteers is recognized and appreciated. Volunteer capacities within the Association shall provide maximum benefit to the Association membership and shall avoid conflict of interest or appearance of any conflict of interest.
  - f) Members serving as volunteers within the Association cannot use their position for their own personal gain, team gain or business gain.
  - g) Members must meet HNS standards, requirements and qualifications for certain positions within the Association.

## ARTICLE 1. REGISTRATION:

1. All youth living within the catchment boundaries of WVMHA may participate in Minor Hockey programs upon payment of the appropriate annual registration fees in accordance with the **Member in Good Standing** criteria.

All players AA, A, B, C, Under-9 (U9) and Under-7 (U7) will register through WVMHA Registrar as per the online registration process.

2. **MEMBER IN GOOD STANDING:** Members whom families are financially not in arrears with WVMHA or a WVMHA team and/or are not under any active disciplinary action from WVMHA and/or Hockey Nova Scotia.

## **ARTICLE 2. EXECUTIVE:**

### **SECTION 1:**

a. This Association shall be governed by a slate of officers to be hereon known as “The Executive”, who shall be elected at the annual general meeting to be held prior to 1 June. The Executive will consist of a slate of officers who shall be elected for a period of two years and when at all possible the terms shall be staggered to allow for some continuity from year to year.

### **SECTION 2:**

The voting Executive of the Association shall be as follows:

President (Only vote to break a dead locked vote)

Vice-President (1)

Hockey Operations Chair - HOC (1)

Secretary (1)

Under-18 (U18) and Under-15 (U15) Age Level Coordinator (1)

Under-11 (U 11) and Under-13 (U13) Age Level Coordinator (1)

Under-7 (U7) and Under-9 (U9) Age Level Coordinator (1)

Immediate Past-President (**non voting advisory position**)

Note: The offices of the Treasurer and Registrar are part of the executive but hold no vote.

### **SECTION 3:**

All Executive shall complete and sign a “Criminal Record Check and Vulnerable Sector Check – CRC/VSC” form within (3) three days of being elected or

appointed to office. Forms shall then be submitted and processed by the RCMP. Forms shall be kept on file with the Registrar for a minimum of two years after the end of his/her term of office.

## **ARTICLE 3. BOARD OF DIRECTORS**

### **SECTION 1:**

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

### **SECTION 2:**

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

The Executive (voting and non-voting) (see above article 2)

Ice Coordinator

Development Rep

Competitive Rep

Risk Management

Referee-in-Chief

Fund-Raising Chairperson

Publicity Director

Equipment Coordinator

### **SECTION 3:**

The Board of Directors shall:

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

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

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

**SECTION 4:**

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

**SECTION 5:**

All Board of Directors must complete and sign a “Criminal Record Check and Vulnerable Sector Check – CRC/VSC” form within (3) three days of being elected or appointed to office. Forms shall then be submitted and processed by the RCMP. Forms shall be kept on file with the Registrar for a minimum of two years after the end of his/her term of office.

**SECTION 6:**

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

**Legend for below chart:**

- \* Elected positions - Nominations accepted prior to the AGM
- \*\* Positions are appointed by voting members of the Executive
- \*\*\* Immediate Past President position is filled by previous year outgoing WVMHA President (if applicable)

POSITION TITLE	PREREQUISITE / QUALIFICATIONS FOR POSITION
<b>WVMHA President (Two year term off setting unless assuming the Vice President position voted in at an AGM)</b>	* Voted in by membership at AGM, volunteer and member in good standing

<b>WVMHA Vice-President (Two year term off setting unless assuming the President Position voted in at an AGM)</b>	*	Voted in by membership at AGM, volunteer and member in good standing
<b>Hockey Operations Chair (Two Year Term Offsetting the President term)</b>	*	1 year Executive experience or 2 years Competitive hockey volunteer experience, volunteer and member in good standing. Voted in by membership at AGM
<b>Secretary (Two year term coinciding with the President term)</b>	*	Volunteer and member in good standing
<b>Under-18 (U18) C and Under-15 (U15) C Coordinator</b>	*	Volunteer and member in good standing
<b>Under-13 (U13) C and Under-11 (U11) C Coordinator</b>	*	Volunteer and member in good standing
<b>Under-9 (U9) and Under-7 (U7) Coordinator</b>	*	Volunteer and member in good standing
<b>Registrar</b>	**	Management and/or business experience to become familiar and literate with HNS website rules and regulations with Coach and Player registration.
<b>Immediate Past President</b>	***	Advisory role to the incoming president and the board as a whole. Volunteer and member in good standing
<b>Risk Management</b>	**	2 years hockey volunteer experience or related risk management experience
<b>Treasurer</b>	**	Accounting, management, and/or business experience.
<b>Development Coordinator</b>	**	Level 1 Coaching certified (minimum) 2 years coaching experience Player evaluation experience Knowledge / understanding of Hockey Canada guidelines on player and coach development Volunteer and member in good standing
<b>Competitive Rep</b>	**	2 years hockey volunteer experience Volunteer and member in good standing
<b>Communication Coordinator</b>	**	Computer knowledge, volunteer and member in good standing

<b>Fundraising Coordinator</b>	**	Volunteer and member in good standing.
<b>Equipment Manager</b>	**	Volunteer and member in good standing.
<b>Referee-in-Chief</b>	**	Senior official registered referee within HNS and area of catchment for WVMHA
<b>Ice Coordinator</b>	**	Volunteer and member in good standing.
<b>AVMHL Rep</b>	**	Volunteer and member in good standing.
<b>WNMHL Rep</b>	**	Volunteer and member in good standing.

- a. The voting members of the Executive shall be elected by members at an ordinary or annual general meeting of the Association and their term shall be for a two-year period. The Immediate Past President shall not be a voting member of the Executive and will serve in this position in an advisory role.
- b. All non voting executive positions shall be appointed annually by members of the Executive and shall serve as non-voting members of the Executive Committee (exception Immediate past President see above note C).
- c. In the event that the position of President becomes vacant prior to the end of the one year term, the Vice President automatically assumes the position of President, for the remaining portion of that term.
- d. In the event that an executive position, excluding that of President, becomes vacant during the term, the Executive may appoint a qualified person to fill the position for the duration of the term.
- e. The Executive Committee may appoint a number of chairpersons to organize and oversee various committees and projects, which may from time to time be required. These appointed chairpersons may, at the discretion of the executive, attend Executive Meetings but shall not have a vote.

## **ARTICLE 4. POWERS AND DUTIES OF THE EXECUTIVE:**

### **\*WVMHA Executive President**

The President is responsible for ensuring the Association's mission, goals and objectives are met through the effective management and delivery of the minor hockey program.

The President, or in his absence, the Vice President, shall preside as Chairperson at meetings of the Executive. They shall be permitted to vote at any



meetings of the Association only for the purpose of breaking a tie vote. They shall be empowered to act on behalf of the Association and any meeting where representation of the Association is required and report directly to the Regional Director.

The President cannot be a coach, Assistant Coach or Team official in the Association. **(Voting Position on Executive to break a dead locked motion only)**

#### **\*WVMHA Executive Vice President**

The WVMHA Vice-President will support the overall operation of the Association and assume the duties of the President in the event of his/her absence for any reason.

The WVMHA Vice President will be appointed to chair operational committees and chair meetings as a representative of president to the Executive. They will also be responsible for discipline and oversee risk management issues reporting to the President or Regional Director. **(Voting Position on Executive)**

#### **\*Hockey Operations Chair (HOC)**

The WVMHA Hockey Operations Chair is responsible in the overall operations and formation of teams for the competitive and recreational teams. **(Voting Position on Executive)**

#### **\*Secretary**

To attend and maintain accurate meeting minutes for all Annual, General and Special WVMHA meetings. Supply the meeting minutes to all the association membership via WVMHA website. Send out any membership required correspondence as directed by the president. **(Voting Position on Executive)**

#### **Age Level Coordinators (Recreational C Level)**

There shall be Age Level Coordinators approved and voted in at the AGM from interested members whose names shall be submitted seven (7) days prior to the AGM as per the nomination process. **(Voting Positions on Executive)**

Age Level Coordinators shall be selected for the following:

Under-18 (U18) and Under-15 (U15) Age Level Coordinator (1)

Under-11(U11) and Under-13 (U13) Age Level Coordinator (1)

Under-7 (U7) and Under-9 (U9) Age Level Coordinator (1)

## **\*\*Risk Management**

To maintain accurate records of all meetings and ensure the Association's policies and procedures are in compliance with the various hockey-governing bodies, review and make recommendation on Association's policy and procedures; and, fairly and effectively apply the same. **(Non Voting Position)**

## **\*\*\*Immediate Past President**

Responsible for ensuring the current Executive benefits from the knowledge and experiences of previous years and will Chair the Nominating Committee whose responsibility it is to ensure a full slate of qualified nominees are presented at the Annual General Meeting for consideration and election. **(Non Voting Position)**

## **\*\*Registrar**

Responsible to manage and maintain an accurate registry of all Association coaches, managers and players to support WVMHA administration activities and in compliance with Hockey Nova Scotia policies and protocols. Responsible for administering and tracking coaching certification requirements, communicating certification opportunities, and advising Community Representatives and President, Vice President or Hockey Operations Chair of those coaches and team staff who are not in compliance with certification requirements as determined by Hockey Nova Scotia. **(Non Voting Position)**

## **\*\*Treasurer**

Responsible to receive and manage all monies paid to WVMHA through registration and any fundraising initiatives. Responsible to manage banking accounts and authorize all bills for payment. Responsible to prepare, in conjunction with the Board of Directors, the WVMHA's budget annually and report the financials monthly as well as at the AGM. **(Non Voting Position)**

## **\*\*Development Coordinator**

Responsible for the design, implementation and monitoring of the development of WVMHA coaches and players at all levels and ensuring all coaches are properly certified and in compliance with HNS & National standards. **(Non Voting Position)**

## **\*\*Competitive Rep**

Responsible for working in coordination with the Hockey Operations Chair to assist with the Evaluation process, and handle any issues or concerns raised by the competitive teams. **(Non Voting Position)**

**\*\*Communications Coordinator**

To ensure the WVMHA membership is aware of activities, opportunities, successes and relevant issues by effectively using the association website, email communication and other appropriate public media. **(Non Voting Position)**

**\*\*Fundraising Coordinator**

Responsible for the effective management and administration of any initiatives, approved by the WVMHA Executive, to benefit the Association's overall financial status. **(Non Voting Position)**

**\*\*Equipment Manager**

Responsible for effectively maintaining an inventory of uniforms and supplies by effectively managing, distributing and collecting all equipment assets owned by WVMHA. Responsible to advise the Executive when equipment purchases are required and obtaining quotes for procurement. **(Non Voting Position)**

**\*\*Referee in Chief**

Responsible for effectively recruiting, training, and scheduling of all on ice officials, as well as the paying of Under-9 (U9), C level, and tournament on ice officials within the organization, to ensure a highly qualified corps of officials are available for all levels of hockey. On ice officials for Competitive regular season hockey games are paid by the team following each game. **(Non Voting Position)**

**\*\*Ice Coordinator**

Working under the direction of the Hockey Operations Committee the Ice Coordinator is responsible for fairly and equitably allocating ice to all competitive teams within WVMHA and coordinating with the Referee in Chief to coordinate ice officials for Competitive home games. **(Non Voting Position)**

**ARTICLE 5. EXPENDITURES**

No expenditure, outside HNS annual billing requirements and regular season ice billing, in excess of five hundred dollars (\$500.00) per item shall be made without the prior approval of the Executive Committee, either by meeting, conference call or emailed consensus.

## **ARTICLE 6. MEETINGS**

**a.** Definition of Members: Members of WVMHA will consist of parents and guardians of paid registered players in good standing. The dates defining a registered player annual eligibility are within the normal HNS season September 1 to April 30.

All members of WVMHA who are of legal age to vote (18 or older) may attend any general meeting, vote at any general meeting and attempt to hold an office within the association. Votes will be limited to one vote per paid registered child in WVMHA.

Members are not entitled to vote by proxy and membership is non transferable.

**b.** The annual meeting of this association shall be held prior to the 1<sup>st</sup> of June each year.

**c.** Special meetings of this association may be called on a favorable vote of the Executive Committee or at the discretion of the President.

**d.** At all general meetings of the association, eleven (11) eligible voters shall constitute a quorum, and 50% plus 1 voting member constitute a quorum at an executive meeting.

**e.** Notice of the Annual General Meeting shall be posted at least fourteen (14) days in advance of the meeting.

**f.** The Fiscal year shall run from May 1 to April 30.

## **ARTICLE 7. VOTING**

**a.** At all general meetings of this Association of its Committees, voting shall be by a show of hands unless the Executive decides upon a ballot being required. Voting will be by ballot for positions of the Executive.

**b.** Decisions shall be made by the majority vote cast of members present at the meeting.

## **ARTICLE 8. REGISTRATION**

**a.** Registration forms shall be made available to the residents of the area prior to the hockey season.

**b.** Registration fees shall be set by the Executive prior to the opening of registration.

## **ARTICLE 9. EQUIPMENT**

Equipment that is owned by the WVMHA organization shall not be used for any activities that are not sanctioned by WVMHA. Jerseys will be returned at the end of the hockey season or the player and family will be held in bad standing.

## **ARTICLE 10. AMENDMENTS OF BY-LAWS**

These by-laws may be amended, altered or revoked and additional by-laws may be added in manner provided under Section II, Chapter 286, Revised Statutes of Nova Scotia and Amendments thereto, by majority vote of not less than 3/4 the members present at a special meeting. Five days notice in writing and/or electronically of the special meeting shall be given to each member and the Notice shall set forth the terms of the proposed alteration, revocation or amendment.

## **ARTICLE 11. CONDUCT OF MEETINGS**

When applicable, Roberts Rules of Order will be used to govern all meetings.

## **ARTICLE 12. EXECUTION OF DOCUMENTS**

The president or his/her designate shall be responsible for the execution of any official documents on behalf of WVMHA.

## **ARTICLE 13. APPOINTMENT AND REMOVAL OF DIRECTORS:**

Directors shall be appointed or removed by the Executive and shall be responsible for duties outlined by the respective position. In the event the position of any director shall be become vacant for any reason, the President in agreeance with the executive. may appoint a replacement in said position to a member in good standing.

## **ARTICLE 14. REMOVAL OF EXECUTIVE COMMITTEE MEMBERS**

In the event an Executive Committee Member is determined not to be performing his/her duties, or has committed a travesty against hockey or the Association, the same individual can be removed from his position by a majority vote of the Executive Committee.

## **ARTICLE 15. BORROWING POWERS:**

The borrowing powers of WVMHA may be exercised by special resolution of the members.

## **ARTICLE 16. ELECTION OF EXECUTIVE OFFICERS:**

**a.** The list of available positions for nomination for officers for the Executive shall be in writing within fourteen (14) calendar days before a posted AGM. In the event there are no nominations, that position will be called for at the AGM to be unchallenged and appointed by the new executive to a member in good standing as voted on at the first executive meeting.

**b.** The membership may nominate individuals for available Executive positions by providing notice to the Secretary not less than seven (7) days prior to the Annual General Meeting. Such notice shall set out the name of the individual nominated. The nomination form must be signed by not less than five (5) members in good standing and must be signed by the nominee, indicating that he or she is willing to accept the position if elected. The person nominated must meet the qualifications and prerequisites for that position.

**c.** A complete list of nominees will be posted on the website not less than five (5) days prior to the Annual General Meeting.

**d.** If only one nomination exists for a position that person will win by acclamation.

**e.** Should two or more nominations exist for a position a secret ballot vote will be held at the Annual General Meeting to determine who will hold the position for the upcoming season.

**f.** Should the position not have any nominees as of seven (7) days prior to the Annual General Meeting the new Executive formed at the Annual General Meeting will appoint a member in good standing to the vacant position.

## **ARTICLE 17. TEAM SELECTION**

Selection of WHMHA Competitive Teams shall follow the WVMHA Hockey Operations Assessment Policy.

Selection of recreational "C" Level shall be coordinated by the age level coordinators in conjunction with the Hockey Operations Chair. They shall

convene a committee to be herein known as the "Recreational Team Selection Committee". This will consist of the following:

HOC Chair

Under-18 (U18) and Under15 (U15) Age Level Coordinator (1)

Under-11 (U11) and Under-13 (U13) Age Level Coordinator (1)

Under-7 (U7) And Under-9 (U9) Age Level Coordinator (1)

Registrar

## **ARTICLE 18. TERMS OF REFERENCE FOR THE EXECUTIVE AND/OR BOARD OF DIRECTORS**

### **President (EXECUTIVE)**

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

Purpose: To act as Chief Executive Officer of the Association.

Actions: To preside over all meetings of the Executive, Board of Directors, and the Association.

To provide leadership in determining the policies of the Association and in the administration of the affairs of the Association.

To call a Special meeting at the written request of at least ten (10) percent of the Association.

May call a Special or General meeting of the Association at any time.

To sign all cheques in payment of accounts and bills authorized by the Treasurer and the Secretary and bearing his/her signature (2 signatures required).

To submit a report at the annual and bi-annual meetings.

To be responsible for the liaison between WVMHA and other Associations and shall appoint voting delegates to the annual meeting of Hockey Nova Scotia Minor Council.

Shall perform any such duties generally associated with the Office of the President.

Shall have a copy of the Constitution, By-laws, Regulation and Rules available upon written request.

Shall in the event of an extended absence, designate the Vice-President to act on his/her behalf.

### **Vice President (EXECUTIVE)**

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

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

Actions: To attend the meetings of the Executive and Board of Directors.

Shall in the absence of the President perform all the duties and exercise all of the powers of the President. He/she may also perform such duties delegated to him/her by the President.

To sit on the executive as a voting member.

Member of the Team Registration and Affiliations committee.

Oversee Risk Management and be the Disciplinary Director for the Association

Member of the Coach Selection Committee

To act as Chairperson of the Discipline/Protest Committee.

### **Secretary (EXECUTIVE)**

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

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

Actions: To record and retain the proceedings of the meetings (Executive and Board of Directors) in a minute document and certify the accuracy of the record by signature.

To be responsible for and conduct all electronic correspondence and ensure that the President has full knowledge of all electronic correspondence.



To notify members of the Association of all general meetings when directed by the President.

To perform such other duties as shall be necessary for the good and welfare of the Association.

**Age Level Coordinators (EXECUTIVE VOTING)**

Under-18 (U18) and Under-15 (U15) Age Level Coordinator (1)

Under-11 (U11) and Under-13 (U13) Age Level Coordinator (1)

Under-7 (U7) and Under-9 (U9) Age Level Coordinator (1)

Selected for two (2) year term to the executive of WVMHA and as such are responsible to the membership of their assigned age level. (Note - 2019-2020 season these will be one (1) year terms.

Purpose: To act as representation of their assigned age level.

Actions: to report to the Board of Directors and the Association, of requirements in their assigned age level.

To provide leadership in determining the policies of the Association and in the administration of the affairs of the Association.

To sit on the Recreational Team Selection Committee.

To submit a report at the annual meetings.

**Hockey Operations Chair (EXECUTIVE):**

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

Purpose: To serve as a member of the Board of Directors.

Actions: To attend meetings of the Board of Directors.

Responsible for all recreational "C" teams, player assessments, and competitive teams. Create a three member panel (approved by the Executive) to receive results of evaluations during the "Assessment" process for distribution to Head Coach.

Member of the Coach selection Committee

Chairperson of the Team Registration/Affiliation Committee.

Responsible for player development programs in conjunction with the development coordinator.

Responsible for coaching programs with the Development Coordinator.

Oversee Submission of team rosters to the Zone Director.

To perform such duties as shall be necessary for the good and welfare of the association.

### **Registrar (EXECUTIVE Non Voting)**

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

Purpose: To serve as a member of the Executive as a non voting member.

Actions: Chairperson of the Registration committee.

Ensure that registration forms are prepared and published in a timely manner each year.

Ensure that any computer software programs used for registration are backed-up on a regular basis.

Keep track of all team rosters and team fees.

Ensure that Hockey Nova Scotia fees are calculated correctly and submitted on time in coordination with the treasurer.

To perform such other duties as shall be necessary for the good and welfare of the Association.

### **Treasurer (EXECUTIVE Non Voting)**

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

Purpose: To serve as the financial officer of the Association.

Actions: To attend meetings of the Executive and Board of Directors as required.

To report on the financial status of the Association once per month to the Executive.

To keep the books of the Accounts of the Association.

To ensure the books of the Accounts of the Association are audited annually.

To receive all monies, authorize accounts and bills and sign cheques for their payment with another co-signer. Shall prepare, in conjunction with the Board of Directors, the Associations' budget annually. To perform such other duties as shall be necessary for the good and welfare of the Association.

### **Immediate Past President (EXECUTIVE Non Voting)**

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

Purpose: To serve as a advisory non voting member of the Executive and the Board of Directors.

Actions: To attend all meetings of the Executive and Board of Directors.

To advise the Executive and Board of Directors based on his/her experience as the former President.

To perform such other duties as shall be necessary for the good and welfare of the Association.

### **Ice Coordinator (Board of Directors)**

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

Purpose: To serve as a member of the Board of Directors.

Actions: Shall coordinate with the President, HOC, and Treasurer to determine the ice time requirements of the Association. He/she shall recommend to the Executive, the allocation of ice hours for the Association's program in accordance with requirements, Association policies, directives of the Executive and ice time allotted to the Association. Shall work with the arenas to book ice for the competitive teams and any WVMHA development activities.

Shall work with the Referee-in-Chief to ensure game ice is used to its fullest extent.

Shall keep a running total of each teams ice time used to date.

To perform such other duties as shall be necessary for the good and welfare of the Association.

### **Referee-In-Chief (Board of Directors)**

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

Purpose: To serve as a member of the Board of Directors.

Actions: To direct the activities of the referees of the Association and represent the referees for all House League, Competitive and Exhibition games, in conjunction the Head Referee of the region.

To act as liaison between the Association and the Head Referee.

To encourage a rapport between the referees and the coaches of the Association.

To ensure that all referees are aware of any special Association rules governing play.

Shall work with the Ice Coordinator to ensure practice and game ice is used to its fullest extent.

To perform such other duties as shall be necessary for the good and welfare of the association.

### **Fund-Raising Chairperson (Board of Directors)**

Selected by the Executive for a (2) year term and is responsible to the President and the Membership.

Purpose: To serve as a member of the Board of Directors.

Actions: Responsible for money raised outside registration.

Submit financial reports to the Treasurer, and to turn over to the new Fund-Raising Chairperson, within four (4) weeks of his/her appointment, all books and accounts belonging to the Association, properly balanced and with all records brought up to date.

To perform such other duties as shall be necessary for the good and welfare of the Association.

### **Equipment Coordinator (Board of Directors)**

Selected by the Executive for a (2) year term and is responsible to the President and the Membership.

Purpose: To serve as a member of the Board of Directors.

Actions: Carry out duties as directed by the Board of Directors.

Responsible for issuing and receiving all Association equipment and to maintain a running inventory. Make recommendations at the annual meeting as to what purchases may be necessary for the coming season.

Notify board of any individual that has not returned equipment.

To perform such other duties as shall be necessary for the good and welfare of the Association.

### **Development Coordinator (Board of Directors)**

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

Purpose: To foster development of players and coaches within the Association.

Actions: To organize Minor Hockey Development weekend when special training for players and coaches.

To implement a development program plan. To develop a system of team play that is consistent with HNS and WVMHA objectives.

To perform such other duties as shall be necessary for the good and welfare of the Association.

### **Competitive Rep (Board of Directors)**

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

Purpose: To assist the HOC in the evaluation process for competitive teams within the Association and be the liaison for competitive players.

Actions: To assist with the organization of player evaluation and assist in communication with the competitive teams.

To perform such other duties as shall be necessary for the good and welfare of the Association.

### **Terms of Reference for Head Coach**

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

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

Actions: To possess the necessary certifications levels for the term they are coaching as per Hockey Nova Scotia direction and to strive for further levels of competence as per HNS guidelines.

To be aware of all HNS, league and Associations rules.

Must cooperate at all times with League and Associations Officers and Officials.

To use practice time to the greatest benefit of the players. To develop a system of team play that is consistent with Association objectives.

To be responsible for all equipment assigned to their team.

To be responsible for the team on the ice and in and around the arena.

To be responsible for returning all equipment issued to the team by seasons end and/or before April 30<sup>th</sup>.

To inform Hockey Operations Chair, the Secretary and parent/guardian of any injury to player.

To complete an injury report within 48 hours of the player injury and submit it to the HOC and Secretary.

To suspend any player for disciplinary reasons' a maximum of one (1) game, informing the Hockey Operations Chair, player, his/her parents/guardians the reason for the suspension. To be aware of all association travel rules.

To ensure that no Drinking (Alcohol), drugs, swearing, fighting, abuse or unbecoming conduct is displayed by him/her or any players, before, during or following a practice, game, or while on rink property.

To ensure that each player gets a copy of their team's schedule.

To be responsible for communication between the players and the Executive/Board of Directors.

Make sure all game reports are properly completed and dispensed at the end of the game.

## **ARTICLE 19. ORGANIZATION**

In the WVMHA, the communities, towns and hockey communities of Bridgetown, Middleton, Berwick and Kingston are integrated under the following format.

(a) There may be one or more "AA", "A", and "B" teams playing within the WVMHA boundaries but there shall not be more than 6 (six) teams at each of the said levels.

(b) If the neighboring Associations do not offer a higher level team to their Players, Western Valley Minor Hockey Association may include players from those Associations at our highest level. These players will be permitted to attend assessments and play on these teams, if selected based on the discretion of the HOC.

(c) All rules & regulations governing teams made up from more than one Association from HNS & CHA are followed.

## **BY-LAWS**

**By-Law 1 Grievance** - All protests or appeals must be done in accordance with Hockey Nova Scotia Minor Council, Hockey Nova Scotia, and Canadian Hockey Rules and Regulations.

**By-Law 2 Correspondence** - Any Member, other than the Secretary, who receives WVMHA correspondence will promptly submit same to Secretary. He/She will keep same on file and make copies for distribution to appropriate Executive and Board of Director members.

**By-Law 3 Other Matters** – Other matters not covered by the Constitution, By-Laws, Regulations or Rules are to be referred to the WVMHA Board of Directors for decision.

## **RULES MOTIONS**

- a) A rules motion is carried in effect from year to year.
- b) A rules motion may be passed at an Executive, Special and Annual meeting.
- c) A rules motion must be passed and or amended by a 50% plus 1 vote of those members present.
- d) A rules motion cannot contradict the Constitution, By-Laws or Regulations.
- e) A rules motion must be submitted in writing to the Secretary, at the meeting in which it is passed.
- f) A rules motion must be made known to the general membership, (within the earliest possible time of proclamation) through the website or other appropriate forum.
- g) Any motion that is passed which does not come under the Constitution, By-Laws, Regulations or Rules, ceases to exist at the end to the Annual meeting of the year in which it was passed.

## **ANNEX B**

### **RULES AND REGULATIONS**

1. Any Executive member will be financially reimbursed for expenses incurred during the year such as telephone, photocopies, printing costs, mailing expenses etc. that are as a result of their role at the discretion of the Executive.
2. The Registrar and the Treasurer shall be paid a stipend of \$2500.00 per season for carrying out the duties requested by the Executive including but not limited to:

#### **Registrar**

- a) Registration of all players
- b) Coordination of information regarding player and bench staff for HNS billing
- c) Any other duties relating to the operations of the WVMHA on a regular basis.



## **Treasurer**

- a) Keeping accurate financial records
- b) Financing of WVMHA
- c) Accurate and timely payments of invoices
- d) Coordination of payments to HNS
- e) Any other duties relating to the operations of the WVMHA on a regular basis.

3. All WVMHA hockey players abide by the same rules and that regular season players be registered on one team only.

4. That all current uniforms of the WVMHA are the property of WVMHA. That each of the Competitive teams in the WVMHA pay an annual fee of \$500.00 to build up a fund for replacement of sweaters when required. They will be dispersed fairly to teams as the need arises.

Uniforms issued by WVMHA are:

- a) Only to be used for Regulation games
- b) Not to be used for practices
- c) Not to be worn for street hockey
- d) To be returned to WVMHA management at the year end, in good condition
- e) Are the responsibility of the Coaches and Management of each team to check the inventory of the sweaters at the start and end of each season and report to the Equipment Coordinator.

## **WVMHA COACH SELECTION**

### **Application Forms**

1. Applications are available on the WVMHA website or by contacting the Coach Selection Chair.
2. Applications must be complete in order to be considered.
3. Any and all candidates shall be qualified or be in agreement to obtain all appropriate qualifications in a timely manner.
4. Completed application forms shall be submitted to the Coach Selection Chair in accordance with the timeline below.

## **Coach Selection Timeline**

1. Head Coach/Assistant Coach Application callouts: August 1<sup>st</sup> and 15<sup>th</sup>.
2. Head Coach/Assistant Coach Application deadline: Labour Day.
3. Review of Head Coach applications and Head Coach interviews: completed in order to submit slate of recommended Head Coaches to WVMHA President no later than September 15<sup>th</sup>.
4. Head Coach selections: approved by WVMHA President no later than September 20<sup>th</sup>
5. Assistant Coach selections: Head Coaches will choose their Assistant Coaches once rosters are formed.

## **Coach Selection Process**

1. The Coach Selection Chair shall:
  - a. Obtain a list of prospective applications interested in being Head Coaches and Assistant Coaches within WVMHA for all AA, A, and B teams in accordance with the timeline above.
  - b. Chair the WVMHA's "Coaching Selection Committee" which shall consist of the Vice President (VP), Hockey Operations Chair (HOC), and Competitive Rep at a minimum.
  - c. Identify and replace any member of the Coaching Selection Committee who has applied for a Head Coach position and has a conflict of interest. Any member with a potential conflict of interest shall be recused from the team in question and be replaced by the Past President of the Association or by another Executive member with no conflict of interest.
2. After the Head Coach and Assistant Coach application callouts, the Coaching Selection Committee shall review and interview all qualified Head Coach applicants for their respective divisions. In-person interviews shall be completed for all AA Head Coach positions; phone interviews are acceptable for A and B Head Coach Positions.
3. After the interviews have been completed, the Coaching Selection Committee shall provide a list of their primary and secondary Head Coach recommendations to the Executive for approval.
  - a. WVMHA understands that Head Coach positions at all levels may depend on the final rosters of teams. Because of this, both primary and secondary candidates shall still be identified and recommended to the Association President for approval.

- b. In the event that there are no qualified applicants for Head Coach positions, the Executive shall endeavour to secure coaches from qualified persons.
  
4. Wherever possible and practical, it is strongly recommended that a Head Coach serves no more than two (2) concurrent seasons with the same general group of players on a team. This is crucial in the development of players to ensure they are provided with exposure to various coaching techniques and philosophies.
  
5. The Coaching Selection Committee will not normally be involved in selecting Assistant Coaches. Assistant Coaches will normally be selected by the approved Head Coaches, but they must have submitted a completed coaching application in accordance with the previously noted deadlines. These applications will have been reviewed by the Coaching Selection Committee as part of their due diligence. In the event a non-parent has applied to be an Assistant Coach, the Coaching Selection Committee shall conduct an interview with the applicant and attempt to pair them at a level that best suits their experience and with a suitable Head Coach.

### **Post-Selection**

1. Complaints and appeals shall be submitted to the Coach Selection Chair after respecting the 24 hour rule. If complaints or appeals remain unresolved, they shall go to the WVMHA Executive.
  
2. All Coaches shall follow the principles of good sportsmanship. These include: respecting the rules, respecting the opponents, and respecting the officials and their decisions.
  
3. All Coaches shall follow the WVMHA Fair Play Policy which states equal ice time for all players and goalies except during the end of a “meaningful game”, where coaches may shorten the bench. A “meaningful game” is defined as one that could provide your team with another game if won, a playoff game, or a championship game.
  
4. Any Coach may be removed from their position for reasons of incompetence or actions which contravene the principles and policies of WVMHA as described in the constitution, specifically regarding respect and fair play. If a Coach is removed, the WVMHA President will coordinate with the Coach Selection Chair to appoint a substitute.