



**Valley East Minor Hockey Association**  
5085 HWY 69N  
P.O. Box 3005  
Hanmer, On P3P1P7

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## BY-LAWS

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### **BY-LAW #1: PROCEDURE FOR MEETINGS**

THE BOARD SHALL MEET ON A REGULAR MONTHLY BASIS DURING THE SECOND WEDNESDAY OF EVERY MONTH, UNLESS AN ALTERNATE DATE IS AGREED UPON. THE FOLLOWING RULES OF PROCEDURE WILL BE OBSERVED:

#### **1) ATTENDANCE:**

THE SECRETARY SHALL RECORD THE NAMES OF THE BOARD MEMBERS IN ATTENDANCE AND THOSE UNABLE TO ATTEND FOR SPECIFIC REASONS GIVEN TO THE PRESIDENT AND SECRETARY. A LIST SHALL BE MADE CONTAINING THE NAMES OF THOSE MEMBERS ABSENT FOR NO KNOWN REASON, (MEMBERS WHO'S NAMES ARE FOUND TO BE FREQUENTLY ON THIS LIST MAY BE ASKED TO RESIGN THEIR POSITION).

#### **2) ADDITIONS TO THE AGENDA:**

ADDITIONS TO THE AGENDA WILL BE ACCEPTED FROM MEMBERS OF THE BOARD OR FROM PARENTS OR COACHES WHO WISH TO SPEAK NO LATER THAN ONE WEEK PRIOR TO THE SCHEDULED MEETING UNLESS APPROVED BY THE BOARD OF DIRECTORS.

#### **3) MINUTES OF THE LAST MEETING:**

THE MINUTES OF THE LAST MONTHLY MEETING IS TO BE DISTRIBUTED TO ALL BOARD MEMBERS AND CIRCULATED AMONG THE AUDIENCE PRIOR TO THE MEETING

- THE PRESIDENT OR SECRETARY MAY HIGHLIGHT SPECIAL POINTS FROM THE MINUTES
- THE MEMBERS OF THE BOARD WILL DISCUSS QUESTIONS OR OMISSIONS
- A VOTE WILL BE TAKEN TO APPROVE THE MINUTES.

#### **4) ANNOUNCEMENTS AND ACKNOWLEDGEMENTS:**

THE PRESIDENT SHALL HIGHLIGHT SPECIAL ANNOUNCEMENTS, ACKNOWLEDGEMENTS, OR GENERAL INFORMATION.

MEMBERS OF THE BOARD SHALL BE GIVEN THE FLOOR IF THEY HAVE SOMETHING THEY WISH TO ANNOUNCE.

#### **5) REPORTS:**

COMMITTEES AND CONVENORS REPORTS SHALL BE MADE AT THIS TIME.

REPORTS SHOULD BE SUBMITTED TO THE SECRETARY SO THAT THE SECRETARY 24 HOURS PRIOR TO MEETING.

QUESTIONS SHALL BE ENTERTAINED AT THE CONCLUSION OF EACH REPORT.



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**6) ITEMS OF NEW BUSINESS:**

ITEMS OF NEW BUSINESS SHALL BE DISCUSSED AT THIS TIME.

**7) AGENDA FOR THE NEXT MEETING:**

BRIEF LISTING OF ITEMS TO BE INCLUDED ON THE AGENDA FOR THE NEXT MEETING SHALL BE PREPARED IF AVAILABLE.

**8) NEXT MEETING:**

THE DATE, TIME, AND LOCATION OF THE NEXT MEETING SHALL BE SET.

**9) ADJOURNMENT:**

A MOTION TO ADJOURN SHALL BE TAKEN AND VOTED ON.

**NOTES:**

- 1) THE CHAIR MUST RECOGNIZE ALL SPEAKERS BEFORE THEY SPEAK.
- 2) ONLY ONE SPEAKER SHALL HAVE THE FLOOR AT ANY ONE TIME.
- 3) A SPEAKER MAY, IF HE OR SHE SO WISHES, REQUEST AN ANSWER OR OPINION FROM ANOTHER BOARD MEMBER WITHOUT GOING THROUGH THE CHAIR.
- 4) BOARD MEMBERS MAY REQUEST INPUT FROM THE AUDIENCE MEMBERS IF NECESSARY, TO CLARIFY A POINT OF DISCUSSION.
- 5) THE CHAIR WILL BE ALLOWED TO SPEAK ON ISSUES, AS LONG AS HE SPEAKS IN ORDER. WHEN INTRODUCING ITEMS ON THE AGENDA THE CHAIR MAY WISH TO EXPLAIN THE INTENT OF THE ITEM OR BEGIN WITH A BRIEF PREAMBLE.
- 6) THE CHAIR RESERVES THE RIGHT TO TABLE ANY MOTION OR DISCUSSION THAT APPEARS TO REQUIRE MORE INFORMATION. THE ITEMS MAY BE TABLED UNTIL THE NEXT MEETING OR BE BROUGHT UP LATER ON AT THE SAME MEETING.
- 7) ANY BOARD MEMBER IS ENTITLED TO "CHALLENGE THE CHAIR" ON ANY DECISION AS LONG AS A MAJORITY OF THE BOARD MEMBERS PRESENT SUPPORT THE CHALLENGE.
- 8) THE CHAIR SHALL VOTE ONLY IN CASE OF A TIE VOTE.



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### BY-LAW #2: BOARD OF DIRECTORS AND THEIR DUTIES

THE BOARD OF DIRECTORS OF THE VALLEY EAST MINOR HOCKEY ASSOCIATION SHALL CONSIST OF THE FOLLOWING POSITIONS. THESE POSITIONS MUST BE FILLED BY AT LEAST FIFTEEN PERSONS.

PRESIDENT  
PAST PRESIDENT  
1ST VICE PRESIDENT  
2ND VICE PRESIDENT  
3RD VICE PRESIDENT  
SECRETARY  
TREASURER  
TOURNAMENT CHAIRPERSON  
SPONSORSHIP CONVENOR  
PARENT REPRESENTATIVE  
REFEREE AND TIMEKEEPER ASSIGNOR  
INITIATION CONVENOR  
NOVICE CONVENOR  
ATOM CONVENOR  
PEEWEE CONVENOR  
BANTAM CONVENOR  
MIDGET CONVENOR  
DEVELOPMENT COORDINATOR  
FUNDRAISING COORDINATOR

#### RESPONSIBILITIES:

##### PRESIDENT:

- SHALL PRESIDE OVER BOARD AND EXECUTIVE COMMITTEE MEETINGS.
- SHALL BE RESPONSIBLE FOR OVERALL SUPERVISION OF ALL FUNCTIONS OF THE ASSOCIATION.
- SHALL HAVE GENERAL SIGNATURE AUTHORITY.
- SHALL WORK WITH THE BOARD, STAFF AND MEMBERS TO FURTHER THE ASSOCIATION'S MISSION.
- SHALL UNDERSTAND THE CONSTITUTION, BY-LAWS, POLICIES, PROCEDURES, FINANCES, AND LEGALITIES OF THE ASSOCIATION.
- SHALL HAVE A FIDUCIARY DUTY TO THE ASSOCIATION AND ITS MEMBERS. (ENSURE NO PERSONAL CONFLICTS OF INTEREST INCLUDING ALL BOARD MEMBERS).
- SHALL SET HIGH STANDARDS FOR BOARD CONDUCT AND INTERVENE IF CONFLICTS OF INTEREST OR CONFIDENTIALITY ISSUES ARISE.



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- SHALL ACT AS A SPOKESPERSON TO THE LARGER COMMUNITY.
- SHALL SPEAK IN PUBLIC ON BEHALF OF THE ASSOCIATION AND ADVOCATES FOR SAME.
- OR HIS/HER DESIGNATE SHALL WORK WITH APPOINTED PEOPLE TO ENSURE AGENDAS ARE FOCUSED WITH REGARD TO FUNDRAISING AND ENSURE COMMUNICATION TO BOARD FOR FULL DISCLOSURE.
- SHALL ATTEND OR HELP TO ORGANIZE SOCIAL FUNCTIONS AND EVENTS TO RAISE FUNDS AND MAINTAIN VISIBILITY WITHIN THE COMMUNITY.
- OR HIS/HER DESIGNATE, SHALL LIAISE WITH THE NOHA BOARD.
- SHALL DELEGATE THOSE TASKS HE/SHE SEES FIT TO OTHER BOARD MEMBERS.
- SHALL PREFORM OTHER DUTIES DEEMED NECESSARY.

### PAST PRESIDENT:

- SHALL ORGANISE A SCHEDULE FOR THE SPOTLIGHT GAMES AND ASSIST THE CONVENORS AS REQUIRED
- SHALL ADVISE THE BOARD ON PAST PRACTICES
- SHALL SIT ON THE COACHES SELECTION COMMITTEE
- SHALL ASSIST IN OVERSEEING DIVISION DRAFTS AS REQUIRED
- SHALL BE A MEMBER OF THE RULES AND PROTEST COMMITTEE.
- SHALL ASSIST 2ND VICE WHEN DEAL WITH PLAYER DISCIPLINE
- SHALL ASSIST THE TOURNAMENT CHAIRPERSON AS REQUIRED
- SHALL PREFORM OTHER DUTIES DEEMED NECESSARY

### 1ST VICE PRESIDENT:

- SHALL ACT AS IN-HOUSE LEAGUE COMMISSIONER
- SHALL HELP COORDINATE THE OPERATION OF THE TOTAL HOCKEY PROGRAM
- SHALL BE THE RESOURCE PERSON FOR DIVISION CONVENORS AND EQUIPMENT MANAGER
- SHALL ASSIST DIVISION CONVENORS WITH THE EVALUATION OF THE HOCKEY PROGRAM WITHIN EACH DIVISION AND ASSIST IN PREPARATION FOR DAFTS
- SHALL APPROVE ALL IN HOUSE PLAY OFF FORMATS
- SHALL PROVIDE INTERPRETATION OF RULES, REGULATIONS AND POLICIES FOR THE CONVENORS WHEN REQUESTED
- SHALL BE AVAILABLE TO SIT ON ANY COMMITTEES WHERE REQUESTED
- SHALL ASSIST THE PRESIDENT AND COVER ALL PRESIDENTIAL DITIES IN HIS/HER ABSENCE
- SHALL PERFORM OTHER DITIES DEEMED NECESSARY

### 2ND VICE PRESIDENT:

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- SHALL OVER LOOK ALL COACHES' SELECTIONS FOR ALL DIVISIONS. REVIEW AND APPROVE COACHES SELECTED WITH CONVENOR OF EACH DIVISION
- SHALL REVIEW, DIRECT AND RESOLVE ISSUES AND CONCERNS FROM PARENTS, TEAMS, REF AND BOARD MEMBERS THAT HAVE FOLLOWED THE CHAIN OF COMMAND.
  - CHAIN OF COMMAND I.E. PARENT COMPLAINT
  - 24 HR RULE
  - THEN TO MANAGER
  - THEN TO COACH
  - THEN TO CONVENOR OF THAT DIVISION
  - THEN TO 2ND VICE.
  - \*\*SOME OF THESE STEPS MAY BE MISSED DEPENDING ON WHAT THE CONCERN IS AND WHO IT INVOLVES
- 2ND VICE CAN AND WILL SELECT WHO WILL ATTEND ANY MEETINGS TO RESOLVE ISSUES AND CONCERNS. IF THE ISSUE CANNOT BE RESOLVED THEN IT WILL BE BROUGHT TO THE BOARD FOR FURTHER INPUT.
- IF 2ND VICE IS BUSY AND CANNOT RESOLVE THE CONCERN OR ISSUE WITHIN A TIMELY MANNER IT CAN BE MOVED OVER TO THE 1ST VICE OR PAST PRESIDENT WITH WHOM CONFLICTS ARE SHARED DUTY.
- 2ND VICE IS ALSO TO HELP THE BOARD WITH ANY JOB DUTIES THAT ARE REQUIRED TO MAKE VEMHA THE GREATEST AND SAFEST PLACE TO PLAY HOCKEY.
- SHALL PERFORM OTHER DITIES DEEMED NECESSARY

### **3RD VICE PRESIDENT:**

- THIS POSITION NECESSITATES EXPERTISE IN THE AREAS OF HUMAN RESOURCES, OPERATIONS AND TRAINING. THIS POSITION REQUIRES A BOARD MEMBER WHO IS AVAILABLE FOR THE SUMMER MONTHS AS THE CONCENTRATION OF THE WORKLOAD OCCURS DURING THIS TIME PERIOD TO PROVIDE RELIEF TO THE OPERATIONS MANAGER, SECRETARY AND KEY MEMBERS OF THE BOARD OF DIRECTORS.
- DUTIES ARE IN COLLABORATION WITH APPROPRIATE BOARD OF DIRECTORS AND CONSULTANTS; HOWEVER, THIS POSITION SHALL ASSUME A LEAD ROLE.
- SHALL ANALYZE, ADVISE AND PROPOSE IMPROVEMENTS TO METHODS, SYSTEMS AND PROCEDURES IN AREAS OF HUMAN RESOURCES, OPERATIONS AND TRAINING.
- SHALL RESEARCH AND PREPARE OCCUPATIONAL CLASSIFICATIONS, JOB DESCRIPTIONS AND MAINTAIN APPROPRIATE CONFIDENTIAL RECORD SYSTEMS FOR THE HIRING OF ALL PAID POSITIONS ON THE BOARD. I.E. SECRETARY, TREASURER, OPERATIONS MANAGER, OPERATIONS ASSISTANT, AND REFEREE AND CHIEF, AND OTHER POSITIONS AS REQUIRED.
- SHALL DEVELOP AND IMPLEMENT ADVERTISING CAMPAIGNS APPROPRIATE FOR PRINT OR ELECTRONIC MEDIA TO SOLICIT APPLICANTS FOR VACANT BOARD | CONSULTING POSITIONS.



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- SHALL PREPARE FOR, CONDUCT AND ASSIST IN THE SELECTION AND INTERVIEW PROCESSES INCLUDING REFERENCE CHECKS.
- SHALL PREPARE OPERATIONAL GUIDELINES AND TRAINING MATERIALS ACCORDING TO BOARD POLICIES FOR TRAINING PURPOSES.
- SHALL TRAIN CONSULTANTS AND BOARD MEMBERS IN JOB DUTIES AND BOARD POLICY.
- SHALL EXAMINE AND VERIFY ACCURACY OF WORK PROCEDURES
- SHALL UPDATE COACHING STAFF APPLICATIONS YEARLY; RECEIVE COACHING STAFF APPLICATIONS DURING SUMMER MONTHS.
- SHALL ADVISE COACHING STAFF MEMBERS REGARDING MISSING CERTIFICATIONS AND UPCOMING TRAINING OPPORTUNITIES DURING SUMMER MONTHS.
- SHALL COLLATE REQUIRED INFORMATION AND PROVIDE TO CONVENORS AND OPERATIONS CONSULTANTS BY REGISTRATION DATE DEADLINE.
- SHALL SUPERVISE REGISTRATION PREPARATION AND ATTEND REGISTRATION DATES TO ENSURE SMOOTH PRACTICE.
- SHALL RECEIVE AND PROVIDE SUPPORT TO SUMMER TASKS AND/OR ISSUES; COMMUNICATE WITH THE APPROPRIATE BOARD MEMBER(S) AND/OR CONSULTANT AND/OR EXECUTIVE BOARD MEMBERS FOR INSIGHT, RESOLVE AND TO KEEP APPRISED OF SITUATION.
- ALL OTHER DUTIES AS ASSIGNED DURING SUMMER MONTHS AND HOCKEY SEASON.

### SECRETARY:

- SHALL RECORD THE MINUTES OF ALL BOARD MEETINGS AND DISTRIBUTE TO BOARD MEMBERS WITHIN ONE WEEK OF MEETING.
- SHALL KEEP ASSOCIATION FILES AND RECORDS OF ALL CORRESPONDENCE FORWARDED BY THE PRESIDENT.
- SHALL POLL BOARD MEMBERS RE: ITEMS TO BE INCLUDED ON THE AGENDA FOR THE MONTHLY MEETINGS.
- SHALL HAVE THE AGENDA APPROVED BY THE PRESIDENT.
- SHALL PUBLICIZE THE MONTHLY MEETING ONE-WEEK PRIOR TO NEXT MEETING.
- SHALL PICK UP MAIL AND DISTRIBUTE TO THE APPROPRIATE BOARD MEMBERS WITHIN ONE WEEK.
- SHALL CHECK THE VOICE MESSAGES REGULARLY AND FORWARD THE INFORMATION TO THE APPROPRIATE BOARD MEMBERS IN A TIMELY MANNER.
- SHALL CHECK VEMHA EMAIL AND DISTRIBUTE TO THE APPROPRIATE BOARD MEMBERS IN A TIMELY MANNER.
- SHALL MONITOR THE VEMHA FLOAT AND PROVIDE TREASURER WITH THE REQUIRED PAPERWORK ON A MONTHLY BASIS.
- SHALL PURCHASE VEMHA OFFICE SUPPLIES AND OTHER SUPPLIES REQUIRED BY THE BOARD MEMBERS.
- SHALL PHOTOCOPY DOCUMENTS AS REQUIRED BY THE BOARD MEMBERS.



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- SHALL EXTRACT REGISTRATION INFORMATION AND PROVIDE TO ALL BOARD MEMBERS AND OPERATIONS PERSONNEL.
- SHALL ASSIST THE 3RD VICE PRESIDENT WITH REGISTRATION DUTIES AS REQUIRED.

### **TREASURER:**

- SHALL OVERSEE ALL FINANCIAL MATTERS OF THE V.E.M.H.A.
- SHALL PREPARE AN ANNUAL BUDGET FOR THE ASSOCIATION.
- SHALL PREPARE A MONTHLY BUDGET FOR THE BOARD.
- SHALL PREPARE THE CHEQUES FOR PAYMENT OF OFFICIALS AND TIMEKEEPERS.
- SHALL BE RESPONSIBLE FOR PAYMENT OF ALL BILL APPROVED BY THE PRESIDENT OR THE BOARD AS A WHOLE.

### **REFEREE AND TIMEKEEPER ASSIGNOR:**

- SHALL BE RESPONSIBLE FOR THE TRAINING, SELECTION, EVALUATION, AND SCHEDULING OF REFEREES AND TIMEKEEPERS.
- SHALL SUBMIT REGULAR STATEMENTS TO THE TREASURER REQUESTING PAYMENT FOR THE WORK DONE BY ALL OFFICIALS.
- SHALL COLLECT ALL GAME SCORE SHEETS FROM THE TIMEKEEPERS AND OR REFEREES.
- SHALL BE A RULES AND PROTEST COMMITTEE MEMBER.
- SHALL BE A LIAISON WITH THE SUDBURY REGIONAL HOUSE LEAGUE.

### **DEVELOPMENT COORDINATOR:**

- SHALL COORDINATE GOALIE DEVELOPMENT WITH THE GOALIE TRAINING FACILITY.
- SHALL PREPARE SCHEDULE FOR GOALIE TRAINING TO ENSURE APPROPRIATE NUMBER OF SKATERS AND AGE GROUPS FOR ONE HOUR TIME SLOTS.
- SHALL COMMUNICATE WITH BOARD MEMBERS AND CONVENORS ON A MONTHLY BASIS.
- SHALL ENSURE REMINDERS ARE RECEIVED FROM THE GOALIE DEVELOPMENT FACILITY AND MONITOR ATTENDANCE OF SKATERS THROUGHOUT SEASON.
- SHALL COORDINATE WITH DIVISIONS AND CONVENORS TO GAIN TRAINING REQUIREMENTS.
- SHALL ASSIST THE OPERATIONS MANAGER AS REQUIRED.

### **SPONSORSHIP CONVENOR:**

- SHALL ORDER JERSEYS IN A TIMELY MANNER
- SHALL MAINTAIN CORRESPONDENCE WITH SUPPLIER, SPONSORS AND CONVENORS
- SHALL UPDATE LISTING OF TEAMS/SPONSORS
- SHALL ENSURE JERSEYS ARE TO NOHA/HOCKEY CANADA STANDARDS
- SHALL ORGANIZE COLOURS IN EACH DIVISION AS TO NOT HAVE REPEATS





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- SHALL INVOICE AND COLLECT PAYMENTS FROM SPONSORS
- SHALL SEEK OUT, IF NEEDED, NEW SPONSORS AND MAINTAIN WAITING LIST
- SHALL DEAL WITH ISSUES WITH PARENTS ON JERSEYS/SOCKS
- SHALL UPDATE COACHES/MANAGERS AND CONVENERS ON ARRIVAL OF JERSEYS AND ARRANGE PICK UP
- SHALL INSPECT DEFECTIVE JERSEYS AND RE-ORDER NEW
- SHALL COLLECT ALL NECESSARY INFORMATION FOR NEW SPONSORS, ADD TO LISTING
- SHALL PROVIDE NEW SPONSORS WITH WELCOME LETTER AND INFORMATION
- SHALL BE AVAILABLE BY PHONE OR EMAIL TO SPONSORS, CONVENORS, PARENTS, MANAGERS, COACHES, BOARD MEMBERS
- SHALL, IF NEEDED, SIZE ALL PLAYERS TO ENSURE PROPERLY SIZED JERSEYS AND ORGANIZE PLAYER NUMBER CHOICES ON JERSEYS
- SHALL PERFORM OTHER DITIES DEEMED NECESSARY

### CONVENORS:

- SHALL BE RESPONSIBLE FOR THE IMPLEMENTATION OF THE DRAFT.
- SHALL BE RESPONSIBLE FOR THE SELECTION OF COACHING STAFF MEMBERS IN THEIR OWN DIVISION AND MAKE READY FOR BOARD APPROVAL.
- SHALL, WHEN NECESSARY, SCHEDULE ALL REGULAR AND PLAYOFF GAMES.
- SHALL OVERSEE THE OPERATIONS OF THE CALIBERS A OR C WITHIN THEIR DIVISION.
- SHALL BE RESPONSIBLE FOR THE EVALUATION OF ALL OPERATIONS IN THEIR DIVISION.
- SHALL INTERPRET BOARD POLICY, THE CONSTITUTION, AND THE PLAYING RULES FOR THE COACHES, PARENTS AND CHILDREN WHEN REQUESTED AND SHALL REFER MAJOR CONCERNS TO THE 2ND VICE PRESIDENT.
- SHALL SUBMIT AND PRESENT A WRITTEN REPORT AT EACH MONTHLY MEETING.
- SHALL PREPARE A YEAREND REPORT ON HIS OR HER DIVISION.
- SHALL PERFORM OTHER DITIES DEEMED NECESSARY

### TOURNAMENT CHAIRPERSON:

- SHALL COMPILE A LIST OF ALL TOURNAMENTS IN NORTHERN ONTARIO, WHICH MAY BE OF INTEREST TO VALLEY EAST COACHES.
- SHALL DISTRIBUTE SAID LIST TO DIVISION CONVENORS AT THE OCTOBER MONTHLY MEETING.
- SHALL UPDATE THE AVAILABLE TOURNAMENTS AT THE REGULAR MONTHLY MEETINGS.
- SHALL RESERVE THE ICE TIME FOR THE TWO V.E.M.H.A. TOURNAMENTS THROUGH THE PARKS AND RECREATION OFFICE.
- SHALL CALL AND CHAIR A SPECIAL MEETING DURING THE MONTH OF NOVEMBER TO PRESENT A DRAFT FOR THE FIRST TOURNAMENT TO THE WHOLE BOARD AND TO ASSIGN RESPONSIBILITIES TO THE INDIVIDUAL BOARD MEMBERS.



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- SHALL CALL AND CHAIR A SPECIAL MEETING ONE WEEK PRIOR TO THE TOURNAMENTS TO MAKE FINAL PLANS AND ARRANGEMENTS FOR THE TOURNAMENTS.
- SHALL PRESENT A FINAL REPORT ON THE NOVEMBER TOURNAMENT AT THE JANUARY MONTHLY MEETING.
- THE SAME APPLIES TO THE FEBRUARY TOURNAMENT.
- SHALL BE RESPONSIBLE FOR FUNDS TO PAY ON AND OFF ICE OFFICIALS THROUGH THE REFEREE IN CHIEF.
- SHALL MAINTAIN AN UP TO DATE RECORD OF ALL V.E.M.H.A. TROPHIES AND AWARDS.
- SHALL MAINTAIN OR REPLACE ALL TROPHIES AND AWARDS.
- SHALL BE RESPONSIBLE FOR THE TROPHY DISPLAY CASE AT CENTENNIAL ARENA.

### **FUNDRAISING COORDINATOR:**

- SHALL MANAGE BINGO RESPONSIBILITIES.
- SHALL MAINTAIN VEMHA BINGO LICENSING.
- SHALL COMPLETE ALL REPORTING REQUIREMENTS AND FORWARD TO THE TREASURER BY DATES REQUIRED
- SHALL REPORT TO THE BOARD MEMBERS AS REQUIRED

### **PARENT REPRESENTATIVE:**

- SHALL ASSIST THE OPERATIONS MANAGER WITH THE UPDATES TO THE COACHING STAFF MANUAL.
- SHALL ASSIST WITH REGISTRATION DUTIES AS REQUIRED.
- SHALL ENSURE ANY ISSUES AND /OR SUGGESTIONS FROM PARENT MEMBERS ARE BROUGHT TO THE CONVENORS AND BOARD MEMBERS.
- SHALL COMMUNICATE WITH THE CONVENORS AND 2ND VICE PRESIDENT ON A MONTHLY BASIS.
- SHALL TAKE LEAD ROLE REGARDING VEMHA AWARDS I.E. PEEWEE TRAINER OF THE YEAR AWARD.
- SHALL POLL THE MEMBERSHIP YEARLY THROUGH THE USE OF SURVEY MONKEY.
- SHALL ASSIST THE OPERATIONS MANAGER AS REQUIRED.



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### **BY-LAW #3: RULES AND CONFLICT RESOLUTION COMMITTEE**

- 1) MEMBERS OF THE RULES AND CONFLICT RESOLUTION COMMITTEE SHALL MEET AS DEEMED NECESSARY.
- 2) THE RULES AND PROTEST COMMITTEE SHALL CONSIST OF THE FOLLOWING:
  - THE PRESIDENT
  - THE 2ND VICE PRESIDENT
  - THE 1ST VICE PRESIDENT AND | OR THE PAST PRESIDENT
  - THE CONVENOR OF THE DIVISION INVOLVED
  - SECRETARY OR ASSIGNED (NOTE TAKING PURPOSES)
- 3) IF ANY MEMBER OF THE RULES AND PROTEST COMMITTEE CANNOT BE IN ATTENDANCE, ON THE DATE OF THE MEETING, A SUBSTITUTION MAY BE MADE BY THE PRESIDENT OF THE V.E.M.H.A. THE SUBSTITUTE MUST BE A BOARD MEMBER OR A MEMBER APPROVED BY THE VEMHA EXECUTIVE.
- 4) IF THE COMMITTEE IS UNABLE TO MEET BEFORE SOME FORM OF ACTION MUST BE TAKEN, THE PRESIDENT OF V.E.M.H.A. WILL BE RESPONSIBLE FOR HANDING DOWN AN INTERIM DECISION TO BE PRESENTED TO THE CONFLICT RESOLUTION COMMITTEE AT THE EARLIEST AVAILABLE TIME.
- 5) SHOULD ANY TEAM, COACH, OR INDIVIDUAL REFUSE TO ABIDE BY THE DECISION OF THE COMMITTEE, THE TEAM, COACH OR INDIVIDUAL WILL BE SUBJECT TO SUSPENSION FOR THE DURATION OF THE CURRENT PLAYING SEASON.



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### BY-LAW #4: EQUIPMENT

#### 1) ALL PLAYERS MUST WEAR THE FOLLOWING MANDATORY EQUIPMENT:

- CSA APPROVED HELMET WITH FULL FACE MASK
- SHIN GUARDS
- HOCKEY GLOVES
- ATHLETIC CUP WITH SUPPORT
- ELBOW PADS
- HOCKEY PANTS
- SHOULDER PADS
- NECK GUARD
- MOUTH GUARD IS NO LONGER MANDATORY HOWEVER RECOMMENDED BY VEMHA

2) HELMET AND FACE MASKS MUST BE PROPERLY STRAPPED OR THE PLAYERS MAY RECIEVE A MINOR PENALTY AT THE DESCRETION OF THE REFEREE.

3) ALL GOALTENDERS MUST WEAR A CSA APPROVED HELMET WITH MASK AND NECK GUARD.

4) IT IS RECOMMENDED THAT ALL TEAMS CARRY A FIRST AID KIT AND HAVE SUCH KIT PRESENT AT THE BENCH DURING GAMES AND PRACTICES.

5) ALL V.E.M.H.A. TEAM APPAREL MUST BE CRESTED WITH THE APPROVED V.E.M.H.A. LOGO.

6) THE EQUIPMENT MANAGER WITH THE VEMHA EXECUTIVES APPROVAL MAY AT HIS/HER DISCRETION DISTRIBUTES GOALTENDER EQUIPMENT TO BOYS AND GIRLS WHO REQUEST SUCH, OUTSIDE OF VEMHA SANCTIONED EVENTS. PARENTS WILL BE REQUIRED TO SIGN FOR THE EQUIPMENT, STATING THE DATE ON WHICH THE EQUIPMENT WILL BE RETURNED. A DEPOSIT OF \$500.00 MUST BE LEFT AT THE TIME THE EQUIPMENT IS BORROWED. IF THE EQUIPMENT IS RETURNED BY THE DATE PROMISED, AND IS IN ACCEPTABLE CONDITION, THE DEPOSIT WILL BE RETURNED.

7) V.E.M.H.A. WILL NO LONGER PROVIDE GOALIE EQUIPMENT TO GOALTENDERS IN THE PEEWEE, BANTAM AND MIDGET DIVISIONS UNLESS APPROVED BY THE VEMHA EXECUTIVE. IT IS EXPECTED THAT THE COSTS OF THIS EQUIPMENT BE BORNE TOTALLY BY THE PARENTS.



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### BY-LAW #5: TEAMS AND PLAYERS

#### 1) AGE GROUPS FOR THE UPCOMING SEASON ARE AS FOLLOWS:

- INITIATION 4 TO 6 YEARS OLD
- NOVICE 7 AND 8 YEARS OLD
- ATOMS 9 AND 10 YEARS OLD
- PEE WEE 11 AND 12 YEARS OLD
- BANTAM 13 AND 14 YEARS OLD
- MIDGET 15 TO 17 YEARS OLD
- JUVENILE 18 AND 20 YEARS OLD

#### 2) THE AGE LIMIT IS DETERMINED BY THE AGE OF THE CHILD AS OF DECEMBER 31 OF THE PLAYING YEAR.

3) PROOF OF AGE MUST BE PRESENTED AT THE TIME OF REGISTRATION. IF BORN IN A COUNTRY OTHER THAN CANADA, A LEGAL DOCUMENT ATTESTING THE BIRTH DATE AND AGE MUST BE PRESENTED.

#### 4) PLAYER MOVEMENT BETWEEN DIVISIONS SHALL BE DETERMINED BY:

- A. PLAYER(S) MUST REGISTER WITH APPROPRIATE AGE GROUP AND FIRST GO ON ICE OF AGE GROUP THAT REGISTRATION APPLIES AS TO NOT AUTOMATICALLY MOVE PLAYERS UP A DIVISION BEFORE REGISTRATIONS.
- B. ALL OHF RULES & REGULATIONS APPLY
- C. IT IS AGREED PLAYER CAN COMPETE AT OLDER AGE GROUP BY BOTH CONVENORS OF DIVISIONS INVOLVED ALONG WITH VEMHA EXECUTIVE APPROVAL
- D. ONLY IF THERE IS ROOM IN OLDER AGE GROUP AS NEVER SHOULD SIT OUT AN OLDER PLAYER TO ACCOMMODATE A YOUNGER PLAYER

5) WITHIN A DIVISION, THERE WILL BE NO TRADING OF PLAYERS BETWEEN TEAMS ONCE THE DRAFTS HAVE BEEN COMPLETED WITHOUT THE APPROVAL OF FIRST THE DIVISION CONVENOR, COACHES OF THE TEAMS INVOLVED FOLLOWED BY, IN ORDER, THE BOARD OF DIRECTORS, PLAYER'S PARENTS AND THE PLAYERS THEMSELVES.

#### 6) PLAYER AFFILIATION:

VEMHA FIRST RESERVES THE RIGHT TO AFFILIATE ALL REGISTERED PLAYERS WITHIN VEMHA. IF A PLAYER IS NOT AFFILIATED, THEN PLAYER COULD BE AFFILIATED OUTSIDE OF VEMHA ONLY AT VEMHA EXECUTIVE APPROVAL.

PROCESS:



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AT THE BEGINNING OF EACH SEASON, THE CONVENORS WITH THE ASSISTANCE OF COACHES WILL PROVIDE A LIST OF PLAYERS THAT THEY FEEL ARE CAPABLE OF PLAYING IN AN UPPER DIVISION FOR AFFILIATION.

AN AFFILIATION DRAFT WILL THEN TAKE PLACE AT EARLIEST CONVENIENCE AT START OF SEASON FOR ALL DIVISIONS THAT APPLIES TO OHF APPROVAL.

AS OF ART 9.1.I OF NOHA CONSTITUTION BY-LAWS AND REGULATIONS

A PLAYER MUST HAVE THE APPROVAL OF HIS/HER REGISTERED TEAM OR MINOR HOCKEY ASSOCIATION TO:

- 1) BE SELECTED AS AN AFFILIATED PLAYER: AND
- 2) PARTICIPATE IN A GAME AS AN AFFILIATED PLAYER

ALL AFFILIATES SHALL TERMINATE AT END OF CURRENT SEASON

7) NO PLAYER WILL BE APPROACHED FOR PROMOTION BEFORE THE CONVENORS OF THE DIVISIONS INVOLVED HAVE BEEN CONSULTED.

8) NO TEAM WILL BE ALLOWED TO USE AFFILIATED PLAYERS FOR EXHIBITION OR TOURNAMENT GAMES WITHOUT PRIOR CONVENOR AND COACHES APPROVAL.

9) ANY TEAM FOUND GUILTY OF VIOLATING PLAYER ELIGIBILITY RULES MAY FORFEIT ANY AND ALL POINTS WON WHILE USING SUCH INELIGIBLE PLAYERS.

10) COACHES OF TEAMS FOUND GUILTY OF VIOLATING RULE 9 OF THIS SECTION MAY BE SUSPENDED OR DISMISSED BY THE BOARD OF DIRECTORS.

11) VIOLATION OF PLAYER ELIGIBILITY SECTIONS OF THE CONSTITUTION WILL BE DEALT WITH BY THE BOARD OF DIRECTORS.



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**BY-LAW # 6: REGISTRATION**

- 1) PLAYER REGISTRATION IS OPEN TO ALL BOYS AND GIRLS IN GOOD STANDING WITH VEMHA AND NOHA.
- 2) THE DEADLINE FOR REGISTRATIONS WILL BE DETERMINED BY THE BOARD OF DIRECTORS WHO WILL ENSURE THAT THE PUBLIC HAS AT LEAST TWO WEEKS ADVANCE NOTICE OF THE DEADLINE DATE.
- 3) THE REGISTRATION FEE SHALL BE DETERMINED AT THE JUNE BUDGET MEETING.
- 4) AFTER THE DEADLINE FOR REGISTRATIONS, A WAITING LIST WILL BE MAINTAINED AND IF THERE IS ROOM ON A TEAM OF A PLAYER'S DIVISION, HE WILL BE ALLOWED TO PLAY WITH CONVENOR AND VEMHA EXECUTIVE APPROVAL. IN ADDITION TO THE REGISTRATION FEE THE BOARD WILL DETERMINE IF A LATE REGISTRATION FEE SHOULD APPLY.
- 5) TEAMS SHALL CONSIST OF NO MORE THAN 17 PLAYERS, 2 GOALIES AND 15 SKATERS, UNLESS APPROVED BY CONVENOR AND COACH.
- 6) THE DEADLINE FOR REGISTRATION OF NEW RESIDENTS WILL BE DECIDED BY THE BOARD OF DIRECTORS AND WILL BE DETERMINED BY THE AVAILABILITY OF SPACE IN A DIVISION APPROPRIATE TO THE PLAYING SKILLS OF SAID PLAYER.



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### BY-LAW #7 – REFUND POLICY

- 1) NO REFUNDS FOR WITHDRAWING OF A PLAYER WHO VOLUNTARILY QUILTS FOR ANY REASON AFTER DRAFTS OR TEAMS ARE MADE WHICH MAY ALSO INCLUDE TO PURSUE OTHER INTERESTS OR TO PLAY OTHER SPORTS WHICH SPECIFICALLY INCLUDE HIGH SCHOOL HOCKEY.
- 2) FULL REFUND IF A PLAYER QUILTS BEFORE DIVISION DRAFTS OR TEAMS ARE MADE WHICH COULD ALSO INCLUDE MINUS OF ANY COSTS OCCURRED TO VEMHA
- 3) ALL REFUND REQUESTS WILL BE EVALUATED FOR A POSSIBLE APPROVAL AT END OF SEASON AND IF APPROVED WILL BE PAID OUT AT SUCH TIME UNLESS APPROVED BY VEMHA EXECUTIVE AT AN EARLIER DATE.
- 4) IF A REFUND IS REQUESTED FOR REASONS OF A SEASON ENDING INJURY THEN REQUEST MUST BE ACCOMPANIED BY A DOCTOR'S NOTE. THIS WOULD BE BASED ON LESS THAN HALF (50%) THE SEASON PLAYED. IF MORE THAN ONE HALF (50%) IS PLAYED, THEN NO REFUND WILL BE APPROVED UNLESS APPROVED BY VEMHA EXECUTIVE. NO RELEASES TO OTHER TEAMS/ASSOCIATIONS WILL BE GRANTED.
- 5) THE \$60 INSURANCE FEES WILL NOT BE REFUNDED
- 6) THE ADMINISTRATION FEE OF 10% WILL NOT BE REFUNDED
- 7) ANY COSTS OF SWEATER/SOCKS WILL NOT BE REFUNDED
- 8) ANY NOHA FEES WILL NOT BE REFUNDED
- 9) IN THE CASE OF WHERE A PLAYER HAS REQUESTED A REFUND DURING THE SEASON THE AMOUNT WILL BE PRORATED ONLY IF APPROVED BY ITEM 1)  
EXAMPLE: PLAYED 15 OF 30 GAMES EQUALS HALF REGISTRATION FEES BACK LESS ITEMS 3), 4), 5) AND 6)
- 10) TYKE/INITIATION OR ANY NEW PLAYERS WILL BE DEALT ON A ONE ON ONE BASIS WITH VEMHA EXECUTIVE/ INITIATION CONVENOR IN WHICH ITEM WOULD APPLY IF APPROVED
- 11) VEMHA EXECUTIVE RESERVES THE RIGHT FOR ANY FINAL DECISIONS OF ALL ABOVE ITEMS WHICH MAY ALSO INCLUDE A PLAYER'S RESIDENCE CHANGES OUTSIDE OF NOHA DISTRICT 2 DURING SEASON AND/OR IF A PLAYER IS RELEASED BY VEMHA BASED ON A CASE BY CASE BASIS.





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**BY-LAW #8: MISCELLANEOUS**

1) ALL FUNDRAISING ACTIVITIES MUST BE APPROVED BY THE BOARD OF DIRECTORS. TEAMS MUST APPLY IN WRITING FOR THIS APPROVAL BEFORE EMBARKING ON FUNDRAISING ACTIVITIES.

2) COACHES MUST SUBMIT TO THEIR DIVISION CONVENOR ALL TOURNAMENTS THEY ARE ENTERING AND THE DATES OF THESE TOURNAMENTS AS THEY APPLY TO ENTER. FAILURE TO INFORM THE BOARD MAY RESULT IN DISCIPLINARY ACTION BEING TAKEN. COPIES OF TOURNAMENT APPLICATIONS MUST BE SUBMITTED TO THE CONVENOR.

**BY-LAW #9: N.O.H.A. RELATIONS**

IT IS THE INTENT OF THIS BOARD TO FOSTER CO-OPERATION BETWEEN THE N.O.H.A. AND THE V.E.M.H.A. THROUGH FREQUENT COMMUNICATION AND PARTICIPATION IN JOINT PROJECTS AS THEY ARISE.

**BY-LAW #10: FINANCIAL FLOATS**

THE SECRETARY CAN BE GIVEN A FLOAT OF \$200.00 AT THE BEGINNING OF THE SEASON SO THAT THEY DO NOT HAVE TO BE "OUT OF POCKET" FOR DAY TO DAY EXPENSES INCURRED ON BEHALF OF THE V.E.M.H.A. AT THE END OF THE SEASON HE/SHE WILL BE REQUIRED TO RETURN RECEIPTS, AND CASH TOTALING \$200.00. IF THEY NEED MORE CASH DURING THE SEASON, THE TREASURER WILL ISSUE MONEY IN THE AMOUNT OF THE RECEIPTS BROUGHT IN AT ANY GIVEN TIME.



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### BY-LAW #11: HONORARIUMS

#### 1) HONORARIUMS PAYABLE TO BOARD MEMBERS WILL BE SET OUT AS FOLLOWS:

- AN HONORARIUM, UP TO A MAXIMUM OF \$500, WILL BE PAYABLE AT THE ANNUAL GENERAL MEETING (AGM)
- A LIMIT OF ONE HONORARIUM PER BOARD MEMBER REGARDLESS OF THE NUMBER OF POSITIONS HELD
- THE HONORARIUM VALUE FOR APPOINTED POSITIONS WILL BE DETERMINED AT THE ANNUAL BUDGET MEETING
- HONORARIUMS WILL ONLY BE PAYABLE TO ACTIVE BOARD MEMBERS\*\*
- PAYMENT WILL BE ISSUED PER BOARD APPROVAL
- SUFFICIENT FUNDS MUST BE AVAILABLE IN THE VEMHA GENERAL BANK TO COVER PAYMENTS OR PLAYER SPONSORSHIP

#### \*\* DEFINITION OF AN ACTIVE BOARD MEMBER IN REGARD TO HONORARIUM ENTITLEMENT

IN ORDER TO BE CONSIDERED AN ACTIVE BOARD MEMBER AND BE ELIGIBLE TO RECEIVE HONORARIUM ALL OF THE FOLLOWING CRITERIA MUST BE MET.

HONORARIUMS WILL ONLY BE PAID TO BOARD MEMBERS AFTER THE COMPLETION OF THEIR 1ST FULL YEAR AS A BOARD MEMBER IN GOOD STANDING AND FOR EVERY SUBSEQUENT FULL YEAR OF SERVICE AS A BOARD MEMBER IN GOOD STANDING.

TO BE CONSIDERED AN ACTIVE BOARD MEMBER ONE MUST HAVE ATTENDED AT LEAST ONE THIRD (1/3) OF THE REGULAR SCHEDULED BOARD MEETINGS AND (1/3) OF REGISTRATION DATES FOR THE HOCKEY SEASON THAT THE HONORARIUM IS TO BE PAID. A HOCKEY SEASON WILL BEGIN WITH THE YEARLY AGM (USUALLY HELD IN THE MONTH OF MAY - DATE OF AGM SUBJECT TO CHANGE) AND END WITH THE LAST REGULAR MEETING OF THE SEASON (USUALLY HELD IN MARCH - SUBJECT TO CHANGE). "SPECIAL" OR "OTHER" MEETINGS SCHEDULED AFTER THE OFFICIAL BOARD SCHEDULE IS RELEASED SHALL NOT BE USED TO DETERMINE ENTITLEMENT. REGULAR MEETINGS THAT ARE RESCHEDULED AT A LATER DATE WILL BE USED TO DETERMINE ENTITLEMENT.

AN ACTIVE BOARD MEMBER SHALL BE RESPONSIBLE FOR VOLUNTEERING AN ADEQUATE AMOUNT OF THEIR TIME FOR ONE (1) OF THE TWO (2) VEMHA TOURNAMENTS THAT ARE HELD IN THE HOCKEY SEASON (THE TWO (2) TOURNAMENTS ARE THE (NOVICE ATOM TOURNAMENT AND INITIATION JAMBOREE AND THE PEEWEE, BANTAM, MIDGET TOURNAMENT). IT IS EXPECTED THAT CONVENORS WILL VOLUNTEER FOR THE APPROPRIATE TOURNAMENT BASED ON THE DIVISION EACH CONVENOR REPRESENTS.

AN ACTIVE BOARD MEMBER SHALL PERFORM THE DUTIES FOR THE POSITION THEY HOLD AS DESCRIBED IN THE VEMHA BYLAW # 2 TITLED: BOARD OF DIRECTORS AND THEIR DUTIES

SCHEDULED BOARD MEETINGS AND TOURNAMENT VOLUNTEERING FOR WHICH A BOARD MEMBER WAS PREVENTED FROM ATTENDING BECAUSE OF SUCH MEMBER'S COACHING / TRAINER / TEAM STAFF OR OTHER VEMHA RELATED ACTIVITIES, WORKING HOURS, SERVICE IN THE ARMED FORCES OF CANADA, SICKNESS WHICH CONFINES, DEATH IN THE IMMEDIATE FAMILY, OR JURY DUTY, SHALL NOT BE COUNTED



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AS MEETINGS HELD IN DETERMINING SUCH MEMBERS' ELIGIBILITY; PROVIDED, THAT THE BOARD MEMBER SHALL HAVE THE BURDEN OF PROVING INABILITY TO ATTEND FOR ONE OF THE PRESCRIBED REASON IF REQUESTED BY THE REMAINING VEMHA EXECUTIVE BOARD.