



# NICKEL CITY HOCKEY ASSOCIATION

# CONSTITUTION

ARTICLES AS REVISED ON **June 25, 2018**

BY-LAWS & REGULATIONS AS REVISED ON **June 25, 2018**

# NCHA Constitution



## ARTICLES

### **Article 1 - Organization**

- 1.1 The association shall be known as the Nickel City Hockey Association, and shall herein be referred to as the NCHA.
- 1.2 The NCHA shall be the sole governing body of this Association.
- 1.3 The Association's name and logos, as well as the teams' names and logos shall not be used for any reason, unless authorized by the NCHA Executive Board.

### **Article 2 - Jurisdiction**

- 2.1 NCHA shall have jurisdiction over all REP hockey in the Northern Ontario Hockey Association (NOHA) District 2 (excepted for the territory of the Espanola Minor Hockey Association).

### **Article 3 - Membership**

- 3.1 Participating Member - Shall include all players currently registered in the NCHA. Membership commences upon a player's registration to a NCHA team, as per the Hockey Canada Roster (HCR) rosters and concludes immediately following the Annual General Meeting for that same season. Membership is renewed annually with the payment of registration fees, selection to a NCHA team and approval on an HCR roster. No Participating Member under the age of 18 years of age may hold voting rights.
- 3.2 Associate Member - Shall include one of any parent or one of legal guardian of a Participating Member registered in the NCHA and on an approved HCR. The Participating member must be in good standing in the NCHA.
- 3.3 Active Member - Shall include all Coaching staff (Coaching staff, Managers and Trainers), Directors of the NCHA Board (elected or appointed).
- 3.4 Life Member - Shall include any member or individual awarded a Life Membership by the NCHA Executive Board.
- 3.5 Membership Responsibilities:
  - 3.5.1 Active, Associate and Life Members - All Active, Associate and Life members must respect and comply with the NCHA constitution, all NCHA Policies, Rules and Regulations of the NCHA and the game of Hockey, as determined by the NOHA.
  - 3.5.2 Participating Members - All Participating members must respect and comply with all NCHA Policies, Rules and Regulations of the NCHA and the game of Hockey as determined by the Northern Ontario Hockey Association (NOHA). Display a high degree of sportsmanship, teamwork, respect for the community, NCHA, the NCHA members, members of the NOHA, game officials, coaches and team staff and their opponents.
  - 3.5.3 To comply with the NOHA Code of Conduct - Appendix A.

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- 3.6 Termination of Membership
- 3.6.1 Resignation, Suspension or Expulsion - Any member may resign their membership by notifying the NCHA Executive Board of such intention in writing. All matters involving suspensions and expulsions of membership must be brought before the Discipline Committee to make the recommendation as to whether or not the member shall be suspended or given an expulsion. The suspension or expulsion of any member must receive two thirds (2/3) support of the NCHA Executive Board in order to be approved.
- 3.7 No individual shall be permitted to participate in any NCHA activities (including tryouts) until his/her registration form and any required NOHA paper work is in the hands of the Treasurer.

## Article 4 – Mission, Vision, Values & Objectives

- 4.1 The mission of the NCHA is to oversee a complete and fully integrated (AAA-AA-A) REP level hockey program within the area of our jurisdiction, as promoted by Hockey Canada – Canadian Development Model (2010) and Hockey Canada – Long Term Player Development Plan (draft 2010).
- 4.2 Our vision is that by 2016, NCHA will be recognized as the most successful REP program within the NOHA.
- 4.3 The NCHA values are: Excellence, Perseverance, Good Sportsmanship, Fair Play, and Good Character.
- 4.4 The objectives of this association are :
- 4.4.1 To govern and administer hockey in accordance with articles, by-laws and regulations within this NCHA Constitution;
- 4.4.2 To create and improve a more uniform system to assist the progression and development of our players and which allows each one of them to advance at an appropriate pace, which is in the best interest of that player's individual development;
- 4.4.3 To allow each one of our players to compete at the highest possible level appropriate to their ability;
- 4.4.4 To ensure that our association is designed to complement/improve on our efforts, rather than compete with the other associations that are part of NOHA District 2;
- 4.4.5 To place the players and the game in the forefront and to provide the conditions necessary for a healthy program by encouraging internal co-operation between players, executives, coaches, managers and parents and externally by striving for harmony between this Association and the NDMHL and other leagues, the Municipal Arenas/Community Centre Department, and the NOHA;
- 4.4.6 To develop coaches, officials and volunteers to carry out the expressed goals of our members and to emphasize and encourage the involvement of those volunteers who put the interests of the sport ahead of their personal interests; and,

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- 4.4.7 The NCHA will be carried on without purpose of gain for its members, it will engage in activities to raise funds necessary to meet its objectives and all profits or other credits will be used solely in promoting its objectives.

## Article 5 – Governing Body, Elections & Administrative Council

- 5.1 The Board of Directors - The NCHA shall be governed by a Board of Directors, and shall be herein referred to as the Board.
- 5.2 The administration of the day to day business of the NCHA shall be by the Board that is elected by the membership during the Annual General Meeting (AGM) with the exception of the Past President position. Each Board member will be required to assume a role on the Administrative Council. The Board shall consist of the following positions:
- 5.2.1 The following position will not be an elected position and will not have full voting rights:
- Past President
- 5.2.2 The following positions will be elected positions with full voting rights:
- President
  - 1st Vice President
  - 2nd Vice President
  - Director at Large West
  - Director at Large East
  - Area Representative – South West (Walden, Espanola areas)
  - Area Representative – North West (Rayside, Onaping areas)
  - Area Representative – North East (Valley East, Capreol areas)
  - Area Representative – South East (Nickel Centre, Coniston areas)
- 5.2.3 All terms shall be two (2) years. The Past President will remain in cases where the President is elected for more than one term.
- 5.2.4 The following position will be elected on even years:
- President
  - 2nd Vice President
  - Area Representative – South West (Walden, Espanola areas)
  - Area Representative – South East (Nickel Centre, Coniston areas)
  - Director at Large West
- The following positions will be elected on odd years and will be two (2) year terms:
- 1st Vice President
  - Area Representative – North West (Rayside, Onaping areas)
  - Area Representative – North East (Valley East, Capreol areas)

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- Director at Large East
- 5.3 The Administrative Council shall help administer the day to day operation of the NCHA. The Board will appoint volunteer members to the Administrative Council. Members of the administrative council are to advise, update and report to the Board each month or as requested. The Board may add positions to the Administrative Council as required. The Administrative Council will consist of the following positions as a minimum:
- Registrar (2)
  - Ice Scheduler (2)
  - Secretary
  - Treasurer
  - Assignor
  - Equipment Manager
  - Technical Director
  - IT/Webmaster
  - Publicity
  - Convenors – Head, Novice, Atom, Pee wee, Bantam, Midget
  - AAA General Manager
  - Fundraising
  - Tournament
  - Awards
- 5.3.1 While a parent may be a Convenor, no Convenor may convene a division in which his or her child participates.
- 5.3.2 The Past President will sit as a non-voting Board Member.
- 5.3.3 Duties of the Board include:
- governing the Association by establishing broad policies and objectives;
  - selecting, appointing, supporting and reviewing the performance/activities of the Administrative Council;
  - ensuring the availability of adequate financial resources;
  - approving annual budgets;
  - accounting to the stakeholders for the Association's performance/activities; and,
  - liaison between NCHA and participating Associations.
- 5.4 The Advisory Council shall help with communication and coordination with our feeder system. The following house League (HL) Boards may each appoint a member of their own executive to the NCHA Board. Up to 7 additional advisors will represent their HL Board at the NCHA meetings. If interested, these councillors may also be appointed to any positions listed under the Administrative Council. The HL Associations here covered are:

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Capreol MHA, Coniston MHA, Nickel Centre MHA, Onaping MHA, Rayside Balfour MHA, Valley East MHA & Walden MHA.

- 5.4.1 Additional non-voting advisor positions may also be offered to a guest association(s) or a league(s).
- 5.5 Executive Board Election
  - 5.5.1 The election of the Executive Board will take place at the AGM;
  - 5.5.2 All elected officers forming the Executive Board shall be nominated and seconded by a member in good standing with the NCHA. Potential officers do not have to have a child registered in the NCHA nor do they have to live District 2.
  - 5.5.3 Nomination/Application for an Executive Board position must be received by the Board Secretary, in writing, at least four (4) weeks prior to the AGM. All nominations received by that deadline must be posted on the NCHA website at least seven (7) days prior to the AGM. No nominations from the floor. Nominees for Area Representative positions must reside in that area.
  - 5.5.4 Should only one nomination be received for a position, that Individual shall be deemed to be acclaimed.
  - 5.5.5 Should no nominations for a position be received, the Board may, at its discretion, appoint an individual who will serve until the next AGM. Appointees as Area Representative can live in any area.
  - 5.5.6 Election of Executive Board must be done by secret ballot.
- 5.6 The association will purchase and maintain liability insurance for the benefit of its Directors and officers.
- 5.7 Remuneration – Executive Board members of the NCHA shall serve without any remuneration and shall not profit from his/her position as a Director. A Director may be reimbursed reasonable expenses incurred in the performance of his/her duties
- 5.8 Directors and Officers of the Association, members or the Administrative Council and members of the Advisory Council shall respect the confidentiality of matters brought before the Board for consideration at any meeting. Discussions taking place at these meetings are not to be discussed outside of that forum. Any member found to be in violation of Board Confidentiality may be dismissed by the Board, as per Article 3.5
- 5.9 Indemnity - Every Director including his/her heirs, executors, estate and effect, respectfully, shall at all times be indemnified and saved harmless, out of the funds of the NCHA, against all costs , charges, and expenses whatsoever the Director sustains or incurs in about any action, suit or proceeding.
- 5.10 Conflict of Interest - All conflicts of interest shall be declared on the part of any elected or appointed Director and any conflicts that exist will require that

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Director to abstain from any vote dialogue or conversations related to the issue he or she is in conflict.

- 5.11 Only members in good standing, nominees for board positions or board invited guests can attend the NCHA AGM.

### Article 6 – Board/Council Meetings

- 6.1 Regularly scheduled Board meetings shall be held at least once a month.
- 6.2 Additional or special meetings may also be called whenever deemed necessary by the President or by two (2) or more elected Board members. Each Board member shall be notified by the Secretary as to the time and place of all meetings at least two (2) days in advance. Business transacted at a Special Board Meeting shall be limited to that specified in the notice calling the Meeting.
- 6.3 A simple majority of all elected Board members shall be considered a quorum.
- 6.4 The order of business for all meetings shall be:
- 6.4.1 Adoption of the Agenda
  - 6.4.2 Introduction of guests
  - 6.4.3 Adoption of the minutes of previous meeting
  - 6.4.4 Business arising from the minutes
  - 6.4.5 Treasurer's report
  - 6.4.6 Reports from Convenors, Officers, Committees & Board members
  - 6.4.7 Other business, as submitted to the board secretary at least 1 week prior to the meeting
  - 6.4.8 Date for next meeting and adjournment
- 6.5 The President shall vote only in case of a tie.
- 6.6 Robert's Rules of Parliamentary Procedure will be followed at all meetings.
- 6.7 The President shall, when appropriate, call for declarations of conflict of interest on the part of any elected member. If such declaration is made, that person shall abstain from the vote in question.
- 6.8 In the event of a vacancy occurring during the year, the Board may appoint a successor to the position.
- 6.9 Any Board member missing a total of three (3) regular or special meetings without just cause shall be automatically suspended and replaced by the Board as per Article 6.8.
- 6.10 A voting board member shall not fill a head coach position except, where an existing coaching position becomes vacant throughout the course of the season and no other qualified or suitable replacement is available.
- 6.11 Coaches, will however, be allowed to apply or be appointed to the tow Directors at Large positions.

### Article 7 - Amendments to the Articles, By-laws & Regulations

- 7.1 Proposals for amendments to an Article of the constitution must be forwarded in writing and received by the Board secretary at least four (4) weeks prior to the Annual General Meeting (AGM). All proposed amendments received by that deadline must be posted on the NCHA website at least seven (7) days prior to the AGM. All proposals submitted must contain the name and address of the

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proposer. All amendments must be accepted by a two thirds (2/3) majority vote of those in attendance at the AGM.

- 7.2 By-laws and Regulations in this constitution may be added, amended or deleted at regular, special, or annual meetings by a simple majority vote of eligible voters.

### Article 8 - Employees

- 8.1 Employees - The NCHA is operated as a non profit organization by volunteers from the membership of the NCHA and provisions shall be available for the NCHA to employ staff to fill critical administrative duties where there are no volunteers available to perform those duties. The Board shall have the power to hire staff, and where need be to terminate the employ of staff. Approval of all staff so hired and or terminated must receive a two thirds (2/3) vote of the Board. The employee will be accountable to the President or his delegate. No NCHA Director may be hired as an employee of the NCHA.

### Article 9 – Banking

- 9.1 Banking - The banking business of the NCHA, or any part thereof, shall be transacted with such bank, credit union or trust company as the Board may designate, approve or authorize from time to time by resolution. The President, 1<sup>st</sup> Vice President, and the Treasurer will have signing authority. Two of three signatures are required for all cheques by the NCHA

### Article 10 - Disclaimers

- 10.1 Gender Disclaimer - Within these Articles, By-Laws, Rules and Regulations and Policies, the alternating of gender in grammar is utilized. Any masculine reference shall also apply to females and any feminine shall also apply to males
- 10.2 Any changes in the Articles, By-Laws, Rules and Regulations and Policies which have been adopted, amended or revised in the manner herein set forth, shall not be negated by reason or any error or omission which may occur in the periodic printing of the Articles, By-Laws, Rules and Regulations and Policies of this Association.
- 10.3 All provisions, paragraphs, sub-paragraphs, sections and terms of the Articles, By-Laws, Rules and Regulations and Policies and playing rules shall be deemed to be severable one from the other, and if such provision, paragraph, sub-paragraph, section or term is ever found or declared by competent authority to be void or invalid, same shall be deemed to be stricken from the Articles, By-Laws, Rules and Regulations and Policies, as the case may be, without affecting the validity of any other provision, paragraph, sub-paragraph, section or term



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## APPENDIX A - NOHA CODE OF CONDUCT

1. The NOHA is committed to providing a sport environment in which all individuals are treated with respect.
2. During the course of all NOHA activities, athletes, coaches, parents, directors, volunteers, staff, chaperones and others within each of the NOHA Member Associations:
  - a) Shall conduct themselves, at all times, in a fair and responsible manner and refrain from comments or behaviours that are disrespectful, offensive, abusive, racist or sexist. In particular, the NOHA will not tolerate behaviour that constitutes harassment or abuse or bullying, and;
  - b) Shall avoid behaviour which brings the NOHA and/or it's Member Associations, or the sport of hockey into disrepute, including but not limited to the abusive use of alcohol and/or non-medical use of drugs, and;
  - c) Shall not use unlawful performance enhancing drugs or methods, nor shall they engage in any activity or behaviour that endangers the safety of others, and;
  - d) Shall at all times adhere to the Hockey Canada, OHF, NOHA Member Associations operational policies and procedures, to rules governing Hockey Canada, OHF, NOHA Member Associations events and activities and to rules governing any competition in which the member participates on behalf of the OHF, NOHA and NOHA Member Associations.
3. Failure to comply with this Code of Conduct may result in disciplinary action, including, but not limited to, the loss or suspension of certain or all privileges connected with the respective Member Association and/or NOHA including the opportunity to participate in NOHA and it's Member Association activities. Such discipline may include the removal or ban from an arena, games, practices and other team activities.

Revised February 2006

# NCHA By-Laws



## BY-LAWS

### **By-Law 1 - Annual General Meeting**

- 1.1 Each member, as defined in Article 3, is entitled to vote on motions and for the elections during the Nickel City Hockey Association (NCHA) Annual General Meeting (AGM).
- 1.2 Election of the Board (Voting Members) must be done by secret ballot.
- 1.3 The NCHA AGM will be held after the annual NOHA AGM and after the annual Nickel District Minor Hockey League meeting, usually during the month of May.
- 1.4 Notice of the AGM date will be posted on the NCHA website at least six (6) weeks in advance of the scheduled meeting.
- 1.5 The order of business at the AGM shall be:
  - 1.5.1 Minutes of the previous AGM (to be adopted).
  - 1.5.2 Financial Report for the year (to date).
  - 1.5.3 Proposals for amendments to the constitution.
  - 1.5.4 Election of executive for upcoming season.
  - 1.5.5 New Business.
  - 1.5.6 Adjournment.
- 1.6 The Financial Report shall consist of an income statement and balance sheet, itemizing all revenue sources, expenditures, assets and liabilities.

### **By-Law 2 - Duties and Powers of the board members**

- 2.1 The duties of **President** shall be as follows:
  - 2.1.1 he/she shall chair all meetings.
  - 2.1.2 he/she shall notify the secretary of all meetings.
  - 2.1.3 he/she shall see that the organization operates within the scope of the constitution.
  - 2.1.4 he/she is an ex-officio member of all committees and sub-committees.
  - 2.1.5 he/she represents NCHA in the community and is it's official spokesperson.
  - 2.1.6 he/she may delegate or appoint someone to perform his/her duties.
  - 2.1.7 he/she shall sign all cheques.
- 2.2 The duties of a **Vice President** shall be as follows:
  - 2.2.1 he/she shall perform all duties of the President in his/her absence and those delegated by the President.
  - 2.2.2 he/she is an ex-officio member of all committees and sub-committees.

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- 2.3 The duties of the Secretary shall be as follows:
- 2.3.1 he/she shall keep an accurate record of the proceedings of each meeting.
  - 2.3.2 he/she shall assume responsibility for all general correspondence.
  - 2.3.3 he/she shall maintain constitution making sure amendments are changed in constitution.
  - 2.3.4 he/she shall post the date and time of meetings including AGM and their minutes.
- 2.4 The duties of the **Treasurer** shall be as follows:
- 2.4.1 he/she shall prepare a budget for the upcoming season to be approved by the Board prior to August 30th.
  - 2.4.2 he/she shall keep an accurate account of all receipts and disbursements and prepare a financial report for all Board meetings.
  - 2.4.3 he/she shall prepare the NCHA annual statement which is to be presented to the Board at the first meeting of the new Fiscal Year. Due to the cost, Annual Financial Statement is to be audited at the discretion of the Board only.
  - 2.4.4 he/she shall countersign all cheques.
- 2.5 The duties of the Registrar shall be as follows:  
*The Board may appoint more than one "Registrar" in order to properly cover all teams and divisions.*
- 2.5.1 he/she shall schedule the registration dates and the volunteers.
  - 2.5.2 he/she shall keep a record of all registrants and method of payment.
  - 2.5.3 he/she shall work with the treasurer to ensure all participants fees are in order.
  - 2.5.4 he/she shall enter all pertinent data in the online Hockey Canada Registration (HCR) system.
  - 2.5.5 he/she shall coordinate player lists and then team rosters with all Convenors for accuracy & completeness.
  - 2.5.6 he/she shall coordinate team staff qualifications and volunteers' police checks with the Discipline Chair for accuracy and completeness.
- 2.6 The duties of the Ice Scheduler shall be as follows:  
*The Board may appoint more than one "Ice Scheduler" in order to properly cover all divisions and levels.*
- 2.6.1 he/she shall be responsible to coordinate all NCHA ice requirements with the City of Greater Sudbury through Ice Allocation Meetings or other.
  - 2.6.2 he/she shall represent the association at any ice related meeting.
  - 2.6.3 he/she shall develop the basic ice allocation template (a home game and a practice) for all NCHA teams.
  - 2.6.4 he/she shall coordinate all NCHA ice reallocation due to teams' schedule conflicts.
  - 2.6.5 he/she shall present to the Board a monthly report regarding ice allocation.
  - 2.6.6 he/she shall communicate to the City the name of the team staff responsible for extra bookings on behalf of each of our teams.

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- 2.6.7 he/she shall endeavor to increase the NCHA ice pool in order to provide for a second practice per week. It remains the sole responsibility of teams' staffs to increase their allotment of ice.
- 2.7 The duties of the Officials Assignor shall be as follows:  
*The Board may appoint more than one "Officials Assignor" in order to properly cover all regions of its territory.*
- 2.7.1 he/she shall coordinate the scheduling of officials for all NCHA activities.
- 2.7.2 he/she shall recommend policy to council regarding officials.
- 2.7.3 he/she shall have functional responsibility for the NOHA officials Convener, and any other league official convener.
- 2.8 The duties of the Equipment Manager shall be as follows:
- 2.8.1 he/she shall have functional responsibility for all NCHA equipment and sweaters.
- 2.8.2 he/she shall maintain an inventory of all equipment owned by the NCHA.
- 2.8.3 he/she shall solicit bids and purchase hockey equipment, as required.
- 2.8.4 he/she shall maintain and repair all equipment owned by the Association.
- 2.8.5 he/she shall chair the equipment committee.
- 2.9 The duties of the Technical Director shall be as follows:
- 2.9.1 he/she shall coordinate the NCHA's Hockey Development program.
- 2.9.2 he/she shall present a monthly report regarding Hockey Development to the Board.
- 2.9.3 he/she shall recommend policies to the council regarding Hockey Development.
- 2.9.4 he/she shall recruit and train volunteers to perform the functions required for Technical Development.
- 2.9.5 he/she shall establish and maintain on-ice and off-ice Technical Development programs in conjunction with convenors;
- 2.9.6 he/she shall promote (host) NOHA clinics for team staff development.
- 2.9.7 he/she shall coordinate team staff qualifications and volunteers police check with the Registrar for accuracy and completeness.
- 2.9.8 he/she shall transmit the directives (rule emphasis or other) of NCHA, NOHA, OHF, and HC.
- 2.9.9 he/she shall assist where possible or when necessary, the coaches and convenors.
- 2.10 The duties of the Webmaster shall be as follows:
- 2.10.1 he/she shall be responsible for the NCHA site infrastructure integrity, providing NCHA e-mails and team sites, as well as updating the content of the NCHA main site, as it is provided.

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- 2.11 The duties of the Publicity, Marketing & Promotion Officer shall be as follows:
- 2.11.1 he/she shall keep NCHA members informed on Association changes, events and activities.
  - 2.11.2 he/she shall be responsible to advertise through media for all events he/she sees necessary.
  - 2.11.3 he/she shall have functional responsibility for all awards.
- 2.12 The duties of the AAA Convenor shall be as follows:
- 2.12.1 he/she shall chair the AAA committee.
  - 2.12.2 he/she can be involved in all AAA activities (staff application and selection, player tryouts, team season plan review, etc.), in coordination with other committees and under Board approval.
  - 2.12.3 he/she shall assist team staff, players and parents, where possible or when necessary.
- 2.13 The duties of a Division (Novice-Atom-Pee wee-Bantam-Midget) Convenor shall be as follows:
- 2.13.1 he/she can be involved in all division activities (staff application and recommendation, player tryouts, team season plan review, etc.) in coordination with other committees and under Board approval.
  - 2.13.2 he/she shall assist team staffs, players and parents, where possible or when necessary.
  - 2.13.3 he/she shall have functional responsibility to the Tournament Chairperson for the NCHA tournaments.
- 2.14 The duties of the Fundraising Chairperson shall be as follows:
- 2.14.1 he/she shall chair the fundraising and sponsorship committee.
  - 2.14.2 he/she shall organize and co-ordinate fundraising special events as well as the solicitation of sponsorships, donations and grants to support the NCHA's program.
  - 2.14.3 he/she shall submit to council a financial accounting following each activity.
  - 2.14.4 he/she shall have responsibility for thanking all sponsors.
  - 2.14.5 he/she shall coordinate promotion in conjunction with Tournament Convenor.
  - 2.14.6 he/she shall seek out and appoint persons to be available to help with fundraising and sponsorship activities.
- 2.15 The duties of the Tournament Chairperson shall be as follows:  
*The Board may appoint more than one tournament chairperson.*
- 2.15.1 he/she shall chair the tournament committee.
  - 2.15.2 he/she shall coordinate all tournament activities (NOHA sanction, promotion, teams communication & registration, sponsors & fundraising, volunteer scheduling, teams scheduling, games' officials scheduling, rules and appeals committee, NOHA reconciliation and a financial report) on behalf of the Board.

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- 2.15.3 he/she shall assist team staff, players and parents, where possible or when necessary.
- 2.15.4 he/she shall seek out and appoint persons to be available to help with tournament activities.
- 2.16 Each Board member shall serve on at least one committee and additional committees, as required. In the event that any member refuses to serve on a committee without just cause, that member shall be dismissed from the Board.
- 2.17 The Board must confirm each and all team staff recommended by the convenors before their selection can be announced.
- 2.18 The Board shall have the power to suspend or expel members, team officials or players for notorious and continued foul play or unsportsmanlike conduct, failure to pay assessments or for persistent infringements of the rules and/or code of conduct of NCHA.
- 2.19 Any honorarium to be paid to any member of NCHA or non-member to perform any duty for NCHA must be approved by the Board.

### **By-Law 3 - Standing Committees**

- 3.1 **DISCIPLINARY COMMITTEE**  
NCHA will have a Disciplinary Committee to be comprised of one board member and 3 to 4 members at large. The responsibilities of this committee will be to create and maintain a disciplinary code for NCHA, as encouraged by the NOHA and the OHF. All recommendations of the committee are subject to Board approval.
- 3.2 **EXECUTIVE PLANNING COMMITTEE**  
The President shall be the chairperson. This committee prepares for the Board a detailed plan (activities, costs, responsibility, timelines, etc.) for the year ahead. All recommendations of the committee are subject to Board approval.
- 3.3 **EQUIPMENT COMMITTEE**  
The Equipment manager shall be the chairperson and will coordinate allocation, repairs, cleaning, buying and storage of all equipment and sweaters over several locations. This committee supports the equipment manager in the accomplishment of all his/her duties.
- 3.4 **FUNDRAISING COMMITTEE**  
The Fundraising Chairperson will seek out and appoint persons to be available to help with fundraising and sponsorship activities all of which must be approved by council. A financial account will be submitted to council following each activity. This committee supports the Fundraising chairperson in the accomplishment of all his/her duties.

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## 3.5 TOURNAMENT COMMITTEE

*NCHA may host more than one tournament which could lead to more than one tournament chairperson and related committee.* The Tournament chairperson will seek out and appoint persons to be available to help with tournament activities. A final report (including financials) will be submitted to council following completion of each tournament. This committee supports the Tournament chairperson in the accomplishment of all his/her duties.

## 3.8 COACH & PLAYER DEVELOPMENT COMMITTEE

The Technical Director shall be the chairperson and will coordinate coaching applications, interviews and make recommendations to the Board. As well, the committee will plan the players' evaluations and tryouts. This committee supports the Technical Director in the accomplishment of all his/her duties.

## 3.9 AWARDS COMMITTEE

This committee shall:

- 3.9.1 Plan, organize and conduct an Annual Awards Night, as a wind up for the NCHA.
- 3.9.2 Keep a record of the holders of all NCHA awards.
- 3.9.3 Have trophy and plaques suitably inscribed each year.
- 3.9.4 Order a sufficient number of awards for all teams providing funds are available.
- 3.9.5 Recommend any additional awards to the Board.

## 3.10 AD HOC COMMITTEES

Ad-Hoc committees may be established by the Board, on an as required basis.

## **By-Law 4 - Finance (Registration, Sponsorship & Fundraising)**

- 4.1 This Association shall have bank accounts for which the Treasurer shall be responsible.
- 4.2 All cheques shall be signed by the President and the Treasurer, in the absence of either, the Vice President may sign the cheques.
- 4.3 All purchases exceeding \$2500 must be authorized by the Board. Any purchases under \$2500 may be authorized by two (2) Board members.
- 4.4 All invoices must be given to the Treasurer promptly.
- 4.5 Teams, groups of teams or individuals claiming to represent the NCHA without the approval of the Board shall be automatically suspended and dealt with by the Board.
- 4.6 All fundraising shall first receive approval of the Board.

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- 4.7 The registration fee shall be determined annually by the Board.
- 4.8 All revenues will come directly to the NCHA and will be dispersed, as deemed necessary, by the Board.
- 4.9 Fiscal year of the NCHA shall be July 1st to June 30th.
- 4.10 The Board, prior to August 30<sup>th</sup>, shall prepare a budget for the upcoming season. It will indicate the previous year's budgeted and actual amounts and the budgeted amounts for the upcoming season. The budget is to reflect, as actual as possible, anticipated revenues and expenditures. It must be adhered to as closely as possible.
- 4.11 All teams must submit operating budgets to their convenors for Board approval no later than the end of August. The approved budgets must be adhered to as closely as possible.
- 4.12 Teams will be allowed to raise money following Board approval.
- 4.13 Each team (coaching staff and parents) is responsible for any and all operating costs for the playing season.
- 4.14 Each team executive, once appointed by the Board, is encouraged to look for team sponsors during the summer. Should the teams not have enough funds, then they shall ask for support from the parents.
- 4.15 Total player sponsorships should not exceed the Manager's projected costs for the season. These costs are to include hockey registration fees, ice, pictures, tournament entry fees, officials and coaching expenses. Excess sponsorship funds shall be deemed to be general team funds.



# NCHA Regulations



## **REGULATIONS (where contradictions exist with NCHA policies, the policies will govern)**

### **REGULATION 1 – Players**

- 1.1. Eligibility to Play in the NCHA  
All players residing in NOHA District 2 shall have the opportunity of playing for this Association, provided they are a member in good standing. No player from another district shall be signed unless a player release is obtained from the other association, and the NOHA approves HC Registration.
- 1.2. Proof of Age and Address  
A player must produce the following documents: a Birth Certificate, when requested, a release from a District 2 HL association, during the first year trying out, the NCHA registration fee, and the change of address form with related documents (if applicable), before NOHA approves the HC Registration.
- 1.3. Releases  
All players (whether signed or not) desiring to play REP hockey and residing in District 2, shall be considered the property of NCHA. Releases for players to play with another REP association may only be given, if in accordance with the NCHA policies.
- 1.4. Movement  
There will be no movement of players between divisions (e.g. Novice to Atom) unless in accordance with NCHA policies. Each player must attend his/her division try-outs prior to any movement.
- 1.5. Registration  
In the event that a players' registration in the NCHA is in question, that player's parent(s) or legal guardian(s) will be allowed to participate in the discussion with the Board, involving their child/ward. The decision of the Board, including all reasons for or against the decision, will be forwarded in writing to the player's parent(s) or legal guardian(s) within 72 hours of the decision being rendered.
- 1.6. Tryouts  
The NCHA try-outs/players' evaluation can commence the Monday after OHF provincials. The tryout committee will determine, where, when and how the tryouts will be executed, with board approval.
- 1.7. Player and Parent Agreement  
Both players and parents, once the player is registered to a team, must sign the NCHA parents' handout and abide by the NCHA constitution.
- 1.8. Fee Payment  
All players will have their respective team fees paid not later than the deadline set in the NCHA parent handout.
- 1.9. Refund  
A refund of part of the individual association or team fee shall be given by the NCHA Treasurer or manager, respectively, when:

# NCHA Regulations



- 1.9.1. a signed player, whom due to injury cannot complete the playing season, a signed player's place of residence changes to a location outside NOHA District 2, or a signed player is duly released by the Board, upon a request by the Coach of the signed player, and in accordance with NCHA policies.
  - 1.9.2. Any player who voluntarily quits a team after November 15<sup>th</sup> of the hockey season for any reason (other than the three stated in 1.9.1 above) shall NOT be reimbursed or refunded any part of the team or NCHA fees. If the required fees have not been paid in full at the time a player quits, the Board may withhold a release for the player, until such time as these fees are paid in full.
- 1.10. Dress Code  
All players and team executives shall be appropriately dressed for all games, tournaments and banquets.
- 1.10.1. AAA - Appropriate Dress: Dress shirt, dress pants, tie, dress boots or shoes and a NCHA team jacket.
  - 1.10.2. AA-A Appropriate Dress: Mock neck or equivalent, athletic pants and winter jacket embroidered with NCHA logos. For A teams, Athletic pants and winter jacket are to only be embroidered with the NCHA logo and not the player's number or individual teams' names, so they can be worn for more than one season.
  - 1.10.3. AAA Player equipment requirements: Sons helmet, Sons gloves, Sons pant or shell, and sons warrior team hockey bag.
  - 1.10.4. AA Player equipment requirements: Sons helmet (optional or must be black), Sons gloves (optional or must be black), Sons pant or shell, and Sons warrior team hockey bag (optional).
  - 1.10.5. A Player equipment requirements: all players must wear black helmet, pants, and gloves.
  - 1.10.6. Team garment jersey bags will be supplied by association for every team coach or appointed staff to carry to and from games.

## REGULATION 2 – Fielding of teams

- 2.1 Number of Players  
The NCHA will register as many competitive teams, as possible, based on caliber of registrants. All teams shall sign and carry no less than fifteen (15) players (defense and forwards) on each team, unless board approval is obtained. All teams will develop and play everyone on each team, as equally as possible, throughout the year. The signed players are to include two (2) goaltenders, unless board approval is obtained.
- 2.2 Teams Formed  
In each division (Novice to Midget) there may be a number of teams of different category (AAA-AA-A), which will be assigned to different divisions of the Nickel District Minor Hockey League, the Northern Ontario Hockey League or the Great North Midget League. As for AAA, the NCHA will field a Sons team in all divisions and category, allowed by the NOHA, whenever possible.

## NCHA Regulations



- 2.3 **Player Selection**  
The higher category (AAA vs. AA vs. A) team will have the first choice of players in a division (in one birth year), and must abide by the NCHA movement policy and the NOHA rules on affiliation.
- 2.4 **Affiliation**  
NCHA will declare an Affiliation to the NOHA on a yearly basis. Each NCHA team will receive a copy of the approved declaration and will thus be able to affiliate anyone within NCHA, as per NOHA Regulation 7.
- 2.5 **Team Classification**  
It is mandatory that each team management consult with their convenor and have the prior approval of the Board before declaring intention to change team classification (i.e., AA, A, B, etc.). It will be the decision of the Board to determine yearly the classification of each team.
- 2.6 **Tournament of Champions**  
It is not mandatory for NCHA teams to enter the NOHA Tournament of Champions (TOC). Teams planning to not attend the TOC, must notify the NOHA in writing before December 1<sup>st</sup>. Teams can also apply to play down a division.
- 2.7 **Drugs or Alcohol Infractions**  
While representing the NCHA, the use of drugs and/or alcohol by any player or coaching staff member will not be tolerated. The penalty for a first offence will be a minimum five (5) game suspension and the penalty for a second offence will be dismissal or suspension for the balance of the season. There will be No Smoking in dressing rooms by players, coaches or parents.

### **REGULATION 3 – Team officials**

- 3.1 **Team Staff**  
Each team represented in this Association must have a minimum of three (3) executives: a coach, a manager, and a trainer.
- 3.2 **Team Staff Approval**  
Coaches will be selected prior to tryouts and be assigned to a team. A person wishing to coach in this Association must submit a full written application on the form prescribed by the Association. If a Head Coaching position is not filled (sole candidates are not guaranteed a team), the Board will re-advertise for the position. The manager, trainer and assistant coach positions of each team shall be approved by the Board. The Board must meet with all team officials after tryouts are completed in order to explain what is expected of them in the running of their teams. Anyone on the team executive can be a parent of a player on the team.
- 3.3 **Required Certifications**  
A person wishing to be a coach, manager or trainer must meet the NOHA regulations, or commit to obtaining these certifications by October 15<sup>th</sup> of the current hockey season. Each team executive is responsible for studying the Constitution, policies and procedures, and for operating their individual teams within the spirit of the Constitution.

## NCHA Regulations



Criminal Record checks, including vulnerable sector, must be submitted to the Association prior to team registration and must be resubmitted as per NOHA regulations.

### 3.4 Signing Authority and Financials

All NCHA teams will have three signing officers on any bank account (e.g. parent rep, manager or parent). The manager of each team will prepare and publish a financial statement three (3) times a season, as follows: November, January and either within two weeks following the team's final game (regular season, playoff or tournament) or at the final team function (team party, banquet, etc.) of the season. This statement shall be given to the Convenor and to the parents of the appropriate team. If these financial reports are not submitted by these dates, the offending Manager shall be asked to meet with the Board and could receive a suspension. If a manager is suspended, the team involved will submit the name of their new manager. That manager must be approved by the Board. A person wishing to manage a team must be capable of being bonded.

## REGULATION 4 – Ice time

### 4.1 Ice Scheduling

All ice slots will be scheduled by the Ice Convenor.

### 4.2 Contact with City of Sudbury

The Ice Convenor is the primary contact person with the Leisure Services Department on all ice matters including: allotment, ice changes, cancellations, and ice bills. No team official may cancel any of their ice time directly: They must make arrangements through the Ice Convenor. Teams will be permitted to open their own ice account, for which they fully responsible.

### 4.3 Ice Return

Ice returned to the Convenor: A team which does not return its ice, as per the date set in City of Sudbury's ice regulations, will be charged the full rate of the ice time, if it is not sold.

## REGULATION 5 – Tournaments

### 5.1 Entry and Approval

Teams must follow the NCHA Tournament policy.

### 5.2 Behaviour

While teams attend out of town tournaments they must promote good sportsmanship, while representing NCHA.

### 5.3 Booking

Each team is responsible for obtaining information on tournaments, making all necessary arrangements, formulating budget, bus, etc.

### 5.4 Suspensions

Following any tournament, teams must submit to their convener copies of all score sheets showing any suspensions that may have been incurred. Teams must also report

## NCHA Regulations



to their convener any problems that may have arisen during any game, tournament or function, while representing the NCHA.

- 5.5 Reimbursement of Staff tournament Costs  
Team staff must abide by the NCHA reimbursement policy.
- 5.6 NCHA Tournament  
A Tournament Committee shall be established following the AGM to organize NCHA tournaments for the upcoming season. This committee shall report directly to the Board, through the chairperson. NCHA teams may be assigned tournament duties and all teams shall participate, as requested by the Tournament Committee. Participants shall include team executives, players, and parents.

### REGULATION 6 – Equipment

- 6.1 Equipment and Chattels  
Each team agrees that all equipment and chattels are entrusted to them for the period of one year and remain the sole property of the NCHA. Each team further agrees to return to the NCHA such equipment and chattels cleaned, mended etc. and suitable for use. Each team further agrees that in the event of a dispute, the Board may take such action as deemed necessary to recover such equipment and chattels, and if necessary, to restore them to a condition suitable for use.
- 6.2 Equipment and Chattels Responsibilities  
The Equipment manager shall be responsible for the safekeeping of all equipment during the off-season, while team managers shall be responsible for their respective team's equipment during the hockey season.  
Any player deliberately damaging equipment must replace the damaged equipment with equivalent equipment.
- 6.3 All teams must follow NCHA guidelines for equipment and soft goods.
- 6.4 Uniform Rules  
Any player with equipment not returned, will not be given any waivers or releases until such equipment is returned. No NCHA player shall wear game jerseys to practice.

### REGULATION 7 – Clothing

- 7.1 Team Clothing  
All team clothing must be purchased from the NCHA preferred supplier and in conformance with NCHA Policies.

### REGULATION 8 - Harassment & Abuse

- 8.1 Harassment & Abuse  
All volunteers accept and will follow the Harassment and Abuse Policies and Procedures as set out by the NCHA, OHF and the HC. This includes the 10 steps of screening for the Prevention of Harassment and Abuse and the NCHA Code of Conduct, as adopted by the NCHA at the founding AGM.