

FERNIE MINOR HOCKEY ASSOCIATION CONSTITUTION

ARTICLE 1:

The name of the Society is “FERNIE MINOR HOCKEY ASSOCIATION”.

ARTICLE 2:

The purposes of the Fernie Minor Hockey Association are:

- a) To promote, govern and improve organized hockey in Fernie
- b) To foster among its members, supporters and teams, good sportsmanship and a general community spirit.
- c) To maintain and increase the interest in the game.
- d) To have and exercise a general care, supervision and direction over the playing interests of its teams and players.
- e) To help each athlete develop his or her talent to its fullest potential.

ARTICLE 3:

It is an unalterable provision of the Constitution that the members of the Society shall not have any interest in the property or assets of the Society ceasing to exist and upon dissolution of the Society and after payment of all debts and liabilities, the remaining and residual property of the Society shall go, be paid and made over to the registered and recognized charitable organization in Canada.

ARTICLE 4:

The operations of the Society are to be chiefly carried on, in or adjacent to the City of Fernie, this provision is alterable

ARTICLE 5:

As an unalterable provision of the Constitution this Association shall be affiliated with the British Columbia Amateur Hockey Association

ARTICLE 6:

The Association shall consist of:

- a) All member teams of the Fernie Minor Hockey Association who operates under the jurisdiction of the Association and who complies with the requirements of its Constitution, By-laws and regulations
- b) Life Members
- c) The Executive Committee
- d) Other Elected and appointed officials
- e) Paid up members

This provision is alterable.

FERNIE MINOR HOCKEY ASSOCIATION BY-LAWS

TABLE OF CONTENTS	PAGE
PART 1 – MEMBERSHIP	3
PART 2- MEETINGS	4
PART 3 – NOMINATIONS	4
PART 4 – VOTING	4
PART 5 - EXECUTIVE COMMITTEE	5
PART 6 - EXECUTIVE COMMITTEE DUTIES	5
PART 7 - DUTIES OF OFFICERS AND OFFICIALS	5
PRESIDENT	5
PAST PRESIDENT	5
VICE PRESIDENT	6
TREASURER	6
SECRETARY	6
DIRECTORS	6
PART 8 – APPOINTMENTS	7
REGISTRAR	7
ICE CO-ORDINATOR	7
EQUIPMENT MANAGER	7
COACHING CO-ORDINATOR	7
DIVISION CO-ORDINATOR	8
REFEREE-IN-CHIEF	8
STATISTICIAN	8
RISK MANAGER	9
PART 9- COMMITTEES	9
PART 10 - COMMITTEE DUTIES	9
FINANCE COMMITTEE	9
HOCKEY DEVELOPMENT COMMITTEE	10
DISCIPLINE COMMITTEE	10
APPEALS COMMITTEE	10
TOURNAMENT COMMITTEE	10
PART 11- APPEALS PROCEDURE	10
PART 12- TEAM OFFICIALS	10
PART 13- REGISTRATION	11
PART 14- FORMATION OF TEAMS	11
HOUSE HOCKEY	11
CARDED TEAMS	11
PART 15 - PLAYING RULES	12
PART 16- GAME OFFICIALS	12
PART 17 - CUSTODY AND USE OF THE SEAL OF THE SOCIETY	12
PART 18 – BORROWING	13
PART 19 - AMENDMENTS TO THE CONSTITUTION AND BY- LAWS	13

FERNIE MINOR HOCKEY ASSOCIATION

BY-LAWS

PART 1 – MEMBERSHIP

- a) The following shall upon application to the Directors, and acceptance by the Directors become members of the Association:
 - i) any parent or guardian of any player
 - ii) any person nineteen (19) years of age or older who is actively involved in the general work of the association
- b) Every member shall uphold the Constitution and comply with these By-Laws, rules and regulations
- c) An Annual Membership fee of \$2.00 shall be paid at the time of player registration. This fee is compulsory for one member of the family. If a second membership is requested an additional \$2.00 fee shall be paid.
- d) Membership shall expire on June 30 following the date of admittance. Thereafter, membership will expire on June 30 of each year.
- e) A person shall also cease to be a member of the Association:
 - i) by delivering his resignation in writing to the Secretary of the Association or
 - ii) on his death, or
 - iii) on being expelled
 - iv) on having been a member not in good standing for 12 consecutive months.
- f) All members are in good standing except a member who has failed to pay his current annual membership fee or any other subscription or debt due and owing by him to the society and he is not in good standing so long as the debt remains unpaid.
- g) A member may be expelled from membership upon the Executive Committee voting by a 75% majority to expel the members for conduct deemed to be improper, unbecoming or likely to endanger the interest or reputation of the Association or who willfully commits a breach of the Constitution or By-Laws of the Association.
- h) As an honour, the highest that may be bestowed by the Association, any member who has served the Association for at least ten years and rendered outstanding and meritorious service in accordance with Article 2 of the Constitution may be elected an Honorary Life Member at any regular Executive Committee Meeting of the current season, and confirmed at the Annual General Meeting. Life members shall have the privilege of acting in an advisory capacity to the Executive Committee and shall be accorded all the rights and privileges of other members.
- i) Nomination for Life Membership must be submitted in writing to the Executive Committee, signed by a member in good standing detailing the service for which the honour is bestowed.

PART 2 - MEETINGS

- a) The Annual General Meeting of the Association shall be held on or before May 15. Notice of the Annual General Meeting shall be advertised in the local media at least 14 days prior to the date of the Annual General Meeting, in addition to the written notice to members pursuant to the provisions of the Society Act.
- b) All meeting of the Executive Officers and the Executive Committee shall be at the call of the President, except as outlined under item (c) below
- c) At the request of three Executive Committee Members, the President shall call a special meeting. No subject shall be discussed or considered at any special meeting except that specified in the notice.
- d) A quorum for the Executive Committee meeting shall consist of a majority of members of the Executive Committee and only Executive Committee members shall be entitled to vote.
- e) The President shall set up a meeting of the Executive Committee once per month during the hockey season.
- f) The Secretary shall notify all concerned of an Executive Committee meeting change at least two days in advance.
- g) All members of the Association and its Executive Committee shall be conducted in accordance with Roberts Rules of Order.

PART 3 - NOMINATIONS

- a) A nominating committee consisting of four members of the Society shall be appointed by the Executive Committee at their meeting in March. The duties of the nominating committee shall be to nominate a list of candidates for office as Directors at the subsequent Annual General Meeting. The report of the nominating committee shall be delivered to the Secretary two weeks before the Annual General Meeting. Such publicity may be given to the report as the Directors shall determine. Other nominations may be made from the floor at the Annual General Meeting. No member may be nominated who has not consented to stand for election.
- b) Any members attending the Annual General Meeting shall have the privilege of nominating a representative for the Executive Committee of the Association.
- c) No more than 8 Directors may be elected
- d) The term of office is two years.

PART 4 – VOTING

- a) At the Annual General Meeting and all General Meetings of the Association, every member present is entitled to one vote. Proxy votes shall not be permitted.
- b) In case of an equality of votes the chairman shall not have a casting or second vote in addition to the vote to which he may be entitled as a member and the proposed resolution shall not pass.
- c) At all meetings of the Association, voting shall be decided by a show of hands unless the meeting decides on a ballot.
- d) Decision shall be by majority of votes cast, except as otherwise provided in the By-Laws and the Society Act
- e) Only those persons holding memberships two weeks prior to the General Meeting shall have voting privileges at the General Meetings or may hold offices.

PART 5 - EXECUTIVE COMMITTEE

- a) The Executive Committee shall consist of the following:
 - i) The Executive Officers who are the President, the Past President, the Vice President, the Secretary and the Treasurer.
 - ii) and no more than 4 Directors
- b) The office of President may not be filled by a Director in his/her first year of his/her term
- c) The Executive Officers shall be elected at the 1st meeting of the Executive Committee following the Annual General Meeting from among the Directors
- d) The member may by special resolution remove a director before the expiration of his/her term of office, and may elect a successor to complete the term of office.
- e) No director shall be remunerated for being or acting as a director but a director shall be reimbursed for all expenses necessarily and reasonably incurred by him/her while engaged in the affairs of the society.

PART 6 - EXECUTIVE COMMITTEE DUTIES

- a) Shall constitute the governing body of the Society and shall be responsible for governing its affairs
- b) To fill vacancies that occur on the Executive Committee
- c) To suspend and/or take such disciplinary action that may be deemed necessary against any team, player or team official, referee, or Association member refusing to accept or obey the ruling of the Executive Committee or whose conduct is not consistent with the goals and objectives of the Association.
- d) By a two-thirds vote to forthwith remove from office any member of the Executive Committee who by being remiss or neglectful of duty or by conduct tending to impair his/her usefulness as a member of the Executive.

PART 7 - DUTIES OF OFFICERS AND OFFICIALS

PRESIDENT:

The President, within the jurisdiction of the Association, shall have the power to:

- a) perform the duties usual to the office of President
- b) shall interpret the Constitution and By-Laws as required
- c) sign as a signing officer for the Association
- d) call all meeting as set forth in Part 2
- e) preside at all meetings
- f) exercise the powers of the Executive in case of emergency
- g) suspend clubs, players or team official, subject to ratification at the next Executive meeting
- h) sit on all Committees as an ex-official member

PAST PRESIDENT:

The Past President shall be a full voting member of the Executive and shall act in advisory capacity at all meetings of the Executive. He may also accept appointments as required.

He shall be specifically responsible for arrangement of coaches and players clinics.

VICE PRESIDENT:

In the absence of the President or in the event of his inability to act, the Vice President shall have and exercise all powers of the Association.

He shall be the legal holder of all trophies and cups in the trust of the Association.

He shall be an authorized signing officer of the Association in the absence of the President.

TREASURER:

The treasurer shall

- a) keep a record of all monies received and disbursed, shall deposit all monies in the bank, shall make all disbursements by cheque
- b) prepare a monthly financial statement for the Executive Committee review
- c) present at each Annual Meeting a report of the year's operations and a financial statement
- d) serve on the Finance Committee
- e) be one of the signing officers of the Association

SECRETARY:

The secretary shall:

- a) keep an accurate record of the proceedings of the Association
- b) notify the Executive Committee members of the time and place of meetings
- c) issue the notice of the Annual General Meeting at least two weeks before the meeting
- d) have custody of all records and documents of the society, except those required to be kept by the treasurer
- e) perform such other duties as shall be necessary for the good and welfare of the Association
- f) file an Annual Report with the Registrar of Companies within 30 days after each Annual General Meeting
- g) shall make available for regular meetings the minutes of the last meeting

DIRECTORS:

The directors shall perform such duties and chair such committees as directed by the Executive Committee.

PART 8 - APPOINTMENTS

REGISTRAR:

The Registrar shall

- a) receive and certify all certificates submitted to him on behalf of the players and teams applying for registration in the Association
- b) keep a register of all players in the Association
- c) handle all insurance claims, seeing they are processed properly
- d) present at each Annual General Meeting a report of the year's operations
- e) co-ordinate all phases of player registration
- f) at the end of each hockey year, provide a breakdown of the number of players to be expected in each division in the following year

ICE CO-ORDINATOR:

The Ice Co-ordinator shall

- a) be responsible for obtaining ice time
- b) disperse ice time to the teams on a time-table for the year, upon approval of the Executive Committee. Major changes to the time-table throughout the year must be approved before such changes are put into effect
- c) be responsible for scheduling ice time, re-scheduling of ice time, exchange of ice time and cancellation of ice time
- d) approve and record all ice time allotted to the Fernie Minor Hockey Association regardless of the purpose and means of payment
- e) provide for the announcement of the upcoming week's activities on the bulletin board of the arena

EQUIPMENT MANAGER:

The Equipment Manager shall

- a) obtain a list of equipment requirements from the Division Co-ordinators
- b) be authorized to purchase equipment, considering the quality and safety factor. (local supplier preference set at 5% level)
- c) advise the association of facility equipment, arrange for handling, storage, repairing, cleaning and necessary insurance coverage on all equipment

COACHING CO-ORDINATOR:

The Coaching Co-ordinator shall

- a) maintain an effective line of communication between the coaches, the association and the National Coaches Certification Program
- b) to recommend to the Executive Committee the appointment of team coaches and team officials
- c) to co-ordinate training programs for all coaches and team officials
- d) to oversee that coaches are evaluated

DIVISION CO-ORDINATORS:

- a) There will be a Division Co-Ordinator to handle the affairs for each age group within the jurisdiction of the Association. They will be a liaison between all parties within that division and will mediate solutions between two or more parties. (they should preferably not be a coach within the Division).
 - i) be in charge of local Representative and House league teams playing in his Division
 - ii) inform the Equipment Manager of equipment requirements to operate his division
 - iii) have the authority to enforce and or make the appropriate executive committee aware of any breach in the Rules, Regulations and Procedures established by the Association
 - iv) convene a meeting with the coaches and managers in the Division at the beginning of the season to establish guidelines regarding the practices, games, use of equipment, and to discuss the level of skills which that Division is striving to achieve for that season
 - v) convene regular meetings with the Division coaches and managers during the season to discuss any problems or suggestions that they may have
 - vi) executive members shall be assigned as Division Co-ordinators

REFEREE-IN-CHIEF:

The Referee-in-Chief shall

- a) post a list of available on ice officials for all House league and local Representative team games and may schedule on ice officials
- b) receive a report immediately when an on ice official does not put in an appearance
- c) co-ordinate clinics to aid in the supply of a sufficient number of referees and linesmen to satisfy the demands of the Association
- d) have the authority to dismiss an on ice official deemed incompetent
- e) foster and aid the time-keepers with advice and necessary clinics as to satisfy the demands of the Association
- f) form a Referees Association consisting of at least 1 Referee from each division (Bantam age group and up) to assist in evaluations etc.
- g) post a fee schedule for on ice officials upon executive committee approval

STATISTICIAN:

The Statistician shall

- a) collect all game sheets (league, exhibition, tournament, etc) for each FMHA team during the season and maintain FMHA archives
- b) fax, or otherwise notify, the appropriate EKMHA statistician of all league games on a weekly basis
- c) collect all EKMHA stat sheets and corresponding copies of reportable games to be submitted on a monthly basis to the EKMHA
- d) collect all out-of-province game sheets on a monthly basis and submit them to the BCAHA District Director
- e) submit copies of reportable game sheets to FMHA President on a monthly basis

RISK MANAGER:

The Risk Manager shall

- a) become knowledgeable in the BCAHA Risk Management program
- b) create and maintain a risk management file for their Association of BCAHA, CHA and other risk management information
- c) promote effective risk management within the Association
- d) work with their executive to help identify major risks and make recommendations to reduce or manage those risks
- e) identifies the risk of bodily injury or financial loss arising from the activities of an organization
- f) measures the risk that have been identified and sorts those that are significant from those that are not
- g) seeks out all the ways and means of eliminating avoidable risks that could lead to significant bodily injury or financial loss and does everything it can to minimize the consequence of risks that are avoidable
- h) making sure that adequate financial resources are in place to compensate those who are injured or have otherwise suffered a financial loss as a result of their involvement in amateur hockey

PART 9 – COMMITTEES

The following committees shall be appointed at the beginning of each year by the Executive Committee

Finance Committee
Hockey Development Committee
Discipline Committee
Appeals Committee
Tournament Committee

PART 10 - COMMITTEE DUTIES:

FINANCE COMMITTEE:

- i) The Finance Committee shall consist of the Treasurer of the Association who shall be Chairman, any three members appointed by the Executive Committee at the first Executive Committee meeting
- ii) The duties of the Finance Committee shall be to review the finances and expenditures of the Association and recommend to the Executive Committee any course or action which they may deem advisable
- iii) The Finance Committee shall prepare and circulate a budget of proposed operations for the coming year to be approved by the Executive
- iv) The Finance Committee shall be responsible for co-ordinating and authorizing all Fund Raising within the Association

HOCKEY DEVELOPMENT COMMITTEE:

Shall be responsible for recommending to the Executive a development program for hockey players through the various development stages and for co-ordinating the activities of the Division Co-ordinators.

DISCIPLINE COMMITTEE:

Shall consist of the President of the Association who shall be Chairman, the Vice President and three members appointed by the Executive Committee at the first Executive meeting. One of these shall be the Referee-in-Chief. The Discipline Committee shall review all misconduct penalties (ten minute, game, gross and match) assessed to players and team officials of the Association and to suspend and/or take disciplinary action that may be deemed necessary against such individuals.

APPEALS COMMITTEE:

Shall consist of the Past President who shall be Chairman, the Referee-in-Chief and two Executive Members not on the Discipline Committee. The duties of the Appeals Committee shall be to hear appeals from decisions made by the Discipline Committee. The Appeals Committee may re-admit any team, player, team official, or referee or uphold, or modify any decision made by the Discipline committee based on an Executive Committee approval, which will be dealt with at the next regular meeting.

TOURNAMENT COMMITTEE:

Duties to include 1 member of Executive plus members of Tournament Hosts (FMH)

1. To interpret guidelines
2. To be liaison with the Executive
3. To consult any issues

PART 11 - APPEALS PROCEDURE

- a) Any team, player or referee may appeal the decision of the Discipline Committee
- b) Any appeal to the Executive Committee by the aggrieved party shall be in writing outlining all particulars pertaining to the case and shall be delivered to the Secretary of the Association within seven (7) days of being notified of the decision of the Discipline Committee
- c) The appeal shall be dealt with by the Appeals Committee within seven (7) days of receiving the written appeal

PART 12 - TEAM OFFICIALS:

- a) Applications will be accepted for coaching positions for both House and Representative Teams. The Executive Committee will set a deadline during the month of June for acceptance of Representative Team coaching positions and during the month of September for the House Team Coaching positions
- b) The method of application will be submitted on forms supplied by the Association

- c) Coaching clinics sponsored by the CAHA or FMHA will be provided for all coaches. Where possible, coaches are encouraged to attend these clinics to attain certification at the various coaching levels. Such certification will be a factor in the appointment of coaches for the various teams
- d) The Executive Committee will select coaches by the following procedure:
 - i) Every Division stated on the blackboard
 - ii) Every Applicant placed under the appropriate Division regardless of his preference
 - iii) Best applicant selected for each Division
 - iv) Duplication stated on application

PART 13 – REGISTRATION:

- a) A Fernie Minor Hockey Player shall be a member of and play for only one Association at any one time. The Fernie Minor Hockey Executive may grant permission to waive this regulation for a special event.

PART 14 - FORMATION OF TEAMS:

a) HOUSE HOCKEY

This shall be the recreational division of the Association intended to provide physical conditioning and to teach the basics of the game and good sportsmanship. House Hockey should be kept free from the demands and pressures normally associated with Carded Hockey

- i) House Teams shall be formed under the direction of the Division Coordinator. The Coordinator may appoint others to assist him in forming the teams as he sees fit. The overriding goal is to form teams that will be comparatively equal in the caliber of players
- ii) If equal house teams are implemented, to achieve equality between the teams, the Division Coordinator will review the comparative ability and make changes in consultation with the division coaches and Hockey Development.
- iii) As a general guideline, the house teams should play no more than thirty five (35) games per season (including league play, exhibition and tournament play) and should take no more than 2 overnight trips.

b) CARDED TEAMS:

Shall be representative of the Association and shall abide by the rules and regulations set forth by the Association, BCAHA and CAHA. Carded Teams shall be made up from the available players in the division who demonstrate the highest qualities of skill and attitude.

- i) All Carded Team players and team officials are expected to conform to the guidelines set out in the BCAHA Guide for Hockey Administration
- ii) Carded Teams will be formed in all Divisions from Pee Wee up, unless in the opinion of the Executive Committee, the quality or number of players in a division does not justify the formation of a Carded Team in that division.
- iii) The Carded Team for each division shall be chosen at open try-out sessions by a Committee made up of the Team Coach and two (2) other impartial persons appointed by the Executive Committee. Those players chosen for the Carded Team shall not be included on House Teams and a list of players who presented themselves at the Carded try-outs as candidates for the Carded Team shall be delivered to the Registrar by the Team Selection Committee on for before the first league game.

- c) FMHA affiliation of teams will be decided on annual basis by the Executive Committee
- d) **PLAYER MOVEMENT** - No player shall be permitted to play above or below his age group unless a special request is made. Any such request shall be considered by the Hockey Development Committee, which shall make a recommendation to the Executive Committee, and any such recommendation shall only be approved by the Executive Committee if, the recommendation received the approval of 51% of the Executive Committee present at the meeting.
- e) **FORMATION OF OTHER TEAMS:**
 - 1) All League Responsibilities shall take precedence
 - 2) Novice and Atom level only. Any program shall encompass the needs of ALL players, if Team is to be formed for higher skilled players, then a program MUST also be available for remaining players.
 - 3) Development teams will be formed in all Divisions from Atom up, unless in the opinion of the Executive Committee the quality or number of players in a division does not justify its formation.

PART 15 - PLAYING RULES

- Rule 1: Playing rules for all games shall be in accordance with the CAHA Rules. Playing rules established by the FMHA within this constitution shall take precedence over CAHA, BCAHA, Crowsnest Pass League rules in the FMHA competition.
- Rule 2: For exhibition games, sanctioned tournament and playoffs against the BCAHA affiliates, rules and regulation will be as stated in the BCAHA constitution. Any suspensions to members of a team received from the BCAHA shall be recognized by the FMHA.
- Rule 3: All misconduct and major penalties are to be reported to the President and handled by the Discipline committee. Failure to do so could result in a suspension of the Coach.
- Rule 4: Any inappropriate behaviour on and off the ice will be severely dealt with. The following are areas of disciplinary problems that Fernie Minor Hockey does not tolerate:
 - a) Physical Abuse
 - b) Profanity
 - c) use of and possession of drugs and alcohol

PART 16 - GAME OFFICIALS

- a) All officials may be appointed by the Referee in Chief
- b) Regular training seminars on ice instruction and discussion periods will be arranged by the Referee-in-Chief. All Association Game Officials will be expected to attend these sessions.

PART 17 - CUSTODY AND USE OF THE SEAL OF THE SOCIETY:

The Common Seal of the Society shall be under the control of the Executive Committee and the responsibility for its custody and use from time to time shall be determined by the Executive Committee.

PART 18 - BORROWING:

- a) In order to carry out the purposes of the society the Directors may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in the manner they decide, and in particular but without limiting the foregoing, by the issue of debentures.
- b) No debenture shall be issued without the sanction of a special resolution.
- c) The members may by special resolution restrict the borrowing powers of the directors, but a restriction imposed expires at the next annual general meeting.

PART 19 - AMENDMENTS TO THE CONSTITUTION AND BY-LAWS:

- a) Resolutions to amend or alter the Constitution or By-Laws can only be made at the Annual General Meetings.
- b) Amendments to the Constitution and By-Laws are to be made by a Special Resolution and shall require a majority of not less than seventy-five percent (75%) of the members voting.