

# CORONATION MINOR HOCKEY ASSOCIATION

## BY-LAWS

### DEFINITIONS

|                |  |
|----------------|--|
| CHA            | Canadian Amateur Hockey Association                    |
| CHL            | City Hub League  |
| CMHA           | Coronation Minor Hockey Association                    |
| CSA            | Canadian Standards Association                         |
| HMHC           | Hamilton Minor Hockey Council                          |
| MHAO           | Minor Hockey Alliance of Ontario                       |
| OHF            | Ontario Hockey Federation                              |
| OMHA           | Ontario Minor Hockey Association                       |
| RHL            | Recreational Hockey League                             |
| TDC            | Technical Development Committee                        |
| City           | The City of Hamilton Recreation and Culture Department |
| Coaching Staff | Head coach, assistant coaches, manager and trainer     |
| Member         | as defined in the Constitution                         |

### By-Law 1

#### OPERATION AND GUIDING PRINCIPLES

##### (A) Operation

These by-laws shall comply with the CMHA constitution and are the operating rules for the league.

##### (B) The Guiding Principles shall be to:

1. Foster, promote and teach amateur hockey.
2. Offer all eligible players the maximum opportunity to participate.
3. Develop and encourage the qualities of sportsmanship, fairness, team play, personal development and a mentally and physically healthy environment among all players, coaching staff, officials and members. As such, CMHA shall not tolerate profane language or threatening, menacing or intimidating behaviours by any of these participants.
4. Sponsor and promote athletic, social and other activities as may contribute to the betterment and financial position of CMHA, and
5. Support the activities and regulations of our affiliated groups.

##### (C) Members Issues

A member may request – in writing – for an issue to be brought before the Executive for discussion. The issue shall be placed on the agenda of the next regularly scheduled meeting. The member may attend that next meeting of the Executive to present the information on the issue.

## **By-Law 2**

### **PLAYER ELIGIBILITY AND REGISTRATION**

1. CMHA shall comply with any registration procedures and quotas established by HMHC and the department of Culture & Recreation.
2. Article 1 of the Constitution sets out the age groupings for each division in the league.
3. A player resident in the city of Hamilton shall have registration priority.
4. The resident player registration days shall, as directed by the City, be during March and again on the first weekend after Labour Day on a first come, first serve, basis.
5. A non-resident player may not register until registration opens up to non CMHA players.
6. Registration shall remain open until December 31 or until the quota for each division is reached. New city residents shall be accepted as specified by OHF regulations. Team rosters must be completed and received by the CMHA Registrar by the date defined yearly by the CMHA Executive.
7. Each player's registration, to be valid, must include the completed HMHC registration form, CMHA approved payment of the annual fee and a photocopy of an approved proof of age document such as an original birth certificate, baptismal certificate or passport or another certified document as required. The player registration file shall be administered and controlled by the Registrar.
8. If a player registers with any other RHL, the CMHA registration shall become invalid until such time as the player decides to join CMHA, and is accepted by CMHA. CMHA shall not be obliged to return the registration fee if the player does not join CMHA.
9. In accordance with the rules set forth by Hockey Canada and HMHC, a player may not participate in any other minor hockey league with the exception of high school –for which the player must notify the head coach who shall then notify the Convenor.
10. A player may receive a refund, net of an administration fee. The refund amount will be calculated based on CMHA policy, with no refund being issued after Dec 31<sup>st</sup> of the current season. Exceptional circumstances (such as season ending injury) will be referred to the Executive for consideration.

## **By-Law 3**

### **COACHES AND TEAMS**

#### **(A) Coaches and Qualifications**

1. HMHC shall sponsor the coaching clinics. The clinics shall be available to all levels and the clinic dates shall be published when CMHA is advised.
2. A coach must complete the level coach certification programme by December 31 of current coaching year.
3. All coaches, assistant coaches, trainers, on-ice helpers and managers must show a valid police check to the CMHA President (or designate) by Dec 15<sup>th</sup> of the current season. Failure to show a police check by this date will result in a 1-game suspension. Failure to show a police check by the start of the CMHA playoffs will result in an indefinite suspension until such time as a police check is

produced. Police checks from previous years will be accepted PROVIDED the volunteer has been a continuous volunteer each year since the police check was first issued.

(B) The Team, Sponsor and Player Selection

1. The Executive shall select the head coaches prior to the player selection draft and approve or appoint assistant coaches for the head coaches. The head coaches shall attend each player evaluation session. The players shall be rated in accordance with procedures set out by the Executive and the Division Convenor.
2. The teams and sponsors shall be chosen by the Executive, Convenor and head coaches.
3. A Sponsor may ask for a specific team to sponsor but the decision is at the discretion of the Executive
4. A maximum of 5 players may be pre-chosen for the draft from the pool of children of the head coach, assistant coaches and the sponsor. The pre-chosen players shall be the first ones to be selected from their rated group with the head coach's draft turn. Any additional children beyond the 5 are part of the normal draft procedures.
5. To promote the qualities stated in the guiding principles of by-law #1 among the players and coaches, the player selection shall be by a draw and the head coaches' order of selection shall be determined by a draw. The groups drawn shall be in the order 5,4,3,2,1,0 in descending order of ability. The selection shall use the reverse order system (the head coach to select last in the current round is the first in the next round). This reversing order shall continue until all players in the group have been chosen. The sequence will continue to the next group.

(C) Team Administration

The coaching staff shall:

1. Consist of the head coach, any assistants, trainers or managers he selects whose total number meets the maximum set by CMHA for the related games and practices. Although all members are singularly responsible for their actions, the coach is also responsible for the behaviour and actions of the members of the coaching staff and may be liable to discipline resulting from their behaviours and actions. The coach is also responsible for all signed forms relating to the team.
2. Each team may have up to 4 persons on the coaching staff on ice for practices and directing the team from the bench during games. All of these staff must be appropriately certified and one MUST be a certified trainer.
3. Abide by the constitution and by-laws and encourage the players and members to do so also.
4. Inform the players and members of the CHA, MHAO, HMHC and CMHA rules as appropriate and that all players shall attend a picture day that will take place in the fall.
5. Inform the members that CMHA medical insurance covers MHAO sanctioned CMHA games and events only.
6. Ensure that the players and members as well as themselves exhibit civil and sportsman-like behaviour before, during and after any game or practice of while taking part in CMHA activities.
7. Appoint one member who shall attend the members meetings called during the season as the team's representative (even though all members are encouraged to attend these meetings).

8. The Home Team shall provide a game sheet and a timekeeper for each game. The Home Team shall fill out their portion of the game sheet and hand it to the visiting team prior to the game.
9. Ensure at least the minimum number of eligible players are ready to start each game. (6 skaters, not necessarily including a goalie)
10. Participate in CMHA fund-raising promotions along with the players and members.
11. Meet with the parents of their team before the first regular scheduled game to discuss:
  - the coaching philosophy,
  - team operations,
  - team contacts and schedule
  - team rules (give a copy to the members),
  - responsibilities of the coaching staff, players and members, and
  - any other points that the coaching staff or members wish to discuss.

#### **By-Law 4**

##### **PLAYER MOVEMENT**

###### (A) Within a Division

1. CMHA shall encourage all players to play at their own age level. CMHA shall not force a player, who does not wish to, to play in a higher division.
2. Any coach or manager, who persuades, coerces, compels or offers inducements to a player to join a higher division team shall be subject to suspension for up to one season.
3. The Convenor and appropriate VP for that division must approve the permanent transfer of a player to another team. After discussions with the affected head coaches, the Convenor shall contact the player's parents/guardians
4. The Convenor may move up to 2 players to or from a team before game 4 of the season to adjust for any large inequities occurring from the player draft. This must also take place before the Team Pictures
5. The Convenor shall place any players who register after the player draft on teams with consideration as to which teams do not have a full compliment of players. Team competitiveness must also be considered.

###### (B) Between Divisions

1. A player may play a game for a team in a higher division or classification only where that team has a player shortage due to sickness, injury or vacation. To do so, the Convenor shall prepare a list of those players who wish to be in a substitute pool. The head coaches and convenors of the teams involved shall be advised of each movement.
2. The Convenors shall provide their approved lists of the pool players to the Convenor in the higher division or classification for distribution to the head coaches there.

#### **By-Law 5**

## **TEAM SPONSORSHIP**

1. Teams cannot be sponsored by breweries, distilleries, wineries or tobacco companies.
2. Sponsors must renew and complete the approved sponsorship form annually and give it to the Sponsorship Committee
3. The Sponsorship Committee shall acquire the necessary sponsors and allocate them to each team. It shall recommend the sponsorship fee for approval by the Executive.
4. A sponsor shall not give money to, nor provide equipment or other benefits for, its team. Rather, all moneys and equipment shall be given to CMHA for distribution.

### **By-Law 6**

## **EQUIPMENT & UNIFORMS**

1. CMHA shall supply 1 sweater and 1 pair of socks to each player as part of the registration fee.
2. Every player must wear the issued sweater and socks when representing CMHA in a game. Any player using a non-authorized jersey without the Convenor's permission shall not be allowed to play.
3. The Executive shall determine the team colours for each division.
4. Equipment must be approved by the BNQ, CSA or other testing bodies approved by HMHC.
5. Each player must wear during all games and practices all equipment which is approved by HMHC (including the helmet, athletic support, mouth guard, neck guard, skates and stick).
6. The team goalkeeper must wear during all games and practices all goalkeeper's equipment which is approved by HMHC (including the helmet, goalie pads, mouth guard, skates and goal stick).
7. On-ice coaching staff must wear approved helmets, with chin strap fastened.

### **By-Law 7**

## **CONDUCT AND DISCIPLINE**

### **(A) General**

1. The Executive and Discipline Committee shall govern within the rules and/or By Laws of CHA, OHF, MHAO and HMHC where appropriate.
2. The head coach must confer with the Convenor for any discipline considered necessary for any of the team's players beyond a 1 period benching for inappropriate behaviour. i.e. The player may be benched for 1 period and the incident reported to the Convenor. No further action can be taken by the coach till agreement is reached with the Convenor.
3. The division Convenor shall administer and monitor all discipline actions.
4. There is no appeal for game suspensions. The decision of the Convenor and Executive is final.

5. Any member may request in writing the Discipline Committee to rule on an action in or outside the arena described and considered by the member to be disciplinable. The Committee shall review the evidence and, if necessary, hold a meeting with the parties involved and make a ruling.
6. The Discipline Committee shall also administer discipline actions not initiated by a Convenor for any member, Executive member, coach, manager, trainer or player whom it determines is in contravention of the constitution or by-laws, which shall include any conduct not in accordance with the mandate and guidelines in Article 2 of the Constitution.
7.
  - a) Suspensions received by players in a "House League" or "Select" game are to be served for the next scheduled games. No games in either House or Select can be played until the suspension is served.
  - b) A suspended player may practice with this team while serving a suspension.
  - c) A suspended player may not be in the dressing room, before or after a game or on the bench while serving a suspension.
  - c) No games may be scheduled after a suspension has been earned to lessen the length of the suspension.
8. A player or coaching staff suspension not completed in the current season shall be carried over to the next season, commencing with the first scheduled league game.
9. Any rule change made by CHA, MHAO or HMHC before or during the season shall be in force with CMHA teams as of the date written notice is received by the Executive and it will be written into the next revision of the by-laws.
10. The Convenor (or delegate) or the referee may make a decision during a game for a situation not covered in the by-laws. The decision maker shall then inform the Executive of the decision. A team can not appeal the game as a result of such a decision. The Executive shall confirm or amend the decision for subsequent occurrences of the situation.
11. The Executive shall decide on situations not covered under the by-laws. The decision shall stand for the season and be referred to the By-Laws Committee for future revision.
12. A suspension determined by the Discipline Committee shall be effective from the date stated in its written decision. Suspensions to players or coaching staff shall be in terms of league games to be missed. Suspensions to members shall be in whatever time frame determined by the Discipline Committee.

(B ) Areas of Discipline

1. All members shall conduct themselves in a civil and sportsman-like manner when questioning the decisions of the volunteers and on-ice officials. The questions and concerns not satisfactorily answered may be advanced through in the following order:
  - Head Coach
  - Convenor
  - Vice-President for the division
  - And the Executive
2. A member, coaching staff or player shall not damage or deface either the facilities used by, or the equipment, of, CMHA. Anyone doing so shall be liable for the repair costs, suspension and/or other rulings by the Discipline Committee. The coach shall report to the Convenor and the Arena staff any damage noted in the dressing room prior to its use by the team.
3. A member, coaching staff or player shall not use alcohol or drugs at a CMHA sponsored game, or in any arena or other facility used for such function.

4. A member, coaching staff or player shall not smoke on the bench or in the dressing rooms.
5. Players or members shall not participate in off-ice fighting in the arena or parking lot before, during or after a game.
6. A team shall forfeit any game where one of its players or coaching staff who is ineligible because of a suspension participates on its bench or on the ice.
7. The head coach of each house league team shall ensure that, in each game, all players participate equally. This will include equal number of shifts per player (within one) and, within reason, equitable amounts of actual ice time. This procedure will be monitored by the respective Division Convenor, member of the Executive, or delegate. Any coach who does not follow this procedure shall receive, from the Convenor of the Discipline Committee, in order of number of infractions, a verbal warning, followed by a 1 game suspension, followed by a suspension for the balance of the season, respectively. In the event that any infraction occurs within the playoffs, the team of the coach committing the infraction will automatically forfeit the game in favour of the opposing team. In the playoffs, a verbal warning will NOT be issued.
8. The head coach shall ensure every team player participates in sportsman-like fashion during the game and in the handshaking ceremony at centre ice after each game. The head coach or Convenor shall suspend a player who is found to display poor sportsmanship in the handshake ceremony.

#### **By-Law 8**

#### **OFFICIALS**

1. Referees for CMHA games must be certified by OHF through MHAO clinics.
2. The Referee-in-chief shall co-ordinate the referees for both the regular and playoff schedules.
3. Home teams must supply one person for the time box unless otherwise agreed upon by both teams.
4. HMHC shall sponsor the officials' clinic.

#### **By-Law 10**

#### **LEAGUE PLAYING RULES**

##### **(A) The General Game Rules**

1. CMHA playing rules shall not contradict those of more senior groups to which it is associated.
2. Body contact is not permitted in any division or playing level.
3. Regarding the possible overlap of the House League and Select Programs, the following order of attendance is mandatory, for all players involved. All coaches are required to police this matter, and are empowered to discipline offending players, accordingly, after notifying and discussing with the appropriate Convenors. This discipline may result in the expulsion of a player from the Select program for the remainder of the season. Coaches may themselves also be subject to discipline, for failure to comply. This discipline may result in the expulsion of the coach for the remainder of the season. The order of attendance is (a) to (e) where (a) has top priority and (e) has the least priority.
  - (a) House league regularly scheduled game
  - (b) Select game

- (c) Tournament or exhibition for either House League or Select team that has been applied for first.
- (d) House league regularly scheduled practice
- (e) Select practice

(B) Penalties and Suspension

1. The game penalty and the additional game suspension rules are listed on separate forms and the head coach shall have a copy of each for the team's use. The referee-in-chief shall give a copy of each to each game official.
2. From the Tyke to Juvenile divisions, a player who receives 4 minor penalties in 1 game shall be suspended for the balance of the game.
3. The referee shall forward the gamesheet and any report of suspension to the President within 48 hours

(C) Winning Teams

1. The winning team in each division on Super Saturday may choose to advance to either the city playoffs or an upcoming MHAO tournament, if available.
2. The losing team in each division may choose the option, if available, not chosen by the winning team.

**By-Law 11**

**TOURNAMENTS AND EXHIBITION GAMES**

(A) Restrictions and Approvals

1. A team shall not enter a tournament or exhibition game or participate in any exchange programme or trip during the regular season or playoff schedule if the event conflicts with any league game or with the local school Executive's education programme.
2. A team can participate in an exhibition game only with other affiliated associations,.
3. The head coach shall apply in writing for approval from the Executive on the Executive-approved form for each tournament or exhibition game or other event.
4. The head coach of a team intending to participate in a tournament or exhibition game must register with and pay the related fee to MHAO as well as ensuring that the players and members are covered by any insurance required beyond that afforded by CMHA.

(B) Administration

1. The head coach shall ensure through the Referee-in-Chief that only certified on-ice officials will be used in the exhibition game.

2. The team's pre-season budget presented to the members shall list any anticipated tournament and its cost. If not listed, the team must apply for each tournament on an individual basis with written approval from the team's members.
3. The head coach shall ensure the Division Vice-President, or delegate, receives the game sheet within 48 hours of the return to Hamilton.

(C) Out-of-Province Events

1. The head coach shall apply for approval from the Executive for all out-of-province events and also from HMHC for events anywhere that last more than 4 days.
2. A minimum of 12 validly registered players must agree to participate. Players from an affiliated team may be used, subject to the approval of the respective House League Team.
3. The head coach must apply to the Executive and then the HMHC Executive Committee for approval of the event.
4. The application shall include the destinations, dates of departure and return, number of tournaments and games to be played, the names of the coaching staff, players and members attending and a financial budget.
5. The head coach must provide a copy of the actual receipts and expenditures for the event to the Executive within 4 weeks of the team's return.
6. The head coach is responsible for ensuring the team's accident and medical insurance is adequate for the whole event. CMHA shall not be responsible for any costs incurred by the team.

**By-Law 12**

**FUNDRAISING**

1. CMHA shall operate fundraisers approved by the CMHA Executive.
2. All coaching staff players and members of teams shall be encouraged and expected to participate in the fundraisers.
3. A team cannot operate, or participate in, an individual team or division fundraiser.

**By-Law 13**

**VOLUNTEER EXPENSES**

1. The Executive shall reimburse a volunteer for reasonable out-of-pocket expenses incurred in activities approved in advance by the Executive or a committee.

**By-Law 14**

**TEAM PHOTOGRAPHS**

1. The Executive shall arrange for the team and/or individual photograph sessions announce which photographs, if any, will be included in the registration fee.
2. The Executive will post the picture taking date and procedures on the CMHA bulletin board as soon as the date is known.

#### **By-Law 15**

##### **CMHA CLOTHING AND OTHER SOUVENIRS**

1. Authorized clothing and other souvenirs, when approved by the Executive, shall be made available by the approved supplier for purchase at the Coronation arena.
2. Individual team clothing or souvenirs are not permitted to be sold by any member or official.