

BURLINGTON LIONS OPTIMIST MINOR HOCKEY ASSOCIATION



CONSTITUTION AND BY-LAWS

2010 - 2011

**B.L.O.M.H.A. CONSTITUTION
(AMENDED JUNE, 2010)**

FORWARD:

THE BURLINGTON LIONS OPTIMIST MINOR HOCKEY ASSOCIATION SHALL BE SPONSORED BY THE BURLINGTON CENTRAL LIONS CLUB AND THE BURLINGTON OPTIMIST CLUB AND IT WILL WORK DIRECTLY WITH THE CORPORATION OF THE CITY OF BURLINGTON ANNUALLY FOR ASSISTANCE IF SO REQUIRED.

THERE IS "NO BODY CHECKING" IN OUR HOUSE LEAGUE PROGRAM. BLOMHA WILL CONTINUE TO SUPPORT AND DEVELOP BODY CHECKING AS AN ADVANCED SKILL LIMITED TO REP LEVEL OF OUR PROGRAM. BODY CHECKING IN HOCKEY REQUIRES ADVANCED SKILLS OF ALL PARTICIPANTS - PLAYERS, COACHES, TRAINERS AND REFEREES, TO MINIMIZE THE RISK OF INJURY AND TO ENHANCE THE LEVEL OF PLAY. THOSE PARTICIPANTS WHO DEMONSTRATE HIGHER SKILL LEVELS WILL CONTINUE TO QUALIFY FOR POSITIONS WITH THE REP SYSTEM. THE INTRODUCTION AND DEVELOPMENT OF BODY CHECKING WITHIN THE REP SYSTEM IS TO BE PERFORMED BY QUALIFIED INSTRUCTORS WHO EMPHASIZE SAFE, EFFECTIVE AND LEGAL CHECKING TECHNIQUES. PLAYERS WHO CONSISTENTLY PUT THEMSELVES OR OTHERS AT RISK WITH DANGEROUS OR ILLEGAL CHECKING TECHNIQUES MAY BE SUSPENDED. WE ARE FORTUNATE IN BURLINGTON TO HAVE TWO ORGANIZATIONS WHICH OFFER REP HOCKEY, THEREBY OFFERING MORE OPPORTUNITIES AGAIN TO PLAYERS WHO HAVE THE SKILLS NECESSARY TO PLAY AT THAT LEVEL. BURLINGTON LIONS OPTIMIST MINOR HOCKEY ASSOCIATION IS A NOT FOR PROFIT, NON-SHARE CORPORATION, WHICH HAS BEEN INCORPORATED PURSUANT TO AND IS GOVERNED BY THE CORPORATIONS ACT OF THE PROVINCE OF ONTARIO.

NOTE:

REFERENCE TO THE WORDS "HE" OR "HIS" SHALL INDICATE "HE/SHE" OR "HIS/HER" IN THIS CONSTITUTION AND BY-LAWS.

ARTICLE 1

NAME:

THIS ORGANIZATION SHALL BE KNOWN AS THE "BURLINGTON LIONS OPTIMIST MINOR HOCKEY ASSOCIATION" AND REFERENCE TO "BLOMHA" IN THIS CONSTITUTION AND BY-LAWS SHALL MEAN THE "BURLINGTON LIONS OPTIMIST MINOR HOCKEY ASSOCIATION".

HEAD OFFICE:

THE HEAD OFFICE OF THE CORPORATION SHALL BE IN THE CITY OF BURLINGTON, IN THE REGIONAL MUNICIPALITY OF HALTON, AND AT SUCH PLACE THEREIN AS THE DIRECTORS OF THE CORPORATION MAY FROM TIME TO TIME BY RESOLUTION FIX.

SEAL:

THE SEAL, AN IMPRESSION HEREOF IS STAMPED IN THE MARGIN HEREOF SHALL BE THE SEAL OF THE CORPORATION.

ARTICLE 2

AIMS AND OBJECTIVES

- A. To foster, promote and teach amateur hockey within the City of Burlington and to provide the maximum opportunity for all eligible individuals to participate regardless of their ability.

- B. To promote and organize in conjunction with other groups, organizations and associations, team competition in the area of operation to the maximum of playing accommodation and financial resources. These objectives are to be administered by a group of appointed and elected volunteers.
- C. To develop and encourage sportsmanship, community spirit and good fellowship among all participants to the betterment of their physical, mental and social well-being.
- D. To sponsor and promote such athletic, social and other activities as may contribute to the finances of the organization.
- E. A common goal of all the competitive Rep teams, is to endeavour to do the best they can do within the framework of the above, realizing that in tournaments, semi and championship games, along with the playoffs, competition may coerce BLOMHA teams to reduce certain players ice times in an effort to enhance the possibility of positive outcomes.

ARTICLE 3

AUTHORITY

The authority to govern BLOMHA shall be vested in the BLOMHA Board of Directors unless otherwise designated by a two-thirds (2/3) majority vote of the BLOMHA membership in attendance at the Annual General Meeting.

ARTICLE 4

BLOMHA BOARD OF DIRECTORS

The BLOMHA Board of Directors shall be comprised of the elected and appointed Officers and Directors of the Association. The BLOMHA Board of Directors shall approve all expenditures exceeding five hundred (\$500.00) dollars as well as policies having to do with the overall BLOMHA program.

ARTICLE 5

- A. In consideration of members serving as Directors, volunteers and officials, BLOMHA will indemnify such members or their estates against any liability incurred by them by reason of their having acted on behalf of the Association unless the same results from their own wrongful and willful act, neglect or default.
- B. No Director or volunteer of the Association shall be liable for the acts, neglects or defaults of any other Director, volunteer or employee or for loss, damage or misfortune which may happen in the execution of the duties of his respective office or trust or in relation thereto unless the same results from his own wrongful and willful act, neglect or default.
- C. The Officers and Directors of the Association shall not be under any duty or responsibility in respect of any contract, act or transaction in the name of or on behalf of the Association, unless it has been authorized by the Board of Directors of the Association.

ARTICLE 6

BOARD OF DIRECTORS

- A. (1) The President, Immediate Past President, Vice President, Directors and appointed members shall constitute the Board of Directors of the Association.
- (2) The President shall be appointed by the Board of Directors every second year for a term of two years beginning with the 2000/2001 season. The Vice President and the Directors shall be elected for a term of one year and may seek re-election.

(3) The Secretary/Treasurer, Director of Rep, and the Director of Risk Management are appointed by the Board of Directors prior to the Annual General Meeting and are presented at the Annual General Meeting for ratification for a one year term.

(4) The association shall employ an Executive Director to administer the business of the Association. The Executive Director will report directly to the President.

- B. To be eligible for the office of the President, a candidate must be one of the elected Directors or immediate Past President.
- C. To be eligible for election as a Director or Vice President, a candidate must have served as a member of the Board of Directors (Appointed/Elected), a Coach, Assistant Director or Chair of a Standing Committee at least once during the past two (2) years.
- D. The Board of Directors of the Association shall have the authority to appoint replacements for appointed Board positions and standing committees, when a vacancy occurs.
- E. Should a vacancy occur for a position filled by an election, the Board of Directors shall have the authority to appoint a replacement, subject to the eligibility requirements of Section B and C of Article 6. Should a vacancy occur for an appointed position, the Board of Directors shall have the authority to appoint a replacement.
- F. In the event there are no nominations to, and no candidates for, one or more of the elected positions outlined above, the BLOMHA Board of Directors may fill such position (s) by appointment for the term of the Board, subject to eligibility requirements.
- G. The President, Directors and Assistant Directors shall not be allowed to be a Team Official (i.e. Coach, Trainer, Parent Rep or Manager) on any BLOMHA team unless a special need for a certain period of time arises and is approved by the Board of Directors.
- H. A recommendation for discharge of any elected member may be made by the BLOMHA Board of Directors. The recommendation will be brought before an Association Membership Meeting where a two thirds (2/3) majority vote of the attending BLOMHA voting members, as defined in Article 7, will be required for discharge.
- I. All members of the BLOMHA Board of Directors and/or members of standing committees who are required to handle BLOMHA funds must be bondable to a figure as established by the Board of Directors.

ARTICLE 7

ASSOCIATION MEMBERSHIP

Membership in the Association shall comprise the following:

1. All Officers and Directors.
2. All Standing Committee Chairpersons/Assistant Directors
3. All Past Presidents
4. Each team properly registered shall be granted two votes, which may be exercised by a team official, either Coach, Assistant Coach, Trainer or Manager as well as the Parent Representative, and only if that person is listed on the Official Team Roster lodged with the Association.

- 5.A. The parents/guardians of the team players and team players who have reached the age of majority shall elect one voting member to represent that team. The elected Parent/Guardian/Player shall have no other involvement with that team i.e. no Assistant Coach, Manager, Trainer or Player (except as stated above). Accordingly, the Head Coach must advise the name of this person to the BLOMHA office in writing by November 15th of each year so that they can be added to the list of voting members for the current year. The parent/guardian representative must seek out the majority opinion of all the parents/guardians on the team and represent them accordingly.
- B. (1) The Parent Representative shall act as liaison between the team parents and the Coaching staff. The responsibilities are to act as a team representative to receive issues and mediate solutions to team/player issues whether on or off-ice. Issues can be forwarded to the Parent Representative in person, by phone or email.
- Issues will be investigated with the appropriate parties including (but not limited to) Coaching staff, parents, the hockey team.
- (2) Issues arising from a team are to be addressed to the Parent Rep of a team and if no Parent Rep then to a team official. This individual is to email their concerns to the Blomha office and their concerns will be addressed to the correct Blomha official. Emails from other parents or individuals concerning the same issue will not be responded to.
6. No Association Member shall have more than one vote at any meeting and no proxy voting will be allowed.

ARTICLE 8

STANDING COMMITTEES

A. Standing Committee Chairpersons shall be appointed from time to time by the BLOMHA Board of Directors. The following shall comprise the standing committees of the Association.

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|---------------------------------|---------------------------------------|
| 1. Rep Committee | 6. Nomination Committee |
| 2. Disciplinary Committee | 7. Constitution and By-Laws Committee |
| 3. Trainers Technical Committee | 8. Tournament Committee |
| 4. Coaches Technical Committee | 9. Officiating Committee |
| 5. House League Committee | |

B. The Chairpersons of the Standing Committees shall be empowered to conduct the usual business of their committees and shall report from time to time on same to the designated member of the Board of Directors of BLOMHA who is responsible for that committee.

DUTIES OF PRESIDENT, EXECUTIVE DIRECTOR, VICE PRESIDENT, DIRECTORS, COMMITTEE CHAIRS, OFFICIATING COMMITTEE, DISCIPLINARY COMMITTEE & COACHES TECHNICAL COMMITTEE

PRESIDENT

The President shall preside at all meetings of the Association, the Board of Directors and the committees with the usual privileges of his office. He will be an ex-officio (non-voting) member of all committees. The President shall have the authority to suspend teams, team officials or players subject to ratification by the Board of Directors and a subsequent disciplinary hearing which must be held within 14 days of the Board's ratification. The President will sign such documents as may require the President's signature in accordance with the Association's By-Laws.

EXECUTIVE DIRECTOR

The Executive Director duties will include, but not necessarily restricted to keeping an accurate record of the proceedings of the Association and a register of the member participants, teams of the Association and honorary life members. He shall conduct such other business as necessary for the well-being of the Association. He shall receive the minutes of all Standing Committees from the appropriate chairperson and distribute them to all members of the Board of Directors. The office of the Executive Director shall prepare the paper work for the payment of all accounts.

He shall publish the notice of the Annual Meeting at least seven (7) days in advance of the meeting. He shall notify the Board of Directors and other hockey personnel deemed necessary, of the time, location and dates of meetings.

He shall be responsible for administering the tendering process for sweaters, outer wear, trophies and photography.

VICE PRESIDENT

In the absence of the President, his duties shall be performed by the Vice President, or one of the Directors if the Vice President is not available. The Vice President shall perform any assignments that are given to him by the President.

SENIOR DIRECTOR

The Senior Director is responsible for all operations of House League and reports to the President. The three Directors of House League report directly to the Senior Director.

DIRECTORS

By December 1st of each year, each House League Director will confirm in writing to the Senior Director that they have received all of the confirmations from their respective Assistant Directors relating to Assistant Directors responsibility to review their respective division's team rosters against game sheets by November 1st, as per duties covered under By-Law Three, B. (2). In turn, the Senior Director will confirm to the Board at the next board meeting that this has been concluded and this will be recorded in the minutes. Three Directors of House League shall direct all operations of the House League for the following divisions: Development to Novice, Minor Atom to Pee wee, Minor Bantam to Midget and shall coordinate the activities of all Assistant Directors, Team Officials and Players.

DIRECTORS AT LARGE (2):

The Directors At Large are responsible to assist the President/Board of Directors where necessary throughout the year, taking into consideration their experience and skills.

DIRECTOR OF REP

The Director of Rep will oversee the development of players/Coaches in the Rep Program. He will be responsible for the evaluation of Coaches at their practices and games in relation to their skills and on-ice activity. The Director of Rep Hockey will be a member of the Rep Committee and House League Committee.

DIRECTOR OF RISK MANAGEMENT

The Director of Risk Management is responsible for ensuring that all policies, procedures and issues related to risk management as approved by the Board of Directors are adhered to. He will report to the Board on their audits as required. The Director of Risk Management will also be responsible for the evaluation of new Trainers, as well as Rep Trainers. In relation to their training responsibilities the Board of Directors must approve Committee members. The Director of Risk Management will also be a member of the House League Committee and Rep Committee.

OTHER DUTIES:

In addition to the above, the President and/or BLOMHA Board of Directors, may from time to time, reassign or establish added responsibilities for the Directors or Assistant Directors as deemed necessary for the efficient operation of the Association to ensure there are no perceived conflicts in their designated areas of responsibility.

OFFICIATING COMMITTEE

The President shall be responsible for recommending to the Board of Directors members of the officiating committee. Members will include in addition to the Referee-In-Chief, the President, Past President, and three other members recommended by the President and approved by the Board of Directors. The committee shall be responsible for the selection of qualified referees for all games under the jurisdiction of BLOMHA and shall ensure that the rules for the game are adhered to in all instances. The committee will be responsible for holding clinics to ensure that referees are qualified. They will give to the scheduler a list of qualified officials and their assigned level of games prior to the start of the season. The officiating committee will be responsible for the monitoring and development of officials and recommendations for advancement to Level 3 and higher to the Alliance Referee-In-Chief through the Alliance Supervisor. The committee will also be responsible for changing the level of assignment of referees to the scheduler if necessary. The Officiating Committee will be responsible for approving the policies in relation to BLOMHA Officials and make recommendations to the Board on fee schedules. The Board of Directors will be responsible for approving the policies in relation to "BLOMHA Officials". This policy will not be part of the BLOMHA Constitution and By-Laws.

DISCIPLINARY COMMITTEE

The President or Designate shall also be the Chairman of the Disciplinary Committee but shall be ex-officio (non voting). The Disciplinary Committee shall comprise the following:

- (1) Two (2) Coaches, Assistant Coaches or Manager of a BLOMHA team.
- (2) Two (2) volunteer parents with no other capacity in BLOMHA, but with a child registered in BLOMHA. Members designated in (1) and (2) shall serve, provided they have no interest in the issue at hand.
- (3) A member of the Officiating Committee.
- (4) The President or Designate shall also be the Chairman of the Nominating Committee and shall select for appointment, no less than three (3) and no more than five (5) non-Board of Directors voting members who are not running for election. The Nominating Committee must be approved by the BLOMHA Board of Directors.

COACHES TECHNICAL COMMITTEE

The President shall recommend the appointment of a Chair for this committee. The Chair with the assistance of the Senior Director and three Directors of House League will oversee/supervise the process of player evaluations and the selection of coaches that will be responsible for evaluating players. The evaluation process to be utilized is to be approved by the Board of Directors. Members of this committee and any others appointed by the President will be responsible for interviewing applicants for House League teams.

The President or Designate of the Constitution and By-Laws Review Committee shall be responsible for the annual review of the Association Constitution and By-Laws. Members as deemed necessary to fulfill this responsibility shall be appointed by the BLOMHA Board of Directors.

ARTICLE 10

SECRETARY / TREASURER'S RESPONSIBILITIES

Any person appointed to the position of Secretary / Treasurer shall:

- A. Be bondable up to an amount determined by the Board of Directors.
- B. Carry out the following responsibilities:
 - (1) To receive all monies paid into the "General Operating Fund" of the Association and to keep an accurate record of same as well as monies disbursed. The "General Operating Fund" of the Association is defined as all funds except those received and approved in trust by the various committees of the Association as approved by the BLOMHA Board of Directors. The books and records are to be maintained on an accrual basis of accounting.
 - (2) To have the books of the Association audited by an independent auditor appointed by the BLOMHA Board of Directors, at least once a year. The fiscal period shall end May 31st, and the financial statements must be presented to the membership no later than November 30th.
 - (3) To maintain an account in a chartered bank, trust company or savings corporation as designated by the BLOMHA Board of Directors in the name of the Association into which all monies of the "General Operating Fund" of the Association are to be deposited and from which all disbursements are to be made.
 - (4) To ensure that any combination of two (2) of the following members of the BLOMHA Board of Directors are signatories: The Secretary/Treasurer, President, Past President, Vice President or Director.
 - (5) Shall render to the Board monthly wherever possible, an account of all his transactions as Secretary/Treasurer and of the financial position of the association.
 - (6) Insure that all expenditures exceeding five hundred dollars (\$500.00) involving the general operating account be approved by the BLOMHA Board of Directors and recorded in the minutes of the meeting at which approval is given. Financial statements involving accounts approved in trust must be submitted to the Board of Directors within thirty (30) days of the completion of the event/program. The statements must be approved by the Board and recorded in the minutes of the meeting at which approval is given.
 - (7) Be a signing authority on licenses as approved by the Board of Directors and monitor/audit the approved licenses thereof. Proceeds from transactions resulting from such licenses shall be handled through the general operating fund.
 - (8) Receive/Audit reports involving bank accounts for special events as approved by the Board of Directors.

MEETINGS

- A. (1) BLOMHA Board of Directors meetings shall be held at least once monthly. In addition to the Annual General Meeting there shall be a minimum of two (2) Association Meetings between November 1st and March 31st. Dates are to be decided by the BLOMHA Board of Directors. A change in a meeting date can be made by the President within three (3) days of the meeting date.
- (2) Notice of meetings shall be given to each member of the Association by way of a newsletter or by way of an email or notice on the BLOMHA website.
- B. (1) An Annual General Meeting shall be held during the latter part of the season, on or before June 30th, on a date set by the BLOMHA Board of Directors. Election of Directors will take place at such meeting.
- (2) A financial statement of the Association will be tabled.
- (3) Ratification of the three (3) positions: Secretary/Treasurer, Director of Rep, Director of Risk Management
- (4) Recommended changes to the Constitution and By-Laws of the Association shall be presented for approval.
- (5) A report by the President on the activities of the Association during the past season shall be given.
- (6) Any other important business of the Association shall be dealt with.
- C. Two weeks notice must be given to all members of the Annual General Meeting by way of an email or notice on the BLOMHA webpage.
- D. The order of business at all meetings shall be as follows:
1. Call to order.
 2. Reading of minutes of previous meeting.
 3. Business arising from the minutes.
 4. Secretary/Treasurer's Report.
 5. BLOMHA Board of Directors' and Chairman's reports.
 6. Unfinished business.
 7. New business.
 8. President's report.
 9. Correspondence.
 10. Changes to the Constitution and By-Laws (at Annual General Meeting only).

ARTICLE 12

QUORUMS, VOTING & ELECTION OF THE BLOMHA BOARD OF DIRECTORS

- A. Each member of the BLOMHA Board of Directors and Association Membership shall have a single vote except the President or Chairman who shall vote only in the event of a tie.
- B. The election of the Board of Directors of the Association shall be held at an Annual General Meeting. Such elections are to be conducted in the recognized way and voting will be by secret ballot. A simple majority will carry. The Chairman of the Elections shall be an appointee not running for election and will cast the deciding vote in case of a tie. At the Annual meeting a quorum of fifteen (15) shall be required before a motion can be carried.
- C. The Nominating Committee is comprised of the Past President, President and the elected members of the Board. They shall be responsible for providing a slate of Officers and Directors for election or ratification having secured endorsement of the nominations by the nominees. The slate shall include as many candidates as are eligible and are willing to stand for office. In addition, the committee will notify the BLOMHA office who will notify the Association Membership of the ensuing election by way of newsletter , email or on the website. The proposed slate and a notice of the Annual Meeting will be made available at least two (2) weeks prior to the date of the Annual General Meeting.
- D. A member may stand for more than one office, but may not hold more than one office in any given year.

ARTICLE 13

CHANGES TO THE CONSTITUTION

Changes to the Constitution may be made only at the Annual General Meeting at which time a quorum of fifteen (15) members will be required with at least two-thirds ($2/3$) majority vote of the attending Association members. A notice of proposed changes to the Constitution must be made available for members at least two (2) weeks prior to the Annual General Meeting when such changes will be considered.

ARTICLE 14

CHANGES TO THE BY-LAWS

The By-Laws may be reviewed at any interim Association Membership Meeting but may be changed only at an Annual General Meeting. A quorum of fifteen (15) members shall be required with at least a two-thirds ($2/3$) majority vote of the attending members to change a By-Law. Copies of proposed changes to the By-Laws must be made available at the office for members of the association at least two (2) weeks prior to the meeting when such changes will be considered.

**BURLINGTON LIONS-OPTIMIST
MINOR HOCKEY ASSOCIATION
BY-LAWS
(AMENDED JUNE 2010)**

BY-LAW ONE

A. Eligibility:

- (1) Participation is open to all qualified residents of the City of Burlington upon payment of the prescribed registration fees and compliance with registration regulations including provision of proof of age as hereinafter required. Participation will also be available to qualified residents of immediate areas subject to Minor Hockey Alliance of Ontario/HC regulations provided that these additional participants can be accommodated. A player shall not be registered with more than one team in a single season, with the exception being Select Hockey. Violations of this provision will result in the immediate suspension of the player until they have chosen one Association.
- (2) The Association reserves the right to prescribe qualification requirements from time to time, including the promulgation of By-Laws specifying grounds for refusing or withdrawing participation, disciplinary actions and related matter. Without limiting the foregoing, participation will be refused or withdrawn, as the case may be, in any case where the registrant is unable for any reason, to actively participate in mandatory training or practice as determined by the Association.

B. Registration:

- (1) Registration is limited to Burlington residents only (except as per By-Law One, Section A).
- (2) All participants who are registered in BLOMHA for the current year, will be advised by email in early April that registrations are available on the Blomha web page. New registration will also be available at this time.
- (3) All applicants for registration must furnish proof of age (birth certificate, baptismal certificate, doctor's certificate or some other certified birth affidavit).
- (4) Parent(s)/Guardian(s) must sign the agreement to participate on the registration form before any player can be eligible to participate in any BLOMHA activity.
- (5) No refunds will be made to players after October 31st of each year except for \$30.00 for the return of the sweater and socks. All refunds must be requested in person by attending the BLOMHA office. The appropriate administration fee as determined by the Board of Directors will be deducted from the refund. Prior to any refund being issued, the player must return their sweater, socks and/or equipment to the BLOMHA office. Suspended players are not eligible for any refund.
- (6) Registration fees will increase by \$50.00 after August 15th. This does not apply to players on the waiting list prior to August 15th. Registration for the current season will close December 1st.
- (7) All Team Officials listed on the BLOMHA roster sheet must provide a police clearance certificate to the BLOMHA office prior to taking a position on the bench. Assistant Directors and members of the Board of Directors must also provide a police clearance prior to taking a position with BLOMHA. Police clearance certificates are valid for two (2) seasons and must be renewed prior to applying for the third season. All new Coaches must also be approved by the House League Committee.
- (8) No BLOMHA official will remain alone in the dressing room or otherwise with a player at ANY TIME unless accompanied by another adult or parent of a player.
- (9) (a) Dressing Rooms - It is the policy of the Ontario Hockey Federation (OHF) that from Atom and down, mixed genders may change in the same room at the same time in the presence of two (2) properly screened adults as set forth by the OHF policies on the 10 steps. Players Minor Peewee and higher may not change in the same room at the same time and it is the responsibility of the Coach to ensure all are involved in both pre-game and post-game activities.

(b) It is the responsibility of the Head Coach to ensure the dressing room is left in the same manner to when they arrived. One of the Team Official staff must stay behind to ensure the last player has left and the room has been checked. If the City notifies BLOMHA of an issue or damages, the Head Coach will be responsible for the payment to rectify the matter. If you arrive and the room has an issue please notify the arena staff immediately

(10) Cell/Camera Phones - All cell/camera phones shall be prohibited in all minor hockey dressing rooms (cell phone shall be used in case of emergency only). The Coach is responsible for ensuring compliance.

REGULATIONS GOVERNING HOUSE LEAGUE TEAMS

C. Series and Age Limits:

- (1) The Association will operate all BLOMHA teams as so determined by the BLOMHA Board of Directors and approve all policies for BLOMHA.
- (2) Birth dates for the classification during the playing season will be determined by the BLOMHA Board of Directors.
- (3) Players must play within their own age group, unless extremely special circumstances exist. Consideration will be given upon written request to the House League Committee (HLC) documenting the special circumstances.

D. Registration of House League Teams:

- (1) House League teams must be registered on appropriate House League forms and these will be duly signed by the appropriate BLOMHA personnel. The BLOMHA office will be responsible for forwarding these forms to the appropriate affiliate for verification. The registration fee will be paid by BLOMHA and said fee will be an apportioned part of the players initial registration fee.
- (2) The House League Committee shall be comprised of the following: Past President, Directors of House League, Director of Rep, Director of Risk Management and one Assistant Director appointed by the BLOMHA Board of Directors.

E. Uniforms and Equipment:

- (1) BLOMHA will supply a sweater and hockey socks to each player. The sweater and hockey socks will become the property of the player (subject to refund regulation of By-Law One, Section B, Paragraph 5).
- (2) All players (including goalies) must wear their assigned sweaters/socks during league games/tournaments/exhibition games, and for the taking of team pictures. No modifications of assigned equipment will be allowed other than players names on the back of the sweaters at the bottom. Failure to wear approved uniform/equipment as of November 15th will result in disciplinary action against the offending player. Repeated contravention of this by-law will result in the player (s) suspension until such time as proper uniform/equipment is worn. Names will not be permitted on sweaters until written authorization from the H.L.C. is given to the appropriate Divisions/Teams. **Names are only permitted on the bottom lower portion of the back of the sweater. Actual surname of player only.**
- (3) All players during games and practices must wear the proper protective equipment as follows:
 - a) Helmets must have a CSA sticker and the chin strap must be properly fastened or the helmet cannot be used
 - b) CSA approved facial protector properly fastened
 - c) BNQ approved neck guard
 - d) Athletic support and cup (male)
 - e) Athletic jill strap (female)
 - f) Pants
 - g) Skates
 - h) Shoulder pads
 - i) Elbow pads
 - j) Shin pads
 - k) Gloves
 - l) Hockey socks
 - m) Jersey

- (4) All players must use their own individual water bottle at all times.
- (5) In addition to By-Law One, Section E, paragraph 2 & 3, all goalkeepers must wear a CSA approved helmet/goalie mask with protective face shield, BNQ approved neck guard, appropriate Cup (male) or Jill(female) for the division of play, and all other goalie equipment as set out by the Minor Hockey Alliance of Ontario or Hockey Canada.
- (6) All team officials and on-ice helpers must wear CSA approved helmets, with the chinstrap properly fastened. Failure to abide by this rule will result in a three (3) game suspension.
- (7) Players will be permitted to remove their helmets for awards presentations. Parents will not be permitted on the ice surface for picture taking. Players are asked to line up in front of the players bench where the spectators can see them and take the required pictures.

F. Transfer and Release of Players:

- (1) The responsibility for the release of any player from BLOMHA shall be vested with the BLOMHA Board of Directors.

G. Tiering:

- (1) Tiering system:
 - a) The House League Committee will allocate the number of teams in each division, dependant upon the number of players available.
 - b) The Coaches Technical Committee will arrange for evaluation sessions for the appropriate players/divisions as determined by the House League Committee.
 - c) Coaches are required to attend a Coaches' meeting prior to the start of the season where teams will be assigned to them along with their responsibilities and expectations. Coaches or one team official representing the Coach must attend meetings that are held during the course of the year by the Assistant Director or Director.
 - d) A maximum of four players per team can be protected on a team. This would be for the Coach, Trainer, Assistant Coach or Sponsor only. The Head Coach and Trainer must have completed the appropriate Coaching/ training certification as recommended by HC & Alliance. All team officials on the bench (maximum four (4)) must also have completed "Speak Out" or equivalent and submit a police clearance to BLOMHA every two (2) seasons or when requested by BLOMHA. Fifty percent (50%) of the cost of the clinic will be paid by the team official in year one. If you are accepted into the BLOMHA program the following year, you will receive a refund of the 50% upon written request to the BLOMHA office by November 1st.
 - e) Any Player who is assigned to the same Coach for the third (3rd) season, may request a move to another team in the same division for an equal rank choice (does not apply to the Coach's or Assistant Coach's son unless so requested by the Coach or Assistant Coach).
 - f) Player changes for grading adjustments will be made by the Division Assistant Director and the appropriate Director (s) of House League.
 - g) The H.L.C. can make recommended changes to the BLOMHA Board of Directors involving BLOMHA Bylaws for a trial period during a playing season. A recommendation may be made to the general membership at the Annual General Meeting to change the proposed Bylaw if applicable.

H. HOUSE LEAGUE PLAYOFFS:

- (1) The following rules will determine league standings and playoff positions regardless of whether any division is able to complete an equal number of games for all teams prior to the playoff starting date.
 - a) BLOMHA league standings and playoff positions shall be determined by two (2) points for a win and one (1) point for a tie.
 - b) In the case of a tie for first place in the league standings, or the tie being for other than first place position in the league standings, positions shall be declared by the league statistician as follows:
 - 1) Higher standing to the team with most wins.
 - 2) If a tie still exists after (1), the higher standing will be awarded to the team with the higher goals ratio as defined in (h).
 - 3) If still tied, positions will be declared by a toss of a coin under the direction of the Division Assistant Director.
 - c) All teams will enter playoffs in their respective divisions.
 - d) No overtime shall be played in any Round Robin playoff game. Playoff games will not be curfewed unless the goal differential is three (3) goals or more.
 - e) In the event of a tie in a round robin game, there will be a shootout to determine a winner. The points awarded shall be as follows: Three (3) points for a regulation time win, two (2) points for a shootout win, and one (1) point for a shootout loss. Detailed shootout rules will be provided to the coaches prior to the commencement of the playoffs.

The league schedule shall be adjusted to allow for the playoff games to be completed, so that the two teams, after the Round Robin, will be decided in time to play on the scheduled BLOMHA Minor Hockey Day. The Round Robin playoffs shall consist of each team in the division playing each other team in the division once. At the conclusion of the Round Robin, the two top teams shall play for the BLOMHA House League Championship.

- f) If there are six (6) teams in a division, the playoff schedule shall be five (5) games for each team. If there are four (4) teams in a division, the playoff schedule shall be three (3) games for each team.
- g) If there are more than seven teams in a division, at the conclusion of the regular schedule the teams will be divided into two divisions equally, based on total points. Each team will play each other team in their own division once. At the conclusion of the Round Robin the first place team from one division will play the second place team from the other division and vice versa. Minor Hockey Day rules regarding overtime apply to semi-finals. The two winners will advance to Minor Hockey Day. Ties in the standings will be decided by By-Law H.(1)(b)(1) and (2)

h) IF TWO TEAMS ARE TIED:

Note: *You only move to the next rule if the previous rule hasn't provided the needed outcome. Once a rule eliminates a team they are out.*

- 1) The team with the most wins in the round robin gains the higher position.
- 2) The winner of the round-robin game between the teams gains the higher position.

Note: *for the purpose of this rule a "win", includes a shootout win.*

- 3) If the teams are still tied after 1) and 2), have been applied, then the team with the best goal average gains the higher position. The goal average of a team is to be determined in the following manner;

Note: *for the purpose of this calculation, goals scored in a shootout do not count.*

Total number of goals for, divided by the total number of goals (for and against).

NOTE: **ALL** round robin games are included.

Example: For = 10 goals

Against = 4 goals

Percentage $10/10 + 4 = .714$

Note: The higher percentage (1.0 being the highest attainable) gains the higher position.

4) If the teams are still tied after 1), 2) and 3) have been applied, the team with the least number of minutes in penalties throughout all of the round-robin games gains the higher position.

- GAME MISCONDUCTS ARE WORTH TEN (10) MINUTES
- MISCONDUCTS ARE WORTH TEN (10) MINUTES
- MATCH PENALTIES ARE WORTH FIFTEEN (15) MINUTES
- GROSS MISCONDUCTS, ARE WORTH FIFTEEN (15) MINUTES

5) If the teams are still tied after 1), 2), 3) and 4) have been applied, then the team that scored the first goal in the game between the tied teams gains the higher position.

6) If the teams are still tied after 1), 2), 3), 4) and 5) have been applied, then a single coin toss will determine which team gains the higher position.

IF THREE TEAMS ARE TIED

Note: for the purpose of this rule a “win”, includes a shootout win.

If three teams or more are tied, the point record established in the games **among the tied teams only** will be used as the first tie breaking formula in deciding which team(s) shall advance.

- 1) The team(s) with the most wins gains the highest position
- 2) If the teams are still tied after 1) has been applied, then the team with the best goal average gains the highest position. Refer to By-Law 1H(1)(h)(3).

The exercise of 2) establishes the team or teams with the highest position(s) by percentage. These teams will advance. If there are still teams tied, they go to the next step. **They do not go back to the Two Team Tiebreaker.** An example is as follows:

- a) Team A—.714 = 1 seed—Advances
Team B—.500 = 3 seed—Does not advance
Team C—.650 = 2 seed—Advances
- b) Team A—.714 = 1 seed—Advances
Team B—.500 = Still tied with Team C (go to next step 3))
Team C—.500 = Still tied with Team B (go to next step 3))
- c) Team A—.650 = Still tied with Team B (go to next step 3))
Team B—.650 = Still tied with Team A (go to next step 3))
Team C—.500 = Does not advance

- 3) If teams are still tied after 2a and 2b the team with the fewest goals against (all round robin games played) will gain the highest position.
- 4) If teams are still tied after 1), 2) & 3) the team with the most goals for (all round robin games played) will gain the highest position
- 5) If teams are still tied after 1), 2), 3), and 4) have been applied, the team to qualify would be the team that received the least number of minutes in penalties throughout **all** of the round robin games.

I. REQUIREMENTS OF TEAM OFFICIALS

- (1) To be eligible as a Head Coach on any House League team registered on a HC/ALLIANCE Hockey approved Roster, a person must have successfully completed a HC NCCP certification of CS or higher and the Speak Out (or equivalent) Module with an exception at the levels of Novice and below where the HCIP may be the minimum certification requirement. A Police Clearance with Vulnerable Sector Screening must be obtained and/or a receipt of request must be on file by October 15th before placement on a team roster. The Police Clearance is valid for a period of two (2) years and must be renewed prior to applying for the third (3) year or if it has expired.

- (2) To be eligible as a Coach or Assistant Coach on any Rep team registered on a HC/ALLIANCE Hockey approved Roster, a person must have successfully completed a HC NCCP certification of D1 or higher, the Body Checking Module and the Speak Out (or equivalent) Module with an exception at the Novice level where CS (Coach Stream) is the minimum NCCP certification requirement. A Police Clearance with Vulnerable Sector Screening must be obtained and/or a receipt of request must be on file by October 15th before placement on a team roster. The Police Clearance is valid for a period of two (2) years and must be renewed prior to applying for the third (3) year or if it has expired.
- (3) All Team Officials (maximum four (4) for House League and five (5) for Rep) that are listed on the official HC/Alliance roster must have the Speak Out (or equivalent) Module in addition to any other certifications listed in Section B. A Police Clearance with Vulnerable Sector Screening must be obtained and/or a receipt of request must be on file by October 15th before placement on a team roster. The Police Clearance is valid for a period of two (2) years and must be renewed prior to applying for the third (3) year or if it has expired. BLOMHA recommends that all bench staff have NCCP certification.
- (4) To be eligible to be a Trainer or Assistant Trainer on any team registered with the ALLIANCE on a HC/ALLIANCE Hockey Approved Roster a person must have successfully completed an HDCO Hockey Trainers Certification Program (HTCP) Level 1 and the Speak Out (or equivalent) Module. A Police Clearance with Vulnerable Sector Screening must be obtained and/or a receipt of request must be on file by October 15th before placement on a team roster. A Police Clearance is valid for a period of two (2) years and must be renewed prior to applying for the third (3) year or if it has expired.
- (5) All office staff and volunteers within BLOMHA must have the Speak Out (or equivalent) Module and a Police Clearance with Vulnerable Sector Screening. The Police Clearance is valid for a period of two (2) years and must be renewed prior to applying for the third (3) year or if it has expired.

BY-LAW TWO

RULES GOVERNING HOUSE LEAGUE COMPETITION

A. Rules of play as set down by the HC, Ontario Hockey Federation and the Minor Hockey Alliance of Ontario shall govern play in BLOMHA.

1) Suspensions:

- a) Any player, incurring a total of three (3) minor penalties (excluding misconduct penalties) shall be ordered to the dressing room for the remainder of the game. It shall be recorded as a game ejection (GE56) on the game sheet and does not carry any further suspension. For the purpose of this rule, the following penalties count as two (2) minor penalties: Double minors for spearing, head butts, butt ends of the stick.
- b) Any player or team official assessed a game misconduct, gross misconduct, or match penalty shall be suspended for the remainder of the game and will also be suspended for the next scheduled game(s) as determined by the OHF suspension rules. (i.e. exhibition, tournament, or league).
- c) Any player or team official who receives a Misconduct, Major + Game Misconduct, Gross Misconduct or a Match penalty from that particular game; shall be reported to the Referee-In-Chief by the official within 24 hours of the game. Depending on the severity of the penalty involved or the player's penalty history, the player may be required to attend a disciplinary hearing and shall be suspended until such time as the hearing is held. The hearing must be held within 14 days after the player's notification. It is the Coach's responsibility to determine if that player or team official is required to be suspended from any further game(s).
- d) Any Coach, Assistant Coach or Manager who is the team representative responsible for that game whose team accumulates more than the allowable number of minutes in penalties in any game shall be automatically suspended from the next BLOMHA game in that division. The allowable amount will be twenty (20) minutes total penalties up to age fifteen (15) and thirty (30) minutes for ages sixteen (16) and over.

Note: For the purpose of this rule, the time for Gross and Game Misconducts assessed to players, shall not be counted, but any such penalties assessed to team officials and the five (5) minutes charged to a player or team official for a Match penalty shall be counted.

- e) Any team official or player assessed a one, two or a multiple of automatic game(s) suspension as a result of penalties incurred in a league, tournament, exhibition, playoff or Rep A/MD game shall serve his suspension in his team's next already scheduled game(s) whether tournament, league, exhibition, playoff or Rep A/MD. Note: **IN NO CASE WILL A TEAM BE ALLOWED TO SCHEDULE A GAME AFTER A SUSPENSION HAS BEEN ASSESSED IN ORDER TO LESSEN THE SEVERITY OF A SUSPENSION. Example: Schedule an exhibition game so that the player serves his suspension and is eligible for the league/playoff game. THIS IS NOT PERMITTED.** The suspended player's name must appear on the game sheet with 'suspended' beside the name.
- f) Any team official, under suspension, assigned to more than one team shall be suspended from all game related duties from all teams until the suspension has been served as part of the staff of the team with which the suspension was incurred. The team official's name shall be recorded on the game sheet as suspended until the appropriate number of games have been served. Any team official or player under suspension for a period of time shall not enter the dressing room or carry on any duties of his position or with any other team during the full term of his suspension. A team official who is suspended for Minor Hockey Day is not permitted within the arena/building failing which police involvement will become necessary.
- g) When a player receives a five (5) minute Major Penalty, his place will be taken in the penalty box by a player selected by the Coach. The selection must be from a player that was on the ice at the time of the infraction.
- h) A player or team official may be required to appear before a Disciplinary Committee which may result in a further suspension.
- i) MATCH PENALTY POLICY (HOUSE LEAGUE ONLY): The President has the authority to impose, wash out, reduce, concur with or increase the original suspension (maximum seven games), or refer the matter to the disciplinary committee for review.

B. Special Rules for BLOMHA House League:

- (1) a) All games in BLOMHA will be three (3) ten minute periods in stop time, unless a variation of playing time is approved by the House League Committee. All games except semi-final playoffs and Minor Hockey Day will be curfewed (unless there is less than 30 seconds on the clock) to assist teams in completing their games within the allowable time period and to meet the demands of other ice users. WARM-UPS - Warm-ups at the start of the game are three minutes including handshaking ceremonies, etc. The referee will blow a warning whistle after 2 1/2 minutes. Immediately after the three minutes have elapsed, the teams will line up for the opening face-off and the referee will drop the puck to start the game. Playoff games in BLOMHA shall be three (3) ten (10) minute periods of stop time unless a variation of playing time is approved by the H.L.C. prior to start of playoffs. Teams in playoffs will be allowed one(1) 30-second time out.
- b) The Tyke division will be permitted to have on-ice help and a two minute buzzer system for the month of October. An evaluation will be made at the end of October to determine if additional time will be required.
- c) Any game which completes a second period will be considered a complete game and all statistics will count. Any game which cannot be considered a complete game, will only be replayed if the game results affect the first place finish at year's end. The decision on if and when to replay the game will be made by the House League Committee.
- d) Players in all divisions will shake hands prior to the game and not after.
- e) All practice times and locations will be assigned to the Assistant Director for the appropriate team(s) in their Divisions by the designated BLOMHA official. Practice times can only be changed by the BLOMHA office and your request must be in writing. No Coach, team official, player or any other person affiliated with a specific team shall obtain any ice time **UNTIL the Coach of the team involved has obtained a permission form from the BLOMHA office, indicating date/time/location of the ice.** If you are using the extra ice for an exhibition game, it is the Coaches responsibility to book officials for the game at least 72 hours in advance through the office and pay for the officials at the office in advance of your game (s).

(2) (a) The Division Assistant Director shall assign a goalie to a team that loses their goaltender due to injury, suspension or any other reason during regular or playoff season.

(b) No player (s) other than a goaltender will be called up to play in House League playoffs or regular season for any reason.

(3) You must have a minimum of eight (8) players of which seven (7) must be skaters which constitutes the minimum team complement. The Division Assistant Director, with the approval of a Director, shall assign a substitute goaltender. Any team icing less than the required minimum at the start of the game, shall lose by default. The hour of ice rental will be used as a practice. If a team has eight (8) or more skaters and no goalie, the other team, to be able to score, must put the puck in the net from the attacking zone only. Any puck that is shot from outside the attacking zone into the net, shall not count as a goal and the face off will take place where the puck was shot from, unless an icing call is in effect.

(4) No body checking shall be permitted in any divisions, except for Rep A/MD teams, in accordance with HC Rules.

(5) a) If a player receives a second checking from behind, the player may be suspended until such time as a disciplinary hearing is scheduled. The time between the first and second penalty as well as the nature of the incident (s) will determine the suspension. Suspension will be determined by the President or Designate.

b) Minor penalties for a goalie is as follows:

1) If there is only one (1) goalie and he receives three (3) minor penalties in a game, he will be suspended for the next game but will be allowed to complete his current game. The Referee will send a penalty report to the Officiating Committee so the league can follow up. The penalty will be classified as GM99 for a single goalie team and a GE56 for a team with two goalies dressed.

2) If there are two (2) goalies and one (1) goalie receives three (3) minor penalties, he will be pulled out of the game and the substitute goalie will take his place.

(6) **Tyke to Novice:**

Coaches are to provide each player on their team the opportunity to play in net at least once prior to the end of December if they request to do so. Once all of the players who have requested to play goal have been given the opportunity to do so, TWO goalies must then be assigned to this position (Refer to By-Law 2 B (7)(b))

(7) **Tyke to Midget:**

a) It is the responsibility of the Coach to ensure that no player(s) receive(s) more than the following number of minutes in any game:

- 15-16 skaters on the team at the start of each game (maximum 12 minutes).
- 13-14 skaters on the team at the start of each game (maximum 14 minutes).
- 11-12 skaters on the team at the start of each game (maximum 16 minutes).
- Less than 11 skaters on the team at the start of each game (no maximum).

Division Assistant Directors will monitor Coaches and shall request a disciplinary hearing of any Coach or Team Official in charge of a team at the time who doesn't follow this rule. The Protest Committee may consider a protest from a Coach who can verify through a League Official who was present at the time, that a Coach violated this rule during a game. The League will encourage monitoring of teams during playoffs and where a player (s) reaches their maximum number of minutes on the ice, the Coach will be advised by the League Official in attendance that the player (s) cannot return to the ice. This excludes overtime during a semi-final or a Minor Hockey Day game.

b) For teams with two goalies assigned to its roster, the Head Coach is to set a policy of equal playing time for each goalie, whether to alternate games or share half a game. This is to be communicated in writing to both goalies, parents, Assistant Director and BLOMHA office by November 15th. This policy shall remain in force during the playoffs also. For semi-final games and Minor Hockey Day, goalies SHALL share half the game. Time lost by a goalie for illness, injury, holidays, etc. will not be made up in the above calculation.

c) Substitutions will be governed by applicable HC ruling.

BY-LAW THREE

RESPONSIBILITIES OF ASSISTANT DIRECTORS:

The House League Committee shall receive applications for Assistant Directors. They will then select and appoint an Assistant Director for the appropriate divisions.

B. The Assistant Director's responsibilities will be as follows:

- 1) To be responsible for the administering of the Constitution and By-Laws of BLOMHA and their general intent and objectives within their division (s).
- 2) Ensure that team officials on bench/ice during games and practices are on approved rosters with proper accreditations. Rosters must be verified by November 15th. The office needs to be informed of any changes.
- 3) Checking game sheets bi-weekly vs. rosters to ensure that only approved individuals are on the bench/ice.
- 4) To be responsible for the efficient function of games in their division.
- 5) Ensure that Equipment check lists and two goalie policies are obtained for every team in their particular division and submitted to the office by November 15th. Ensure the team Trainer has obtained Player Health Sheets by November 15th. As well rosters must be verified by November 15th. The office needs to be informed of any changes.
- 6) Ensure that all duties of the Coach described herein are carried out, and monitor these on a regular basis.
- 7) Names of nominees for player awards and Coach of the year awards are to be submitted to the BLOMHA office by March 1st. Two names must be submitted for each award (Coach/player) for the H.L.C. to review.

BY-LAW FOUR

RESPONSIBILITIES OF COACHES, TRAINERS AND MANAGER:

- A. Each Coach, Assistant Coach and Manager as an official of the Association shall be responsible for strict adherence to the Constitution and By-Laws of BLOMHA, procedures or other direction herein. Any team official who does not comply with the aforementioned responsibilities, shall be required to attend a disciplinary hearing which may result in suspension from the league.
- B. Both Coaches will appoint at least one parent from each team to act as timekeepers prior to the commencement of the game. It is in the best interest of each team to have someone represent their team in the timekeeper's area to ensure that penalties are properly recorded. The Coach designated as the home Coach is responsible for ensuring that the timekeepers have a signed (completed) game sheet.
- C. The Coach will be held responsible and accountable for all activities for his team (full roster) and team officials. It is the Coach's responsibility to ensure that the following is carried out:
- i. House League Divisions from Development through Peewee must have their team pictures taken in full uniforms including hockey socks, on their assigned date. Minor Bantam through Midget may have their pictures taken as long as a minimum of eight players appear for their team pictures. Players can wear full uniforms or just their hockey sweaters, as long as they are all dressed the same. If a team arrives with less than eight players their team picture will not be taken but their individual will. All Rep A/MD teams must have their team pictures taken in full uniforms including hockey socks, on their assigned date.
 - ii. Game sheets from exhibition games or tournaments must be submitted to the BLOMHA office within 72 hours after an exhibition game or 72 hours after the last game of your tournament. The Coach of the team (s) shall be suspended until such time as the game sheet (s) are received by the office. It is the Coaches responsibility to book officials for home exhibition games by contacting the BLOMHA Office at least 72 hours in advance of your game(s).
 - iii. Tournament evaluation forms must be submitted to the BLOMHA office within 72 hours after the final date of the tournament. Coaches who fail to comply with this shall be suspended until such time as the evaluation forms are received at the BLOMHA office.

- iv. Coaches must attend or assign another team official to the mandatory meetings noted in By-Law One G.(c) Pg. 24.
- v. The Coach in charge of any team must, before any game, PRINT AND SIGN the game sheet in the spaces provided and he shall be regarded as the responsible official of the team for that game. **The first and last name of all players and coaches must be recorded on the game sheet.** This individual will assume responsibility to the Alliance for the eligibility of all players of the team in that game, and for the conduct of their team officials and players during the game, and while traveling to and from that game. All bench staff must sign and initial all game sheets in the appropriate area. Failure to PRINT AND SIGN the game sheet will result in an automatic two (2) game suspension to the person(s) failing to do so.

D. The Trainer will be responsible for the following duties:

- i. As with Coaches and other team officials each Trainer shall be responsible for strict adherence to the Constitution and By-Laws of BLOMHA, procedures or other direction herein. Any Trainer who does not comply with the aforementioned responsibilities, may be suspended until such time as they have complied with the appropriate responsibility. In addition, Trainers may be required to attend a disciplinary hearing.
- ii. The Trainer will be responsible for regular player equipment checks and for maintaining records of such checks. Trainers are responsible for reviewing any concerns about equipment with the player and his parents. It is the Trainer's responsibility to ensure that no player is allowed on the ice missing any piece of equipment. Equipment checklists are to be completed and submitted to the hockey office by November 1st.
- iii. Trainers are to ensure all teams complete a 15-20 minute warm-up before all practices and games. Players are to stretch and hydrate as much as possible - no running within any arena is permitted.
- iv. The Trainer must ensure that players drink from their own water bottle at both practices and games. This shall also apply to all team official staff and/or On Ice Officials.
- v. The Trainer must be certified and as such ready to produce his card of certification for the game referee. The Trainer can only initial the game sheet if they are present at warm up and remain on the bench for the duration of the game. Only the certified Trainer identified on the game sheet will be permitted on the ice in the event of a player injury.
- vi. Should there be only one Trainer between the two benches, this Trainer will be responsible for all on ice player injuries.
- vii. If a player sustains an injury during a game, practice or tryout which renders him incapable of resuming play for that period, Hockey Canada Injury Report must be completed in full. The player may not resume any hockey activity until this form; including the physician statement is submitted to the Trainer. The Trainer must submit an Injury Case Report to the BLOMHA office within 24 hours of the injury and notify the Director of Risk Management of the incident.
- viii. If a Trainer is not present at a practice, the designated Team Official is responsible for submitting the Injury Case Report within 24 hours of the incident and Hockey Canada Injury Report on behalf of the injured player.
- ix. House league teams from Tyke - Midget require a Certified Trainer at all games and preferably all practices. All Rep level teams must have a Trainer on the bench for games and practices alike.

E. The Coach and his Assistant(s) are responsible for administering the Association's promotions such as money making Ways and Means projects as so determined by the Association throughout the season. Any Coach, Assistant Coach or Manager who does not support BLOMHA approved fundraising, will be subject to disciplinary action including suspension if necessary, as determined by the Disciplinary Committee.

F. Coaches, Managers or Parent Reps can collect up to \$100.00 from each player for extra practices, exhibition games or tournaments during the season. Coaches must obtain permission from parents by a team vote (ballot) or by telephone. Participation is not mandatory. If a Coach wishes to collect more than \$100.00, they must have permission from parents involved, and submit a proposal to the Board of Directors for approval along with a proposed budget.

G. Coach, Manager or other team representatives, designated by the Coach, must maintain team records on a standard form provided by the league detailing:

- a) Monies received from players (by player name).
- b) Monies paid out in ice rental fees or other expenses.
- c) Balance on hand.

Financial statements must be submitted to the BLOMHA office at the end of March from House League teams if team funds were in excess of \$250.00. A financial statement must be submitted to the BLOMHA office from all Rep teams at the end of March or after the last team event in April at the latest.

H. Coaches, Managers or Parents may **NOT** raise money in any way by soliciting of the public. Individual teams may raise money for specific purposes, provided approval for such fundraising projects is given by the BLOMHA Board of Directors. Individual team Coaches seeking approval for such fundraising projects must submit in writing, to the Director of House League, through their Assistant Director:

- (1) An application to raise funds.
 - (2) The amount of funds required.
 - (3) The purpose of the funds, including projected expenses.
 - (4) The method of fundraising should be listed as completely as possible.
 - (5) Estimated expenses for team members and officials only.
 - (6) Fundraising may be allowed to balance budget only. No additional funds may be raised.
 - (7) Budget and fundraising will be allowed only to cover team expenses.
 - (8) Each team involved in the collection of funds where such funds are in excess of \$250.00 total shall be considered fundraising as per our By-Laws and the Coach shall ensure that a bank account in the name of the team is opened. These accounts must have a minimum of two (2) signing officers for each team and at least one (1) parent (who is not a team official) must be a signing officer. A financial statement must be submitted to the BLOMHA office at the end of March from House League teams if team funds were in excess of \$250.00. A financial statement must be submitted to the BLOMHA office from all Rep teams at the end of March or after the last team event in April at the latest.
 - (9) To be approved as a fundraising project, all tournaments and/or Friendship series must meet all of the following criteria:
 - a) Sanctioned or approved by the appropriate affiliate.
 - b) Held during the period of October 1 to April 15.
 - c) Of a distance of approximately 200 miles or more from Central Arena, Burlington, i.e.:
 - North - North Bay and beyond.
 - South - Pittsburgh and beyond.
 - East - Kingston and beyond.
 - West - Windsor and beyond.
- Have a minimum duration of 3 days or more and require an overnight stay of at least 2 nights. All fundraising activities must be approved by the BLOMHA Board of Directors.

Generally only the following types of activities will be accepted:

- 1) Official Party, including Players, must contribute a minimum assessment of \$100.00 each (mandatory).
- 2) Raffles.
- 3) Bottle and Paper Drives.
- 4) Sales of cheese, garbage bags, Saran Wrap, etc.
- 5) Garage and Yard Sales.
- 6) All lotteries that have been approved by the Board of Directors shall be registered in BLOMHA's name.

Any activity involving fundraising from the general public which may be in conflict with major fundraising efforts by BLOMHA must be avoided. All applications for fundraising approval shall be made well in advance of the anticipated start date of fundraising. Applications shall include a proposed budget of income and expenses, and be presented to the appropriate Assistant Director. The Assistant Director will in turn present the application to the appropriate BLOMHA Director for approval by the BLOMHA Board.

G. Coaches, Managers or any other person representing any team participating in BLOMHA may **NOT** approach team Sponsors for extra funds over and above the Sponsor's fee as set by the BLOMHA Board of Directors.

H. Coaches, Managers or any other person representing any team participating in BLOMHA may **NOT** approach any outside source for funds unless approved by the Board of Directors in advance.

I. The BLOMHA Board of Directors shall authorize a distinctive league jacket and must be purchased at the approved supplier as negotiated by BLOMHA. No other hockey jacket may be worn by the team to games.

BY-LAW FIVE

CONDUCT AND DISCIPLINE:

- A. Any member of the Association; Coach, Manager, Trainer, Parent Rep. or Player shall be subject to suspension from the Association's activities, if he deliberately contravenes in any way, the Constitution and/or By-Laws of the Association.
- B. (1) Any member of the Association; Coach, Manager or Player shall be subject to disciplinary action and/or suspension for conduct not befitting the intent or objectives of BLOMHA.

The Division Assistant Directors, in conjunction with the Director of House League may assess further suspensions as they deem necessary, within requesting a Disciplinary Committee hearing. The Assistant Director/Director of House League can issue a maximum one game suspension without requesting a disciplinary hearing. The maximum number of one game suspensions that can be assessed to the same individual is two.

- (2) It is recognized that all BLOMHA Referees, Team Officials, and League Officials should be allowed to perform their respective duties free from harassment or verbal abuse by Spectators in attendance at hockey games. In the event that a Spectator behaves in a manner that is not consistent with BLOMHA's Harassment and Abuse Policy, the Referee has the authority to suspend a game until such time as the offending person(s) have left the arena or the game will be suspended. **If a report is made to the Board of Directors, they shall, in their sole discretion, take whatever action they deem appropriate as a result of such a report. The action may include a ban from the arenas used by BLOMHA for a specific period of time.**
- C. Any Coach who deems disciplinary action to be necessary against an individual Player, for any reason, must apply to his Division Assistant Director for permission to take action. If direction is required as to the severity of the action, the Division Assistant Director will review the situation with the Director of House League to ensure uniformity of action within BLOMHA. If, in the opinion of the Director of House League, further guidance is required, the case will be reported to the Chairman of the Disciplinary Committee for further action. A majority decision of the Disciplinary Committee shall determine the disciplinary action and/or suspension applicable to any Member, Coach, Manager or Player.
- D. Any Player who willfully plays, or any Coach or Manager who allows a Player to play, who is found to be ineligible, shall be subject to disciplinary action and/or suspension. Any team official (Coach, Trainer, Manager, etc.) who participates in any league, tournament or exhibition game or practice while under suspension will be subject to further disciplinary action and/or suspension.
- E. Any Player, Coach or Manager ejected from a game by a referee, shall be reported to the Referee-In-Chief within twenty-four (24) hours of the offence, who will then advise the President. Further disciplinary action may be taken by the President by conducting a disciplinary meeting. If further action is to be taken the Division Assistant Director, Coach/Player will be advised by the BLOMHA office.
- F. All referees are required to report all Misconduct, Majors, Gross Misconduct or Match penalties to the Referee-in-Chief or his designate within twenty-four (24) hours of the offence. The Referee-in-Chief or his designate will notify the President who, in turn, will notify the appropriate individuals of any disciplinary action to be taken.
- G. Any Coach or Carded team Official who willfully does not play all Players an equal amount of ice time or uses ungentlemanly conduct in front of his Players, or misses games or practices without a suitable replacement, or is disrespectful to any official of the Association, could be subject to a disciplinary hearing.

BY-LAW SIX

PROTESTS AND APPEALS:

- A. Protests will not be accepted if the grounds for protest are based on a Referee's decision or call, if that decision is based on a Referee's reasonable understanding of the rules.
- B. Protests involving an infraction of the rules and regulations as set out in By-Law One and Two of these By-Laws must be treated as follows:
- (1) The Coach intending to protest must notify the Division Assistant Director immediately following the completion of the game, detailing the basis of the protest.
 - (2) The Division Assistant Director will in turn, notify the Director(s) of House League and provide all details relevant to the protest.
 - (3) All protests must be forwarded by the protesting Coach, in writing, to the **BLOMHA Office**, the opposing Coach and the Chairman of the Protest Committee within forty-eight (48) hours of the game. A cheque payable to BLOMHA in the amount of one hundred and fifty (\$150.00) dollars must be included. The **BLOMHA Office** will notify the Chairman of the Protest Committee, of the protest providing all available details.
 - (4) The protest fee of one hundred and fifty (\$150.00) dollars will be returned if the protest is upheld.
 - (5) The protest will be reviewed by the Protest Committee. The Protest Committee shall consist of the Chairman of the Disciplinary Committee, the Director (s) of House League, and a member of the Officiating Committee. The teams or parties involved shall be notified of the Committee within forty-eight (48) hours of the Committee decision. The decision may be appealed to the President for review by the Board of Directors.
- C. If a protest is upheld, but the game is not to be replayed, the game is officially awarded to the team winning the protest. The game is considered scoreless for purposes of total goal count, in the event of goals being used to determine standings. However, to guard against unwarranted penalties to Players, individual statistics may remain as originally reported at the discretion of the Protest Committee.
- D.(1) RIGHTS OF APPEAL:
Any member of BLOMHA has a right of appeal against decisions or actions taken under Constitutional By-Law or other By-Laws, Rules or Regulations. Upon receipt of an appeal by the BLOMHA office, the President will examine the appeal to determine that the appeal meets with the following requirements:
MATTERS THAT MAY BE APPEALED:
- (a) for a player's release
 - (b) a suspension of more than six (6) games imposed
- (2) TIME ALLOWED FOR AN APPEAL:
- (a) for a player's release an appeal can be filed at any time
 - (b) all other appeals must be filed within seven (7) days of receipt of oral or written notice of a decision by the BLOMHA Disciplinary Committee.
- (3) APPEAL LEVELS WITH BLOMHA:
The progression of an appeal with BLOMHA :
- (a) The Board of Directors of BLOMHA
- (4) APPEALS OUTSIDE BLOMHA:
- (a) Minor Hockey Alliance of Ontario (current fee)
 - (b) The Ontario Hockey Federation (current fee)
 - (c) Hockey Canada (current fee)

Appeals will be made starting with (a) then (b) and then (c). All fees are non-refundable.

(5) APPEALS MUST BE IN WRITING:

To appeal, a team, group or individual must:

Prepare an appeal in writing. The submission is to specify the decision being appealed, the grounds for appeal and the facts supporting the appeal. It is to be concise and to contain numbered paragraphs. The appeal shall be filed with the BLOMHA office and be accompanied by a \$150.00 appeal fee.

(6) HEARING DATE:

Within five (5) days of appeal being filed the President shall set a date for the hearing of the appeal. The hearing date will be no more than fifteen (15) days after the filing date. The President shall notify all parties to the appeal as soon as the hearing date is set. This notice shall inform the parties of the time, place, date and purpose of hearing. It will also advise that if the party does not attend the hearing the appeal may proceed in the party's absence and will void entitlement to any further notice in the proceedings.

(7) RIGHTS ON HEARING OF APPEAL:

A party to the appeal may be represented by counsel or agent, call and examine witnesses, present arguments and submissions, conduct cross examinations of witnesses reasonably required for a full and fair disclosure of facts given in evidence. The hearing shall be open to the public except where any party to the appeal requests it be held in camera. If the Board of Directors is of the opinion that intimate financial or personal matters may be disclosed, that would jeopardize the interest of any person, they may hold that part, or all, of the hearing in camera.

(8) ORAL DECISION WITHIN TEN (10) DAYS OF HEARING:

The Board of Directors shall give its oral decision not more than ten (10) days after the hearing is completed followed by a written report within seven (7) additional days of their findings.

BY-LAW SEVEN

HOUSE LEAGUE DEFAULTS:

- A. Defaulted/forfeited games will be recorded as 1-0 (as per Hockey Canada Rules) and the game point (s) awarded to the team NOT responsible for the default.
- B. Willful default will be subject to disciplinary action.

BY-LAW EIGHT

MINOR HOCKEY DAY:

- A. Minor Hockey Day will be held at the end of the playoff rounds on a date to be set by the President/Board of Directors.
- B. Officials shall be appointed by the Officiating Committee
- C. All off-ice officials shall be appointed by the House League Committee.
- D. Game schedules shall be arranged by the House League Committee.

E. Minor Hockey Day Games:

- (1) Games on Minor Hockey Day will be three (3) ten (10) minute periods of stop time.
- (2) If tied at the end of regulation play, a ten (10) minute four (4) on four (4) sudden victory overtime period will be played in stop time.
- (3) If still tied, another ten (10) minute three (3) on three (3) sudden victory overtime period will be played in stop time until a goal is scored.
- (4) One (1) thirty (30)-second time out will be permitted per team.

BY-LAW NINE

TOURNAMENTS AND FRIENDSHIP SERIES:

- A. (1) **Tournament** - A series of at least two (2) exhibition games per team, sanctioned by the Minor Hockey Alliance of Ontario/HC, where awards are presented for team achievement.
- (2) **Friendship Series** -A series of exhibition games, generally home and away, between only two centres where each team plays two (2) or more games and awards are presented for team participation.
- (3) All BLOMHA teams shall be restricted to participation in a maximum of four (4) Tournament and/or Friendship Series during the playing season.
- (4) All BLOMHA teams planning to participate in any exhibition game/extra practice, tournaments or off ice activity involving their team Must have their Coach obtain a permission form from the BLOMHA office. If you are playing an exhibition game in Burlington, the Coach must submit the approved permission form to the referee prior to the start of the game, or the game will not be played. **In order for HC insurance to cover players/Coaches etc. to and from locations where events are taking place, the event must be sanctioned, which means you must have written permission for the event, prior to the event taking place.**

Any BLOMHA team that receives a large trophy or banner (does not include player awards) as a result of winning or participating in a tournament or hockey event will be allowed to share that award amongst the team members for a period of sixty (60) days, after which time the trophy/banner will be turned into the BLOMHA office for proper viewing for the Association. The Trophy will be returned to the Head Coach after a period of ten (10) years if they so wish.

- B. All tournaments with sanction of approval from BLOMHA must include a Burlington entry within each proposed age classification of the tournament unless such “right of entry” is declined due to other commitments.
- C. BLOMHA affiliated teams or Players must not take part in any tournament in Burlington unless such tournament has a sanction of approval from BLOMHA. BLOMHA Coaches, Managers, Trainers or Players taking part in any unsanctioned tournament will be subject to disciplinary action.
- D. Tournament approvals are granted subject to the understanding they are not to interfere with BLOMHA league play and/or playoffs.
- E. All tournaments in Burlington requesting sanction of approval from BLOMHA must make application to the Tournament Coordinator at least four (4) months in advance of the proposed date. Applicants must submit the following at time of application:
- (1) Estimated operating budget.
 - (2) Time and location(s) of tournament.
 - (3) Proposed members of tournament executive.
 - (4) Ice rental requirements.
- F. All sanctioned tournaments will operate under HC Rules and Regulations as amended and modified by the Minor Hockey Alliance of Ontario.
- G. All tournaments held in Burlington must obtain the sanction permit with the Minor Hockey Alliance of Ontario through BLOMHA.
- H. All monies received and disbursed must be accounted for by means of an audited financial statement to be provided to the Secretary/Treasurer of BLOMHA prior to the BLOMHA fiscal year end.
- I. Disbursement of excess funds at the conclusion of the tournament will be determined by the BLOMHA Board of Directors.
- J. Deficits will be the responsibility of the BLOMHA Board of Directors.

BY-LAW TEN

BLOMHA REP A/MD PROGRAM

A. Formation:

1. Provision will be made each season for the formation of Single A/MD teams as authorized by the BLOMHA Board of Directors. The fee for this program is in addition to the BLOMHA registration fee schedule, and will be set by the Board of Directors.
2. Selection of players shall be made in the manner determined by the Rep Committee.
3. All teams must have a Coach, Manager and a Trainer. The selection of Coaches shall be made by the Rep Committee. The committee will also approve the appointment of Assistant Coaches, Managers and Trainers.
4. The Rep Committee shall be comprised of a minimum of the following: President or Designate, Vice President, Director of Rep, Director of Risk Management and anyone else appointed by the President.

B. Number of Players:

1. Teams must carry a roster of a minimum of 17 players or a maximum of 19 players. Any variation to this must be approved by the Rep Committee.
2. This roster must be turned into the BLOMHA office no later than the date specified by the Board.
3. All players trying out for Single A/MD teams must be registered with BLOMHA. Players after this date must provide a registration receipt and the Team Manager is to record the same.

C. Series and Age Limits:

Players on Single A/MD teams in all divisions, must play within their own age group so as to ice the strongest possible teams in all series, unless extremely unusual circumstances warrant otherwise. Each individual exception must be referred by the Coach of the higher age group to the Rep Committee for approval.

D. PLAYER MOVEMENT:

1. During the season, House League Coaches are required to release any player for Rep A/MD team tryouts and possible selection. Such tryouts may not interfere with regular House League games/tournaments. Final date, however, for player movement from House League shall be November 10th.
2. Should a Rep A/MD team take any House League player on a permanent basis prior to November 10th, a player must be dropped from the Rep A/MD team roster to be placed on a House League team at the division Assistant Director's discretion.
3. It is the responsibility of team Managers to clear all player movement with the designated member of the Rep Committee.
4. In all age groups, a House League player who has been called up to play in Rep A/MD after January 10th of each year, may not play more than four games without approval of the Rep Committee. If a player is allowed to play a 5th game (after January 10th), they shall remain with that team for the balance of the season but are still required to play for their House League team first.
5. House League players are not permitted to AP to any non-BLOMHA team during the season unless approved by the Board of Directors.
6. In relation to AP's and movement of players from House League to Rep MD or Rep MD to Rep A, note BLOMHA policies #20 & #21

E. Equipment:

BLOMHA will supply home/away sweater and hockey socks to all players. Coaches will retain control of the sweaters during the season to ensure that they are kept in good condition. The Rep Committee will decide every year if players are permitted to keep any of the sweaters at the end of their season.

F. Tournaments:

1. Teams from all divisions may enter approved tournaments, the number of which is to be decided by the Rep Committee. The Committee will also decide which tournaments are compulsory.
2. See By-Law Nine (9)
3. Tournament applications must be submitted well in advance so that the league schedule can be prepared. Tournaments will not interfere with league/playoff games without prior approval of the BLOMHA office.

G. Playing Rules:

1. Teams are also governed by Minor Hockey Alliance of Ontario, HC and BLOMHA policies by the Rep Committee from time to time as approved by the BLOMHA Board of Directors. The Coach of the team is responsible for ensuring compliance of all rules.
2. The BLOMHA Board of Directors on a recommendation from the Rep Committee may remove any official from a team.

H. Responsibilities of Trainers:

1. As with the house league program, Rep Trainers must adhere to the Constitution and By-Laws of BLOMHA, procedures or other direction herein. Any Trainer who does not comply with the aforementioned responsibilities, may be suspended until such time as they have complied with the appropriate responsibility. In addition, Trainers may be required to attend a disciplinary hearing.
2. The Trainer will be responsible for regular player equipment checks and for maintaining records of such checks. Trainers are responsible for reviewing any concerns about equipment with the player and his parents. It is the Trainer's responsibility to ensure that no player is allowed on the ice missing any piece of equipment. Equipment checklists are to be completed and submitted to the BLOMHA office by October 15 and January 30.
3. The Trainer must ensure that each player has his own water bottle that is labeled with the player's number. The Trainer must ensure that players drink from their own bottle at both practices and games.
4. The Trainer must be certified and as such ready to produce his card of certification for the game referee. The Trainer can only initial the game sheet if the Trainer is present at warm up and remains on the bench for the duration of the game. Only the certified Trainer identified on the game sheet will be permitted on the ice in the event of a player injury .
5. It is the Trainer's responsibility to determine if and when an injured player can resume play during a game.
6. If a player sustains an injury during a game, practice or tryout which renders him incapable of resuming play for that period, a Hockey Canada Injury Report must be completed in full. The player may not resume any hockey activity until this form; including the physician statement is submitted to the Trainer. The Trainer must submit an Injury Case Report to the office within 24 hours of the injury and notify the Director of Risk Management of this incident. If a Trainer is not present at a practice, the designated Team Official is responsible for submitting the Injury Case Report within 24 hours of the incident and Hockey Canada Injury Report on behalf of the injured player.
7. All teams must have a Trainer on the bench for games and practices alike. The Trainer must also be present during any organized dry land training.

I. Responsibilities of Team Managers

Responsibilities:

The Manager assists the Coaching staff with off ice and administrative matters. The Team Manager will participate as a member of the Team Management Committee and will provide insight and input as to the effectiveness of the Hockey Program throughout the year. Parents should deal directly with the Parent Representative or Team Manager regarding administrative matters or concerns. Other issues will be directed to the Head Coach. The Team Manager should engage an Assistant Manager to assist with Game Day duties and act as a back up in the event of absence. The Team Manager should familiarize themselves with BLOMHA'S, ALLIANCE and OHF CONSTITUTION and BY-LAWS and POLICIES.

DUTIES:

1. To provide proper communication to parents and Coaches.
2. Included as one of the teams signing authorities for team bank account, and maintain proper financial records.
3. Include a year end financial statement.
4. Make sure a CALL committee is in place at arenas. (TRAINER)
5. Maintain "PLAYER REGISTRATION" for presentation at each game, if necessary.
6. Prepare the Game Sheet and review with Head Coach before each game. Ensure suspensions, length of periods and flood times are correct and submit to the officials in a timely manner.
7. Ensure referees are at home games 1/2 hour before game time. If refs are not present contact the office at (905-637-0731)
8. Ensure game sheet recorders and timekeepers are in place for all home games.
9. Ensure if you so desire a music player are in place for all home games. (SUITABLE MUSIC)
10. Make sure you have payment for neutral referees for home playoff games. Payment for referees to be made through the BLOMHA office for all exhibition games when applying for permit.
11. Obtain copy of the game sheet from referees after each game and submit to the BLOMHA office (AWAY GAMES ONLY).
12. Submit an Alliance game report to SCHEDULER where applicable, results via e-mail.
13. Provide a copy of the game sheet to the Team Statistician.
14. Monitor the Alliance Hockey web site to ensure game results and score are posted correctly.
15. Monitor the Blade Net web site to ensure game schedules have not been changed.
16. Prepare and distribute the Monthly Calendar to Parents and Coaches.
17. Arrange all travel permits for all exhibition games and tournaments as per BLOMHA POLICIES.
18. Co-ordinate out of town hotel reservations for team tournaments.
19. Approve the budget for any social activities submitted by the Social Committee.
20. Ensure the team has a CALL committee in the event of last minute schedule changes.
21. Ensure Trainer has all necessary player medical information sheets and they are at all games.
22. Establish a SNOW POLICY procedure for inclement weather.
23. Attend meetings with the Head Coaches when required.
24. Obtain keys to dressing rooms before game time.
25. Conduct oneself consistent with the Philosophy and Rules of the team.

Note: All hockey-related activities as described in the Constitution and By-Laws, shall cease effective April 30th of each year, except where approved by the BLOMHA Board of Directors.

All Board of Directors Meetings, Association Meetings and Annual General Meetings shall be governed by Robert's Rules of Order.

This book relates to all Constitutional By-Laws and Rules. A policy manual can be reviewed at the office or our website.