

GRAND LAKE MINOR HOCKEY ASSOCIATION

(Grand Lake Minor Hockey Community Club)

CONSTITUTION---BY-LAWS---POLICY MANUAL

(as of April 17, 2011 Annual General Meeting)

P.O. Box 1032
Minto, NB
E4B 3Y7

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CONSTITUTION

BY-LAWS

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Minto Minor Hockey Association Inc.

CONSTITUTION ---BY-LAWS ---POLICY MANUAL

CONSTITUTION:

Article 1 –

- (a) This organization shall be known as the Minto Minor Hockey Association Inc., hereinafter referred to and operated under the name of GRAND LAKE MINOR HOCKEY or GRAND LAKE MINOR HOCKEY COMMUNITY CLUB;
- (b) The objectives of Grand Lake Minor Hockey are to promote, govern and improve Minor Hockey in the Minto/Chipman/Grand Lake area as a Division of the Governing Body by authority of Hockey Canada, and to encompass the boundaries previously served by the Minto and Chipman Minor Hockey Associations, to be in effect until Chipman Minor Hockey is again empowered to operate;
 - (i) to foster a general community spirit amongst its members, supporters and teams,
 - (ii) to promote and increase interest in the game of hockey;
 - (iii) to exercise a general duty of care, supervision and direction over the playing interests of its teams and players.
 - (iv) To create an environment where all players have the opportunity to learn the rules, skills and techniques necessary to improve their hockey enjoyment of the game.
- (c) The boundaries of this organization include:

From the Noonan Bridge northeast on route 10 south to the intersection of route 10 and route 2 at Young’s Cove. From the village of Chipman north on route 123 (Doaktown Highway) to intersection of route 123 and the Mountain Brook Road and Meadow Brook Road. From the village of Chipman northeast on route 116 (Salmon River Road) to the bridge at Big Forks Brook. Also Highway 690 to the Lakeville Corner Bridges.

Article 2 –

- (a) The constitution, By-Laws and Policy of Grand Lake Minor shall not be altered except at the Annual Meeting, and notice of the proposed alterations shall be given to the Secretary in writing a the least three (3) weeks before the day of the meeting, and he/she shall forthwith notify the Executive Committee of the proposed changes. An amendment to the Constitution shall be made only at an Annual Meeting and by two-thirds majority of the members voting thereon.

Article 3 - Grand Lake Minor Hockey shall consist of:

- (a) All the hockey teams who operate under its jurisdiction and who comply with the requirements of its Constitution, By-Laws, Policies and Regulations;
- (b) Life members;
- (c) Board of Directors;
- (d) Other elected and appointed officials;

BY – LAWS
By-Law One

Executive and Board of Directors

- (a) The Executive Officers shall consist of the President, 1st Vice-President, 2nd Vice-President, Treasurer and Secretary. Any Executive member wishing to resign must do So in writing to the Board of Directors;
- (b) Executive Officers should hold only on Board position;
- (c) The Board of Directors shall consist of the Executive Officers, Team Managers, Director of Coaching, Fundraising Chairperson, Ice Manager, Equipment Manager, Recreational And competitive Teams Coordinators, and Referee-in-Chief who will be appointed by the Referees Association And the immediate Past President;
- (d) The Board of Directors shall control the affairs of Grand Lake Minor Hockey and shall have full power to fill any vacancy which may occur in its number, and to amend or Alter the Regulations of Grand Lake Minor Hockey;
- (e) The Executive Officers shall be selected at the Annual Meeting and serve a two (2) year term, alternating the vacancies to ensure that the board maintains consistency and retains knowledge in the operation of the association, effective April 18th, 2010.
- (f) The fiscal year of Grand Lake Minor Hockey will be from May 1 until April 30;
- (g) Any requests concerning changes or additions in any divisions shall be decided by the Executive;

- (h) The Board of Directors, either on their own or Through the appointment of a Director of Coaching, will ensure that all coaches appointed by Grand Lake Minor Hockey will utilize the format of continuous skill development as approved by Hockey Canada. Further to this, coaches will be evaluated on a regular basis relative to the adopted program,
- (i) It is the responsibility of the Board of Directors to ensure that there is a senior official at all hockey games, if at all possible.
- (j) The Board of Directors shall have the right to levy financial penalties and/or to enstate player suspensions whenever a player or the player's parents refuse to participate in fundraising activities, as deemed appropriate.
- (k) Any Executive or Board Members shall remove themselves from the table where a conflict of interest arises.

BY-LAW TWO

EXECUTIVE OFFICER DUTIES

- (a) The Executive shall have the power to suspend or discipline any Coach, Manager, Trainer, Player, referee or other official connected with Grand Lake Minor Hockey;
- (b) Any clause in the By-Laws may be clarified and defined at any time by a majority vote of a quorum at any meeting of the Board of Directors, (a quorum to consist of more than 50% of the Board members);
- (c) The Executive shall appoint, as deemed necessary, a Director of Coaching, a Fundraising Chairperson, The Ice Manager, the Equipment Manager, Recreational and Competitive Teams Coordinators, and all Team Managers;
- (d) The Executive shall appoint all Coaches after consultation with Team Managers;
- (e) The Board of Directors shall have the power to dismiss any members deemed to have neglected or improperly performed their duties.

BY-LAW-THREE

MEETINGS

- (a) The Annual Meeting of Grand Lake Minor Hockey shall be held after the hockey season has ended but not later than May 30 of each year;
- (b) All meetings of the Executive and Board of Directors shall be at the call of the President, except as outlined under item (c) below;
- (c) At the request of three Executive Members, the President shall call a special meeting. Only the subject which was specified in the notice shall be discussed or considered at the special meeting.
- (d) The Association will conduct a monthly meeting of the Board during the months of September, October, November, December, January, February, and March of each year;
- (e) The Association will conduct a monthly General meeting during the months of November, December, January, February, and March of each year.

BY-LAW FOUR

VOTING

- (a) The following persons shall be eligible to vote at the annual meeting:
 - (1) Life Members
 - (2) Executive Officers
 - (3) Appointed Officials
 - (4) Board of Directors
 - (5) Team Managers
 - (6) Parents or Guardians of Registered Player
 - (7) Coaches and Managers of each team shall be entitled to one vote each;
- (b) There shall be no proxy votes;
- (c) Only persons 18 years of age or older are eligible to vote.

NOMINATIONS

- (a) Each member shall have the privilege of nominating a Representative for each office of Grand Lake Minor Hockey Subject to the following provisions:

- (1) Persons nominated for President will have served (if Possible) at least a one (1) year term on the Board of Directors;
- (2) Any person wishing to offer for a position on the Executive must be nominated in writing, with the nomination letter being submitted to the Secretary at least two (2) weeks prior to the date of the Annual Meeting. The nomination letter must also be signed by the nominee and indicate his/her acceptance of the nomination;
- (3) Nominations will be received from the floor at the Annual Meeting for any position where a name has not been submitted two (2) weeks prior to the date of the Annual Meeting.

Those To Be Elected

President
1st Vice-President
2nd Vice-President
Treasurer
Secretary

BY-LAW FIVE

PROTESTS

- (a) All protests must be filed with the Secretary in writing within 48 hours after the game. The protested team will be notified in writing by the Secretary and they will have 48 hours to file their defense in writing. On the advice of the President a meeting of the Appeal Board shall be called notifying all interested parties of the time and place of the meeting;
- (b) The Executive shall appoint the Appeal Board comprised of three (3) persons not actively connected with the teams involved and designate the chairman;
- (c) The decision of the Appeal Board shall be final and recorded with the Secretary.

BY-LAW SIX

LIFE MEMBERS

The membership is the highest honor that can be bestowed by Grand Lake Minor Hockey and it is awarded only for very distinctive service. Life Members shall be elected at the Annual Meeting of Grand Lake Minor Hockey by two-thirds majority of the members voting thereon. A Life Member shall have full voting rights at all regular meetings and annual meetings on the criteria that they have attended 50% of all regular monthly meetings.

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By-Law Seven

Registration

- (a) All parents and players associated with Grand Lake Minor Hockey must sign the fair play contract for each as it is written in the Fair Play Rules for Hockey New Brunswick or the player's registration will be denied.
- (b) All coaches associated with Grand Lake Minor Hockey must sign the fair play contract as it is written in the Fair Play Rules of Hockey New Brunswick or their application to coach will be denied.
- (c) GLMHA has the responsibility to provide a safe playing environment for all of our children. RCMP criminal record checks are a necessary qualification for all prospective persons wishing to volunteer in the GLMHA. Starting in 2010 – 2011 hockey season it will be necessary for re-occurring volunteers to have this check completed every three (3) years. All new volunteer are subject to the check.
At any time the board of directors of GLMHA may request that a volunteer be re-checked.
These checks must be completed by November 1st of the current season and failure to comply will result in removal from the position.
This policy will be administered as follows:
 - (i) The President will be the administrator and custodian of all checks and the necessary administration (timings, completion records, etc.)
 - (ii) Upon completion of the check it is to be given to the President of Grand Lake Minor Hockey by November 1st.
 - (iii) Any unsatisfactory results may also result in removal from the program.

SPECIFIC DUTIES OF OFFICERS AND OFFICIALS

PRESIDENT

The President within the jurisdiction of Grand Lake Minor Hockey, generally performs the duties conducive to the office of the President which include the following:

- (a) Sign as a signing officer of Grand Lake Minor Hockey,
- (b) Preside at all meetings,
- (c) Exercise the powers of the Executive in case of emergency,
- (d) Suspend teams or players, subject to ratification at the next meeting of the Executive, to be held within 48 hours of the incident,
- (e) Sit on all committees as an ex-officio voting member,

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- (f) Shall represent Grand Lake Minor Hockey at all Governing Body and Representative League meeting,
- (g) Shall be the liaison between the Governing Body and Grand Lake Minor Hockey,
- (h) Shall be the liaison between Grand Lake Minor Hockey and higher category teams,
- (i) The President shall call regular General meetings and Board meetings during the hockey season,
- (j) Shall appoint a Budget Committee and Purchasing Committee.

1ST VICE-PRESIDENT

In the absence of the President or in the event of his/her inability to act, the Vice-President shall have and exercise all the powers of the President and shall at all times be an ex-officio voting member of all committees.

2ND VICE-PRESIDENT

Duties as designated by the President and assume the duties of the 1st Vice-President in his/her absence.

SECRETARY

- (a) The Secretary shall keep an accurate record of the proceedings of the Grand Lake Minor Hockey;
- (b) Notify the Executive Officers and Board of Directors of the time and place of meetings;
- (c) Publish the notice of the Annual Meeting at least four weeks before the meeting and notify each member of the Board of Directors;–
- (d) To perform such other duties as shall be necessary for the good and welfare of Grand Lake Minor Hockey.
- (e) Check for mail regularly, receive correspondence by hand or mail and present it at the next regularly scheduled meeting. Where it is considered that the correspondence is an urgent matter, the President shall be notified immediately.

TREASURER

- (a) The treasurer shall keep a record of all monies received and disbursed and prepare a monthly summary of receipts, disbursements and balances;
- (b) Shall present at each annual meeting, a report of the year's operations and duly audited statement of Grand Lake Minor Hockey;

- (c) Shall serve on the Purchasing Committee;
- (d) Shall serve on the Budget committee;
- (e) Shall be one of the two signing officers for Grand Lake Minor Hockey;
- (f) The signature of the Treasurer must appear on all cheques of Grand Lake Minor Hockey;
- (g) Shall coordinate all phases of registration;
- (h) Shall keep a register of all players in Grand Lake Minor Hockey;
- (i) Shall handle all liability claims, seeing they are processed properly and settled.
- (j) Shall ensure that all purchases and disbursements of an unusual or non-routine nature receive unanimous approval by the Executive Officers prior to issuance of payment. In the event of any disagreement, the matter shall be taken to the Board of Directors for a majority vote.

PAST PRESIDENT:

- (a) Active participation and contributions to Grand Lake Minor Hockey as a member of the Board of Directors, particularly applying his/her past experience with Grand Lake Minor Hockey to Board deliberations and decisions;
- (d) Carry out other duties as assigned from time to time by the President;
- (c) Take action as required to discharge his/her responsibilities, Subject to President and Board approval.

TEAM MANAGERS

Team duties of a Team Manager are varied:

- (a) The primary function is to see that the Constitution, Policies, Rules, Regulations, and Procedures are carried out in accordance with Grand Lake Minor Hockey policy. Being the direct contact with the coaches, Board members and the public, the Team Manager is judged by his/her organizational ability and ability to handle and solve Public relations and tactfulness are of the utmost importance;
- (b) The Team Manager and coach shall be in charge of and responsible for his/her team;

- (c) Shall assist the Registrar in the registration of his/her team;
- (d) Shall conduct a pre-season meeting with coaches and parents;
- (e) Shall have the authority to enforce the Rules, Regulations and Procedures;
- (f) Shall draw up a schedule and arrange play-offs as necessary;
- (g) Shall inform the Ice Manager of ice requirements, and shall notify the Ice Manager and the Referee-in-Chief 48 hours in advance of any cancellation, except when the cancellation is directly the result of poor weather conditions or valid unforeseen contingency; any team which fails to show for a scheduled time slot without proper notice to the Ice Manager shall be subject to a reduction of 2 time slots in the following month;
- (h) Shall inform the Referee-in-Chief or his designated official of requirements for scheduled, exhibition and play-off games;
- (i) Shall inform the Equipment Manager of equipment requirements (disbursements and returns);
- (j) Shall present a prepared report at a special meeting of Executive or Board of Directors when requested to do so by the Executive or Board of Directors, providing one (1) week's notice is given;
- (k) Shall submit a report for his/her team at the Annual Meeting;
- (l) Plan ahead for next season;
- (m) Shall obtain from the Ice Manager and Equipment Manager requirements to run a successful team;
- (n) Shall sit as a member of the Fundraising Committee and shall be responsible for the coordination of his/her team for fundraising activities. This responsibility may be assumed by the player's parent who volunteers, provided the Team Manager notifies the Board of this change;
- (o) Shall be responsible for giving parents and coaches reasonable advance notice of special events, Grand Lake Minor Hockey general meetings, and all games or tournaments.

EQUIPMENT MANAGER

- (a) Shall serve on the Board of Directors;
- (b) Shall submit a list of equipment requirements from each team;

- (e) May be authorized by the Board to purchase equipment;
- (f) Shall arrange for handling, storage, repairing, cleaning and inventory of equipment;
- (g) Shall appoint equipment custodians on each team and have the authority to dismiss any custodian deemed to have neglected or improperly performed their duties.

REFEREE-IN-CHIEF OR APPOINTED DESIGNATE

- (a) Shall appoint the officials for all games and the appointment shall be final;
- (b) Shall appoint a referee other than on the list only when he cannot secure the services of one on the list, or for special reasons considered in the interests of Grand Lake Minor Hockey;
- (c) When a referee does not put in an appearance it shall be reported immediately to the Referee-in-Chief by the Team Manager or Coach of the home team;
- (d) Shall through the aid of clinics train and supply sufficient referees to satisfy the demands of Grand Lake Minor Hockey;
- (e) Shall have the authority to dismiss a referee deemed incompetent;
- (f) Shall establish a list of timekeepers and scorekeepers, and shall aid their development by giving advice and holding clinics as necessary or as requested by the Executive;
- (g) Shall have the authority to dismiss a timekeeper and/or scorekeeper deemed incompetent.

ICE MANAGER

- (a) Shall be responsible for obtaining ice time; when Chipman area players are registered under Grand Lake Minor Hockey in the absence of their own local Association, the ice-time purchases for the Minto and Chipman arenas shall be based, within reasonable limits, on the percentage of players registered within the Association;
- (b) Shall disperse ice time to the Team Managers for their respective teams;
- (c) Shall be responsible for scheduling, re-scheduling, exchange and cancellation of ice;

- (d) Shall approve ice time for exhibition games through the Team Manager prior to scheduling of the game;
- (e) Shall approve and record all ice time used by teams under the jurisdiction of Grand Lake Minor Hockey regardless of the purpose and means of payment.

FUNDRAISING CHAIRPERSON:

- (a) Shall be responsible for forming the Fundraising Committee and for calling and chairing all meetings of the Committee;
- (b) Shall present proposals for fundraising activities to the Board for approval;
- (c) Shall be responsible for the coordination of all approved fundraising activities;
- (d) Shall sit as a member of the Budget Committee;
- (e) Shall receive funds, which must be previously converted to large denomination bills wherever possible, for fundraising activities from Team Managers and others for depositing into Grand Lake Minor Hockey's bank account. The Fundraising Chairperson shall issue receipts for all funds received, with there receipts being issued from a numbered receipt book.
- (f) Shall present a financial statement with breakdown for individual fundraising activities at all regularly scheduled Grand Lake Minor Hockey meeting.

DIRECTOR OF COACHING:

- (a) The Director of Coaching shall organize Initiation Program and National Coaching Certification Program clinics (including First Aid Training), as appropriate from time to time, and ensuring that such clinics are scheduled well in advance and are well-publicized;
- (b) Shall work with the Coaches, Coordinators and Team managers to encourage coaches to expand their coaching capability and performance;
- (c) Shall select rink coaching assistants to provide assistance in training Coaches and evaluating Coaches' performances and, when appropriate, discuss performance directly with Coaches who are not following their responsibilities;
- (d) Shall set up and maintain a system for evaluation of coaches' performances and recording the training and accomplishments of each;

- (e) Shall provide assistance, advice and recommendations to Team Managers and Executive in the recruiting and selection of Coaches;
- (f) Shall develop and administer an ongoing program which grants recognition to deserving Coaches, Assistant Coaches and Team Managers;
- (g) Shall ensure that Coaches receive in writing the objectives of Grand Lake Minor Hockey and that special emphasis be placed on the principle of “equal ice time” and “fun and recreation” as explained in the Hockey New Brunswick Operations Manual;
- (h) Shall arrange for an on-ice checking clinic to be held at the beginning of each hockey season;
- (i) Shall arrange for regular scheduling of power skating and goalie clinics, subject to Board approval;

I INTRODUCTION

The purpose of this manual is to present in a condensed form much of the policy which will be followed by those involved in Grand Lake Minor Hockey.

It is expected that the contents of this manual, amendments made by the Grand Lake Minor Hockey Association (**hereinafter referred to and operated as Grand Lake Minor Hockey or Grand Lake Minor Hockey Community Club**) on May 8, 2002 will be followed by anyone involved in the operation of Minor Hockey.

II EXECUTIVE (DUTIES IN ADDITION TO THOSE PROVIDED IN THE BY-LAWS)

A. PRESIDENT

1. Call meeting to investigate complaints or deal with appeals with reference to the Grand Lake Minor Hockey Conduct code (APPENDIX “B”)
2. Ensure the enforcement of the Conduct code.
3. Shall implement a Flow Chart.
4. Shall ensure that Tournament Committees are formed by November 15.
5. Shall be responsible for the appointment of a Public Relations Co-ordinator.

B. 1ST VICE-PRESIDENT

1. Shall carry out the duties as exercised by the President in his/her absence.
2. Shall look after areas of the Flow Chart as delegated by the President.

III TEAM MANAGERS

1. Along with the coach shall be in charge of his or her team.
2. Shall be the liaison between parents and coaches, and between parents and the Executive.
3. Shall assist in the drawing up of the ice times required by his/her team.

4. Should attend all Grand Lake Minor Hockey meetings and, when asked, to special meetings called by the Executive or the Board of Directors. The Team Manager may appoint others to attend these meetings, provided that written notice is given and that the appointee is directly involved with the team as a coach or parent. The appointee(s) shall be allowed to single vote on any motions presented while they are acting as the Team Manager's representative(s).
5. Shall make sure the Conduct Code is adhered to by the coaches and players on their team.
6. Upon request of the coach(s), shall arrange or help arrange games.
7. Shall control the transportation budget allotted to his/her team.
8. Shall advise the Treasurer of the names and amounts of money due for Transportation.
9. Shall collect funds as required for all fundraising activities from players on their team and keep an accurate written record by issuing receipts from a numbered receipt book. Collected funds shall be converted by the Team Manager to large denomination bills, if possible, before handing over to the fundraising Chairperson. The Fundraising Chairperson shall count this money and then issue a receipt to the Team Manager from a separate numbered receipt book.
10. Shall provide to the President or designated person within 24 hours any information regarding penalties or incidents that may cause suspensions.
11. All home teams will be responsible assisting tournament committee as needed to arrange and run home team tournaments. Failure to do so could result in no home tournament for that season.

IV TOURNAMENT COMMITTEES

1. Shall be formed not later than November 15.
2. Arrange at least one tournament at home per team.
3. Discuss with the Team Managers and coaches the dates and times of tournaments so that they do not conflict with arranged games.
4. Arrange for sponsorships, trophies or awards, and invitations.
5. Advise the necessary officials of the tournament.

V PUBLIC RELATIONS COORDINATOR

1. Shall contact the newspapers, local Cable TV, and radio with the schedules and results of special games and tournaments.
2. Shall arrange for team photographs to be used for publication as soon after registration as possible.
3. Shall have a Grand Lake Minor Hockey write up in the Grand Lake Mirror bi-monthly.
4. Shall utilize the “letters to the editor” section of papers for special reports.
5. Shall be responsible for the “bulletin Board” at the arena.

VI APPEAL BOARD

Three members, independent of Grand Lake Minor Hockey shall be appointed to the Appeal Board by the Executive prior to the commencement of each season.
The Appeal Board:

1. Shall not be members of Grand Lake Minor Hockey.
2. Shall hear appeals of decisions made by the coaches or Executive in accordance with the Grand Lake Minor Hockey Conduct code and as stated in By-Law 5.
3. The decision of the Appeal Board is **FINAL**.

VII PLAYER MOVEMENT & TEAM FORMATION

1. On or before November 30 of each year, where numbers permit, players in each provincial registered division of Grand Lake Minor Hockey shall be designated and registered as a Competitive (COMP) or a Recreation (RC) player. However, players may be asked to move between these categories in equal exchange which may not exceed a total of five (5) games. On the sixth (6) game played in either designation, the player must remain with that team. Any player signed to a Provincial Roster Form can only be removed with the permission of the Executive.
2. Requests to play in a division other than the one permitted by the player’s age must be made in writing to the Executive. The Executive, after consultation with parents/guardians, Team Managers, and Coaches of each team, will decide whether to allow the move.

3. It shall be the policy of Grand Lake Minor Hockey that registered players younger than the Novice age group shall be divided up into at least two groups, either according to age or playing ability, as seen fit by the Board and Coaches and as registration numbers allow, with the aim of giving younger or beginning players an opportunity to develop without being intimidated by older and more-skilled players. Available weekend ice-times shall be allocated equally to each team formed at this age group, while ice-time during the week may be shared by up to two teams at the same time. Any beginning player whose skill level develops during the year to the level of the senior team(s) shall be given the opportunity to play with a senior team whenever possible.
4. It shall be the policy of Grand Lake Minor Hockey that Mites and Novice teams shall follow the Hockey New Brunswick Initiation Program/Novice Hockey Model Program, as outlined in the New Brunswick Minor Hockey Council's Constitution, By-Laws and Regulations. The Program has specific limits for practice/scrimmage ratios and the maximum number of games that may be played per year. Hockey New Brunswick has set out severe penalties which may be applied to Associations who violate these requirements.
5. The Executive shall decide on all matters relating to team formation and Player movement, after consulting with team coaches and team manager before a decision on the matter is rendered.

VIII **COACHES**

1. Shall possess the Coach Level certificate or be willing to advance to this certificate by attending coach's clinic during the year of their appointment as a coach.
2. Shall abide by Grand Lake Minor Hockey's Constitution, By-Laws, Policy Manual, Regulations, in addition to the Hockey New Brunswick and NBMHC Rules and Regulations.
3. Ensure that the fundamentals of good play and conduct are displayed by he/she and his/her players at all times.
4. Ensure that all complaints are directed to their Team Manager.
5. Ensure that each child is registered by using the registrar's list of registration slips or receipts used by the registrar.

7. Make sure each child is fully equipped as specified by the C.H.A., Hockey New Brunswick, N.B.M.H.C., and Grand Lake Minor Hockey.
8. Shall meet with the Team Manager or Executive when called upon to do so.
9. Advise players to leave the arena as soon as feasible after practice or games, unless they have paid attendance for another event or are accompanied by a parent or guardian.
10. The coach has the right to restrict entrance to his/her dressing room.
11. Take responsibility for, and ensure proper care and use of dressing rooms and equipment belonging to Grand Lake Minor Hockey.
12. During practices, coaches, assistant coaches and on-ice volunteers shall not skate with excessive speed or shoot pucks with excessive force in a manner which could potentially cause injury to a player. Reported violations substantiated by other witnesses shall lead to disciplinary action by the Executive.

IX TRANSPORTATION

1. The Team Manager and coaches should encourage, where possible, a sharing amongst parents or guardians for the responsibility of transporting their son's/daughter's team to out of town games.
2. Each year the Board of Directors may set an amount for transportation to the Provincial Playoffs.
3. The Team Manager will advise the Treasurer of the names and the amounts payable for his/her team's transportation costs.

X TELEPHONE

1. Only persons authorized by the Board of Directors may make long distance calls on behalf of Grand Lake Minor Hockey. Phone bills must be submitted monthly to the Treasurer for reimbursement, and shall be approved by the Board prior to payment.

XI EQUIPMENT

1. An Equipment Manager will be appointed for each season.
2. All equipment belonging to Grand Lake Minor Hockey will be stored in the equipment room.
3. A sign-out sheet will be used for any equipment that would remain with the player for the season.

4. All sweaters, and any other equipment will be used for Grand Lake Minor Hockey game use only.
5. Personal names of players shall be allowed on sweaters belonging to Grand Lake Minor Hockey, providing guidelines set out by the Board of Directors are followed.
6. An inventory of all equipment belonging to Grand Lake Minor Hockey shall be made in September and again at the end of April seasonally.
7. The Equipment Manager shall give the Executive a report on the difference of the two inventories and measures taken to retrieve any missing equipment.
8. The Equipment Manager shall purchase all equipment needed by Grand Lake Minor Hockey subject to Board approval.
9. The purchasing of jerseys shall be on a need only basis and shall be decided by the Board of Directors with the advice of the Equipment Manager. The team logo shall be chosen by the board of Directors after consultation with the Team Manager, Equipment Manager and/or sponsor.
10. Players are responsible for the transportation, caring, and cleaning of Grand Lake Minor Hockey sweaters assigned to them for the season.
11. At the beginning of the hockey season, all players shall be obligated to purchase two pairs of socks, to be worn at all games, with the colors matching the team's home and away jerseys. The Team Manager shall collect the necessary funds and then coordinate the ordering and delivery of these socks. At the discretion of the Team Manager, socks which become unsightly during the season must be repaired or replaced. The intent of this policy is to ensure that our players and teams properly present themselves on the ice, helping to leave a positive impression that enhances each player's self image and which ultimately reflects on our image as an Association.
12. If the issued jersey has not been returned by the banquet date, or if the issued jersey has been returned damaged, the player will be charged the replacement cost of the jersey. Should such payment not be received, the replacement cost shall be added to the following season registration and the child will not be permitted on the ice until the payment is made.

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XII GAMES

The Team Manager or coach will do the following after arranging a home game:

1. Arrange for Minor Officials.
2. Notify the Referee-in-Chief.

The same procedure should be followed if a game cancellation is necessary.

XIII DONATIONS

1. All donations made to Grand Lake Minor Hockey should be recorded with the Treasurer, be they financial or otherwise.
2. A thank you letter shall be forwarded as soon as a donation is recorded by the Treasurer.
3. It will be the policy of Grand Lake Minor Hockey to donate a wreath each Remembrance Day to the Royal Canadian Legion, and be placed by one of the Executive members.
4. It will be the policy of Grand Lake Minor Hockey to donate a memento annually to all major sponsors of tournaments.

XIV AWARDS

1. Trophies shall be awarded in the Atom, Pee-Wee, Bantam, Midget & Juvenile divisions for the Most Sportsmanlike Player, Most Improved Player, Most Dedicated Player, and Grand Lake Minor Hockey Clutch Award. These will be presented at the Annual Banquet.
2. All of the above awards shall be selected by the Coach(s), Assistant Coach(s) and Team Managers.
3. No player is to receive more than one (1) annual award.
4. The selection of team awards for each team shall take place between March 1st and 15th of each year.
5. Tournament awards and the method of choosing the recipients shall be determined by the Tournament Committee.

6. All other annual awards not referred to in this Section shall be decided upon and awarded by the Executive, except for established team special awards which shall be decided upon by the particular team's Coaches and Team Manager. The Executive shall have the right to present one-time special awards, and may accept new annual awards donated by businesses or individuals. The Board of Directors shall decide on any proposed Minor Hockey purchases of new annual awards. Teams shall not present special awards of any kind at the Awards Banquet unless approved by the Executive.
7. Annual trophies shall be returned to the Equipment Manager by January 1st of the season following receipt of the award.

XV NO SMOKING POLICY

Non-smoking must be encouraged by all adults throughout the Minor Hockey System.

Smoking will not be permitted by any person in the dressing rooms or players bench immediately preceding, during, or after completion of practices or games.

XVI GUIDELINES FOR PUTTING PERSONAL NAMES ON SWEATERS

1. Only surname to be put on sweater;
2. In case of identical surname, initial(s) may also be added;
3. All letters are to be black, 2 ½ “ in height and sewn or heat treated on white backing;
4. Backing strip with name to be sewn on sweater;
5. No individual letters to be put directly on sweater;
6. All regular members of team must have names on their sweaters;
7. All names to be put on at the same time;
8. Responsibility of the Team Manager to ensure policy is followed;
9. Cost of putting names on sweaters must be born by the individual;
10. At seasons end it will be the responsibility of each player and/or their parent, to have the backing strip removed without damaging the sweater.

XVII LATE REGISTRATION POLICY

Any player wishing to register with Grand Lake Minor Hockey after November 15 of any year must apply in writing to the Registrar and adhere to the following guidelines:

1. There must be an “opening” within a “team” or “division”.

Team opening would be less than 19 players – 17 skaters and 2 goalies.

Division opening would be less than 38 players – 34 skaters and 4 goalies.
2. Applicant must state at what level (Competitive or Recreational) he/she wishes to compete at.
3. Applicant will only be accepted at the Competitive level if an opening exists and no player is involuntarily dislodged to the Recreational level. If the Competitive level is full and no player wishes to move to the Recreational level, the applicant may play at the Recreational level if an opening exists.

If the player applies to play at the Recreational level and no opening exists, he/she may apply (if an opening exists) to play at the Competitive level. The late register agrees to have an independent player evaluation. The evaluator will be selected by the Executive of Grand Lake Minor Hockey. Upon completion of the evaluation a decision will be made by the Competitive Coaching Staff and Team Manager after consulting with the Executive of Grand Lake Minor Hockey. (remove) will be made by the Competitive Coaching Staff and Team Manager in consultation with the Executive of Grand Lake Minor Hockey. However, if the Coaching Staff of both the Competitive & Recreational levels agree, another player may be moved up in order to accept this player, provided the player to be moved up agrees to play at the Competitive level.

4. Registration Fee to December 31: - no change – current registration fee

After December 31: - Insurance & registration fee due to the NBAHA - plus 50% of current Minor Hockey registration fee.
5. A fifty dollar (\$50) late fee will be added to the cost of registration for anyone who registers after the final registration date. Exceptions will only be allowed with board approval.

APPENDIX “B”

GRAND LAKE MINOR HOCKEY COMMUNITY CLUB CONDUCT CODE

1. All players, coaches, and anyone having any official capacity in Grand Lake Minor Hockey will adhere to this conduct Code.
2. Players that violate the Conduct Code will first be dealt with by his coach in accordance with the Conduct Code.
3. Coaches and officials will be dealt with by the Executive in accordance with this code.
4. If players and/or officials are not satisfied with the decision of the coach or Executive, an appeal can be made in writing to the Appeal Board which is set up to deal with appeals.
 - (a) The Appeal Board will consist of 3 persons independent of Grand Lake Minor Hockey.
 - (b) Twenty-five dollars (25.00) will accompany any appeal in writing and will be returned if the appeal is upheld.
 - (c) The twenty-five dollars (\$25.00) will be deposited to Grand Lake Minor Hockey General Fund if appeal is rejected.
5. Grand Lake Minor Hockey Conduct Code is to be consistent with the current **NEW BRUNSWICK MINOR HOCKEY COUNCIL MINIMUM STANDARDS FOR DISCIPLINE GUIDELINES.**
6. Players must conduct themselves properly while using the dressing rooms at the Minto & Chipman arenas and while visiting outside arenas. Actions such as kicking doors, damaging and leaving the rooms in an unclean manner will not be tolerated.
7. Players must make every effort to participate in Grand Lake Minor Hockey Fundraising events.
8. Players must realize that when teams are playing “away” games they are representing Grand Lake Minor Hockey and as such must conduct themselves so as not to reflect poorly on Grand Lake Minor Hockey.

9. Use of Alcohol or Drugs, or being under the influence thereof, by any player, coach, manager, or team official during any Grand Lake Minor Hockey team activity is strictly prohibited. Any violation will be dealt with by the Executive and Board of Directors.

10. Coaches shall have the authority to suspend or bench a player for up to one game for: missing practices without good reason, or for any poor performance at any game which can be attributed to a consistent and sustained lack of effort.

APPENDIX “C”

THE “**FLOW CHART**” IS TO BE PREPARED BY THE
PRESIDENT AND INSERTED INTO THE MANUAL
UPON COMPLETION.

APPENDIX "D"

SOLICITATION POLICY

TO ALL COACHES, TEAM MANAGERS, TEAM PERSONNEL, AND PARENTS OF MINOR HOCKEY PLAYERS.

It is the policy of Grand Lake Minor Hockey that **any** and **all** soliciting **must be approved by the Executive & Board of Directors.**

Individual and team soliciting is not permitted.

Any requests for team items (i.e. sweaters, socks, pucks, sweater bags, goalie Equipment, etc.) is to be made to the Equipment Manager.

Sponsorships for uniforms, tournaments, etc. must be brought to the Executive And Board of Directors for approval.

It would cause many problems to Grand Lake Minor Hockey if individuals, or Individual teams, made solicitations on their own without prior knowledge or Approval of the Executive and the Board of Directors.

All soliciting and Fund Raising will be governed by the Executive & Board of Directors.

Your cooperation in following this Minor Hockey Policy will be appreciated.

EXECUTIVE & BOARD OF DIRECTORS