



Bedford & District Minor Hockey Association

Amended: September 9, 2020

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ARTICLE I: NAME

The name of the Association shall be the Bedford and District Minor Hockey Association herein referred to as the "Association" or "B&DMHA" or "BDMHA"

ARTICLE II: ASSOCIATION BOUNDARIES

The Association Boundaries will be in accordance with the boundaries set out by the Nova Scotia Minor Hockey Council (NSMHC). A full description and map (click [HERE](#)) of the approved boundaries will be posted on the Association's website for the reference of members.

ARTICLE III: PURPOSE AND AFFILIATION

The Association is established as the governing and administrative body whose purpose is to provide an opportunity for the youth of Bedford and the defined surrounding districts to participate in the Hockey Nova Scotia, the Central Minor Hockey Federation and the Metro Minor Hockey League sanctioned hockey programs. The Association is bound by the by-laws and rules of the Hockey Canada (HC), Hockey Nova Scotia (HNS), the Nova Scotia Minor Hockey Council (NSMHC), the Central Minor Hockey Federation (CMHF) and the Metro Minor Hockey League (MMHL). All members of the Association will be bound by the terms of the Code of Conduct which has been passed by the Executive Committee and available for review on the Association website.

ARTICLE IV: COLOURS AND CREST

The Association colours will be the St. Louis Blues colours –royal blue with goldenrod and white trim (away colours); and white with royal blue and golden rod trim (home colours). Any Bedford Blues jerseys, clothing or other paraphernalia must adhere to this colour scheme format. The Association jackets, track suits, sweaters and other clothing items will be predominately royal blue and must be purchased from the Association's approved supplier.

ARTICLE V: MEMBERSHIP CRITERIA

A parent or legal guardian who has a child registered with the Association, and has paid all annual registration fees plus has no other outstanding fees owed within the Association, will be considered a member in good standing of the Association and may exercise the right to vote at the annual general meeting (one vote per family).



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ARTICLE VI: EXECUTIVE OFFICERS

- 1) The Association shall be governed by the Executive Officers who shall be elected for a one (1) year term by majority vote at the Annual General Meeting.
- 2) The Executive Officers shall consist of the following
 - a) President;
 - b) Vice-President Operations
 - c) Vice-President Competitive
 - d) Vice-President Finance
 - e) Vice-President Development
 - f) Vice-President IP/Novice
 - g) Vice-President Recreational
 - h) Secretary
- 3) Any member in good standing or who was a member in good standing within the previous two (2) calendar years may stand for positions as Executive Officers subject to the following qualifications:
 - a) Any member standing for the position of President must have at least one (1) year of experience as a Vice-President in B&DMHA;
 - b) Any Member standing for one of the Vice President roles, with the exception of the Vice-President IP/Novice, must have at least one year of experience as a member of the Executive Committee in B&DMHA or in an equivalent role in another minor hockey association. The Vice-President IP/Novice must have a minimum of one-year hockey volunteer experience; and,
 - c) Any member standing for the position of Vice President Finance must have a professional accounting designation or equivalent experience as determined by the Executive Committee.
- 4) No one person can be elected as an Executive Officer for more than three (3) consecutive one (1) year terms in the same position
- 5) In the event that the position of President becomes vacant prior to the end of the one-year term, one of the Vice-Presidents will be appointed by a majority vote of the remaining Executive Officers and assumes the position of President for the remaining portion of that one-year term
- 6) In the event that any other executive officer position becomes vacant during a one year term the remaining Executive Officers may appoint a qualified person by majority vote to fill the position for the duration of the one year term.
- 7) The Executive Committee shall oversee the day-to-day operations of the Association and shall consist of the Executive Officers and the following:
 - a) Certification Coordinator;
 - b) Business Development Coordinator;
 - c) Equipment Manager;
 - d) Referee-in-Chief;
 - e) Contracts and Risk Management Coordinator;
 - f) Controller;



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- g) MMHL Delegate (who may be the VP Rec);
 - h) CMHF Delegate (who may be the VP Competitive);
 - i) Divisional Coordinators at each level, including IP/Novice, Atom, Peewee, Bantam and Midget;
 - j) Past President, who serves for the year or years immediately following the year or years in which he/she served as President;
 - k) Social Media Coordinator
 - l) 50/50 Coordinator
 - m) Hockey Development Professional; and,
 - n) In the event that the Association does not have an Administrator, the Executive Committee may also include a Registrar and an Ice Coordinator
- 8) The Executive Committee members aforesaid shall be appointed for the year by the Executive officers. Executive Committee members must have a minimum of two years hockey volunteer experience with B&DMHA or another minor hockey association, with the exception of the Coordinator IP/Novice, the Contracts and Risk Management Coordinator and the Controller. The Contracts and Risk Management Coordinator will preferably have a legal background. The Controller will preferably have a professional accounting certification.
- 9) Any person serving as an Executive Officer or on the Executive Committee cannot use their position for their own personal gain and must avoid any conflict of interest between their personal interests and their responsibilities to the Association. Without limiting the generality of the foregoing, unless the Association will directly benefit from an endeavor the Executive Officer or Executive Committee Member cannot use the Association to promote or enhance their personal or business interest
- 10) Executive Officers and Executive Committee members may be removed from office for reasons of incompetence or actions that contravene the policies and principles of the Association as described in this constitution. The removal of an Executive Committee member shall be in accordance with the Complaints procedure set out in this constitution.
- 11) Executive Committee Meetings
- a) The Executive Committee will meet at least four (4) times yearly or as often as the President deems necessary to facilitate the operation of the Association. Parliamentary rules of procedure will govern the Executive Committee Meeting.
 - b) Only Executive Officers will vote on matters during Executive Committee meetings.
 - c) A quorum for Executive Committee meetings will consist of 50% or more of the President, Secretary and the six (6) Vice Presidents, represented either in person or by written proxy notice of assignment to another Executive Officer. Confirmation of the proxy assignment will be documented by the assigning member's signature on the agenda for that meeting.
 - d) The President and/or the Vice President Operations must be in attendance or in exceptional circumstances another Executive Officer may be given prior written delegation by the President to conduct the meeting.
 - e) The Executive Committee meetings will serve as a forum for:



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- i) Reporting of the Committee members on their area of responsibility;
- ii) Discussing and deciding on courses of action to be taken for the efficient administration of the hockey program;
- iii) Dealing with disputed or escalated disciplinary matters, on the advice of the Discipline Committee, complaints and Appeals;
- iv) Review reports of the Discipline Committee.
- v) Reporting on waiver applications and player movement;
- vi) Determining the number of teams for each division;
- vii) Recommending policies and procedures plus resolutions for ratification at the Annual General Meeting;
- viii) Approving the recommended annual budget;
- ix) Review all other financial matters for the Association and recommending a fee structure for the following season, to be submitted for final approval at the next Annual General Meeting;
- x) Appointment of a Parent Concern Coordinator (if applicable)
- xi) Any other business of a policy, statutory, procedural or financial nature concerning the Association.
- xii) It is expected that all members of the Executive Committee attend all Executive Committee Meetings.

ARTICLE VII: ELECTION OF EXECUTIVE OFFICERS

1. The Nominating Committee will recruit for and accept applications for Executive and Executive Committee positions up to twenty-one (21) days prior to the Annual General Meeting.
2. Nominees for Executive Officer positions will be posted on the Association website not less than fourteen (14) days prior to the Annual General Meeting.
3. Members of the Association may nominate qualified individuals for Executive Officer positions by providing written notice to the President not less than twenty-one (21) days prior to the Annual General Meeting. The nomination must include the following:
 - a. the name of the individual being nominated;
 - b. the position for which they are nominated;
 - c. the consent of the nominee to serve in the position if elected; and,
 - d. the signatures of not less than five (5) members in good standing indicating their support for the nominee
4. If there is only one nominee for a position as an Executive Officer that nominee will be appointed to the position by acclamation at the Annual General Meeting
5. Should two or more nominations exist for a position as an Executive Officer a vote will be held at the Annual General Meeting to determine who will hold the position for the next year



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Should there be no nominee for a position as an Executive Officer within 14 days of the Annual General Meeting the new Executive Officers elected or acclaimed at the Annual General Meeting will appoint by majority vote any member in good standing to the vacant position and the usual qualifications may be waived for this purpose.

ARTICLE VIII: EXECUTIVE JOB DESCRIPTIONS

President

The President is responsible for ensuring the Association's mission, goals and objectives are met through the effective management and delivery of the minor hockey program. More specifically, the President's duties include but are not limited to:

1. Organize and call General and Executive Committee meetings as appropriate. The President will serve as the chairman of such meetings.
2. Liaise with the CMHF, MMHL, HNS, NSMHC and other related hockey branches and ensure the Association acts in compliance with the rules, regulations and policies of those bodies.
3. Communicate with the membership through newsletters or other methods to ensure all members are kept up-to-date with issues affecting BDMHA
4. Act on behalf of the Association at any meeting or with any matter where representation of the Association is required.
5. Supervise the Hockey Development Professional and lead the negotiation of the terms of any employment contract of the Hockey Development Professional
6. Lead the negotiation of the terms of any employment contract of the Association Administrator

The President cannot be a Coach, Assistant Coach, Team official or On-Ice Official in the Association (except for provisions under Article XVI b).

Past President

The Past President is responsible for ensuring the current Executive benefits from the knowledge and experiences of previous years and will Chair the Nominating Committee whose responsibility it is to ensure a full slate of qualified nominees are presented at the Annual General Meeting for consideration and election.

Division Vice Presidents: (Competitive, Recreation, Female and IP/Novice)

The Division Vice Presidents play an integral role in the implementation of the Association's policies and the successful operation of the Association depends largely on the Division Vice Presidents efforts.

While not a prerequisite, previous experience and hockey knowledge (i.e., coaching, managing, etc.) are desirable for the position of a Division Vice President.



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The person elected as a Division Vice President must realize that there is a heavy drain on his/her time, particularly at the beginning of the season and should therefore avoid taking on other significant responsibilities. It is recommended that the Division Vice Presidents not serve for more than three (3) years with the same general group of players.

The Division Vice Presidents will act singularly or in concert on behalf of the Executive Committee as a whole to implement the policies and directives of the Association.

More specifically, the Division Vice Presidents duties include but are not limited to:

1. Supervise team selections - as per Article XVII.
2. Supervise coach selections - as per Article XVI. This will include accepting applications from coaching candidates and working with the Vice President Operations, the Hockey Development Professional and the Certification Coordinator in the selection of Coaches. Guidelines and rules as established by Hockey Canada, HNS, and NSMHC outlining the formal qualifications of coaches must be followed and enforced by the Coaches Coordinator
3. Recommend to the Executive Committee for approval the number and level of teams within their respective Division.
4. Ensure that each Coach selects Assistant, Coaches, a Team Manager and other team administrators and that they are approved by the Executive Committee as required.
5. Ensure that the Registrar supplies each Coach with a list of team players with phone numbers and other relevant information.
6. Arrange for the distribution of jerseys and equipment to individual teams as required in cooperation with the Equipment Coordinator. The respective Division Vice President will each assist the Equipment Coordinator with the collection of jerseys and equipment at the conclusion of the season.
7. Monitor all teams within their respective Division and deals with problems and/or complaints in accordance with Article XIX.
8. Work in conjunction with the Ice Coordinator to ensure all scheduling issues are resolved and with the Vice President Finance to collect any and all outstanding ice rental fees. In doing so, the respective Division Vice President will follow the principles and policies established in Article XII.
9. Make periodic reports to the Executive Committee as a whole on the progress and results within their respective Division.
10. Ensure by assisting the Registrar that each team is properly registered with HC, HNS, NSMHC, CMHF, and MMHL.

The Vice President Competitive shall supervise the CMHF Delegate

The Vice President Recreation shall supervise the MMHL Delegate



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The Vice President Competitive cannot be a Head Coach (except for provisions under Article XVI b) or Official in the Association.

Vice President Operations

The Vice-President Operations will support the overall operation of the Association and duties will include but are not limited to:

1. Represent BDMHA in matters relating to the day to day operation of the association including:
 - a. Coaching certification
 - b. Equipment
 - c. Ice requirements and coordination
 - d. Facilities
 - e. Player and Coach Development
 - f. Business Development
 - g. Safety
 - h. Registration
2. Ensure be the Association's policies and procedures are in compliance with the various hockey-governing bodies, review and make recommendation on Association's policy and procedures; and, fairly and effectively apply the same.
 - a. Supervise the Referee-In-Chief
 - b. Supervise the Association Administrator (if applicable)
 - c. Supervise the Registrar and Ice Coordinator if no Association Administrator.
 - d. Supervise (or lead if needed) the selection of Coaches in accordance with Article XVI.

The Vice President Operations cannot be a Head Coach (except for provisions under Article XVI b) or Official in the Association.

Vice President Finance

Responsibilities of the Vice President Finance will include but are not limited to:

1. Budgets:
 - a. Take possession of the Association's records of account after the elections held at the Annual General Meeting.
 - b. Supply a financial statement of the past hockey year for review, as well as the Executive Committee's approved budget for the upcoming new hockey year, at the Annual General Meeting.
 - c. Closely coordinate the expenditure of funds with the President, Vice President Operations, Ice and Equipment Coordinators and prepare the proposed new hockey year Budget with their assistance. The proposed budget will be presented to and approved by the Executive Committee prior to being presented at the Annual General Meeting for final ratification by the membership.



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2. Bank Accounts: Handle all responsibilities relating to Association bank accounts, and ensure that the signing authorities are the Vice President Finance and one of the following: President and/or Controller
3. Accounting:
 - a. Expediently deposit all funds received and account for these funds via financial statements presented as required at Executive Committee Meetings. These statements will report on actual and forecasts as compared to approved budgets.
 - b. Alert the Executive to any variances of a substantive nature which would require Executive corrective action to be taken.
4. Supervision:
 - a. Supervise the Registrar (if applicable), Controller and Contracts and Risk Management Coordinator.

Vice-President Development

The Vice-President Development is responsible for the management of the Association's development program and is the principal contact person within the Association for all skill development activities. More specifically, the Vice-President Development's duties include but are not limited to:

1. Liaise with Hockey Nova Scotia's Development personnel and the Association's Hockey Development Professional (HDP) and assist in managing the work schedule of the Hockey Development Professional.
2. Outline the budgetary requirements for the overall development program and provide the leadership within the Association to achieve the program objectives.

Controller

The duties of the Controller include but are not limited to:

1. Coordinate payment of all invoices and accounts in a prompt and orderly manner, and report same to the Vice President Finance for inclusion in the financial statements.
2. Work closely with the Registrar to ensure all fees are paid and accounted for.
3. Be responsible for the collection of delinquent accounts and in consultation with the Vice President Finance will take appropriate action to correct the situation of returned cheques. An approved fee will be charged to the individual member for all returned cheques.

Registrar (If no Association Administrator)

The duties of the Registrar include but are not limited to:

1. Organize, supervise and control all registration procedures and will supply each of the Division Vice Presidents and designated members of the Executive with master registration lists as soon as reasonably possible.
2. Maintain a record and work closely with the Vice President Finance to ensure all funds are collected and accounted for.



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3. In conjunction with the President and Vice President Finance, establish a pro-rata refund of Association fees based upon individual circumstances for cases partial membership when the member cannot participate for a full season and wishes to withdraw as per Article XI.

Secretary

The duties of the Secretary include but are not limited to:

1. Responsible for taking a preparing the minutes of the General and Executive Committee meetings.
2. Supplying copies of the minutes of all meetings as expeditiously as possible to the members of the Executive Committee and such other persons as authorized by the Executive Committee. The minutes, will be reviewed at the next Executive Committee Meeting and when approved shall be noted in the minutes of that meeting.
3. Maintaining an archive of the minutes of all the meeting.
4. Control and issue all Association travel permits and exhibition game numbers.

Ice Coordinator (If no Association Administrator)

The duties of the ice Coordinator include but are not limited to:

1. Secure the rental of ice facilities for the Association. In performing this duty, the Ice Coordinator will follow the principles and policies established in Article XIII.
2. Liaise with the Vice President Finance in the preparation of the recommended budget. Special attention must be paid to potential inflation of ice rental costs for the upcoming season.
3. Act as the liaison with the CMHF and ensure the Association acts in compliance with the rules, regulations and policies of those bodies.

Business Development Coordinator

The duties of the Business Development Coordinator include but are not limited to:

1. Coordinate the fundraising activities of the Association including the solicitation and procurement of corporate team sponsors.
2. Ensure that all the appropriate licenses and legal requirements are met, and that all expenditures and funds are accounted for.
3. Monitor the fundraising activities of the Association to ensure they are limited to Executive approved activities for the year.
4. Recommend any departure from this policy for approval to the Executive Committee.
5. Approve corporate sponsors for jerseys for the Association's teams. In conjunction with the Equipment Coordinator, ensure that corporate team sponsors are appropriately recognized by corporate cresting on the team jerseys as per the Association's policy.

Equipment Coordinator

The duties of the Equipment Coordinator include but are not limited to:

1. Maintain an up to date inventory of all jerseys and equipment.
2. Issue and obtain receipt for all jerseys and equipment at the start of the season and ensure all jerseys and equipment are returned and accounted for in the spring.



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3. Arrange for the repair of jerseys and equipment where necessary.
4. Recommend purchase of jerseys and equipment to the Executive Committee where applicable.
5. Arrange through the Vice President Finance, appropriate insurance coverage for protection of jerseys and equipment from loss due to fire or theft.
6. Assist the Vice President Finance in the preparation of the budget with respect to the jerseys and equipment replacement Requirements.
7. Administer the policies as described in Article XIV.

Certification Coordinator

The duties of the Certification Coordinator include but are not limited to:

1. Administer and track coaching certification requirements, communicate certification opportunities, and advise Divisions Directors of those coaches and team staff who are not in compliance with certification requirements as determined by Hockey Nova Scotia.
2. Recommend appropriate training courses for coaches where appropriate.
3. Recommend first aid training and special courses (e.g. power skating) where appropriate.

Referee-In-Chief

The duties of the Referee-in-Chief include but are not limited to:

1. Report to the Vice President Operations of the Association.
2. Recruit and train qualified officials for use by the Association.
3. Coordinate the scheduling of Officials within the Association.
4. Recommend an Officials' fee schedule to the Executive Committee for inclusion in the annual budget which will take effect at the beginning of the next hockey season. The fees will not be paid directly by the Association but rather directly by the individual teams for the competitive team games with reimbursement by the Association to the Competitive teams. The Association will pay the Official's fees for all Recreation league games directly to the Officials.
5. Maintain a work log on all Association Officials which may be requested from time to time by the Executive.
6. Provide to the Executive written evaluations for all Association Officials at least once yearly.

The Referee-In-Chief cannot be a Head Coach, Assistant Coach or Trainer in the Association

Contracts and Risk Management Coordinator

The duties of the Contracts and Risk Management Coordinator include but are not limited to:

1. Manage BDMHA's relationships with suppliers, vendors and any related contracts.
2. Ensure the association is properly insured
3. Provide advice to the Executive on actions required to mitigate the Associations' risk.

This position has the authority to bind the association. The person holding this position should have a legal background.



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Divisional Coordinators

There shall be Divisional Coordinators selected by the Executive from interested members whose names shall be submitted through an open recruitment process.

The duties of the Divisional Coordinator include but are not limited to:

1. Support communications between the Executive, Coaching/Bench staff and parents.
2. Report to the Vice President Recreation, VP Competitive and Vice President IP/Novice respectively and shall assist in the evaluation or placement processes at the appropriate level.

Divisional Directors shall be selected for the following divisions:

- Initiation
- Novice
- Atom Recreation
- Pee wee Recreation
- Bantam Recreation
- Midget Recreation

MMHL Delegate

The duties of the MMHL Delegate include but are not limited to:

1) Liaison with the MMHL and ensure the Association acts in compliance with the rules, regulations and policies of those bodies.

CMHF Delegate

The duties of the CMHF Delegate include but are not limited to:

1) Liaison with the CMHF and ensure the Association acts in compliance with the rules, regulations and policies of those bodies.

Association Administrator (if any)

The duties of the Association Administrator include but are not limited to:

1. Organize, supervise and control all registration procedures and will supply each of the Division Vice Presidents and designated members of the Executive with master registration lists as soon as reasonably possible.
2. Maintain a record and work closely with the Vice President Finance to ensure all funds are collected and accounted for.
3. In conjunction with the President and Vice President Finance, establish a pro-rata refund of Association fees based upon individual circumstances for cases partial membership when the member cannot participate for a full season and wishes to withdraw as per Article XI.
4. Secure the rental of ice facilities for the Association. In performing this duty, the Ice Coordinator will follow the principles and policies established in Article XIII.
5. Liaise with the Vice President Finance in the preparation of the recommended budget. Special attention must be paid to potential inflation of ice rental costs for the upcoming season.



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6. Act as the liaison with the CMHF and ensure the Association acts in compliance with the rules, regulations and policies of those bodies.
7. Report to the Vice President Operations

ARTICLE IX: COMMITTEES

1. The standing committee of the Association and its duties shall be as follows:
 - a. Nominating Committee – There shall be a nominating committee consisting of four (4) members, including the Past President as chairperson, to be appointed by the Executive Officers at least two (2) months in advance of the Annual General meeting, tasked with the responsibility of developing a slate of Executive Officers to be presented at the Annual General Meeting;
2. Discipline Committee – In the event that a discipline matter cannot be resolved by a Divisional Vice President or in the event of a conflict of interest, the President shall organize a discipline committee consisting of three (3) members, including one Vice-President or Past President as chairperson, one member of the Executive Committee and one other member in good standing of the Association as selected by the chairperson and President. The committee will meet those involved with the disciplinary matter and report back to the President with their recommendations. The President will call a meeting, either in person or via conference call, of the Executive Officers to obtain majority agreement on the suspension.
3. The Executive Officers may appoint by majority vote a number of chairpersons to organize and oversee various committees and projects which may from time to time be required. The appointed chairpersons may, at the discretion of the Executive Officers, attend Executive Committee meetings, but shall not have a vote. Committees formed under this provision shall make recommendations to the Executive officers.

Committee appointments will expire at the earlier of the completion of their assigned task or May 31st of each year.

ARTICLE X: MEETINGS

Annual General Meeting:

The Association will hold an Annual General Meeting by June 15th of each year. The Annual General Meeting marks the conclusion of the current hockey year and the beginning of the new hockey year.

A minimum of fourteen (14) days' notice must be provided before any Annual General Meeting. The notice will consist of a posting upon the association website and/or written articles in the respective community publications and an electronic email notice which shall be circulated to the members by the coaches and managers of their respective teams. A proposed agenda for the meeting will be included



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with the website notice along with time and venue of the Annual General Meeting.

Parliamentary rules of procedures (Roberts' Rule of Order) will govern the Annual General Meeting.

A quorum for the Annual General Meeting shall consist of two members either in person.

At any Annual General Meeting, the following shall be the approximate order of business:

1. Call to order by the President
2. Roll call of the members (circulate sign-up sheet)
3. Reading and Approval of previous minutes
4. President's Report
5. Vice President Operations Report
6. Division Vice President's Report
7. VP Finance Report
8. Presentation of next season's budget and fee structure
9. Resolutions and Discussions
10. Election of Executive Officers for the next season
11. New Business
12. Adjournment

Special Meetings:

Special Meetings of the Association may be called by a vote of the majority of the Executive Officers or at the discretion of the President. Any business that can be conducted at the AGM can be conducted at a Special Meeting.

Semi Annual Meeting:

The Association will hold a Semi-Annual Meeting before the end of the third week of January. The notice will consist of a posting upon the association website and/or written articles in the respective community publications and an electronic email notice which shall be circulated to the members by the coaches and managers of their respective teams. A proposed agenda for the meeting will be included with the website notice along with the time and venue of the Semi-Annual Meeting.

ARTICLE XI: REGISTRATION

Any changes to the registration procedures and dates will be presented at the Annual General Meeting if known at that time.

Pre-registration for returning members shall be conducted by the Association in late July and early August. This pre-registration will be conducted by mail out (or on-line registration if available) giving registration preference to returning members. After the pre-registration deadline has passed, walk-in registration



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shall be conducted if space is available in the Association for new members and for existing members who missed the pre-registration, with preference given to those registering by the earliest date received.

A website notice, by advertising in the community publications (where possible), by roadside signs and by other means at the discretion of the Registrar or Association Administrator will serve to alert the community to the walk-in registration venue and date.

The fees to be collected for pre-registration and at the walk-in registration shall be the fees approved by the Executive Committee and the membership at the proceeding Annual General Meeting.

The Association will refund registration fees paid by members under the following formula:

1. Approved refunds for members withdrawing before the commencement of the season will be subject to an Executive Committee approved administration fee being deducted from the registration refund.
2. Approved refunds for members withdrawing after the commencement of the season but before the end of October of the hockey year will be subject to a twenty-five percent (25%) reduction in their registration refund.
3. Approved refunds for members withdrawing after the commencement of the season but before the end of November of that hockey year will be subject to a fifty percent (50%) reduction in their registration refund.
4. Approved refunds for members withdrawing after the commencement of the season but before the end of December of that hockey year will be subject to a seventy-five percent (75%) reduction in their registration refund.
5. There will be no refund of Association fees to any member who participates in the program after December 31st of that hockey year, the only exception being for verified medical reason which will be handled on a case by case basis.

A newsletter from the President informing parents and members of procedures and guidelines for the upcoming season will be provided at the time of pre-registration and should be available at the walk-in registration.

ARTICLE XII: FINANCIAL POLICY

The BDMHA is a non-profit organization, which will endeavour to operate within pre-established budget guidelines. An accumulated deficit budget situation is not acceptable. The financial records of the Association are subject to review by the Executive Committee. The Executive Committee may engage an independent accounting firm to audit the financial records of the Association at their discretion. Upon written request, the financial statements can be made available to any member of the Association



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ARTICLE XIII: ICE ALLOTMENT POLICY

1. It is the intention of the Association to secure ice rentals to provide each team with weekly games and weekly or bi-weekly practice ice time. Registration fees should be structured such that this goal can be accomplished but will be based upon the actual ice available.
2. The Association's regular hockey season will commence early to mid September with tryout sessions, checking camps, and possibly conditioning camps being offered prior to the commencement of league play.
3. The regular hockey season will end approximately mid to late March of each year, and the Association will provide and pay for ice times up until that date.
4. The Association will not pay for the costs associated with tournaments throughout the year and where Divisional Vice Presidents, coordinators and coaches at the various levels are desirous of holding their own tournament, they must pay for the additional ice time.
5. Efforts will be made to ensure that each team within the Association will be provided approximately the same amount of paid ice time taking into consideration the difference in registration fees.
6. It will be the responsibility of the Division Vice Presidents and the respective coaches within that division to ensure that all ice slots allotted to a division are utilized to the fullest extent possible and where, for logistical reasons, certain ice slots are not usable within a division, they shall immediately contact the Ice Coordinator to return the slot for re-assignment.
7. All communication with the ice arena managers with whom the Association has booked ice, which concern ice rentals, will be the sole responsibility of the Ice Coordinator or Association Administrator.

ARTICLE XIV: EQUIPMENT POLICY

The Association will ensure that all players are supplied with approved hockey jerseys. Game jerseys are not to be worn in practices or at any time other than game situations or approved team functions. Jerseys will be the responsibility of the team and must be returned in a similar condition at the end of the year, except for normal wear. The coach or manager may decide to collect the jerseys at the conclusion of each game and make them available to players at games only.

Goalie equipment will be available to Novice and House League teams requiring the goalie equipment. The Association will provide each team with a fully stocked first aid kit at the beginning of each season, it is the individual team's responsibility to maintain the supplies throughout the year.

The equipment supplied by the Association shall be of good quality, in good repair, and in the case of goalie equipment, shall provide adequate and safe protection. All equipment orders will be made by the Equipment Coordinator in particular, individual teams may not procure Bedford game jerseys through sponsorship or any other means.



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ARTICLE XV: COACHES/ASSISTANT COACHES/ MANAGERS - DUTIES & RESPONSIBILITIES

a) Training

All competitive Coaches, Assistant Coaches and Trainers must be certified to the minimum Hockey Canada standards, i.e. Coach Level or Trainer Level. The Association encourages the training of coaches and will endeavour to assist individual coaches by paying all reasonable and fair costs, if approved in advance by the Executive Committee.

b) General Responsibilities

1. A Coach, Assistant Coach or Manager is expected to conduct themselves in a sportsmanlike manner, remembering that the example they set can influence the players on their team.
2. A Coach must avoid the use of profanity, intimidation and violence.
3. A Coach must assume responsibility for the discipline and good conduct of his team, bearing in mind that fair, firm and consistent guidance, coupled with positive reinforcement is the best policy.
4. To the best of their ability, a Coach must assume responsibility for affording each player an opportunity to participate fairly and equally, regardless of the player's ability.

a. Exceptions:

- i. A player may be benched of all or part of a game at the discretion of the Coach for disciplinary reasons, i.e.:
 1. For abusive or foul language directed at players, officials or spectators
 2. For all actions which are deemed to be detrimental to the welfare of the team as a whole

The reason for the benching must be clearly communicated to the player and where appropriate discussed with the player's parents. Any dispute over the benching may be appealed by the procedure outlined in Article XIX.

- ii. At the competitive level for PeeWee or higher a Coach may assume responsibility for unequal ice time in the final period of a game in a situation where a loss in that crucial game would significantly affect the opportunity for the team to participate in further competitions, i.e. playoffs or tournament play. A Coach is encouraged to clearly communicate his reasons, for unequal ice time, to the team at the earliest opportunity.
5. Coaches are encouraged to emphasize a spirit of good sportsmanship and a healthy, competitive attitude, win or lose. A team should be judged on its competitiveness, positive attitude and sportsmanship rather than the outcome of any particular game.
 6. Coaches, assistant coaches, and manager shall not participate, organize, or develop programs that may, in BDMHA sole opinion, compete with BDMHA without first having approval from the Hockey Development Professional and the appropriate Divisional Vice President.



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c) Coaches' Specific Duties

1. Select:
 - a. Assistant Coaches (must be approved by the Executive)
 - b. Manager (must be approved by the Executive)
 - c. Other team volunteers (i.e. phone, fundraising, treasurer, etc.)
2. Prepare:
 - a. Team budgets (must be approved by the Executive)
 - b. Team registration forms
3. Distribute to team members:
 - a. Team phone list
 - b. Game and practice schedules
4. In conjunction with the Registrar or Association Administrator and appropriate Vice President, register the competitive team with NSMHC.
5. If required, coordinate the issuance of equipment through the Equipment Coordinator and ensure that it is returned in good order at the end of the season.
6. Work in conjunction with the Division Vice President to ensure that the team follows all the guidelines and policies of the Association – e.g. fund raising, etc.
7. The Coach bears ultimate responsibility for the efficient utilization of ice times.
8. The Coach has to approach the Executive to use corporate sponsorship on team sweaters.
9. The Coach must submit a team tournament schedule to the Secretary at the start of the year. Participation in a tournament outside Canada must receive prior approval from the Executive and is subject to permit approval by Hockey Canada.

ARTICLE XVI: SELECTION OF COACHES

1. The Coaches Coordinator (and if none, then the Vice President Operations) will be expected to obtain a list of prospective applications interested in coaching in the Association. The applicants will provide written applications indicating their qualifications and experience in coaching. A sub-committee of the Executive Committee made up of the Coaches Coordinator, the Vice President Operations and the respective Division Vice President will review and interview qualified applicants for their respective divisions. Any person who is on the sub-committee and is being considered for a Head Coach position shall recuse themselves from the sub-committee and the Executive Committee (during any approval decisions) due a conflict of interest and shall be replaced by the President of the Association or by someone appointed by the President of the Association.
2. After the interviews have been completed the sub-committee will provide their recommendations to the Executive Committee for approval. In the event that there are no qualified applicants for coaching positions, the Executive Committee will endeavour to secure coaches from qualified persons known to the sub-committee. In the case where a coaching position remains unfilled after September 30, the position may be filled by any party as approved



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by the Executive Committee of the Association. Candidates must be qualified or be in agreement to obtain all appropriate qualifications in a timely manner.

3. Wherever possible and practical, it is recommended that a Head Coach serves no more than two (2) concurrent with the same general group of players on a team. This is so that the players are provided with exposure to various coaching techniques and philosophies.
4. Complaints and appeals will be handled in accordance with Article XIX.
5. A Coach may be removed from his/her position for reasons of incompetence or actions which contravene the principles and policies of the Association as described in this constitution. If a Coach is removed, the Division Vice President in conjunction with the Coaches Coordinator will appoint a substitute.

ARTICLE XVII: TEAM SELECTION

Every attempt will be made by the Association to institute a system for both Recreational and Competitive teams that is fair, consistent, and as transparent as is reasonably possible. A successful selection process is essential to the overall function of the Association.

Recreation Teams

The Vice President Recreation shall be responsible for implementation of a selection process that ensures the Association's Recreation teams are balanced competitively from the onset of the hockey year. The Vice President Recreation, along with the Hockey Development Professional and in consultation with the Recreation Coaches shall make adjustments as required to Recreation teams after the selection process is completed in an attempt to achieve this competitive balance. These adjustments shall normally occur within thirty (30) days of the completion of team selection process.

Competitive Teams

1. The Association will, to the best of its ability, provide for each participant, the opportunity to participate at a level commensurate with their ability while recognizing that there are a limited number of players able to play at competitive levels.
2. The movement of players outside of their respective age group or division will be discouraged and will only be effective in exceptional or special circumstances with the approval of the Executive Committee.
3. Except as provided in Article XVII section f) VI, the Team Selection process will be coordinated by the Division Vice President who will coordinate the ranking of the players in accordance with their abilities from the highest to the lowest as scored by the Evaluation Group as defined in Article XVII (4), in consultation with the HDP. Players will then be assigned to teams based on the collected evaluation scores, along with previous year coaching feedback, as well as knowledge of the Director of Development.
4. The Division Vice President, in conjunction with the HDP will select an Evaluation Group, consisting of at least four individuals within each age group, preferably non-parents with past coaching experience. It is recommended that the Division Vice President choose members for the



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divisional evaluation group from individuals who do not have players in the association or, if such individuals are not available, individuals who do not have players within that division. In choosing the evaluation group the Division Vice President should consider:

- a. The hockey knowledge of the candidate
 - b. The candidate should be prepared to put forward an optimum amount of time for the duration of the Team Selection Process.
5. The President, Vice President Operations and/or the Past President will monitor the Team Selection Process and provide guidance to the Division Vice President as needed.
 6. The following policies governing team selections have been adopted by the Association and will be adhered to wherever possible:

All Divisions – General Policies

1. The Division Vice President and HDP will meet with the Evaluation Group, and will establish the criteria and method by which the players will be evaluated. This criteria, method and standard player evaluation form will be documented and posted on the Team Selection section of the Association Website at least seven (7) days prior to the start of the Team Selection process.
2. The Team Selection criteria and method can vary from year to year and the process will be laid out at least seven (7) days in advance and posted to our website via a tryout letter crafted by the Division Vice President and the HDP.
3. Where applicable the parents of those players tentatively selected for a “Competitive” team may be asked to indicate they are prepared to make the time and financial commitment to the team before the final selections are made.
4. Players in their second year within a division, where all other evaluation ratings are equal, should be given preference for the higher team over the first-year player
5. It is recommended that the expertise and knowledge of the previous year’s Coaches be solicited, and the Association will facilitate the gathering of this information. The information however, will be restricted to the President, Vice President Operations, Division Vice President, and the HDP.
6. At the discretion of the Division Vice President or the HDP, and with the approval of the Executive Committee, outside expertise may be solicited in evaluating certain players, for example: two particular goaltenders, etc. Such outside expertise shall be consultative in nature only and at no time should the Team Selection process be assigned or delegated to an outside group.
7. All individual player ratings and scores should be held confidential within the selected members of the Executive Committee, Evaluation Group and the HDP. Under no circumstances will player ratings, scores or placement relative to others be made public or disclosed to any individual not involved directly in the Team Selection process.
 - a. Players who live outside the Association Boundaries as defined in Article II are permitted to enter the Associations Team Selection process for AAA and Bantam AA teams as allowed under Hockey Nova Scotia Regulations 2.29 and 2.30. In order to be considered for selection to an Association AAA or Bantam AA team the player must attend a minimum of three (3) of the Associations Team Selection sessions to ensure a proper and full evaluation can be completed.



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- b. Any individual involved in the Team Selection process agrees to be bound by the Associations Conflict of Interest Guidelines. In the case where a potential Conflict of Interest exists the Division Vice President will seek clarification from the Contracts and Risk Management Coordinator who, in consultation with the President, will provide guidance on whether the individual(s) can continue in the Team Selection process.

Injured Players

In the situation where a player becomes injured before or during the Team Selection process and fails to complete the process, the evaluation group will place the player at the appropriate level based on a number of qualitative factors including (1) prior year team, (2) the injured player's development during that year as judged by the HDP in consultation with the coaches of the prior year team, (3) the injured player's performance at the end of the previous season relative to the other players of the same age on the prior year team and (4) the of the HDP and prior year opinion coaches of other qualitative factors.

Midget Division – Special Circumstances

1. The selection of the Midget AA team presents a special circumstance as players trying out for High School or Major Midget AAA are often late returning to the Association team. As a consequence, it is recommended that the final selection of the Midget teams be delayed until after the High School and Major Midget teams are finished their team selections.
2. Players trying out with High School and Major Midget AAA must also register with the Association (as per Article XI) and thereby participate in both tryout processes. Should a player make either High School or Major Midget AAA then his/her Association registration fee will be returned without penalty.
3. The Registrar should check with the players trying out for High School and Major Midget AAA (or team representatives) to obtain an estimate of the number of players who might be returning to the Association.

ARTICLE XVIII: SPECIAL SITUATIONS

1) Player Movement

The competitive team players must be registered prior to competing in a sanctioned tournament or any regularly scheduled game. If, after a player is registered, the player asks to move to another lower level team, he will not be permitted to do so without the prior approval of the Executive. The player's only option will be to go to one of the Association's Recreation League teams. The player may appeal this decision in accordance to Article XIX prior to November 30th.



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2) Call Up of an Affiliate Player

Any player on a team designed as an Affiliate team may be called up to play on a higher level within that division. The Coach of the affiliate team cannot deny the player the opportunity to be called up, except for the following reasons:

1. Discipline, or
2. Injury, or
3. Player's own request, or
4. Conflicting games, or
5. Suspension

The procedure for calling up a player will be as follows:

1. The Coach of the higher-level team will contact the Coach of the affiliated team and ask for a player or players the Coach would like to be made available to play for their team. The Coach of the affiliate team will then inform the Coach if the player(s) is(are) available.
2. If the player is available, then the affiliate Coach makes the necessary arrangements with the player and confirms the availability of the player with the higher-level Coach.
3. If the player is not available, then the process outlined in steps i) and ii) above will repeat until a player or players are confirmed.

3) High School Restrictions

Any player in the Association playing at the Midget Level cannot play High School Hockey at the same time unless:

1. The eligible player is called up to the High School team and is approved by the Vice President Competitive as governed by the Association's Affiliation Policy.
2. There are positions available on the Midget Teams, and the Executive approves the High School player's participation on the Midget Team.

ARTICLE XIX: COMPLAINTS

1) Complaints related to team selections

Every effort to be both fair and objective will be made in the selection of teams. A tryout newsletter is circulated annually to the membership setting out the competitive tryout process, as well as the process for complaints related to team selection. Initial efforts to resolve complaints related to competitive team selections will follow the process as set out in the newsletter.

If the complaint related to team selection has not been resolved to the satisfaction of the member they may refer the complaint in writing to the attention of the appropriate Division Vice President. The Division Vice President will attempt to resolve the matter informally. Should it prove to be impossible to resolve the matter informally, the member then has the option of referring the complaint to the President, in writing.



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The President will call for the matter to be reviewed at a meeting of the Executive Officers to be convened as soon as is practicable. The member will be invited to attend the meeting to state their case. The written evaluations of the Evaluation Group will be examined and retained for inclusion in a written report. The Executive Officers will be responsible for making the final decision with respect to the team selection complaint by majority vote. Under no circumstances shall the decision of the Executive Officers with respect to the team selection complaint result in a change in team placement for another child in the Association.

2) Complaints not related to Team Selection

As per the BDMHA code of conduct, all members are required to wait until the “24 hour waiting” period has passed before they can register a complaint. If the complaint is related to an issue on a team the member must follow the steps set out below. If the complaint is not team related the process will begin at step 2. If at any point in the process the person involved with the complaint is part of the process, the complaint should automatically move to the next step.

1. The Member should contact the Team Manager for a competitive team or the Divisional Coordinator for a recreational team to outline their complaint. This may be done informally or formally.
2. If the Team Manager or Divisional Coordinator is not able to resolve the matter to the satisfaction of the member, the member may refer the complaint in writing to the Divisional VP. The Divisional VP has the authority to resolve the complaint without bringing the matter to the Executive Officers.
3. If the complaint has not been resolved to the satisfaction of the member, the member may refer the complaint in writing to President for consideration by the Executive Officers. The President will call for the matter to be reviewed at a meeting of the Executive Officers to be convened as soon as is practicable. The complainant will be invited to attend the meeting to state their case. The Executive Officers will be responsible for making the final decision with respect to the complaint by majority vote. The complaint, and any motion related thereto, as well as a record of the vote, will be maintained in the minutes. The member will be advised of any decision verbally or in writing if they so desire.
4. Alternatively, the Member may contact the Parent Concern Coordinator (if applicable).

3) Complaints related to Executive Committee Members

Complaints related to Executive Committee Members are to be referred in writing to the President.

If the President is unable to resolve the complaint to the satisfaction of the member, the complaint will be referred to a Complaints Committee to be chaired by the Past President. The Complaints Committee will be comprised of the Past President and two other non-Executive Committee members as selected by the Past President.

The two other Committee members can be Members or non-Members of the Association.



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The Complaints Committee shall consider the complaint and employ such procedures as it determines to be appropriate. The Complaints Committee will provide advice and recommendations to the President. The complaint will then be considered, together with the advice and recommendations of the Complaints Committee, by the Executive Officers, not to include the Executive Officer to whom the complaint relates, for decision by majority vote.

ARTICLE XX: RELEASES

It is the policy of the Association to discourage either the release of players from the Association, when the Association provides a hockey program commensurate with the skill of the player. Releases will only be granted in special cases (i.e. The AAA Rule) based upon a simple majority vote of the Executive Committee. Any complaints must be submitted in accordance with Article XIX.

ARTICLE XXI: ABUSIVE PARENTS

Any parent who fails to comply with the rule and regulations of the Association and exhibits behaviour that is deemed inappropriate, is subject to disciplinary action by the Executive as set out in Hockey Nova Scotia's Abusive Parent Dispute Resolution Policy

ARTICLE XXII: SUPPLEMENTARY POLICIES

The Executive of the Association may from time to time develop supplementary policies or guidelines to aid in the excellence of the operation and administration of the Association and association teams. These supplementary policies or guidelines will be placed on the association website.

Supplementary policies will be developed for the following:

- A. Team financial reporting
- B. Control of cash revenues
- C. Fundraising guidelines
- D. Sponsorship policies
- E. Logo and colour usage policies
- F. Hockey sweater, sock and name bar policy
- G. Tournaments
- H. Travel
- I. Medical and first aid policies
- J. Hosting tournaments
- K. Hosting Provincial Championship tournaments
- L. Game cancellation and rescheduling
- M. Awards
- N. Code of Conduct
- O. Hockey Development Professional



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P. Affiliation Policy

ARTICLE XXIII: AMENDMENTS

This Constitution may be rescinded, altered or added to by extraordinary resolution passed by two-thirds of the members who attend and are entitled to vote at the Annual General Meeting.