

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION, INC.

Amalgamated under the Act by Letters Patent dated April 20, 1998

**CONSTITUTION and BY-LAWS
(As Amended August , 2025)**

RULES & REGULATIONS

POLICIES



www.kvmha.com

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL

CORPORATION NAME
Kennebecasis Valley Minor Hockey Association, Inc

CORPORATION NUMBER
025278

NEW BRUNSWICK ACCOUNT BUSINESS NUMBER (BN)
879433621NP0001

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL

REVISION RECORD

Rev.	Date	Page	Section	Comments
0	Unknown			Updates from 2022 AGM
1	August 2025	Throughout	Throughout	Created revision record Inserted Player Fees Policy (pg. 89) passed Jan. 2025 Updated divisional terms Replaced Director of Divisions to align with positions for Director of Recreational Hockey and Director of Competitive Hockey General formatting and updates to headings, header/footers, and table of contents

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL**

Table of Contents

REVISION RECORD	2
CONSTITUTION	6
Introduction	6
HNB / NBMHC	6
KVMHA	7
Introduction	7
Mission Statement	7
Vision Statement	7
Interpretations	8
Article I – Name	10
Article II – Object	10
Article III – Members	11
Article IV – Officers	12
Article V – Meetings of the Board	15
Article VI – Meetings of Members	17
Article VII – Executive Board	20
Article VIII – Amendments	23
Article IX – Dissolution	23
BY-LAWS	24
By-Law One – Business of the Company	24
By-Law Two – Borrowing and Debt Obligations	25
By-Law Three – Executive Offices	26
By-Law Four – Appointed Officers	33
By-Law Five – Protection of Directors, Officers and Others	46
By-Law Six – Committees	47
By-Law Seven – Notices	48
By-Law Eight – Code of Ethics	49
Rules and Regulations	51
1 Purpose	51
2 Amendments to Rules and Regulations	51
3 Registration	52
4 Residence Rules	53

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL**

5	Player/Team Eligibility	54
6	Player Movement	55
7	Officials.....	57
8	Coaches – Selection	57
9	Coaches – Responsibilities	58
10	Schedules	61
11	Playing Rules	61
12	Conduct.....	64
13	Discipline	66
14	Suspensions.....	68
15	Penalties	69
16	Protests, Appeals, Defaults	69
17	KVMHA Team Colors.....	69
18	Team Fund Raising	70
19	Structure Levels, Divisions and Teams	70
20	Awards	73
21	KVMHA Seal/Emblem.....	74
	Policies.....	75
	Policies	75
2	Membership Registration Policy.....	76
3	Criminal Checks.....	76
4	Abuse and Harassment Policy	77
5	Ice Utilization.....	78
6	Affiliation Guidelines	79
7	Expectations of Tournaments	81
8	Number of Players per Team	81
9	Evaluation of Team Officials Children.....	82
10	Volunteer Count for Insurance Purposes	82
11	Player Grouping.....	83
12	Emphasis on Fun and Recreation.....	83
13	Equality and Fair Treatment	83
14	Safety First.....	83
15	Proper Coaching Philosophies	83

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL**

16	Avoid Excess Rough Play.....	84
17	Proper Instruction in Hockey	84
18	Definition of an Amateur	84
19	Directors and Officers as Team Officials	84
20	Team Jerseys.....	85
21	Helmet Policy.....	85
22	Meetings Conducted by Email.....	85
23	On-Ice Practice.....	87
24	Code of Conduct – Zero Tolerance.....	89
25	Player Requests.....	90
26	Player Fees	91

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
CONSTITUTION

CONSTITUTION

Introduction

Amateur hockey in the province of New Brunswick is governed by Hockey New Brunswick (HNB). HNB derives its authority from, and is subject to the playing rules of the national organization, Hockey Canada (HC). Minor hockey within the province is managed and administered by a subsidiary group (council) within HNB known as the New Brunswick Minor Hockey Council (NBMHC).

The NBMHC governs all minor hockey from initiation to minor junior age groups. The council is comprised of ten (10) Districts within four (4) Zones. The Districts and Zones are defined in the HNB Constitution By-laws and Regulations Handbook, which is revised annually, or as required. This handbook is available for a nominal fee from:

Hockey New Brunswick
861 Woodstock Rd. P.O.
Box 456
Fredericton, N.B. E3B 4Z9
(506) 453-0089 (o)
(506) 453-0868 (f)

Each District of the NBMHC has a Director elected by the members of their District for a two (2) year period. Elections for odd and even numbered Districts alternate each year. The ten (10) District Directors and their Chair form the NBMHC Executive Committee. The NBMHC Executive Committee is responsible for the administration and management of the NBMHC.

The Rules and Regulations of HC, HNB, and NBMHC apply to all teams and all team officials within a minor hockey association.

HNB / NBMHC

Information regarding HNB and NBMHC rules and regulations, etc. can be found on the **HNB website under “Resources”** (www.hnb.ca/resources/).

KVMHA

Introduction

The primary purpose of the Kennebecasis Minor Hockey Association (KVMHA) is to provide the opportunity for a maximum number of youth (male and female) to participate in a leisure time activity that will strengthen and develop youth who are healthy in a social, emotional, and physical sense. We cater to a maximum number of youth (not dwelling on one group to the detriment of others), should be in keeping with their physical and emotional characteristics, and aim at developing citizens, not just hockey players. Such things as sportsmanship, team play, self-discipline, citizenship, and skill development are stressed.

Mission Statement

The Kennebecasis Valley Minor Hockey Association is a disciplined hockey community which encourages personal growth and skill development in a positive environment that promotes safety, sportsmanship and teamwork.

Vision Statement

Placing our primary emphasis on “**Kids First**”, our innovation and forward thinking secures a place for our association as a leader in the Canadian Hockey Community.

We are accountable and conduct ourselves in a manner that provides opportunities and a positive and safe environment for all participants.

As a responsible group in our local community, we develop relationships and partnerships which contribute to our financial well being and a shared pride in our accomplishments.

The KVMHA, on behalf of the NBMHC, shall have jurisdiction to govern and administer all minor hockey within the towns and villages in the Kennebecasis Valley area in accordance with the Constitution, By-laws, and Regulations of the governing bodies.

These purposes and objectives lead to certain policies which govern the operation of the KVMHA, through all programs, divisions and levels. These policies are maintained by the KVMHA Board of Directors and are stated in the Policies section of this document.

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
CONSTITUTION**

Interpretations

Following are definitions in the by-laws and resolutions of "Kennebecasis Valley Minor Hockey Association Inc.", unless the context otherwise requires:

Act	the Companies Act (New Brunswick), and any statutory enactment that may be substituted therefore, as from time to time amended
Appoint	includes elect and vice versa
Board	the Board of Directors of the Company
by-law	all by-laws of the Company from time to time in force and effect
District Five	District Five of Hockey New Brunswick and/or NBMHC as the context shall require or its successor
Executive Officers	the holders of the Executive Offices as defined in Article 4.01
HC	the Hockey Canada or its successor
HNB	the Hockey New Brunswick or its successor
KVMHA and Company	Kennebecasis Valley Minor Hockey Association Inc. amalgamated under the Act by Letters Patent dated April 20, 1998

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
CONSTITUTION

Meeting of members	includes an annual general meeting of members and a special meeting of members
Member	any person who becomes a member of the Company in accordance with the by-laws
NBMHC	the New Brunswick Minor Hockey Council or its successor
Non-business day	Saturday, Sunday and any other day that is a holiday as defined in the Interpretation Act (New Brunswick)
Notice	indicates any communication or document
Recorded address	in the case of a member, his/her address as recorded in the register of members; and in the case of a director, officer, auditor or member of a committee of the Board his/her address as recorded in the records of the Company
Signing officer in relation to any instrument	any person authorized to sign the same on behalf of the Company by By-law 1.04 or by a resolution passed pursuant thereto
Special general meeting of members	a meeting of members other than an annual general meeting of members

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
CONSTITUTION**

Articles

Article I – Name

Article II – Object

Article III – Members

Article IV – Officers

Article V – Meetings of the Board

Article VI – Meetings of Members

Article VII – Executive Board

Article VIII – Amendments

Article IX – Dissolution

Article I – Name

1.01 Name – The name of this Association shall be Kennebecasis Valley Minor Hockey Association Inc., hereinafter may be referred to as KVMHA.

1.02 Affiliation – This Association by virtue of its affiliation with the New Brunswick Minor Hockey Council is a member of Hockey New Brunswick and Hockey Canada, the governing body of amateur hockey in Canada and is subject to upholding all articles, by-laws, rules and regulations of those bodies.

Article II – Object

2.01 Object – The objects of the Association shall be:

- (a) in cooperation with the governing bodies for minor hockey and amateur hockey with which it shall from time to time be affiliated to foster, encourage, improve, govern and administer organized amateur minor hockey within the Town of Quispamsis and the Town of Rothesay, in the County of Kings and Province of New Brunswick and such other areas in New Brunswick which shall lie within the geographic area of its jurisdiction as determined by it from time to time and when used herein the term “amateur” shall have the meaning thereto attributed from time to time by Hockey Canada and the term “minor” shall have the meaning thereto attributed from time to time by Hockey New Brunswick;

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION

OPERATIONS MANUAL

CONSTITUTION

- (b) to provide fun, recreation, and healthful enjoyment through hockey activities, development programs and competition for all who desire and are eligible to participate in amateur minor hockey, giving due consideration to individual capabilities of such participants and the availability of resources;
- (c) to promote fair play and sportsmanship and develop the hockey skills and knowledge of hockey among the participants in its programs;
- (d) to have and exercise a general care, supervision and direction over its players, teams, officials, staff, executive and volunteers with emphasis on the promotion of good character and citizenship.

Article III – Members

3.01 Eligibility – Such persons who shall possess one (1) or more of the following qualifications for membership shall be Members of the Association, that is to say:

- (a) the Directors of the Company from time to time;
- (b) every parent or legal guardian of every minor person who shall be registered with KVMHA as an amateur player in the then current fiscal year of KVMHA and from the end of the fiscal year of KVMHA until the first day of October next following the end of such fiscal year;
- (c) individuals registered with KVMHA as a team official in the then current fiscal year of KVMHA and from the end of the fiscal year of KVMHA until the first day of October next following the end of such fiscal year;
- (d) individuals appointed in accordance with the by-laws in the then current fiscal year of KVMHA and from the end of the fiscal year of KVMHA until the first day of October next following the end of such fiscal year.
- (e) individuals awarded the status of Life Membership as defined in Article 3.03.

3.02 Rights of Members – Membership in KVMHA shall not be transferable or assigned except as expressly permitted by the by-laws of the Association.

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
CONSTITUTION**

Members of the Association shall:

- (a) be entitled to attend in person and vote at all meetings of members;
- (b) have their names recorded on the Register of Members of KVMHA upon satisfying the Registrar or the Board of their eligibility therefore;
- (c) have such other rights as may be conferred upon members by the Act, the Letters Patent or the by-laws.

3.03 Life Members – Life Membership is the highest and most prestigious honour that may be bestowed by the KVMHA Board of Directors.

The awarding of Life Membership shall require the approval of threequarters (3/4) of the Board and shall be limited to three (3) Life Members.

3.04 Cessation of Membership – A member shall cease to be a member upon the happening of either of the following:

- (i) failing to meet the eligibility requirements as set forth in the by-laws;
- (ii) delivering his or her written resignation to the Director of Administration or Registrar of KVMHA.

Article IV – Officers

4.01 Constitution of the Board – The Board shall consist of thirteen (13) directors, those being the persons duly elected or appointed to and holding the following thirteen (13) offices (hereinafter sometimes called "Executive Offices") from time to time, that is to say:

President
Past President
Vice President
Director of Administration
Director of Communications
Director of Recreational Hockey
Director of Competitive Hockey
Director of Finance (Treasurer)
Director of Human Resources

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
CONSTITUTION

Director of Ice
Director of U7 & U9
Director of Revenue
Director of Technical Development

4.02 Qualification – No person shall be eligible for election or appointment as a director if he/she is an undercharged bankrupt, if he/she is mentally incompetent or incapable of managing his/her affairs, or if he/she has not attained nineteen (19) years of age. A director shall be deemed to be a member of the Company throughout the term of his/her office.

4.03 Election and Term – The directors shall be elected for two (2) year terms, at the first meeting of members of the Company and thereafter, at each annual general meeting of members as follows:

(a) the following directors shall be elected on even numbered years:

- (i) Vice President;
- (ii) Director of Administration;
- (iii) Director of Communications;
- (iv) Director of Recreational Hockey;
- (v) Director of Human Resources;
- (vi) Director of Ice.

(b) the following directors shall be elected on odd numbered years:

- (i) President;
- (ii) Director of Competitive Hockey;
- (iii) Director of Finance;
- (iv) Director of U7/U9
- (v) Director of Revenue;

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
CONSTITUTION

vi) Director of Technical Development.

Each director shall assume office upon being so elected and all of the said directors then in office and due to retire shall retire but, if qualified, shall be eligible for re-election. The election of directors shall be conducted by secret ballot except in cases where not more than one (1) person shall be nominated to a particular available position on the Board. If an election of directors is not held at the proper time, the directors then in office shall continue in office until their successors are elected, subject always to the provisions of Article 4.04 hereof.

(c) Upon affirmation by the Board with a 2/3 majority vote, the length of a term for a Board position can be extended to a three-year term to ensure designated director positions are elected according to their prescribed numbered year – even or odd. The Board can only extend a term to three-years if the resigning or expelled Director voluntarily departs or is removed prior to the completed two-year term and the next AGM election does not correspond with the numbered year of that specific director position – refer to 4.03 (a) and (b). A board vote to extend the length of a term must occur on or before January 30th.

4.04 Removal of Directors

(a) The Board may, by resolution passed at a duly convened meeting of the Board by not less than a two-thirds (2/3) majority of the directors present and entitled to vote thereat, remove any director of the Company before the expiration of his/her term of office if such director shall have failed to attend three (3) consecutive duly called regular monthly meetings of the Board without reasonable excuse or without notifying the Board in advance of his/her anticipated non-attendance or if the Board, in its sole discretion acting in good faith, determines that such director shall have been guilty of such misconduct, continuing dereliction of duties or incapacity that such removal prior to the next annual meeting of members shall be necessary in the best interests of the Company, provided that such director shall have been first given not less than seven (7) days notice of the Board meeting at which his/her removal shall be effected including notice of the reason(s) for which his/her removal shall be considered at such meeting.

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION

OPERATIONS MANUAL

CONSTITUTION

- (b) The members by resolution passed by not less than a two-thirds (2/3) majority of the votes cast thereon at a special meeting of members called for that purpose, may remove any director before the expiration of his/her term of office and may elect any person in his/her stead for the remainder of his/her term.

4.05 Vacation of Office – The office of a director shall be vacated upon the occurrence of any of the following events:

- (a) if a receiving order is made against him/her or if he/she becomes bankrupt pursuant to the Bankruptcy and Insolvency Act or any similar legislation from time to time in force and having effect in New Brunswick;
- (b) if an order is made declaring him/her to be mentally incompetent or incapable of managing his affairs;
- (c) if he/she shall be removed from office by resolution of the directors or members as provided in Article 4.04;
- (d) if, by notice in writing delivered to the Company, he/she resigns his/her office and such resignation shall be effective immediately, upon receipt thereof by the Company unless the resignation is expressed to become effective at a future date and in the latter case the resignation shall become effective at such future date.

4.06 Vacancies – If a vacancy shall occur in the Board, the Board may appoint a person who meets the eligibility requirements for a director to fill the vacancy for the remainder of the term. The term of this appointment, subject always to the provisions of Article 4.04, shall persist only until the next Annual General Meeting of members at which time the position shall be declared vacant and an election held providing for a term of one (1) year unless the term is defined to be two (2) years in accordance with Article 4.03.

Article V – Meetings of the Board

5.01 Calling of Meetings – Meetings of the Board shall be held from time to time at such time and at such place (subject to Article 5.02 hereof) as the Board shall determine and in addition to regular monthly meetings as provided in Article 5.05 as the Board, the President, or such seven (7) directors calling

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION

OPERATIONS MANUAL

CONSTITUTION

such meeting (which number shall be sufficient to call a Board meeting) may determine. Subject to Article 5.05 notice of the time and place of every Board meeting shall be given by the Secretary in the manner provided in By-law Seven hereof to each director not less than five (5) days before the time when the meeting is to be held; provided that no notice of a Board meeting shall be required if all the directors in office waive notice of or otherwise consent to such meeting being held (every director present at a Board meeting being conclusively deemed to have received or waived notice of such meeting) and provided further that Board meetings may be held for the purpose only of considering and taking action upon any matter of emergency without the aforementioned five (5) days notice being given provided that reasonable attempts are made to give the directors as much advance notice of such meeting as the urgency and nature of the matter shall reasonably permit.

5.02 Place of Meetings and Those Entitled to Attend – Meetings of the Board shall be held within the geographic area to which the objects of the Company relate as mentioned in By-law 1.07 hereof. Every director and every officer appointed pursuant to By-law 4.01 hereof and such persons as shall be invited by the President or as shall be admitted by approval of the meeting or as may be entitled by the by-laws to attend shall be entitled to attend any Board meeting but only members of the Board present shall be entitled to vote at Board meetings.

5.03 Quorum – As shall be duly elected or appointed to the Board from time to time, the size of any quorum will be determined by the Board.

5.04 First Meeting of New Board – Provided a quorum of directors is present, each newly elected Board may without notice hold its first meeting immediately following the meeting of members at which such Board is elected.

5.05 Regular Meetings – Except where such a meeting shall not be required in the months of June and July the Board shall attempt to hold at least one (1) regular meeting each month. The Board may by resolution appoint a day or days in any month or months for regular meetings of the Board at a place in the Town of Quispamsis or the Town of Rothesay, in the Province of New Brunswick and at an hour to be named. A copy of any resolution of the Board fixing the place and time of such regular meetings or notice of its contents shall be sent or otherwise given forthwith to each director and officer appointed pursuant to By-law 4.01 hereof who shall be absent from any Board meeting at which such resolution shall be passed, but no other notice shall be required for any such regular meeting.

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
CONSTITUTION

5.06 Chairperson – The President and, in his absence, the Vice President, and in the absence of both of them, the Director of Recreational Hockey or Director of Competitive Hockey, and in the absence of all of them, an elected director chosen by the directors present, shall be chairperson of any meeting of the Board.

5.07 Votes to Govern – Unless otherwise required by the Act or the by-laws every question to be decided by the Board shall be by ordinary resolution determined by a majority of the votes cast on the question. In case of an equality of votes the chairperson of the meeting shall be entitled to a second or casting vote.

5.08 Rules of Order – Except as otherwise provided in the by-laws or regulations, all Board meetings shall be conducted in accordance with the current edition of Roberts' Rules of Order.

Article VI – Meetings of Members

6.01 Annual General Meetings – The Company shall hold an annual general meeting of members at such time in each year but not later than June 1 as the Board, or the President, may from time to time determine, for the purpose of receiving the Financial Statement of the Company as at the immediately preceding fiscal year end and the Auditors' Report, if any, thereon, electing directors and officers, appointing auditors if the members elect to have auditors, and fixing or authorizing the Board to fix the auditor's remuneration, for receiving reports on the activities of the Company during the immediately preceding fiscal year and for the transaction of such other business as may properly be brought before the meeting.

6.02 Special Meetings – The President or the Board shall have power to call a special general meeting of members and the Secretary or President shall call a special general meeting of members at the request of not less than fifty (50) registered members specifying the purpose of the meeting and every resolution proposed to be made at such meeting.

6.03 Place of Meetings – Meetings of members shall be held at such place in either the Town of Quispamsis or the Town of Rothesay in the Province of New Brunswick as the Board or the President may from time to time determine.

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION

OPERATIONS MANUAL

CONSTITUTION

6.04 Notice of Meetings – Notice of the time and place of each meeting of members shall be given in the manner provided in By-Law Seven not fewer than thirty (30) or more than ninety (90) days before the date of the meeting. The auditors of the Company, if any, are entitled to receive all notices and other communications relating to any meeting of members that any active member is entitled to receive when one of the matters of business proposed to be considered at such meeting relates to the financial statement of the Company or the auditors report thereon.

6.05 Record Date for Notice – The Board may fix in advance a date, preceding the date of any meeting of members by not more than sixty (60) days and not fewer than thirty (30) days, for the determination of the members entitled to notice of the meeting. If no such record date for notice is fixed by the Board, the record date for notice shall be the day next proceeding the day on which notice is given.

6.06 Chairperson, Secretary and Scrutinizer – The President or, in his absence, the Vice President, the Director of Recreational Hockey, the Director of Competitive Hockey, the Director of Finance (in the stated order of priority) shall be chairperson of any meeting of members. If no such officer is present within fifteen (15) minutes from the time fixed for holding the meeting, the persons present and entitled to vote shall choose one of their number to be chairperson. If the Director of Administration of the Company is absent, the chairperson shall appoint some person, who need not be a member, to act as secretary of the meeting. If desired, one or more scrutineers who need not be members may be appointed by a resolution or by the chairperson with the consent of the meeting.

6.07 Persons Entitled to be Present – The only persons entitled to attend a meeting of members shall be the members, including the directors, and the auditors of the Company, if any. Any other person may be admitted only on the invitation of the chairperson of the meeting or with the consent of the meeting and shall only be entitled to speak at the meeting if so permitted by the chairperson.

6.08 Quorum – A quorum for the transaction of business at any meeting of members shall be the lesser of:

- (i) twenty-five (25) members present in person and entitled to vote thereat;
- (ii) fifty (50) percent of the members entitled to vote thereat.

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION

OPERATIONS MANUAL

CONSTITUTION

- 6.09 Right to Vote – At any meeting of members every person present who, at the time of the taking of the vote (or if there is a record date for voting, at the close of business on such record date), is entered in the register of members as a member shall be entitled to one (1) vote on every question coming before the meeting. There shall be no voting by proxy.
- 6.10 Record Date for Voting – The Board may fix in advance a date, preceding the date of any meeting of members by not more than forty-eight (48) hours, excluding non-business days, for the determination of the members entitled to vote at the meeting.
- 6.11 Votes to Govern – At any meeting of members every question, unless otherwise required by the Act, or the by-laws, shall be determined by ordinary resolution approved by the majority of the votes cast on the question. In case of an equality of votes either upon a show of hands or upon a poll, the chairperson of the meeting shall be entitled to a second or casting vote.
- 6.12 Show of Hands – Any question at a meeting of members shall be decided by a show of hands unless a poll thereon is required or demanded as hereinafter provided or unless the by-laws otherwise provide as for example in the case of election of officers and directors. Whenever a vote by show of hands shall have been taken upon a question, unless a poll thereon is so required or demanded, a declaration by the chairperson of the meeting that the vote upon the question has been carried or carried by a particular majority or not carried and an entry to that effect in the minutes of the meeting shall be *prima facie* evidence of the fact without proof of the number of proportion of the votes recorded in favor of or against any resolution or other proceeding in respect of the said question, and the result of the vote so taken shall be the decision of the members upon the said question.
- 6.13 Polls – On any question posed for consideration at a meeting of members, and whether or not a show of hands has been taken thereon, the chairperson may require or any person entitled to vote on the question may demand a poll thereon. A poll so required or demanded shall be taken by secret ballot or in such manner approved of by the meeting as the chairperson shall direct. A requirement or demand for a poll may be withdrawn at any time prior to the taking of the poll. The result of the poll so taken shall be the decision of the members upon the said question.

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
CONSTITUTION

6.14 New Business – No motion respecting new business may be made at any meeting of members unless written notice of the said motion shall be delivered to the Director of Administration not less than twenty-one (21) days prior to the date of the said meeting.

6.15 Rules of Order – Except as otherwise provided in the by-laws, all meetings of members shall be conducted in accordance with the current edition of Roberts' Rules of Order.

6.16 Procedure at Meetings of Members –

(a) The agenda for the Annual General Meeting of members shall be prepared by the President and, unless otherwise approved by the meeting, the meeting shall be conducted in the following order:

(i) Call to Order

(ii) Reading and acceptance of the minutes of the previous Annual Meeting

(iii) Business arising out of the minutes

(iv) President's Annual report

(v) Treasurer's Annual report, including financial statements and the Auditor's Report thereon, if any

(vi) Other Reports, if any

(vii) Amendments

(viii) Election of Officers and Directors

(ix) New Business

(x) Adjournment

Article VII – Executive Board

7.01 Action by the Board – The Board shall manage or supervise the management of the affairs and business of the Company subject always to the Act, the

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION

OPERATIONS MANUAL

CONSTITUTION

Letters Patent and by-laws of the Company. In addition to the powers and authorities by these by-laws or otherwise expressly conferred upon it, the Board may exercise all such powers and do all such acts and things as may be exercised or done by the Company and are not by the by-laws or by statute expressly directed or required to be otherwise exercised or done. Where there is a vacancy or vacancies in the Board, the remaining directors may exercise all the powers of the Board as long as a quorum remains in office.

7.02 Disciplinary Power –

- (a) The Board shall have the power by resolution to expel, suspend or discipline any coach, assistant coach, trainer, manager, player, team, referee or other officer or official connected with the KVMHA (except its directors) for any reason or reasons which the Board, in its sole discretion shall think deserving of such action.
- (b) The Board of Directors may suspend or expel a KVMHA team or player for notorious and continued foul play, or unfair, unsportsmanlike or ungentlemanly conduct, individually or collectively, on the ice or in any rink where a hockey match is being played, or at any meeting or gathering in the interests of the game, for negligent or willful failure to pay registration fees or assessments or for any persistent infringement of the laws of the game or the Rules of the KVMHA, NBMHC, HNB, or HC.

The Board may by resolution approved by a majority of the directors, reinstate any official, team or member of a team under suspension within its jurisdiction.

- 7.03 Emergency Power – The Board shall determine all questions arising from emergencies not provided for in the by-laws or Rules and Regulations or in the rules of the competition.
- 7.04 Appeals to Board – Where a coach, assistant coach, trainer, manager, player, referee or other official in the KVMHA is affected by a decision of the Disciplinary and Appeals Committee an appeal may be filed with the President of the KVMHA within forty-eight (48) hours after receiving the Disciplinary and Appeals Committee's decision. The Board shall hear the appeal and finally determine the matter at its next regular meeting or at a special meeting called for that purpose.

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
CONSTITUTION

7.05 Appeals from Board Disciplinary Decision – Any appeal of a disciplinary action taken by the Board must be directed to the NBMHC in accordance with its Rules and Regulations. Any associated costs must be borne by the appellant.

7.06 Appointment of Agents, Committee Members, etc. – The Board may make appointments to serve it for specific purposes and such appointees may but need not be directors or members of KVMHA.

7.07 Conflict of Interest –

(a) A director shall not be disqualified by his/her office from contracting with the Company, nor shall any such contract, or any contract or arrangement entered into or proposed to be entered into by or on behalf of the Company in which any director is in any way interested, either directly or indirectly, be avoided, nor shall any director so contracting or being interested be liable to account to the Company for any profit realized by any such contract or arrangement by reason only of such director holding that office or of the fiduciary relation thereby established if the existence and nature of the interest of such director is declared by him/her in the following manner, that is to say in the case of a proposed contract such director shall declare his/her interest at the meeting of directors at which the question is first taken into consideration, or if he/she was not then interested, at the next meeting held after he/she became so interested, and when he/she becomes interested after it is made, he/she shall declare his/her interest at the first meeting held after he/she becomes so interested. A director shall not as a director vote in respect to any contract or arrangement in which he/she is so interested, and if he/she does so vote, his/her vote shall not be counted. This prohibition may at any time or times be suspended or relaxed to any extent by a general meeting of members and shall not apply to any contract by or on behalf of the Company to give to the directors or any of them any security for advances made by them to or on behalf of the Company or by way of indemnity.

(b) Subject to the foregoing subsection (a) if a member of the Board participates in activities with interests conflicting with those of the KVMHA, he/she may be removed from office by a resolution of the Board approved by a two-thirds (2/3) majority of all directors present and entitled to vote thereon at a Board meeting called for the purpose of considering same.

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
CONSTITUTION

7.08 Remuneration and Expenses – The directors shall not be entitled to any remuneration for acting in the capacity of a director but, if approved by the Board, shall be entitled to be reimbursed for traveling and other reasonable expenses properly incurred by them in the performance of their duties as directors or officers. Nothing herein contained shall preclude any director from serving the Company in any other capacity and receiving remuneration therefore.

Article VIII – Amendments

8.01 Articles and By-laws – Articles, by-laws and the Letters Patent of the Company may only be enacted, amended or repealed by resolution approved by the affirmative vote of at least two-thirds (2/3) of the members present and voting thereon at an annual general meeting of members provided that notice of the proposed enactment, amendment or repeal including the text of the proposed enactment, amendment, or repeal shall be given to the Director of Administration in writing and shall be posted in a conspicuous public place for the membership to read at least thirty (30) days prior to the meeting. Any member in good standing is eligible to provide such notice of motion to enact, amend, or repeal such articles and by-laws.

8.02 Rules and Regulations – The Board at any duly convened meeting may by resolution passed by a two-thirds (2/3) majority vote of the directors voting thereon may enact, amend or repeal Rules and Regulations governing matters as properly fall within the jurisdiction of the Board.

Article IX – Dissolution

9.01 Dissolution of the Company – In the event of the dissolution or winding up of the Company for any cause whatsoever, the property and assets of the Company shall be disposed of pursuant to the terms of the Letters Patent in such manner as the Board shall determine.

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
BY-LAWS**

BY-LAWS

- By-Law One – Business of the Company
- By-Law Two – Borrowing and Debt Obligations
- By-Law Three – Executive Offices
- By-Law Four – Appointed Officers
- By-Law Five – Protection of Directors, Officers and Others
- By-Law Six – Committees
- By-Law Seven – Notices
- By-Law Eight – Code of Ethics

By-Law One – Business of the Company

- 1.01 – Head Office – No determined location.
- 1.02 Common Seal – Until changed by resolution of the Board, the common seal of the Company shall be in the form impressed hereon.
- 1.03 Auditors – Only HNB officials can determine if an audit is appropriate or required.
- 1.04 Execution of Instruments – Deeds, transfers, assignments, contracts, obligations, certificates and other instruments may be signed on behalf of the Company by two (2) persons, one (1) of whom holds the office of President or Vice President and the other holds one of the said offices or the office of Director of Finance or Director of Recreational Hockey or Director of Competitive Hockey. In addition, the Board may from time to time by resolution direct the manner in which the person or persons by whom any particular instrument or class of instruments may or shall be signed. Any signing officer may affix the common seal to any instrument requiring the same. Notwithstanding the foregoing, for the purpose of certifying documents of proceedings, the common seal may be affixed by any of the Presidents or elected Directors of the Company.
- 1.05 Banking Arrangements – The banking business of the Company shall be transacted with such banks, trust companies, incorporated credit unions or other financial institutions as may from time to time be designated by or under the authority of the Board. Such banking business or any part thereof shall be transacted under such agreements, instructions and delegations of power as the Board may from time to time prescribe or authorize.

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
BY-LAWS**

1.06 Financial Year End – The financial year end of the Company shall be on March 31.

1.07 Geographic Area

- (a) The geographic area to which the objectives of the Company relate and to which the jurisdiction of the Company extends shall be all that geographic area west of the line that runs from Perry Point through Kingston Corner to Anderson Point on the Kingston Peninsula; from Anderson Point everything east of the Saint John River southward to Bedford and everything north of a line from Bedford to Torryburn. From Torryburn everything north of the Kings County/St John County line to Baxters Corner. From Baxters Corner everything west of a line through French Village to Hammond River and all of Darlings Island provided however that the boundaries of the said geographic area may be amended by the Board from time to time by resolution to coincide with such geographic area boundaries of KVMHA's mandate as may be determined or amended by any governing body of amateur minor hockey in New Brunswick by which KVMHA shall be regulated through its affiliation or as may be determined by resolution of the Board and agreed to by any neighboring minor hockey association whose area boundaries are affected by such area boundary amendment.
- (b) When registering for the first time, residents of the Kingston Peninsula may choose to register with either Hampton Minor Hockey Association or KVMHA. However, once they become a member of either association they may only register with that association for as long as they remain residents of the Kingston Peninsula.

By-Law Two – Borrowing and Debt Obligations

2.01 Borrowing Power – The Board may from time to time, in such amounts and on such terms as it deems expedient:

- (a) borrow money on the credit of the Company;
- (b) issue, sell or pledge debt obligations (including bonds, debentures, notes or other similar obligations, secured or unsecured) of the Company;

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
BY-LAWS**

- (c) charge, mortgage, hypothecate or pledge all or any of the currently owned or subsequently acquired real or personal, movable or immovable, property of the Company, including book debts, rights, powers, franchises and undertaking, to secure any debt obligations or any money borrowed, or other debt or liability of the Company.

By-Law Three – Executive Offices

3.01 President – The President shall preside at all Board meetings. He/she shall be entitled to one (1) vote except in the case of a tie when he/she shall cast a second and deciding vote. He/she shall be an ex-officio member of all Standing and Ad Hoc Committees. The definition of ex-officio for the purposes on these By-laws shall be: Ex officio members can sit on a committee and have the same rights, privileges, duties, and obligations as any other committee member. They can participate in debates, discussions, committee meetings and decision-making processes. They are permitted to vote on all matters, always acting in the organization's best interest. He/she or his/her designate will be the representative of the KVMHA to the District Five Board of Directors, the NBMHC, the Hockey New Brunswick, and subject to the by-laws, any other body or function requiring official representation. The President shall not chair or sit except as an ex-officio member on any other KVMHA committee during his tenure as President.

3.02 Past President – The Past President shall have all rights and privileges of a member of the Board except voting and shall be available as a resource person and advisor at the direction of the Board.

3.03 Vice President – The Vice President shall assist the President on request to provide continuity and to ensure the long-term viability and success of the KVMHA.

The Vice President shall assume some or all of the responsibilities of the President as and when directed by the President and in the absence of the President he/she shall assume all of the duties of the President.

Additionally, the Vice President shall:

- (a) be responsible for the Referee in Chief and through that position, the officials;

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
BY-LAWS**

- (b) be responsible for parent education (i.e. Code of Conduct);
- (c) be responsible for travel permitting and maintenance of travel permit records.

3.04 Director of Administration – The Director of Administration shall:

- (a) maintain a Minute Book or Minute Books containing the Letters Patent, by-laws, Directors Register and Members Register and accurate minutes of all Board meetings and meetings of members and shall ensure that the by-laws, Members Register and appropriate minutes of previous meetings are available at all meetings of the Board or of the Members;
- (b) provide for safe-keeping of all KVMHA records, including all Minute Books but excluding financial records not provided to him/her or to the Board;
- (c) provide for the issuance of correspondence, directives, notices, reports, etc. to the officers, directors, members, general public, NBMHC, HNB, HC and all other parties as deemed appropriate;
- (d) interface with any KVMHA officials as required to promote timely dissemination of information;
- (e) interface with the Registrar, Coordinators of U11, U13, U15, and U18, and U7 and U9 Coordinators to ensure that registrations are transmitted to the appropriate bodies in a timely manner;
- (f) maintain records of coaches and volunteers certification;
- (g) be responsible for event sanctioning and maintenance of event records;
- (h) have such other power and duties as the Board or the President shall prescribe, subject always to the by-laws of KVMHA.

3.05 Director of Communications – The Director of Communications shall be the Chair of the Communications Committee, and as such shall:

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
BY-LAWS**

- (a) be responsible for monitoring and enhancing the image of the KVMHA. In addition to establishing and producing a newsletter on a regular basis, the Director of Communications shall provide the media with information on newsworthy events (i.e. registration, coach recruitment) and game results. This shall require the Director of Communications to interface with any Association official to coordinate release of information to the media as well as interface with Tournament Committees to provide consistency in media information release;
- (b) submit a Season Plan to the Director of Administration by July 1 identifying the objectives, initiatives and strategies for the coming season;
- (c) submit an annual publicity budget for the then current fiscal year not later than August 1;
- (d) arrange for the distribution of general information at registration (i.e. cost and commitment for competitive teams, newsletter, association budget, seminars, policies, rules and regulations, tryout process, boundary map, role of Board, etc.).
- (e) be responsible for all logo's and trademarks associated with KVMHA;
- (f) be responsible for content and maintenance of the KVMHA website. The position of Web Master shall therefore report to the Director of Communications.

3.06 Director of Recreational Hockey – The Director of Recreational Hockey is responsible for all hockey matters as pertaining to the recreation and competitive teams, and community hockey, including but not limited to:

- (a) season startup;
- (b) team selection;
- (c) team balancing.

The Director of Recreational Hockey or his/her designate will be the representative of the KVMHA to the Southern New Brunswick Minor Hockey League, the Southern New Brunswick Hockey League, and any other league in which KVMHA may so choose to place one or more teams. The

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
BY-LAWS**

U11, U13, U15 and U18 Divisional Coordinators and Coaches will report to this position on all hockey matters within the jurisdiction of KVMHA.

3.07 Director of Competitive Hockey – The Director of Competitive Hockey is responsible for all hockey matters as pertaining to the recreation and competitive teams, and community hockey, including but not limited to:

- (a) season startup;
- (b) team selection;
- (c) team balancing.

The Director of Competitive Hockey or his/her designate will be the representative of the KVMHA to the Southern New Brunswick Minor Hockey League, the Southern New Brunswick Hockey League, and any other league in which KVMHA may so choose to place one or more teams. The U11, U13, U15 and U18 Divisional Coordinators and Coaches will report to this position on all hockey matters within the jurisdiction of KVMHA.

3.08 Director of Finance – The Director of Finance shall:

- (a) act in a manner to ensure that the day-to-day and long-term financial operation of the KVMHA is maintained on a viable basis and budgetary matters are adequately addressed;
- (b) receive all monies payable to the KVMHA and deposit same with KVMHA's bank as determined by the Board;
- (c) pay all accounts by cheques, signed by him/her where possible and by any one of the President or Vice President or any Board Member will official signing authority, provided however that such cheques with the consent of or in the absence of the Director of Finance may be signed by any two (2) of the President, Vice President, or official signing authority.
- (d) keep an accurate record of all monies received and disbursed;
- (e) keep proper books of accounts and make them available to the Board on request;

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
BY-LAWS**

- (f) submit a year end financial report at the Annual General Meeting;
- (g) in consultation with the Finance Committee prepare for the consideration and approval of the Board an operating budget for the current fiscal year prior to the next official season;
- (h) provide a monthly account of the current financial position of the Company in relation to its budget at each Board meeting;
- (i) arrange, with Board approval, for the investment and safekeeping of KVMHA funds;
- (j) have such other powers and duties as the Board shall prescribe subject always to the by-laws of KVMHA.

3.09 Director of Human Resources – The Director of Human Resources shall be responsible to develop direction and strategies to ensure players and volunteers are given opportunities and resources to develop to their fullest and perform to their maximum potential, and as such shall have the position of Volunteer Coordinator reporting to him. This role shall be responsible for the implementation of process improvements, new and creative initiatives intended to improve the organization, its players, parents and volunteers, organizational procedures, etc. The Director of Human Resources is also responsible in assessing the overall effectiveness of the Board and promoting methods that would increase the Board's success.

3.10 Director of Ice – The Director of Ice shall:

- (a) serve as Chairperson of the Ice Scheduling Committee, whose mandate is to allot and schedule (ice time available) to KVMHA among its players, subject always to the control and direction of the Board;
- (b) interface with the arena management on matters of mutual concern regarding ice issues;
- (c) submit a Season Plan to the Director of Administration by July 1, addressing all ice schedule activities of the season. This shall include, but not be limited to:
 - (i) game times and practice times per division;

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
BY-LAWS

- (ii) times allocated for training (coaching clinics, power skating, goalie clinics, etc.);
- (iii) tournaments;
- (iv) recommendations for next season and recommendations of the Ice Scheduling Committee, if any;
- (d) prepare an annual budget for this role by August 1 and forward it to the Director of Finance, and manage this budget line item throughout the season;
- (e) liaise closely with the Ice Scheduler to provide optimal scheduling results for the KVMHA and the development of its' players.

3.11 Director of U7 and U9 – The Director of U7 and U9 shall be responsible for promoting continuity in HNB's four (4) year Initiation Program. This responsibility shall include the coordination of an annual Initiation Program coaches clinics and the provision of guidance to the Initiation Program coaches on a regular basis throughout the season.

The position will also be responsible for the day to day development and operation of the U7 and U9 divisions including responsibility for maintaining the practice/game ratio as defined by KVMHA and as such will have the positions of IP and Novice Coordinators reporting to it.

The position will:

- (a) At a time approved by the Director of Finance, submit a budget for the position to the Director of Finance.

3.12 Director of Revenue – The Director of Revenue shall:

- (a) recommend to the Nominating Committee a Tournament Coordinator for appointment to act as Chairman for each KVMHA tournament to be hosted by KVMHA who may in turn select a subcommittee to assist in running each tournament;
- (b) be responsible for overseeing the organization, management and administration by the Chairmen and Committees appointed with respect to their respective tournaments, subject always to the direction and the control of the Board;

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
BY-LAWS**

- (c) submit a Season Plan to the Director of Administration by July 1 identifying the objectives, initiatives, and strategies for the coming season;
- (d) prepare an annual budget for this role and forward it to the Director of Finance by August 1;
- (e) recommend to the Nominating Committee a Fundraising Coordinator for appointment who will be responsible for identifying and presenting to the Board any ideas or suggestions that may be viable or appropriate as a fund raising activity. Any fund raising event deemed to be in the best interest of KVMHA must be approved by the Board.

3.13 Director of Technical Development – The Director of Technical Development is responsible for programs and initiatives to further the development of players and coaches. Therefore, reporting to the Director of Technical Development are the positions of Technical Director of Offense, Technical Director of Defense, and Technical Director of Goaltending; or alternatively, reporting to the Director of Technical Development shall be the position of Technical Director of Player and Coach Development who in turn may have the positions of Technical Director of Offense, Technical Director of Defense, and Technical Director of Goaltending reporting to him.

This position will also be responsible for ensuring that risk and safety issues are being properly addressed and as such will have the position of Technical Director of Risk and Safety reporting to it.

The position will:

- (a) by July 1, submit a Season Plan to the Director of Administration identifying the objectives, initiatives, and strategies for the coming season;
- (b) by August 1, submit a budget for the position to the Director of Finance;
- (c) by August 12, will establish a committee of four (4) persons representing all roles on the team to determine player tryout evaluation criteria and the required documentation. This plan will

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
BY-LAWS**

include such things as movement of players from "AA" to "A" to "B" to "Recreation", the number of ice times for evaluation, the philosophy that "Once chosen, the player remains on the team", the actual on ice content for each session, not releasing players after an early morning session, etc. The Director of Ice must be informed of these ice requirements;

- (d) by September 1, schedule a series of meetings with all necessary persons to ensure the tryout process is effectively planned. The "Season Startup Planning" document outlines this series of meetings and the execution details.

By-Law Four – Appointed Officers

4.01 Appointed Officers – In addition to the directors to be elected by the members in accordance with the by-laws of the Company, the Board, not later than the month of September in each year shall appoint the following officers:

- (a) Divisional Coordinators:

- (i) U7 Coordinator
- (ii) U9 Coordinator
- (iii) U11 Coordinator
- (iv) U13 Coordinator
- (v) U15 Coordinator
- (vi) U18 Coordinator

- (b) Equipment Manager

- (c) Fundraising Coordinator

- (d) Ice Scheduler

- (e) Officials Scheduler

- (f) Paymaster

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
BY-LAWS**

- (g) Referee in Chief
- (h) Registrar
- (i) Technical Directors:
 - (i) Technical Director of Player and Coach Development
 - (ii) Technical Director of Defense
 - (iii) Technical Director of Goaltending
 - (iv) Technical Director of Offense
- (j) Technical Director of Risk and Safety
- (k) Tournament Coordinator
- (l) Volunteer Coordinator
- (m) Web Master

Such officers are not required by the by-laws to be elected by the members, and need not be directors or members of the Company and may be appointed or removed by resolution of the Board. Such officers shall be entitled to receive notice of regular monthly Board meetings and attend at Board meetings and to speak to matters relating to their official duties but shall not be entitled to a vote at Board meetings.

The Board may appoint a Director of Operations if it deems it beneficial to the successful operation of the KVMHA, this position may or may not be a salaried position and is to be reviewed on a yearly basis. The remuneration if so decided by the Board is to be reviewed each year. Terms and working hours are to the discretion of the Board.

4.02 Divisional Coordinators – The Divisional Coordinator of each Division, including U7, U9, U11, U13, U15, and U18, shall be appointed by the Board and shall, on behalf of the Board, to whom he/she is accountable, superintend the operation of his Division. His/her authority shall complement, but in no way override the authorities of the referees.

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION

OPERATIONS MANUAL

BY-LAWS

The U7 and U9 Divisional Coordinators shall be directly responsible to the Director of U7 and U9, while the U11, U13, U15, and U18 Divisional Coordinators shall be directly responsible to the Director of Recreational Hockey and Director of Competitive Hockey for all matters within his/her Division.

In all matters pertinent to his/her Division, the Divisional Coordinator has the mandate of the Board to make necessary emergency decisions on behalf of the Board. Such decisions must subsequently be ratified by the Board but with respect to and during any such emergency he shall be entitled to exercise the powers of the Board. In the absence of a Divisional Coordinator, the Director of Recreational Hockey, the Director of Competitive Hockey or President or Board member may act as such Divisional Coordinator in the order of priority stated above.

It shall be the duty of the Divisional Coordinator to attend various games in his/her Division during the course of the season and to ensure that the aims of the KVMHA are being met to the greatest extent possible.

The Divisional Coordinator is responsible to the KVMHA and the SNBMHL for ensuring that an equitable draft of all players is held and that the players are evenly distributed, according to skill and ability, within his Division. His principal objective is to ensure that the teams within his area of responsibility are well balanced. The team's competitiveness within the League is not to be considered as a factor when balancing teams. The following is to be adhered to:

- (a) It shall be the duty of the Divisional Coordinator to coordinate the movement of players, after advising the parents, to teams of a level of hockey commensurate with individual abilities. Such moves may be made only with the approval of the Divisional Coordinator(s) involved and only when it can be seen to be in the best interest of the player. The interests of the coach and league standing will not be considered.
- (b) The Coordinator shall make note of players having exceptionally advanced hockey skills and ability and shall place such players in a higher skill level of hockey.
- (c) Players registered on teams in Development and Competitive levels shall not play on Recreation level teams.

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
BY-LAWS

- (d) The foregoing notwithstanding, players have the right to appeal to the Board. An appeal concerning the movement of a player up or down shall be made in writing through the Divisional Coordinator or the Director of Recreational Hockey or Director of Competitive Hockey or to the Board.
- (e) It shall be the Divisional Coordinator's duty and the Coach's responsibility to ensure that in all games every player shall play a regular shift and be afforded equal ice-time on his/her team.
- (f) The Divisional Coordinator will take note of violations of the above principle making the appropriate recommendations to the Director of Recreational Hockey or the Director of Competitive Hockey who, in unresolved instances, will bring the matter before the Board.

The Divisional Coordinator shall receive all complaints, protests, matters warranting disciplinary action, and appeals within his/her Division and promptly report them to the Director of Recreational Hockey or Director of Competitive Hockey. The Divisional Coordinator shall recommend to the Disciplinary and Appeals Committee the consideration of disciplinary action against players, teams or team officials when he/she considers it warranted. In cases of flagrant misconduct, intoxication, public displays of anger or other actions deemed to be sufficiently severe, the Divisional Coordinator shall take such immediate temporary action as he/she deems necessary. Such action shall be immediately reported to the Director of Recreational Hockey or Director of Competitive Hockey who shall cause a meeting of the Disciplinary and Appeals Committee to be convened at the earliest possible time to deal with the matter.

The Divisional Coordinator, or his/her appointed representative, shall ensure that each team coach or manager provides a representative to serve as a minor official at each league home-game of that team (i.e. timekeeper, scorekeeper, etc.).

The Divisional Coordinator shall encourage the participation of parents in operating the division as well as arrange for the selection and training of a successor to ensure continuity within his Division. During periods of extended absence, the Divisional Coordinator is to ensure that a suitable replacement is available. The replacement is to be made known to the respective coaches and approved by the Director of Recreational Hockey or Director of Competitive Hockey. Selection of a successor must be approved by the Board.

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
BY-LAWS**

Each Coordinator will arrange for an individual to be present at all tryout sessions to cross reference registration forms with those on the ice to ensure that all players are registered. Those not registered will not be permitted on the ice until so registered.

4.03 Equipment Manager – The Equipment Manager shall:

- (a) be responsible for maintaining a system of purchasing, tracking and disposing of KVMHA equipment while ensuring that the maximum use of all equipment is maintained. In addition, he is to ensure that the equipment used is of a suitable standard for player safety while projecting a positive image of the KVMHA;
- (b) maintain adequate inventories of all equipment and up-to-date records of all KVMHA equipment. This will require recommendations to the Board, as necessary, to enhance utilization of equipment;
- (c) prepare for the Board's consideration a proposed equipment budget for the then current fiscal year to address replacement, additions and upgrading as well as the status of present equipment (loans, losses, etc.) no later than August 1, and return all invoices for payment;
- (d) communicate with Divisional Coordinators for the issuance and retrieval of equipment;
- (e) maintain the system designed to ensure that all KVMHA equipment which is lent is for use by KVMHA players on teams and that a responsible adult shall sign a receipt therefore upon which liability for damage or non-return could be established and to ensure that all equipment shall be returned to the Equipment Manager no later than April 15 for the purposes of inventory. After inventory is concluded, equipment may be signed out in support of KVMHA players attending summer camps but to be returned within two (2) weeks of the conclusion of such camp. The Board is to be informed of any individuals not returning equipment by the required deadline;
- (f) ensure that persons signing out KVMHA equipment are aware of their responsibility for returning the equipment in the same condition that it was received excepting fair wear and tear and of their liability to KVMHA if they fail so to do. Equipment that starts to wear or shows

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
BY-LAWS

other signs of deterioration is to be immediately returned to the Equipment Manager for replacement. If equipment shall not be returned by the return date in the same condition in which it was lent, reasonable wear and tear excepted, or if equipment shall be returned in such a condition that repair is not viable due to obvious misuse when it was in a repairable condition, then in any such case, the person signing out the equipment shall be held accountable for the replacement of said equipment;

- (g) obtain a security deposit before releasing equipment that is signed out for the purposes of summer camps. Notwithstanding the above, if replacement, as identified in sub-paragraph (f) above is required, the security deposit shall not be returned to the person signing out the equipment until the matter is brought before the Board by the Director of Equipment at the next regular meeting and a decision is reached as to the disposition;
- (h) ensure coaches or Divisional Coordinators sign out any equipment required by their respective teams during the regular season.
Coaches are not responsible for signing out goalie equipment unless their team does not have a designated goaltender;
- (i) be responsible for organizing and operating the KVMHA Equipment Exchange if such an exchange is to be held. He shall ensure that all KVMHA equipment that is no longer required by the KVMHA is identified as such and provided to the public for purchase at fair market value. In addition he shall make reasonable attempts to safeguard all equipment left for the Equipment Exchange while in his care, provided however that under no circumstances will the KVMHA or the Equipment Manager accept the responsibility or liability of equipment left for the purposes of selling at the Equipment Exchange. Notice to this effect is to be posted in a prominent and conspicuous place during the Equipment Exchange.

4.04 Fundraising Coordinator – The Fundraising Coordinator reports to the Director of Revenue and is responsible for identifying potentially viable fund raising opportunities.

4.05 Ice Scheduler – The Ice Scheduler reports to the Director of Ice and performs the activity of producing a weekly schedule for the association. The resolution of problems arising out of the production of the ice schedule or other ice issues would ultimately reside with the Director of Ice.

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
BY-LAWS**

The Ice Scheduler shall:

- (a) interface with coaches and provides the schedule to coaches and the Referee in Chief;
- (b) prepare and post weekly efficient and equitable ice allocation times and schedules;
- (c) interface with the Divisional Coordinators on matters of mutual concern;
- (d) after consultation with the Divisional Coordinators submit to the various leagues ice schedules establishing fixed home game times and practice times for each division within KVMHA. These times are to be established as far in advance as possible of the commencement of the regular season and when possible are to remain constant for the remainder of the season. Initiation and Novice teams not playing league games against teams from outside of the KVMHA except where unforeseen circumstances or inequity arise are to be assigned two (2) fixed one (1) hour ice times per week when possible.

In order to meet the skill and development objectives of each division the following practice/game ratios are considered desirable for each team within KVMHA. It is appreciated that because of limited ice time these times and ratios may not always be realized and that Developmental Teams may require more than two (2) hours of ice time per week due to their league games being of longer duration and greater frequency and due to the desirability of developing competitive hockey skills of their players to a higher level.

Initiation 1 & 2:

Provide two (2) one (1) hour practice sessions per week

Novice:

Provide two (2) one (1) hour practice sessions or games per week

All other recreational and competitive levels and their divisions (including U11, U13, U15, and U18):

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
BY-LAWS**

Provide a one (1) hour practice a week and two (2) games a week;
Games are one (1) at home and one (1) away.

- (e) be responsible for submitting to the Divisional Coordinators in a timely manner the allocation of ice hours controlled by the KVMHA for the upcoming season, including a schedule for all teams, including pre-season, regular season and playoff game activities, as determined by the Ice Scheduling Committee;
- (f) review all KVMHA schedules to ensure that, where possible, each team plays each other team in its division an equal number of games in the regular schedule. Irregularities are to be reported to the Divisional Coordinator;
- (g) attempt to equitably revise ice allotment schedules to permit the trading of ice times between teams or divisions if so requested by a Divisional Coordinator;
- (h) ensure that the home teams shall be so indicated on all KVMHA game schedules;
- (i) ensure that a schedule of all games to be played in KVMHA home ice and all revisions thereto are provided to the Referee in Chief in a timely manner.

4.06 Officials Scheduler – The Officials Scheduler reports to the Referee in Chief and performs the activity of producing a schedule for the on-ice officials.

4.07 Paymaster – The Paymaster shall perform the activity of producing cheques for on-ice officials and others as directed by the Director of Finance.

4.08 Referee in Chief – The Referee in Chief shall be appointed by the Board and shall:

- (a) be responsible for the scheduling of appropriate officials to provide competent, firm and fair officiating at all KVMHA home games and at KVMHA hosted tournament games;
- (b) determine the qualifications of all KVMHA referees and linesmen. The approved roster of referees and linesmen will wear a NBHOA

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
BY-LAWS

approved referees crest. A copy of this roster will be filed with the Registrar;

- (c) organize and direct the recruiting and training of officials as well as maintain a system of evaluation of performance of officials;
- (d) submit an annual budget of planned expenditures required for officiating in the KVMHA to the Director of Finance by August 1 for submission to the Board of Directors for approval. In addition, he/she shall submit a list of referees selected from the referee roster, to attend off season referee training at a recognized course or school;
- (e) submit to the Board recommended fees for referees and linesmen annually for approval by the Board;
- (f) assign or arrange for the assignment by his/her delegate of all officials for all tournaments at all levels sponsored solely by the KVMHA;
- (g) organize and schedule throughout the season, referee and linesman clinics to improve upon the skills of the KVMHA on-ice officials. Every registered referee in the KVMHA shall attend a minimum of two (2) such clinics after the commencement of the regular hockey season;
- (h) Submit a Season Plan to the Director of Administration by July 1 identifying the objectives, initiatives, and strategies for the coming season;
- (i) prepare an annual budget for this role and forward it to the Director of Finance by August 1.

4.09 Registrar – The Registrar shall be appointed by the Board and shall manage, coordinate, and attend to the registration requirements of KVMHA, its teams, players, team officials and its referees and other officials. This shall include, but not be limited to:

- (a) player registration;
- (b) coach and team-official registration;
- (c) referee registration;

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
BY-LAWS**

- (d) team registration;
- (e) KVMHA registration;
- (f) Hockey New Brunswick registration;
- (g) KVMHA member registration.

The Registrar shall ensure that the names of members of the Company as disclosed on the registration forms of KVMHA players and officials shall be promptly transmitted to the Director of Administration for inclusion or deletion on the Member Register as appropriate. The Registrar shall receive and where appropriate certify all appropriate certificates submitted to him/her on behalf of the registered players and he/she shall be responsible for the maintenance of an accurate record of all team and player registration forms in accordance with KVMHA By-laws and Rules and Regulations.

The Registrar shall ensure that all Hockey New Brunswick required documentation is submitted in a timely manner (team registration, player registration, team official registration, referee registration, etc.).

The Registrar, together with the Coordinators of U11, U13, U15, U18 and Coordinators of U7 and U9 shall use their best efforts to ensure that all players, coaches, managers and trainers of teams shall be registered in accordance with Hockey New Brunswick, NBMHC and League regulations prior to being allowed to participate in any League play.

Each team within the KVMHA program will submit to the Registrar, prior to November 15, a complete team list. This shall include players, coaches, managers and any other team officials. The number of players per team shall be in accordance with NBMHC Rules and Regulations and KVMHA policies.

Players shall not be added to a team's list by the Registrar subsequent to noon of January 10 of the playing season. Players may be added to a team's list by the Registrar up to noon of February 10 of the playing season only where the player concerned has moved into the KVMHA geographic area from outside of the KVMHA geographic area subsequent to December 31 of the then current playing season and a duly completed certificate covering the player's registration together with proof of release, if the player was

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
BY-LAWS

registered with a team outside the KVMHA geographic area has been received and accepted by the Registrar.

A statement or registration form purporting to be signed by a parent or legal guardian of a participant or prospective participant in KVMHA programs may be accepted as *prima facie* proof of the information therein contained but the Registrar or the Director of Administration may require further evidence thereof prior to accepting or recording participant or member registration, the responsibility for accuracy of the information provided on all such registration forms or statements concerning a participant or prospective participant and his or her parents and/or legal guardian being that of such parents and legal guardians.

At or prior to the end of the regular hockey season, the Registrar shall be responsible for providing the Board an estimate, based upon the previous season enrolment, of the number of players that will be available for the next season. The estimates shall be provided for the Novice level and above, for the purposes of further planning.

The Registrar shall have such other duties and responsibilities as the Board may prescribe subject always to the by-laws of KVMHA.

4.10 Technical Directors – The Board shall appoint three (3) Technical Director positions reporting to the Director of Technical Development; or alternatively, shall appoint the position of Technical Director of Player and Coach Development reporting to the Director of Technical Development, and may appoint three (3) Technical Director positions reporting to the Technical Director of Player and Coach Development. These three (3) Technical Director positions, if appointed, shall be a Technical Director of Offense, a Technical Director of Defense, and a Technical Director of Goaltending.

The Technical Directors may serve as members of the Coaches Selection Committee and shall be members of the Technical Committee which shall have the mandate and responsibility to:

- (a) subject to the direction of the Board, develop and coordinate the implementation of a coaching strategy which will promote and enhance the competency of KVMHA coaches employing a system consistent with the player's needs and the aims of KVMHA;

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
BY-LAWS

- (b) promote the creation of an environment that encourages coaches to upgrade their skills as well as establish and modify, as skill levels increase, the divisional player skill objectives and ensure all coaches are working towards them. This function will require close coordination with the Divisional Coordinators;
- (c) organize clinics to upgrade the level of coaches' technical, theoretical and practical skills as well as perform and document onsite evaluations of coaches' performance as well as interface with the Divisional Coordinators as required. Direct interface and constructive feedback to the coach must be encouraged and maintained;
- (d) appoint such instructors and assistant instructors (and to serve as any such instructor or assistant) whose mandate shall be to develop KVMHA offensive and defensive players, and goaltenders to their maximum potential and to assist and/or facilitate coaches in the coaching of offensive and defensive players and goaltenders. The instructors shall develop, implement, and administer an ongoing progressive development plan to encompass all ages and skill levels. This shall include conducting on and off ice training sessions through coordination with the Divisional Coordinators and the Director of Ice. In addition, he shall provide coaches with assistance in instruction as requested and when deemed necessary as well as conduct periodic assessment of the offensive and defensive skills of players, and goaltenders and provide feedback to the coach;
- (e) work with the Director of Administration to develop a method of monitoring coaches training and submit a report to the Board on the training progression, indicating clinics that were held and levels that were obtained. This report shall be submitted to the Board of Directors at the end of the regular season and shall include a proposed budget for coaching and training development for the following season;
- (f) be responsible for maintaining and updating the audio/visual training aids. This shall include maintaining an inventory under the control of the Equipment Manager. A complete list of all audio/visual training aids, as well as any other pertinent training material, is to be provided to the KVMHA coaches prior to season commencement.

The Technical Directors shall not serve in any team official capacity within the KVMHA unless otherwise approved by the Board.

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
BY-LAWS**

4.11 Technical Director of Risk and Safety – The Technical Director of Risk and Safety is appointed by the Board and shall:

- (a) provide input to all Association plans, programs, etc. from a risk management perspective;
- (b) monitor the use and effectiveness of all risk management initiatives;
- (c) track, analyze, report on and develop action plans for injuries;
- (d) administer the Speak Out and CHSP (Trainers) programs.

4.12 Tournament Coordinator – The Tournament Coordinator is appointed by the Board and shall:

- (a) act as Chairman for each KVMHA tournament to be hosted by KVMHA;
- (b) be responsible to select a subcommittee to assist in running each tournament;
- (c) within three (3) weeks of the tournament conclusion, ensure that the subcommittee will report on the appropriate accounting and control forms and the financial performance of the tournament to the Director of Finance and the Director of Revenue;
- (d) ensure that for all KVMHA hosted tournaments, every KVMHA team in that Level and Division shall be invited to the tournament and given a reasonable opportunity to register and participate in the tournament in priority to teams from other associations;
- (e) ensure that Tournament Rules and Regulations are provided to all teams participating in tournaments hosted by KVMHA. They are to be sent with the acceptance letter as well as being listed in the program. In addition, a copy is to be available at all times in the Referees change room as well as in the Timekeepers box;
- (f) ensure that tournament rules follow the KVMHA playing rules and do not conflict with any rules contained within the KVMHA Letters Patent, by-laws or Rules and Regulations. Any exceptions to the

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
BY-LAWS**

foregoing must be submitted, in writing, to the Board for approval prior to the Tournament;

- (g) interface with or ensure that each Tournament Committee interfaces with the Director of Communications to coordinate information release to the public through the media and/or by other means.

4.13 Volunteer Coordinator – The Volunteer Coordinator shall be appointed by the Board. Creation of an environment where volunteers are encouraged to participate is a key deliverable of this role. This role shall ensure that those persons wishing to volunteer are utilized to their maximum. To achieve this goal all persons in a position to utilize volunteers shall receive a full list of those names. Volunteers must feel valued and be provided the necessary skills and resources to perform their role.

4.14 Web Master – The Web Master shall be appointed by the Board and is responsible to perform web page management duties as directed by the Director of Communications.

By-Law Five – Protection of Directors, Officers and Others

5.01 Limitation of Liability – No director or officer of the Company shall be liable for the acts, receipts, neglects or defaults of any other director, officer, employee, or volunteer or for joining in any receipt or other act for conformity, or for any loss, damage or expense happening to the Company though the insufficiency or deficiency of title to any property acquired by order of the Board for or on behalf of the Company, or for the insufficiency or deficiency of any security in or upon which any of the moneys of the Company shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortuous acts of any person with whom any of the moneys, securities or effects of the Company shall be deposited, or for any loss occasioned by any error of judgment or oversight on his part, or for any other loss, damage or misfortune whatever which shall happen in the execution of the duties of his office or in relation thereto, unless the same are occasioned by his own willful neglect or default.

5.02 Indemnity – Every director, former director, officer or former officer of the Company and his or her heirs, executors, estate and effects shall, upon the approval of this by-law by the members of the Company at any general members meeting, from time to time and at all times be indemnified and

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION

OPERATIONS MANUAL

BY-LAWS

saved harmless out of the funds of the Company from and against all costs, charges and expenses whatsoever that such director, former director, officer, former officer or other person sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him or her for or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him or her in or about the execution of the duties of his or her office, and also from and against all other costs, charges and expenses and such director, former director, officer, former officer or other person sustains or incurs in or about or in relation to the affairs of the Company except costs, charges or expenses that shall be occasioned by his or her own willful neglect or default.

By-Law Six – Committees

6.01 Advisory Committees – The Board shall annually, as soon as practicable after being elected, appoint such Standing Committees as shall be required by the by-laws of the Company and such additional Standing Committees as the Board may deem appropriate, and from time to time shall appoint such other committees as it may consider advisable.

The purpose, function, power and jurisdiction of any such committee shall be merely to advise and make recommendations to the Board unless otherwise stipulated in the by-laws of the Company or otherwise ordered by the Board.

6.02 Appointment – Unless otherwise stipulated in the by-laws of the Company, the Board may by resolution from time to time remove or replace any member of any committee appointed by it and may from time to time enlarge or reduce the size of any such committee provided that no such committee shall consist of less than two (2) individuals. Members of each Standing Committee may (but need not) be directors or members of the Company.

6.03 Committee Chairperson – Unless otherwise stipulated in the by-laws of the Company or otherwise ordered by the Board:

- (a) each committee shall at the first opportunity at a meeting thereof elect from the members thereof a Chairperson who shall chair meetings of such committee when present thereat;
- (b) the Committee Chairperson once determined shall have the power to appoint, remove or replace any member of the committee and may

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
BY-LAWS**

from time to time enlarge or reduce the size of any such committee provided that no such committee shall consist of less than two (2) individuals.

- 6.04 Procedure – Unless otherwise stipulated in the by-laws of the Company or otherwise ordered by the Board, each committee shall have power to fix its quorum at not less than a majority of its members and to regulate its procedure.
- 6.05 Appointed Standing Committees – Approved by Board by means of vote. Any committee or quorum, ad hoc or permanent, can only be created by majority vote by the Board. Committee and Quorum members can change depending upon interest and expertise,

By-Law Seven – Notices

- 7.01 Method of Giving Notices – Any notice (which term indicates any communication or document) to be given, sent, delivered, or served pursuant to the Act or the by-laws or otherwise to a member, director, officer, auditor or member of a committee may be given in any manner reasonably expected to come to the attention of the intended recipient which may be approved by the Board including, without limitation, by telephone or voice mail, and notwithstanding the foregoing, notices of meetings of members shall be deemed to be effectively received by all members upon the notice specifying the date, time, place and purpose of the meeting is posted in two (2) conspicuous public places in the Town of Quispamsis and two (2) conspicuous public places in the Town of Rothesay and is published in a newspaper or newspapers having general circulation in the Town of Quispamsis and Rothesay at least nine (9) days before the date upon which the meeting is to be held.
- 7.02 Computation of Time – In computing the date when notice must be given under any provision requiring a specified number of days' notice of any meeting or other event, the date of giving the notice shall be excluded and the date of the meeting or other event shall be included.
- 7.03 Omissions and Errors – The accidental omission to give any notice to any one or more members, directors, officers, auditor or members of a committee of the Board or the non-receipt of any notice by any such person or any error in any notice not affecting the substance thereof shall not

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
BY-LAWS**

invalidate any action taken at any meeting held pursuant to such notice or otherwise founded thereon.

7.04 Waiver of Notice – Any member, director, officer, auditor or member of a committee of the Board may waive any notice required to be given to him under any provision of the Act or the by-laws or otherwise and such waiver, whether given before or after the meeting or other event of which notice is required to be given shall cure any default in giving such notice.

By-Law Eight – Code of Ethics

8.01 Code of Ethics – KVMHA adopts the NBMHC Code of Ethics and:

- (a) managers, trainers, coaches and assistant coaches are expected to share with game officials the responsibility for orderly conduct of the contest by the following:
 - (i) by acknowledging the authority of the officials in a contest and by relating to them in a respectful manner;
 - (ii) by exercising control over players in their charge and serving as a stabilizing agent during contentious moments of games;
 - (iii) by exercising control of their own conduct so as to avoid inciting players, officials and spectators;
 - (iv) by conducting themselves at all times in a manner which is appropriate to the responsibilities of their position.
- (b) it is considered unethical for a manager, trainer, coach or assistant coach to comment in a disparaging manner to the media or to make derogatory remarks publicly about another person, program or association.
 - (i) The criteria for imposing sanctions may be a three (3) week suspension.
 - (ii) The second incident in the same hockey season shall be an automatic suspension for the balance of the season.

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
BY-LAWS

- (c) the District Five Director who shall have authority to suspend or discipline any players, team officials, teams or stick boys in relation to any incident violating the NBMHC Code of Ethics and KVMHA shall make all reasonable attempts to ensure that every such suspension or other disciplinary action taken with due authority shall be honored, subject always to the rights of such suspended or disciplined person or team arising from appeal.

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
RULES AND REGULATIONS

Rules and Regulations

- 1 Purpose
- 2 Amendments to Rules and Regulations
- 3 Registration
- 4 Residence Rules
- 5 Player/Team Eligibility
- 6 Player Movement
- 7 Officials
- 8 Coaches – Selection
- 9 Coaches – Responsibilities
- 10 Schedules
- 11 Playing Rules
- 12 Conduct
- 13 Discipline
- 14 Suspensions
- 15 Penalties
- 16 Protests, Appeals, Defaults
- 17 KVMHA Team Colors
- 18 Team Fund Raising
- 19 Structure Levels, Divisions and Teams
- 20 Awards
- 21 KVMHA Seal/Emblem

1 Purpose

- (a) These Standard Rules and Regulations shall govern the operation of the KVMHA, subject always to the Letters patent and the By-laws of KVMHA.
- (b) These Rules and Regulations are promulgated under the terms of Article 8.02 of KVMHA and shall apply equally to all Divisions except where so noted.

2 Amendments to Rules and Regulations

Notice of amendment or revision to these Rules and Regulations, or notice of a newly proposed Rule or Regulation must be distributed to the KVMHA

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
RULES AND REGULATIONS

Board of Directors a minimum of seven (7) days in advance of a vote. All amendments/revisions shall require approval at a meeting of the KVMHA Board of Directors in accordance with Article 8.02 of KVMHA.

3 Registration

- (a) Each team shall have its players recorded on an approved HNB Player Roster Form. The Registrar, through the Director of U7 and U9 and the Director of Recreational Hockey or Director of Competitive Hockey, shall receive a list of all players, coaches, managers, and any other team officials, by team, before the team's first game. The Registrar will then compile the HNB Player Roster Forms for each team by utilizing the Hockey Canada Registry System. Thereafter, all changes to team rosters must be approved by the Division Coordinator and either of the Director of U7 and U9 or the Director of Recreational Hockey or Director of Competitive Hockey, as appropriate. Failure to register a team, or any unauthorized changes to a team, will result in suspension of the team from scheduled play until the registration form or change is submitted.
- (b) The last day to register a Competitive player is January 10; the last day to register a player is February 10 (the NBMHC Executive Committee may entertain membership of players between January 11 and February 10). A player signed for the current season and released before midnight on January 10 of the current season may sign with another team prior to midnight of February 10 of the current season provided the new team has an opening. Such release must be signed and dated by the President and Secretary of the team which is issuing the release.
- (c) The maximum number of players per team shall be in accordance with NBMHC Rules and Regulations. Of the players listed, one (1) shall be a goalkeeper and so shown on the game form. A minimum of twelve (12) players, one (1) of which must be a goalkeeper, shall be registered. A team shall carry no more than nineteen (19) players, two (2) of which must be goalkeepers.
- (d) Wherever possible fifteen (15) skaters and two (2) goaltenders are to be registered by each KVMHA team. Should a team have fewer than seventeen (17) players, the Division Coordinator shall have the right

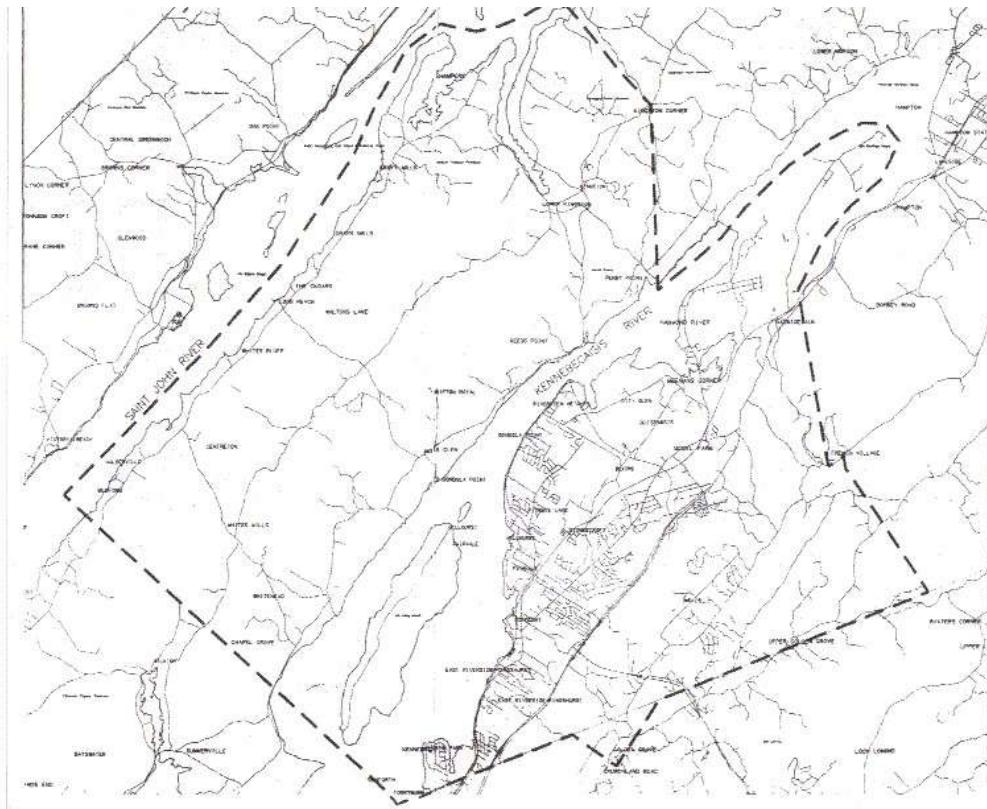
**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
RULES AND REGULATIONS**

to assign players from other teams to maintain a balance in both numbers and skill level.

- (e) Only players in uniform (duly registered on the Official Game Report and attired in the appropriate protective equipment in order to participate in the game), and a maximum of five (5) team officials, all duly registered on the game sheet, shall be allowed in the players' bench. Referees will be instructed to remove all others.

4 Residence Rules

- (a) All minor persons residing under the authority and/or supervision of a parent or legal guardian, within the geographic area of the jurisdiction of KVMHA as determined by the by-laws shall be considered as a resident of the geographic area of jurisdiction of KVMHA and shall be eligible, if an amateur, to participate as a player or amateur on-ice-official, subject always to disciplinary action and the by-laws, rules and regulations of the Hockey Canada, Hockey New Brunswick, NBMHC and/or the KVMHA.



KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
RULES AND REGULATIONS

- (b) Transfers into KVMHA shall be permitted during the playing season subject to release or waiver by the areas concerned. Transfers are restricted to areas within the confines of District 5 and are subject to the rules and regulations of the Hockey New Brunswick and the NBMHC.
- (c) A duly registered player who, after the commencement of the playing season, moves out of the KVMHA geographic area shall have the right to complete the season and playoffs with his KVMHA team, provided he does not register with another team or hockey association. Such player shall, alternatively, be entitled to an immediate release if he/she so requests.

5 Player/Team Eligibility

- (a) All registered players have the right and shall be provided the opportunity to tryout for a Development or Competitive team within their respective age category. Tryout times and criteria will be posted in a conspicuous place within the KVMHA arenas.
- (b) Players trying out for Development and Competitive teams shall be immediately notified of the decision to re-assign them. It shall be the responsibility of the evaluators to inform the respective Divisional Coordinator of the decision as soon as that decision is made.
- (c) Players participating in tryouts who voluntarily withdraw from the tryouts are responsible for informing the Divisional Coordinator running the tryout of their decision.
- (d) Any player who plays Competitive or Developmental hockey cannot play on a lower level team until such time as they are duly reassigned in accordance with Hockey Canada, Hockey New Brunswick, NB Minor Hockey Council, and KVMHA regulations.
- (e) Higher caliber teams are those which have been classified as AAA, AA, A, B, or C in any of the divisions as outlined in the by-laws.
- (f) The foregoing notwithstanding, KVMHA has the right to appeal to the SNBMHL Board of Directors, the CMHL Board of Directors, and/or the NBMHC. An appeal concerning the eligibility of a player shall be

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
RULES AND REGULATIONS

made in writing. The player will remain ineligible to play until his appeal is heard.

- (g) As a general rule, a player may be affiliated to a more competitive classification at any time during the regular season. If he is affiliated for a single game as a replacement (in case of illness or absence), he/she may continue to play the current games in the schedule of his/her own team. If a player is to be affiliated for a more extended period (example a 5-game trial) he may not play with his former team until he/she is duly returned to his/her rostered team as outlined above.
- (h) Players may affiliate to a higher caliber hockey team at any time during the playing season and return to his/her own team provided he/she has not played more than five (5) scheduled league games for the higher caliber team after January 10. If the player's name appears on a game sheet for a sixth scheduled league game with the higher caliber team he/she cannot return to the lower caliber team. For the purposes of this rule, the five (5) scheduled league games do not have to be consecutive. A total of five (5) games is maximum. All such movement of players shall be with the approval of the KVMHA Board of Directors.
- (i) A player, to be eligible for playoffs, must be a registered member of the team and have played the minimum number of scheduled League games in accordance with the NBMHC Provincial Playoff Guidelines and/or League regulations.
- (j) No replacement can be made for an ill or injured player, except the goaltender. For Competitive and Competitive C teams a replacement goaltender may be replaced in an emergency from the same or lower Division or Category, provided that permission is obtained from the District Director and the goaltenders team.

6 Player Movement

- (a) No player shall be moved by any coach without first informing the Divisional Coordinator(s) involved. The Coordinator shall in turn notify the coach of the team the player will be moved to. The coach will notify the player what team he is to be moved to, when the next practice is, the coach's name and telephone number.

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
RULES AND REGULATIONS

- (b) No player shall be moved within any Division after the date of January 10.
- (c) While the Player Evaluation Process is in progress for a division any player in that division who requests to play at a lower category than they have been evaluated shall only be given the option to be moved to the competitive C category of that division.

Once the Player Evaluation Process is completed for a division any player in that division who requests to play at a lower category than they have been evaluated shall only be given the option to be moved to the competitive C category of the next higher age division if deemed in the best interest of the player and of the level in which they would be participating and if the number of players registered in both affected divisions / categories would permit such movement. Exceptions may be considered for players to be moved to the competitive C category of the same age division if their request is due to a medical problem and if they present a certificate signed by a primary healthcare provider or if the safety / wellbeing of the player is at risk to injury due to physical size, age or maturity. In either case any such movement from the player's evaluated category must be approved by the Board of Directors and by the District Director.

- (d) Team officials who wish to move or re-assign a player to a lower level from a team after five (5) league games have been played shall not reassign the player until his/her case has been reviewed by the Board of Directors. Team officials shall notify their Coordinator and provide them with a complete explanation of the reason for the requested action. Representation shall be made to the Board of Directors who shall rule upon the request by the next Board meeting.
- (e) Regular goalkeepers from a lower caliber team may dress and play, as spare goalkeeper only, for a higher caliber team and shall be permitted to return to his/her lower caliber team until such time as he/she is declared the regular goalkeeper of the higher caliber team. This rule shall not be interpreted to allow goalkeepers to play for another team in their own league.
- (f) Any games played by a team using ineligible players shall be forfeited regardless of the circumstances.

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
RULES AND REGULATIONS**

7 Officials

- (a) All KVMHA Officials, under the supervision and guidance of the Referee in Chief, shall ensure that all games played at KVMHA are conducted according to Hockey Canada, Hockey New Brunswick, NBMHC, and appropriate KVMHA regulations.
- (b) Officials are to be knowledgeable of all rules of hockey and the philosophy of play at KVMHA. They are to take advantage of any opportunity to increase skills and ability in order to apply all rules firmly and fairly.
- (c) Officials are to ensure, before each game, that all necessary equipment is available and functional and that all teams are properly equipped.
- (d) Officials shall be on-ice prior to game time and prepared to commence the game at the designated time causing no unnecessary delays. On completion of the game, Officials shall ensure that the game sheet is properly completed and signed by all designated persons.
- (e) It shall be the responsibility of the Officials to maintain control at all times and ensure games run smoothly and quickly. They shall report serious infractions to the proper authorities with all relevant details of the event recorded on a Game Incident Report.

8 Coaches – Selection

Written application to coach within KVMHA is to be made on or before the first Monday in September. Applications meeting this deadline shall be given preference.

Coaching positions shall be advertised using the local media.

Coaches will be selected by the KVMHA Coach Selection Committee in accordance with Bylaw 5.06 Other Standing Committees. The names of all applicants deemed acceptable to coach and any persons who may act as player or goaltender evaluators shall be presented to the KVMHA Board of Directors for ratification prior to them being named to coach or being permitted to participate in the evaluation process.

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
RULES AND REGULATIONS

Selection of other team officials (assistants, managers, etc.) will be presented by the Coach to the Coach Selection Committee for their approval.

The KVMHA Board of Directors may action the suspension and/or replacement of a coach/manager/assistant coach for conduct unbecoming to the game of hockey, its players, parents or officials after review by the Disciplinary and Appeals Committee.

The coach/manager/assistant coach concerned shall be invited to any meeting regarding his suspension. The coach/manager/assistant coach may appeal any KVMHA Board of Directors decision to the NBMHC through the District 5 Director as per Hockey New Brunswick Constitution.

9 Coaches – Responsibilities

All KVMHA Coaches Shall:

- (a) Operate their team in accordance with the policies, regulations, aims and objectives of the KVMHA. The following guidelines are provided to assist in this operation.
- (b) Strive to achieve a very strong base of parental support for travel plans.
- (c) At all times set an example of good sportsmanship to the players by demonstrating a positive attitude toward those players, KVMHA personnel, officials, fans and opposing players by his/her own conduct including language, refraining from smoking in the dressing room and players bench, etc.
- (d) Get to know his/her players as soon as possible , and to understand each one's needs, desires, character, attitude, emotional control, and hockey abilities, and build a rapport of understanding and respect in a good player-coach relationship.
- (e) Develop his/her coaching qualifications by attending HC clinics. He/she should strive to achieve an Intermediate level or higher as applicable to the caliber of player that he/she is coaching.

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
RULES AND REGULATIONS

- (f) Cooperate with the Divisional Coordinators, Team Coaches, and others in the assignments and re-assignments of players to his/her team, with the objective of having each boy/girl play at his/her appropriate level of skill, and that teams are balanced as closely as practical as early as possible in the season.
- (g) Pass on information to his/her players regarding his/her expectations, rules and guidelines as well as schedules, practices, and planned team itinerary for the season.
- (h) Distribute, collect and return KVMHA equipment issued to him/her for his/her team by the Equipment Coordinator.
- (i) Supervise his/her players at all times when they are at the rink for games or practices including when they are in the dressing rooms, bench and on ice. He/she is to be the first team member to arrive and the last team member to leave the rink.
- (j) Follow up to see that all his/her players are present for all games and practices, except if excused for good reason such as illness, absence from town, etc.
- (k) Ensure that all his/her players receive equal ice time for all games.
- (l) Arrange for responsible adult drivers and chaperons when the team is traveling.
- (m) Ensure that designated practice sessions are used to maximize advantage for the development of basic skills, and not for exhibition games. Coaches are encouraged to seek recommendations from the Technical Directors on how to organize and run practice sessions.
- (n) Avoid all use of alcohol or drugs when working with the players in any way.
- (o) Ensure that all players use CSA approved helmets with a full CSA approved face shield, and that goalies also wear neck protection. All KVMHA players must wear neck protectors. Players not fully and adequately equipped will not be allowed on the ice.
- (p) Check that all other hockey equipment worn by his players is complete and properly sized.

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
RULES AND REGULATIONS

- (q) Ensure that game reports are properly completed as required.
- (r) Assist, and involve his players, in KVMHA fund raising and other official functions.
- (s) Arrange for a responsible individual to operate the time clock and record penalties, goals and assists at his home games.
- (t) Generally work with officials in controlling the players during games.
- (u) Insofar as possible, get to know the parents or guardians of his/her players, and encourage them to abide by KVMHA policies such as respect for officials, opposing teams, etc. Conduct a parents information meeting as early as possible to establish budgets, rules, regulations and guidelines for the season. Coaches should always meet parents/guardians and players in a public rink or public space agreed upon by all parties involved. A coach or team volunteer should be accompanied by another Team or Association Official when meeting with a player and/or parent/guardian. A coach or team official should never meet with a player and/or parent/guardian at a private residence. This by-law would not apply to sanctioned team events at a private residence so long as all players and parent/guardians were invited.
- (v) Bring any observed violation of KVMHA policies or procedures to the attention of the other coach involved, or to his Divisional Coordinator where warranted.
- (w) Promptly take appropriate action in event of injury to his players.
- (x) Notify Divisional Coordinator of any player suspension action taken.
- (y) By November 1, submit to their Divisional Coordinator a players list consisting of the players name, age, telephone number and jersey number. This list shall be updated and forwarded to the Divisional Coordinator as required.
- (z) Obtain a certificate stipulating the medical status of any player with a known medical condition. This will assure the coach of the physical fitness of his/her players and alert him/her of any areas that may require special attention. Note: This requirement also applies to affiliated players.

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
RULES AND REGULATIONS**

10 Schedules

- (a) League schedules shall be so arranged as to ensure that, where possible, each team plays each other team in its Division an equal number of games in the regular schedule. Each team shall be scheduled for no more than one (1) game at home and one (1) game away per week where possible. In the Novice Division, each team shall play no more than one (1) game per week in the regular schedule. These games are rotated on a home-game/away-game basis.
- (b) Game times for all League games shall be allocated by the Ice Scheduler and approved by the Board of Directors. Game times within each Division are to be established in such a manner as to avoid the necessity of any one team having to play two (2) games in one day. This can only be done with the full cooperation of the League representatives.
- (c) All ice-time is to be utilized as scheduled. Failure of a team to appear for a scheduled ice-time without prior approval of the Ice Scheduler may result in the team being assessed the cost of the ice-time lost.
- (d) The Ice Scheduler is not responsible for providing ice-time for a postponed or canceled game (unless the Ice Scheduler canceled the game). Coaches that are unable to utilize their ice-time are responsible for attempting to trade it with another team. Rescheduling of postponed or canceled games shall be done at the convenience of the KVMHA and not to the detriment of another team.

11 Playing Rules

- (a) With the exception of those rules and regulations specifically mentioned hereinafter, the Hockey Canada, Hockey New Brunswick and NBMHC Rules and Regulations apply.
- (b) December 15 of the current season shall be the deadline for all persons requiring certification to obtain their certification, as follows:
 - (i) All persons involved in instructing children from the ages of 5-8 inclusive require Introduction to Coach;

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
RULES AND REGULATIONS

- (ii) All other coaches require NCCP Coach Stream;
- (iii) All bench and on ice personnel 16 years and older, registered with Hockey New Brunswick, require Hockey Canada's Speak Out;
- (iv) All HNB registered minor hockey teams must have a Hockey Canada Safety Program certified trainer. Their certification will expire five years after the date of the program certification course.
- (c) In all games, every participant shall play a regular shift on his/her team. The Coordinators will not interfere with coaching strategy but he/she will not tolerate players sitting on the bench and not being given a chance to develop. Coaching strategy should not include specialty teams or double rotation of strong players that could upset regular rotations over a game and allow some players to play more than others.
- (d) The Division Coordinator will take note of violations of the above rule and will discuss the same with the appropriate Coach and his/her staff. If the situation cannot be resolved, it is to be brought before the Director of Recreational Hockey or Director of Competitive Hockey for action. If an agreeable solution is not reached at this level, the matter is to be referred through the Division Coordinator to the Board of Directors.
- (e) Players are not permitted on the ice until such time as the ice cleaning equipment and arena attendant are off the ice and the boards are properly secured. The players are to remain in the dressing room until such time as they are authorized to proceed by one of the team officials.
- (f) If a team causes a delay in the start of a game, the game clock will be started and the offending team will be awarded a delay-of-game penalty.
- (g) Games must end at the end of the allocated hour. The game clock shall commence straight time when the remaining allocated ice time is the same as the remaining game time. The ice will be flooded each hour unless otherwise scheduled or requested by the Coach.

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
RULES AND REGULATIONS

- (h) All games played at KVMHA (including exhibition) must have a game report completed in triplicate which includes all relevant statistics and must be signed by each coach, referee and the minor officials. The game report will be turned in to the KVMHA Office at the conclusion of the game. All relevant details of serious infractions must be recorded on a Game Incident Report by the referee.
- (i) Game sheets are the responsibility of the home team and must be properly filled out, signed and ready before game time. Coaches are encouraged to carry a blank game sheet at all times. Game sheets are to be available in the KVMHA Office at the Rothesay Arena and at the Quispamsis Memorial Arena Canteen.
- (j) All players are required to wear CSA approved helmets and CSA approved (and unaltered) full face masks. In addition, every player shall wear a neck protector (BNQ approved). Hockey players are not to remove equipment (i.e. helmets) outside the dressing room.
- (k) In a game where a team appears on the ice not properly equipped, the referee shall not start the game. He/she will allow fifteen (15) minutes for correction of the deficiency, and if the team cannot equip itself properly then the game will be forfeited to the other team. If both teams are not properly equipped, the game is to be canceled and not rescheduled until complete assurance is given that both teams will be properly equipped. Referee(s) is/are to make detailed report on ill-equipped team(s) and the person responsible will be dealt with as outlined by the NBMHC.
- (l) Any decision rendered by referees during a game will be final and they will not engage in any discussions with team members other than to answer a direct question from a Captain or an Alternate.
- (m) An on-ice Coach and the three (3) minute buzzer shall be used in Novice 1 Division play. At the buzzer all skaters must be replaced by players on the bench unless fewer than ten (10) skaters are iced. If one (1) or more players cannot be changed because of numbers, then they must be changed on the next buzzer. If a team ices fifteen (15) or more skaters, each player must always sit out two (2) consecutive shifts. If a player must leave the ice before the shift is completed, he/she shall be considered to have been on the ice for the complete shift. With the approval of the Novice Coordinator, Novice 1 teams may forego using on-ice coaching and the three (3) minute buzzer for the second half of the season.

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
RULES AND REGULATIONS

(n) A minimum of six (6) eligible players in uniform (not necessarily a goaltender) on each team shall be necessary to start the game.

12 Conduct

- (a) Team officials shall be held responsible for the conduct of their players before, during and immediately following a game.
- (b) Any molesting of referees or other game officials by players or team officials shall be subject to a suspension to be determined by the NBMHC.
- (c) Any player, manager, coach, trainer or stick boy using obscene and/or profane language shall be assessed a ten (10) minute misconduct penalty and for the second infraction during the same game, a Game Misconduct shall be assessed.
- (d) Players and team officials must abide by suspensions without advice. In all cases it is the responsibility of the team officials to bring suspensions to the attention of the appropriate Division Coordinator or the Director of Recreational Hockey or Director of Competitive Hockey within forty-eight (48) hours of the game in which the suspension was incurred. These suspensions apply to all games in which a League team participates, be it a league, playoff, tournament, or exhibition game.
- (e) All suspensions will be given in games, unless otherwise noted in the NBMHC Minimum Standards for Discipline.
- (f) For all suspensions of four (4) games or less, the District 5 Director will endeavor to render a decision within 72 hours, (no hearing required).
- (g) In the case where a suspension may be more than 4 games:
 - (i) Player, coach, etc. must be allowed a hearing;
 - (ii) Hearing location and time will be at the discretion of the District 5 Director;
 - (iii) All involved parties are to be invited to the hearing, i.e.

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
RULES AND REGULATIONS

player, one parent or player representative, coach, referee, linesmen and District 5 Director;

- (iv) Any player, coach, etc. may waive their right to a hearing;
- (v) The District 5 Director will inform the NBMHC Chairman of the hearing information and a decision will be rendered by the District Director within 72 hours.
- (h) A game misconduct will be assessed against any player receiving four (4) penalties in any one game. The time of the fourth penalty to be served by a player on the ice at the time the penalty was incurred. In the case of a goaltender the goaltender remains in the game but is automatically suspended for the next regularly scheduled game. If the goaltender receives a fifth penalty during the game he is suspended for the next two (2) games. If at all possible, the player who has just received his third penalty is to be so warned by the referee or timekeeper.
- (i) Any team official who gets on the ice after the start of the game, without the permission of the referee, shall be assessed a game misconduct penalty and ordered to the dressing room for the remainder of the game. The only exception to this is in the case of an injured player.
- (j) A player or team official who refuses to leave the bench or playing area after he has been assessed a game misconduct penalty may be suspended for 1 year or more from the date of the infraction.
- (k) Abuse of officials.
 - (i) Molesting of officials is defined under the Hockey Canada official rule book and will be dealt with under the NBMHC Minimum Standards of Discipline.
 - (ii) Abuse of officials offenses are to be handled under Hockey Canada Rule 33 and/or Rule 47. The following suspensions are applicable in the case where an individual abuses an official to the point where he receives a gross misconduct:

Player

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
RULES AND REGULATIONS**

1st offense – three (3) games minimum subsequent offenses doubled each time

Team Official

1st offense – four (4) games minimum subsequent offenses doubled each time

13 Discipline

(a) Game Referee

In the event of an incident that may or will require a disciplinary hearing involving the action of a player, coach, manager, or team official in any league, playoff, play down, tournament or exhibition game, the following procedures shall be followed: The game Referee shall:

- (i) clearly identify the individual assessed the penalty
- (ii) prepare a comprehensive written report on the incident for which purpose the reverse of the official game score sheet may be used
- (iii) inform the Referee-in-Chief as soon as possible
- (iv) personally deliver the official game score sheet and referee report to the Referee-in-Chief
- (v) if necessary be available, or ensure that a linesman is available, for the disciplinary hearing.

(b) Referee-in-Chief - Upon receipt of the official game score sheet and referee report, the Referee-in-Chief shall:

- (i) In the case of a match penalty, or game misconduct pertaining to a team official, gross misconduct or an infraction of the "Code of Ethics", inform the District Director and/or the KVMHA President and forward the official game sheet to him as soon as possible, (within 48 hours of the infraction)

(c) Coach

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
RULES AND REGULATIONS

For all misconduct, game misconduct, gross misconduct, fighting majors or match penalties called against one of his/her players, his/her manager, his/her team officials or him/her self, the coach shall:

- (i) inform the Division Coordinator or the Director of Recreational Hockey or Director of Competitive Hockey within 48 hours and ascertain the details of any suspensions or disciplinary hearing
- (ii) inform the offending party of the nature of any suspension or disciplinary hearing
- (iii) ensure that the offending party complies with the disciplinary action
- (iv) during the period of any suspension, clearly indicate the suspended party on official game sheets

NOTE: Failure of the coach to inform the Division Coordinator or Director of Recreational Hockey or Director of Competitive Hockey as soon as possible could result in additional disciplinary action against the player, team, coach, and/or team official.

(d) **Division Coordinator**

Upon notification of a misconduct, game misconduct, gross misconduct, fighting major or match penalty, the Division Coordinator shall:

- (i) record the incident in his/her record book
- (ii) if a hearing is not required, inform the coach of any suspension directed by the relevant body
- (iii) if a disciplinary hearing is required:
 - (a) contact the KVMHA President and reach an agreement on who is required to attend the disciplinary hearing, and

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
RULES AND REGULATIONS

(b) inform the coach and provide details as to the time and place of the disciplinary hearing.

14 Suspensions

(a) All suspensions shall be served consecutively and not concurrently. That is, any player or team official serving more than one suspension will serve the sum of the suspensions, with any game or time period counting for only one suspension. The game or games are the next league, playoff, or sanctioned tournament game or games whether they occur during or after the time suspension. In all cases of suspensions for games, the player or team official under suspension must be included on the game sheet for each game of the suspension, an annotation is to be placed by the name indicating the suspension being served. Where this is not done, the game will not count for the purpose of the suspension.

(b) Time suspensions shall commence at the completion of the game in which the infraction was assessed.

(c) In the case of a game/time suspension, the two (2) parts of the suspension will be served concurrently. The suspension is served in full only after both the number of games and the elapsed time have expired.

(d) Where a suspension applies, a player or team official may participate in practices but may not participate in any game including exhibition, tournament or league games.

(e) A coach, manager or team official shall not be allowed into the dressing room before, during or after a game during the term of his/her suspension.

(f) During, before and after games, suspended coaches cannot be near the player's bench and shall preferably not even be in the rink.

(g) In the event that a team official fails to report as per 14(c) within 48 hours and file a copy of the game sheet and referee's report on request, than he/she shall be suspended for a minimum of 3 months to a maximum of one full year. If a team official fails to enforce any penalty applied then he/she shall be suspended for a minimum of 3

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
RULES AND REGULATIONS**

months to a maximum of one full year. The foregoing shall be at the recommendation of the District Five Director and League Chairman.

15 Penalties

- (a) All penalties and suspensions shall be served in accordance with Hockey Canada and/or District 5 Hockey New Brunswick Rules and Regulations.
- (b) Penalties shall be as follows:
 - (i) Minor - 3 minutes running time or 2 minute stop time.
 - (ii) Double Minor - 6 minutes running time or 4 minutes stop time.
 - (iii) Major- 7 minutes running time or 5 minutes stop time.
 - (iv) Misconduct - 10 minutes running time or stop time.
 - (v) Timing of all penalties shall commence when the puck is dropped to recommence play.

16 Protests, Appeals, Defaults

As a member association of Hockey New Brunswick/NBMHC District 5, KVMHA may appeal/protest suspensions or other disciplinary action under Hockey New Brunswick/NBMHC appeal procedures as outlined in the NBMHC Constitution, Bylaws and Regulations to the appropriate body.

17 KVMHA Team Colors

- (a) All teams shall wear the KVMHA colors, namely, for home games and for away games. The KVMHA crest shall be featured prominently on the chest with a number on the back. Player's names, if worn, will be affixed across the shoulders. All player names are to be affixed in such a fashion that they may be removed at the end of the season.
- (b) Team colors shall be as designated by the respective Division Coordinators and listed on the team lists.

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
RULES AND REGULATIONS**

- (c) Where team colors are similar and may cause confusion in a game, the home team coach/manager shall be responsible for arranging sweater colors to eliminate any confusion.
- (d) The Equipment Manager shall be responsible for ensuring that at least one set of alternate sweaters or pinnies are available in the arena for team use at all times.

18 Team Fund Raising

- (a) The KVMHA recognizes the desire of individual teams to raise money, but must protect the ability of the Association to raise funds to sponsor our total program.
- (b) All requests for fund raising approval during the current season must be presented to the Board of Directors.
- (c) Requests must outline the nature of the event, timing of the event and what the funds are required for.
- (d) Approval of the Board of Directors is required before the event is publicized or occurs.
- (e) The Board of Directors reserves the right to refuse all requests if deemed in the best interest of the Association.

19 Structure Levels, Divisions and Teams

- (a) Classification - Team structure within the KVMHA shall follow the guidelines set out by the Hockey Canada, Hockey New Brunswick, NBMHC and District 5. In general, they will comprise the following:
 - ii) i) Developmental;
Competitive.
- (b) Divisions - Each level, as set out by Hockey Canada, shall consist of Divisions. These Divisions, defined by specific age groups, shall be in accordance with the guidelines laid out by the NBMHC. In general, the following Divisions are applicable:
 - i) U7

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
RULES AND REGULATIONS

- ii) U9
- iii) U11
- iv) U13
- v) U15
- vi) U18

(c) U7

- i) The KVMHA shall use the HC Initiation Program as its guideline for the Initiation Program to be followed by the U7/U9 Divisions.
- ii) The Director of U7/U9, shall be responsible for the operation and success of the Initiation Program. All activity and communication on their part shall be through the Initiation Coordinator and/or the Novice Coordinator. The Director of IP and Novice shall be responsible for the maintenance of the program. The Initiation and Novice Coordinators shall be responsible for the Novice and Initiation teams.
- iii) The U7 Program shall be the entrance level program for minor hockey in the KVMHA. The program shall consist of two (2) distinct and separate phases of activity encompassing the four levels of the HC Program:

(d) Team Supervision

- i) The person acting as coach shall sign the Official Game Report before the commencement of the game and shall be deemed the responsible official in charge of the team during the time it is in the arena for the purpose of playing hockey games. It is understood that this person must be the coach, manager or an official of the hockey team involved.
- ii) Only players in uniform and a maximum of five (5) bench personnel duly registered with KVMHA shall be allowed in the KVMHA team players' bench at any game. The Referee shall be instructed to remove all others.

(e) Developmental Teams

- i) The KVMHA President shall be responsible for all KVMHA hosted Developmental teams. In this capacity he/she shall

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
RULES AND REGULATIONS

provide a regular report to the Board of Directors at the next regular meeting.

- ii) The KVMHA shall support Developmental hockey as identified by the Hockey New Brunswick and NBMHC and as dictated by the District 5 Constitution.
- iii) The KVMHA will, at its discretion, host a Developmental team in an age category as identified by District 5. Eligibility for this team is open to any registered members of the Hampton, Sussex and Kennebecasis Valley Minor Hockey Associations. Selection to the team is on a try out basis where players demonstrating the greatest adaptability to the game at the level being played will be chosen.
- iv) The KVMHA will provide whatever support is consistent with its resources to ensure the success of the Developmental team(s).

(f) Competitive Teams

- i) The or Director of Competitive Hockey shall be responsible for all KVMHA Competitive teams. In this capacity he/she shall attend all League meetings and provide a report to the Board of Directors at the next regular meeting.
- ii) The KVMHA program of Competitive team level development includes as a fundamental cornerstone, that Level B teams are a developing forum for players moving to Level A teams, etc. Close co-operation and communication between Level A and B coaches is absolutely essential.
- iii) All Competitive teams shall operate under the guidelines established by the Southern New Brunswick Minor Hockey League Constitution, Bylaws and Rules and Regulations.
- iv) All Division Coordinators are part of the SNBMHL. In their capacity as Coordinator, they may represent their Division, as well as the KVMHA, at all League meetings.
- v) Each team, through its respective Coordinator, must submit a team list, including team officials, on the SNBMHL Team Registration form by November 1. Teams will not be allowed

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
RULES AND REGULATIONS

to compete until this form is submitted and accepted by the League.

- vi) Players on all Competitive "C" hockey teams shall not be selected for their hockey ability. Player selection, for individual teams, shall be conducted in such a manner that it will produce evenly balanced competitive teams within the respective Division.
- (g) Movement Between Divisions – The KVMHA's aim is "to provide the opportunity for all interested and eligible children to play organized hockey". Where a player's skill level will not permit him/her to play safely, that player may be moved to a lower division until his/her skill level increases sufficiently to allow him/her to return to his/her original division. If the player must move to an age division which would not be socially acceptable, mini classes may be organized as ice time becomes available but not to the detriment of one age division or another.
- (h) Players must register within their appropriate age division, unless permission is granted by their District Director to play down 1 division to Competitive "C". The two (2) coaches and the Coordinators recommendation, approved by the Director of Recreational Hockey or Director of Competitive Hockey , will be the required authority within KVMHA to make recommendation to the District Director. It is not intended that players continue playing in a lower age-level division for reasons other than skill level.
- (i) Team Budgets – Team operating budgets should be submitted to the Director of Finance within fifteen (15) days of the team being formed for their submission to the KVMHA Board of Directors and each team should supply a full accounting of disbursements to the Director of Administration within thirty (30) days of their last game played. The team operating budget is to include an estimate of all foreseeable expenses and expected or anticipated revenue.

20 Awards

- (a) Volunteers - The KVMHA will host a Volunteer Appreciation Night to recognize all individuals within the KVMHA who have dedicated their time and efforts in supporting the Association. This event will

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
RULES AND REGULATIONS

be held as soon as possible after the end of the hockey season in a location to be decided by the Board. The Public Relations Committee chaired by the Public Relations Director shall organize the event subject to the approval of the Board. Awards and tokens of appreciation for volunteers are to be standardized over the long term.

(b) Initiation Program - In order to identify the Initiation Program as a self achievement, incentive environment, the KVMHA will award the HC Initiation Program crests and selected medallions to all members participating in the Initiation Program.

Awards will be given out at the end of the season at a suitable ceremony as organized by the appropriate coordinator.

(c) General - Any awards, trophies, tokens of appreciation, etc., that are being presented in public at a KVMHA organized function, must first be approved by the KVMHA Board of Directors.

21 KVMHA Seal/Emblem

The KVMHA emblem, a likeness of which is hereinafter depicted, is the officially adopted crest/emblem for the KVMHA



KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
POLICIES

Policies

- 1 Policy Changes
- 2 Membership Registration Policy
- 3 Criminal Checks
- 4 Abuse and Harassment Policy
- 5 Ice Utilization Criteria
- 6 Affiliation Guidelines
- 7 Expectations of Tournaments
- 8 Number of Players per Team
- 9 Evaluation of Team Officials Children
- 10 Volunteer Count for Insurance Purposes
- 11 Player Grouping
- 12 Emphasis on Fun and Recreation
- 13 Equality and Fair Treatment
- 14 Safety First
- 15 Proper Coaching Philosophies
- 16 Avoid Excess Rough Play
- 17 Proper Instruction in Hockey
- 18 Definition of an Amateur
- 19 Directors and Officers as Team Officials
- 20 Team Jerseys
- 21 Helmet Policy
- 22 Meetings Conducted by Email
- 23 On-Ice Practice
- 24 Code of Conduct – Zero Tolerance
- 25 Player Requests

Policies

1 Policy Changes

It is the KVMHA Board of Directors goal to conduct itself in an orderly and professional manner. To assist meeting this goal the following policy is in effect:

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
POLICIES**

(a) Any notice of amendment or revision to an existing Policy, or notice of a newly proposed Policy must be distributed to the KVMHA Board of Directors a minimum of seven (7) days in advance of a vote.

2 Membership Registration Policy

All current members of KVMHA, and all players who lived within KVMHA boundaries and registered in the previous season with EDZA South, and all IP1 aged siblings of the above, shall be offered an “early” registration period when they may register and be guaranteed a spot within KVMHA for the upcoming season. Those eligible for this “early” registration period must register using the on-line registration system.

After the “early” registration period has closed a “new membership” registration period may be offered if space permits. This “new membership” registration period will be for new members and for those returning members who missed the “early” registration period. During the “new membership” registration period KVMHA will accept members on a first-come first-served basis and only if space permits.

3 Criminal Checks

The KVMHA has the responsibility to provide a safe playing environment for our children.

We have long recognized the need for on-ice safety. However, the growing realization that children are the target of sexual predators has led to the implementation of the following policy on criminal checks on persons having access to the dressing room.

Police criminal checks are a necessary qualification for all prospective persons wishing to volunteer in the KVMHA and having access to players in the dressing room.

These checks will be conducted on all persons volunteering for the first time in the KVMHA or when re-volunteering after a break of continuity in volunteering and subsequently at five (5) year intervals. Checks must be completed by November 1 of the current season and failure to comply will result in removal from the position.

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
POLICIES**

This policy will be administered as follows:

- (a) The Director of Administration will be the administrator and custodian of all criminal checks and the necessary administration (timing, payment, completion records, etc.)
- (b) Persons requiring a criminal check will be notified by the Director of Administration and will be instructed to contact the Rothesay Regional Police to have the criminal check completed. The appropriate Division Coordinator will be informed as well.
- (c) The Director of Administration will arrange for appropriate billing arrangements with the Rothesay Regional Police.
- (d) Upon completion of the criminal check, the volunteer will be notified by the Rothesay Regional Police to pick up the completed form. It is to be deposited to the "Attention of the Director of Administration" in the mail slot of the hockey office at the Rothesay Arena by November 1.
- (e) Any unsatisfactory results may also result in removal from the program.

4 Abuse and Harassment Policy

The mission of Hockey Canada and of Kennebecasis Valley Minor Hockey Association Inc. is to ensure its participants are provided meaningful opportunities and enjoyable experiences in a safe sportsmanlike environment. Our primary interest is in the well being of our participants. This includes, among other things, a shared responsibility with parents to nurture the physical and emotional well-being of its participants.

Further, our policy requires that any volunteer, coach, assistant coach, or ice official who has reasonable grounds to suspect that a participant is, or may be suffering, or may have suffered from emotional, physical abuse and neglect, and/or sexual abuse shall immediately report the suspicion and information on which it is based to the local child protection agency and/or the local police detachment. This requirement is based on provincial reporting laws regarding the abuse and neglect of children and youth.

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
POLICIES**

A cornerstone of this policy is the requirements that all coaches and assistant coaches embrace this policy and participates in a "Speak Out" seminar.

5 Ice Utilization

**THE HEAD COACH IS ULTIMATELY RESPONSIBLE FOR THE PROPER UTILIZATION OF ICE TIMES
ALLOCATED FOR GAMES AND PRACTICES**

Canceling Games	When you need to cancel a home game	Inform the KVMHA Ice Scheduler. Inform the Division Coordinator for your league (SNBMHL, CMHL, etc.). Inform the opposing team.	It is your responsibility to provide sufficient notice to the visiting team (this includes a 'visiting' KVMHA team). The Ice Scheduler will reallocate the ice, inform the Referee in Chief to cancel the referees, and arrange an alternate date for your game. When the alternate date is arranged, you must contact the opposing team.
	When you need to cancel an away game	Inform the KVMHA Ice Scheduler. Inform the Division Coordinator for your league (SNBMHL, CMHL, etc.). Inform the opposing team.	It is your responsibility to provide sufficient notice to your opponent. (Note: Any scheduled game in an opponents home arena which is cancelled must be rescheduled on that's team home ice. KVMHA ice may not be used for that purpose.) Once you are informed of an alternate date you must inform the Ice Scheduler that you are not available for any other game or practice on that date.
	If your opponent cancels your home game	Try to move another league game into this time slot. Inform the Division Coordinator for your league (SNBMHL, CMHL, etc.). Inform the KVMHA Ice Scheduler.	It is always best to stay on top of your league games. Unforeseen circumstances (snow storms, etc.) could result in a loss of ice time that may be difficult to make up later in the season. The Ice Scheduler will inform the Referee in Chief (if necessary) and will arrange an alternate date. When an alternate date is arranged, you must contact the opposing team.
	If your opponent cancels your away game	Inform the KVMHA Ice Scheduler.	Let the Ice Scheduler know that you are now available for a makeup game or practice on that date.

ANY ICE THAT IS WASTED (NOT USED AND NOT RETURNED) MAY RESULT IN THE OFFENDING TEAM BEING INVOICED THE COST OF THE ICE

Practices	Canceling a practice	Inform the KVMHA Ice Scheduler. Trade the practice time with another team.	Ice that is allocated to a team and is not used and not returned for reassignment may result in the offending team being invoiced the cost of that ice. Also, any coach having a history of returning ice too late to be reassigned (< 48 hours notice) risks not being invited to reapply for a coaching position the following season.
-----------	----------------------	---	--

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION

OPERATIONS MANUAL

POLICIES

Buying additional practice ice times	Inform the KVMHA Ice Scheduler.	Let the Ice Scheduler know that you are not available for a game or practice on that date.
--------------------------------------	---------------------------------	--

ALL ICE TIME NOT USED BY A LEAGUE (INCLUDING A SCHEDULED "BYE") IS DEEMED TO BE ICE RETURNED TO THE KVMHA ICE SCHEDULER

Scheduling Exhibition Games	Scheduling a home game	Request approval from the appropriate KVMHA Director (Director of Divisions or Director of IP & Novice). Divisions or Director of IP notice to the appropriate Director. They will contact & Novice). the District Director for approval.) If your game is approved, the Director will inform the Ice Scheduler to have referees scheduled.	All exhibition games must have prior approval of KVMHA's Director of Divisions or Director of IP & Novice. (It is your responsibility to provide sufficient notice to the appropriate Director. They will contact the District Director for approval.) If your game is approved, let the Ice Scheduler know that you are not available for any other game or practice on that date.
Scheduling an away game	Request approval from the appropriate KVMHA Director (Director of Divisions or Director of IP & Novice). Inform the KVMHA Ice Scheduler.	All exhibition games must have prior approval of KVMHA's Director of Divisions or Director of IP & Novice. (It is your responsibility to provide sufficient notice to the appropriate Director. They will contact the District Director for approval.) If your game is approved, let the Ice Scheduler know that you are not available for any other game or practice on that date.	

WHEN IN DOUBT, CONTACT THE DIRECTOR OF DIVISIONS OR DIRECTOR OF IP & NOVICE

Tournaments and Jamborees	Both in province and out of province	Inform the appropriate KVMHA Director (Director of Divisions or Director of IP and Novice). Inform the KVMHA Ice Scheduler.	All teams traveling for the purpose of participating in an out-of-province Sanctioned Tournament or Jamboree (or exhibition game) must receive a HNB Travel Permit. (Requests within Canada should be filed no less than 4 business days prior to the event; requests to travel to the USA should be filed not less than 4 weeks prior to the event.) This can be obtained by contacting the appropriate KVMHA Director (Director of Divisions or Director of IP & Novice). (It is your responsibility to provide sufficient notice to the appropriate Director. They will contact the District Director for approval.) The Ice Scheduler must be informed three weeks in advance of any times that a team will not be available to use allocated ice times.
---------------------------	--------------------------------------	--	--

6 Affiliation Guidelines

Affiliation is the process which permits a player to play in a higher division (U11, U13, etc) or category (B, A, AA) as a temporary replacement for another player.

KVMHA views affiliation as a positive experience and as an opportunity for the players involved. Therefore it is expected that lower division/category

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
POLICIES

coaches will encourage affiliation when it does not conflict with their team and that higher division/category coaches will offer the opportunity to as many different players as possible, keeping in mind that winning games is not the primary objective but player development is.

Prior to being invited to practice or play with the higher division/category team an affiliated player must first be identified as such on the team's roster within the Hockey Canada Registry (HCR) and proof of affiliation approval must exist. Therefore the process to be followed is as such (Note: forwarding the email indicates approval):

- (a) The higher division/category coach emails his affiliation request to the lower division/category coach;
- (b) The lower division/category coach forwards the email to the player/parent;
- (c) The parent forwards the email string to the KVMHA President;
- (d) The KVMHA President forwards the email string to the KVMHA Registrar and to the NBMHC District Director to have the affiliated player entered into the HCR with the higher division/category team.

Once identified as an affiliated player all requests for that player by the higher division/category team requires permission from the lower division/category coach.

The higher division/category coach must request permission from the lower division/category coach. The request must never be made directly to the player or parents without the knowledge of the lower division/category coach. The lower division/category coach will agree or disagree with the request based on not disrupting his teams "on-ice" activities.

Note:

- (a) After January 10, a player can play no more than five (5) league and/or playoff games with their KVMHA affiliate team without KVMHA Board of Directors' approval. Such approval would only be given under very unusual circumstances and would require consultation with all persons affected.

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
POLICIES**

- (b) Players shall be permitted to affiliate with only one (1) team during a hockey season.

7 Expectations of Tournaments

The following criteria, designed to increase tournament profits, was developed to provide the tournament committee and chairpersons with clear direction.

- (a) Tournaments are organized for the mutual benefit of the teams participation and KVMHA as an organization.
- (b) Tournament registration fees, door admissions, awards, etc should be competitive with other tournaments.
- (c) KVMHA prides itself in being a leader in Minor Hockey and as such we encourage creative features in our tournaments. We strive to provide good value.
- (d) Each tournament is expected to maximize its profit without compromising the quality and value provided to its participants. Profit is defined as the difference between the Total Revenues, excluding sponsorship and Total Costs (including Ice, Referees, Awards, Prizes, etc). Any corporate sponsorship is considered as additional profit.
- (e) All KVMHA teams eligible for a KVMHA hosted tournament must participate. Exceptions may only be approved by the KVMHA Board of Directors.
- (f) All participating KVMHA teams shall provide tournament workers in exchange for reduced entrance fees.

8 Number of Players per Team

KVMHA pays considerable attention to providing equality in the programs offered to all players. To ensure that some teams are not overloaded with players resulting in reduced playing time, this equality philosophy can be thus stated:

- (a) All teams in the Division shall carry the same number of players.

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
POLICIES**

Namely: nine (9) Forwards, six (6) Defense and two (2) Goaltenders. In cases where there are insufficient numbers to carry seventeen (17) players per team, the actual number will in any case be equal.

Any request to deviate from this policy shall be directed to the appropriate Division Coordinator for consideration.

9 Evaluation of Team Officials Children

The integrity and fairness of the Competitive Team tryout process is the utmost concern of KVMHA. As a volunteer based organization, the majority of coaches, when applying for a position, prefer to coach where their children play.

To ensure that the tryout process is fair and equitable, the following policy is now in effect:

- (a) Before final selection for Competitive teams are completed, a two (2) person committee of credible third persons selected by the Board of Directors will evaluate Team Officials children to ensure that their skill level is commensurate with the team being selected. Director of Competitive Hockey will arrange for the evaluations and the Committee will report their findings to the Director of Competitive Hockey.

10 Volunteer Count for Insurance Purposes

The Hockey Canada Registry System is the source of information for registration and insurance billing purposes.

Player roster forms are samples as an audit mechanism to ensure all persons on the rosters are registered and insured.

- (a) Players are assessed a fee set annually by HNB.
- (b) Persons identified as "Coaches and Assistant Coaches" are assessed a fee set annually by HNB.
- (c) Persons identified as "At Large" are assessed a fee set annually by HNB.

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
POLICIES**

- (d) Persons identified as "Managers" and "Safety Person" are covered under "Volunteers" and there is no fee assessed.
- (e) IP and Novice personnel should be identified as ONE "Coach" only and the OTHERS as "At Large".

11 Player Grouping

Youth differ in needs, abilities and desire, and grouping into different skill categories is necessary in order to allow boys and girls to play with others who are similar in ability and desire. If grouping is not done, the better players dominate the play, while some rarely touch the puck. The better player is not motivated to improve, and less developed players are sometimes made fun of and are pressured to not make mistakes.

12 Emphasis on Fun and Recreation

Hockey is a healthy form of recreation and must be attractive if youth are to maintain their interest in hockey throughout their lives. Too much emphasis on competition, especially at the younger age levels, result in "too much too soon" and detracts from the fun of the game. There must always be the development and competitive teams to provide the opportunity for those with greater abilities, but they must not exist to the detriment of the majority who wish to play hockey for fun and recreation.

13 Equality and Fair Treatment

All players must be treated as equals in all matters such as playing time, and, particularly at lower age divisions, must be given the chance to play different positions. This policy must take precedence over winning games.

14 Safety First

The safety of the player must be first before all other aspects of the program. All players should be encouraged to use equipment which best protects them against injury. Coaches must ensure that the safety of the players comes first in all situations.

15 Proper Coaching Philosophies

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
POLICIES**

The hockey coach, through his/her leadership, must recognize his/her responsibilities as a teacher of youth. He/she will set an example and will greatly influence the character development of his/her players. He/she must stabilize their emotions to meet adversity as well as success, ingrain in them the spirit of good sportsmanship, cultivate moral integrity as well as physical and skill development, and help to prepare the youth for his/her place in society. Included in the coaches philosophy must be well developed attitudes toward the game, his/her fellow players, officials and the opposing players.

16 Avoid Excess Rough Play

Physical contact is an intimate part of hockey and one of the characteristics which makes it so attractive, but anything beyond normal infractions of the rules must not be tolerated. A hockey program should provide the means for healthy, spirited competition and the onus in seeing that the competition is sportsmanlike rests with the governing Association and especially its coaches and officials.

17 Proper Instruction in Hockey

Youth beginning in hockey should receive concentrated instruction in the fundamentals of the game, such as skating, puck handling, shooting, passing and checking. Properly trained players will enjoy the game more and maintain their interest for a longer time.

The Association will select volunteer coaches with proper philosophies and attitudes, and will provide the means for the volunteer coaches to obtain the tools necessary to do the job. This includes Initial Program and National Coaches Certification Program Clinics, special clinics such as those for goaltenders, teaching aids, etc. The Organization will be designed and maintained so that the coaches receive all necessary information, guidance and supervision.

18 Definition of an Amateur

The KVMHA adopts the definition of an amateur as set forth in the HC Handbook.

19 Directors and Officers as Team Officials

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
POLICIES**

- (a) A Director of KVMHA is not permitted to hold any position on a KVMHA team without written approval from the KVMHA Board of Directors.
- (b) An appointed Officer of KVMHA is not permitted to hold any position on a KVMHA team without written approval from the KVMHA Board of Directors.

20 Team Jerseys

- (a) Jerseys will be handed out to players through the Team Manager at the beginning of the season
- (b) No Jersey deposits will be collected when Jerseys are handed out.

21 Helmet Policy

The KVMHA requires that all on-ice participants including instructors, coaches and assistants wear a CSA approved properly fastened helmet for all sanctioned on-ice sessions, including clinics. On-ice participants failing to comply with this requirement, will be asked to put on a helmet or leave the ice. If an individual fails to comply privileges will be revoked.

22 Meetings Conducted by Email

In addition to regular monthly meetings subsection 4.09 of bylaw 1.A allows for meetings of the Board to be called either by the President or seven (7) members of the Board. These special meetings may take place via e-mail using the process outlined in this policy.

- (a) A meeting conducted by email shall be set in motion to address one issue only. If additional issues need to be addressed, a separate meeting for each issue shall be called.
- (b) The special meeting shall be chaired by the President or as determined in accordance with subsection 4.12 of bylaw 1.A.
- (c) The rules applying to the conduct of regular meetings shall also apply to e-mail meetings with the following exceptions:

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
POLICIES

- (i) Emailed motions do not require a Seconder.
- (ii) The 'To Amend' rule shall be suspended. Emailed motions can only be voted on as worded in the original email from the Chair.
- (iii) The 'Call The Previous Question' rule shall be suspended and replaced with the timelines specified below.
- (iv) The Chair shall give a deadline of not less than seven (7) days for comments and vote.
- (v) The Mover of the motion may withdraw it at any time prior to approval.
- (vi) A quorum will consist of five (5) votes cast.
- (vii) The vote to carry requires a majority of the votes cast.

(d) The order of business shall be as follows:

- (i) The Chair shall email the motion to all Board members in one email. The subject line should be the word 'Motion' and the body of the email should begin "It is moved by that". The email should also declare specifically when voting is closed.
- (ii) The Mover of the motion may open the discussion by sending an email outlining the rational for the motion.
- (iii) Motions shall be open for discussion by following the same rules and procedures followed in regular meetings with the exceptions noted above.
- (iv) Each voting member shall send his/her e-mail vote to the Chair and to the Director of Administration. When voting, Board members should include the words "I vote No" or "I vote Yes" in the first line of their response.

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
POLICIES

- (v) A Board member may vote only once. In the case of multiple votes being cast the first vote cast shall be considered their vote on the motion.
- (vi) Votes should be circulated to all board members. If a member fails to CC: other board members on his/her vote, the Director of Administration should forward the email to the others. The Director of Administration will be responsible for soliciting the vote of any board member without email and informing the rest of the board about that vote.
- (vii) The Director of Administration shall tally the votes and email the results at the end of the voting period along with a list showing the vote of each member (including abstentions) to the Board. If a motion to hold a secret ballot had previously been passed, the Director of Administration shall then announce only the results of the vote.
- (viii) In the case of an equality of votes the Chair of the meeting shall be entitled to a second or casting vote. Once the final voting results are announced, the Chair shall declare the special meeting closed.
- (ix) A written record of the vote shall be recorded in the minutes of the meeting.
- (x) The board should review any email motions, approved or unapproved, at the start of the next board meeting. The Director of Administration shall include that review in the minutes of the meeting.

Email approval is only suitable for straightforward motions. Email is not suited for the conduct of a deliberative process. Email does not provide the opportunity for discussion or amendment of the motion that you would have in a face-to-face meeting. Members should feel free to say, "I vote No, because I think we should discuss it." The member who proposed the motion shouldn't take offense at such a response.

23 On-Ice Practice

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
POLICIES

This policy is intended to clarify the use of registered minor hockey players participating with KVMHA teams in the capacity of coach and/or volunteer.

- (a) Minor hockey players coaching minor hockey:
 - (i) As per Hockey Canada's National Coaching Certification Program, all certified coaches must be a minimum of 16 years of age by December 31st of the current season;
 - (ii) All minor hockey players acting as coaches must be rostered members of the applicable team and approved by NBMHC.
- (b) Minor hockey players volunteering with lower category/division minor hockey teams:
 - (i) Minor hockey players that volunteer within KVMHA must be a minimum of one age division (ie. Midget, Bantam, etc) higher than the team that they are volunteering with (this does not include goaltenders who may occasionally be assigned to a practice by the responsible Director);
 - (ii) Minor hockey players that volunteer within KVMHA must be registered playing members of KVMHA or EDZA South;
 - (iii) Minor hockey players that volunteer within KVMHA may only be used as demonstrators and are not permitted to otherwise partake in any drills/scrimmages (this does not include goaltenders who may occasionally be assigned to a practice by the responsible Director);
 - (iv) Minor hockey players that volunteer within KVMHA must wear full gear.
- (c) Minor hockey players volunteering with same or higher category/division minor hockey teams:
 - (i) Minor hockey players are not permitted to volunteer or participate at any time in practices/scrimmages with a team at same or higher category/division (this does not include players who are rostered affiliated players with the higher category/division team and goaltenders who may

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
POLICIES**

occasionally be assigned to a practice by the responsible Director).

In the case of female hockey, exceptions may be made to the above with Board approval.

24 Code of Conduct – Zero Tolerance

The Kennebecasis Valley Minor Hockey Association has adopted a “Zero Tolerance” Policy as it relates to the code of conduct of our patrons. Anyone verbally or physically abusing referees, coaches, players, spectators or arena staff will be ejected from the arena.

The following is the procedure to enforce the Code of Conduct – Zero Tolerance Policy:

1. Any person whose conduct in the arena is disruptive and not conducive to the well being of the game/event may be given one warning to improve their behaviour. This verbal warning may be given by a KVMHA Board Member or their representative, such as but not limited to a Division Coordinator or a Tournament Organizer, (herein after referred to as “the Designated Organizer”), the Referee or the Arena Staff.
2. If the person continues to conduct themselves in a disruptive behaviour, the game/event will be stopped by the Designated Organizer or Referee and the person will be asked to leave the arena by the Designated Organizer, the Referee or the Arena Staff. The game/event will not resume until the person removes themselves from the facility.
3. If they refuse to leave the arena, the Rothesay Police Department will be notified by the Designated Organizer, the Referee or the Arena Staff.
Note: Arena staff must be notified if the Rothesay Police Department has been called.

There are no listed rules for what constitutes a person who should be removed from an arena facility. It is a judgment call by the parties listed above as to whether a person should be asked to leave. For the purposes of this Policy abusive behaviours would include, but are not limited to, the following:

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
POLICIES**

- loud verbal assaults;
- threats and attempts to intimidate;
- throwing of articles in a deliberate or aggressive manner;
- aggressive approaches to another individual;
- physical striking of another individual;
- attempts to goad or incite violence in others;
- vandalism to building or property;
- racial or ethnic slurs

Any spectator/volunteer/official who is being harassed should bring this to the attention of the Designated Organizer of the event or the Arena Staff. The person will be spoken to and if the unacceptable conduct persists, the Designated Organizer or Arena Staff can call the police.

However, it is anyone's right to call the police themselves if they feel threatened. No one (staff or citizen) should put themselves in a dangerous position to physically remove a misbehaving person. The arena is a public facility and renting the ice surface does not give users the right to personally expel anyone.

In all cases the person's name will be forwarded to the KVMHA Executive and to the Arena Management.

25 Player Requests

Players who wish to play on the same team as another player or who wish to request a specific coach may make a special request to do so however the formalization of this process does not guarantee that any such requests will be granted.

To be considered, the request must be documented in an email sent to both the Divisional Coordinator, and either of the Director of U7 and U9 or the Director of Recreational Hockey or Director of Competitive Hockey as appropriate.

A player may only one (1) request – either to play on the same team as one (1) other player or to request one (1) specific coach.

The Player Evaluation Process will not consider these requests, however in the case of any team selection process for divisions with multiple teams in a category such requests will be made known to those involved.

**KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
POLICIES**

The number one criteria for Divisional Coordinators and Coaches when forming multiple teams at the same category (AA, A, B, or C) will be ensuring that teams are balanced. The intent of formalizing this “special request” process is only to allow all Coaches and the Divisional Coordinator for a particular category to consider such requests when/if multiple teams are formed at the same category.

26 Player Fees

Purpose:

To document and clarify KVMHA policy with respect to any fees associated with members including registration, try-out or conditioning camp fees.

All refund requests must be submitted in writing via email to the Registrar at the following email address:

KVMHA Registrar: kvmharegistrar@gmail.com

Try-out and Conditioning camps:

All fees must be paid before your child participates in the first event/session (i.e. Try-out or conditioning camp).

Please refer to our separate refund policy if needed ([KVMHA-Refund-Policy-Updated-10-21-23.pdf](#)).

Registration fees:

Registration usually opens early to mid-August for the upcoming season. Participants will have 3 options to choose from for payment of fees:

- 1) Set up a payment plan within TeamSnap that will split your fee over 3 months starting in the 3rd week of August, 2nd payment will be 3rd week of September and final payment in the 3rd week of October and this will require you to have your credit card on file with TeamSnap. (**Oct 31, 20XX is the LAST DAY**)
- 2) Make a lump sum payment via credit card via TeamSnap

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION
OPERATIONS MANUAL
POLICIES

3) Etransfer all of the funds before the official start of the season in one lump sum payment to kvmharegistrar@gmail.com

If you have not paid your fees by October 31, the Registrar will contact you during the first week of November by email to let you know you still have fees outstanding. If a confirmation of the email is not received the Registrar will contact you via phone or in person. **If you still do not have fees paid in full by December 31 you will run the risk of having your child removed from their team and not placed on an official roster for the remainder of the year. After all attempts have been made via communications from our Registrar you may then receive a communication from a Board member that you could be removed from your team roster.**

Our goal is to ensure all kids have the ability to play hockey. If assistance is needed, please refer to the Scholarship Fund terms of reference on our website [[Parent Information – Kennebecasis Valley Minor Hockey](#) to apply for financial assistance if needed.

If your child was subject to a late registration fee, they may not necessarily be removed from their team roster but your account will be locked at the end of the year and will remain locked until the fee is paid preventing you from registering your child for the subsequent year.

If your child has unpaid fees by October 31 and one of the parents has assisted with try-out or balancing assessments and is entitled to a stipend for those hours, the monies they are entitled to will be applied against your child's outstanding fees.

Refunds regarding registration fees is covered under the Refund Policy (see link above) posted on our website.

