

# Rules and Regulations

Temiscaming Minor Hockey Association



Reviewed May 2022

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In interpreting these rules, words in the singular include the plural and vice versa. Words of one gender include all genders.

Except as provided above, words and expressions defined in the Act have the same meaning when used in this by-law.

## **1. General Provisions**

### **1.1 General Information**

- This association shall be known as the Temiscaming Minor Hockey Association. Whenever the acronym TMHA is used in this by-law, it means the Temiscaming Minor Hockey Association.
- The TMHA is known as 1164884000 (NEQ) in Quebec, under Chapter 155, Revised Statutes of Quebec, 1941.
- The head office of TMHA shall be located within the Town of Temiscaming, Quebec.

### **1.2 Fiscal Year**

- The TMHA fiscal year begins on the first day of June and ends on May 31 of the following year. The President presents the financial report to the members at the Annual General Meeting.

### **1.3 TMHA Logo**

- The TMHA has a logo. The logo may be changed from time to time, but must be approved by the Executive Committee. Once the association logo is approved, the Association Secretary will be the custodian of the logo.

### **1.4 Execution of Documents**

- Transfers, assignments, contracts, obligations and other written documents shall be signed by two (2) members of the Executive Committee. In addition, the Executive Committee may, from time to time, specify the manner and person or persons by whom any particular document or type of document shall be signed.
- Any person authorized to sign a document may affix the seal of the Association (if any).
- Any authorized signatory may certify that a copy of any instrument, resolution, by-law or other document of the Association is a true copy.

### **1.5 Objectives of the TMHA**

- To foster a general community spirit among its members, supporters and teams.
- To maintain and increase interest in the game of ice hockey.
- Have and exercise general care, supervision and direction over the playing interests of teams and players.

- To develop and encourage sportsmanship, equality and good fellowship among all participants.

## 1.6 Affiliations

1.6.1 The TMHA will cooperate with the Temiscaming Recreation Department in providing services and office assistance.

1.6.2 The TMHA does not have the authority to accept or refuse the release of any player who affiliates with a league other than the TMHA. The TMHA shall make the request to Hockey Abitibi-Témiscamingue and Hockey Québec. Only Hockey Abitibi-Témiscaming and Hockey Québec have the final authority.

## 2. Members

### 2.1 Membership

Individual members include:

- Coaches, managers, assistant coaches, batboys, health and safety officers and volunteers on ice of Association-owned divisional teams.
- Any person holding an elected position on the Association's Executive Committee.
- Players duly affiliated to the Association, Hockey Abitibi-Témiscamingue and Hockey Québec. Players under 18 years of age must be represented by their father, mother or guardian (1 person per child).

### 2.2 Membership

- All individual members must be registered with Hockey Québec, with the exception of a player's parents. Membership in the TMHA is open to all participants of the region in the age groups specified in the by-laws.

### 2.3 Resignation

- Any member may resign from the TMHA by sending a letter to the Secretary or President of the TMHA. Such resignation shall take effect on the date stated on the letter.

### 2.4 Suspension and Expulsion

- The Executive Committee may suspend or expel, for a period of time determined by it, any member of the Association who, in its opinion, does not respect the present regulations or any other Hockey Québec regulation or whose conduct is deemed prejudicial to the interests or reputation of the Association. Before deciding on a matter pertaining to the suspension or expulsion of a member, the Executive Committee must read the written complaint and the facts indicated in the complaint. The committee shall thereafter notify the alleged offending member in writing of the time, place and date of the hearing of his or her case, stating the charges against him or her and offering him or her the opportunity to

present his or her defense at an executive committee meeting. Any member of the Executive Committee who has a conflict of interest, directly or indirectly, shall not attend this meeting and shall not vote on this matter. Decisions made by the Executive Committee and the sanctions provided shall be final.

#### 2.5 Drink and Drugs

- Any member of the association who allows or suggests the use of alcoholic beverages, drugs and/or pharmaceuticals to minors will be subject to severe sanctions by the TMHA. This case will be referred to the Executive Committee. If the decision is to suspend the member, then the minimum penalty will be a full month off the minor hockey schedule.

#### 2.6 Abuse and Harassment

- Any member of the association who uses harassing language or gestures with minors or other adults will be subject to severe sanctions.

#### 2.7 Violence

- Any act or gesture of violence towards a player, coaching staff, member of the TMHA or employee of the TMHA will be referred to the Board and the member will face a very severe penalty. If the decision is to suspend the member, then the minimum penalty will be a full month off the minor hockey schedule.

### **3. Members' meeting**

#### 3.1 Annual Meeting

- The annual meeting of members shall be held no later than two (2) months following the end of the fiscal year.
- At least 10 days notice must be given publicly to announce the day and time of the annual TMHA meeting (April).

#### 3.2 Special Meeting

- A special meeting of the Association may be called by a majority (50% + 1) of the members of the Executive Committee by notifying the Secretary, who shall call the members to the meeting, indicating the date, time and place of the special meeting.
- Must be called upon the written request of at least 25% of the individual members. In such an event, if the special meeting requested by the members is not called and held within 21 days of the filing of the written request with the secretary of the association, the 25% of individual members may call the meeting at a date, time, and place of their choosing.

#### 3.3 Notice of Meeting

- Notice of any meeting of members shall be given within ten (10) days.

- The notice shall state the date, time and place of such meeting and, in the case of a special meeting, the agenda for such meeting.
- Notice of the meeting shall be sent to the attention of all individual members of the association and/or by public notice through the media, internet or posting in the arena.

#### 3.4 Quorum

- The annual or special meeting shall consist of the individual members present.

#### 3.5 Amendments to Regulations

- Amendments are the responsibility of the Executive Committee.
- All amendments are made by the latter.
- Any request for change must be made to the Executive Committee of the Association and be approved by the membership at the Annual General Meeting.

#### 3.6 Election / Voting

- At all meetings, individual members are entitled to vote. Voting shall be by secret ballot or, if desired, by a show of hands.
- All resolutions shall be passed by a simple majority of votes casted. In the event of a tie, the Chairperson shall have a second or casting vote.

#### 3.7 Meeting Procedure

- The president of the association or, if applicable, the chairperson of the meeting shall determine the procedure to be followed.

#### 3.8 Nomination

- Anyone present at the annual meeting may also submit a nomination.
- A presence by telephone or telecommunication platform (Teams, Zoom, etc.) is accepted.
- Any person who has been duly nominated and wishes to be elected to the Executive Committee, but is unable to attend the annual meeting due to prior commitments, must submit a letter of intent to the TMHA.
- No person shall be eligible to stand for election as President or Vice President unless he/she has served at least (1) one year as a member of the Executive Committee, except in exceptional cases where no one on the Committee meets this criterion.

#### 3.9 Election Procedure

- The president of election, the secretary and two (2) scrutineers are chosen at the general assembly by the active members.

- The presiding officer shall act by nomination and vote for each office, beginning with the office of president of the executive committee and following the order of the organizational chart. A member interested in holding a position may nominate himself or herself, but must be seconded by another member. The General Assembly shall accept the written nomination of a member who expresses the intention to hold a position on the Executive Committee while respecting the election procedure.
- The election of the members of the Executive Committee shall be by secret ballot, the person responsible for tabulating the votes being the presiding officer. The election chairman shall determine the winner by specifying the number of votes for each candidate and the number of votes rejected for inaccuracy, if any, and the candidates shall be elected by a majority of the votes.
- In the event of a tie, the presiding officer shall order a second ballot. Only one person per immediate family may be nominated and elected to the Executive Committee.
- If only one person is nominated for an office, that person shall be elected by acclamation.
- In the event that there are insufficient candidates for the executive committee, the members of the executive committee are authorized to fill the vacancies. Thus, an immediate family member may be elected provided that only one immediate family member is allowed to vote. With the permission of the executive, a family member may be accepted for election to any sub-committee.

#### **4. Executive Committee**

##### 4.1 Composition

- the president;
- the ex-officio chairperson during the first year of succession (immediate past president);
- the vice-president responsible for health and safety;
- the secretary;
- the treasurer;
- the registrar;
- the head coach
- Head of officials;
- the equipment manager;
- the schedule planner
- fundraising, events and recognition manager;
- the Public relations director.

##### 4.2 Powers of the Executive Committee

- Adopt and enforce technical rules, game rules or other similar rules that may include automatic disciplinary sanctions, including the imposition of fines on a member participating in an association-sanctioned activity.
- These new bylaws shall be included in these bylaws at the meeting and voted on at the annual general membership meeting.
- To adopt and enforce such procedures for suspension, expulsion or imposition of disciplinary sanctions as it may from time to time determine by regulation. The Board may also appoint a Disciplinary Committee to administer and review disciplinary matters arising from the application and interpretation of the Technical, Playing or other similar rules. If there are any amendments to the by-laws, they shall be adopted and incorporated into these by-laws at the annual general meeting of the members. Amendments to the by-laws shall be made at a special meeting called for that purpose (immediately prior to the annual meeting) and shall be submitted to the membership at the next annual meeting.
- Administer for and on behalf of its TMHA members.
- Put into practice the decisions taken during the general assembly.
- Apply the statutes and regulations.
- Provide a documented report of all its activities and financial operations, as well as future plans, at the annual general meeting.
- Define and approve the budget estimates.
- Revise the directives and other regulations issued and adopted during the current season.

#### 4.3 Term of Office and Transition of Executive Committee Members

The term of office for all executive positions is 2 years, with the following transition:

- Odd-numbered years: President, Secretary, Head of coaches, Equipment Manager, Fundraising/Activities and Recognition Manager, Public Relations Director - May 1<sup>st</sup> of an odd-numbered year to April 30<sup>th</sup> two years later.
- Even-numbered years: Vice President, Treasurer, Registrar, Head Referee, Scheduler, League Rink and Game Manager - May 1<sup>st</sup> of an even-numbered year to April 30<sup>th</sup> two years later.

#### 4.4 Public Health

- In the event of a pandemic that requires federal, state and/or local restrictions and regulations, the Vice President and Director of Health and Safety will coordinate with the President to ensure that the rules and regulations put in place are followed by coaches, managers, players, and spectators attending TMHA practices, games, and fundraisers.

#### 4.5 Management

- The management and administration of the TMHA is vested in the Executive Committee, which has full authority to act within the framework of the Constitution and Bylaws.

In particular:



- To appoint such committees, officials, coaches, and volunteer personnel as it deems necessary for the proper functioning of the TMHA.
- Hold meetings as needed, but no less than once a month during the playing season.
- To enter into agreements with the independent leagues in the region regarding the TMHA playing season, membership, registration, rules and regulations, and any other matter it deems to be in the best interest of its Association.
- The Executive Committee shall have the power to decide any matter not covered by the Constitution and Bylaws. The Executive Committee shall hold office in the TMHA from May 1<sup>st</sup> of one year to April 30<sup>th</sup> of the following year.

#### 4.6 Meetings

- The annual meeting is open to the general public on a specific date in April or May of each year.
- Monthly meetings are open to all executive members and guests.
- Members of the Executive shall attend two-thirds of the meetings held. If the attendance of the executive member cannot be respected, the executive has the right to proceed and terminate the member's term.

#### 4.7 Convocation of the Annual General Meeting (AGM) or Special General Meeting (SGM)

- Notice of the time and place of a meeting AGM or SGM of members shall be given to each member entitled to vote at the meeting by one of the following means:
  - by mail, email, text, courier or personal delivery to each member entitled to vote at the meeting, fourteen (14) days prior to the day on which the meeting is to be held;
  - by telephone, electronic or other means of communication to each member entitled to vote at the meeting, 10 days before the day on which the meeting is to be held.
  - Under subsection 197(1) (Fundamental Change) of the Act (Canada Not-for-Profit Corporations Act (S.C. 2009, c. 23), a special resolution of the members is required to make any amendment to the by-laws of the Corporation to change the manner of giving notice to members entitled to vote at a meeting of members.
  - Notice of the meetings will also be posted on the Association's Facebook page as well as on the TMHA website.

#### 4.8 Quorum

- A quorum of the Executive Committee shall be a majority of the members, i.e. 50% plus 1 member.
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#### 4.9 Electronic Resolution

- Resolutions are generally passed at Executive Committee meetings. However, a resolution may be submitted and adopted electronically (email) at the request of a board member. Such a resolution is valid and has the same effect as if it had been passed at an executive committee meeting. Such a resolution shall be voted upon under the same rules as a traditional resolution.

#### 4.10 Compensation and Remuneration

- The administration function is a voluntary function. No remuneration of any kind is given to members of the executive committee. However, members of the executive committee benefit from a 50% reduction in the cost of registration of one of their children after 1 year of service (with attendance at a minimum of 2/3 of the meetings).

### 5. Financial Arrangements

#### 5.1. Fiscal year

- The TMHA's fiscal year ends on April 30<sup>th</sup> of each year.

#### 5.2 Books and accounting

- The Executive Committee shall ask the Treasurer of the association to keep, under his or her control, a book or books of account in which shall be entered all moneys received or disbursed by the association, all its debts or liabilities and all other financial transactions of the association. Such book or books shall be kept at the principal office of the association and shall be open at all times to examination by the president of the Executive Committee.

#### 5.3 Bank notes

- All cheques, bills or other banking instruments of the association shall be signed by the two following: the Chairman of the Executive Committee and the Treasurer. The list of cheques issued or to be issued shall be presented to the Executive Committee for acceptance and ratification.

#### 5.4 Contracts

- Contracts and other documents requiring the signature of the Association shall be approved in advance by the Executive Committee and upon such approval shall be signed by the President of the Executive Committee or the Vice-President Hockey and the Secretary or Treasurer. Contracts must be available and approved in advance by resolution of the Executive Committee.

#### 5.5 Registration and Administration Fee Refund Policy

- The registration fees for the season and other related fees will be refundable as per the following terms and conditions, for a valid reason, at the sole discretion of the Temiscaming Minor Hockey:

- The refund will be issued electronically to the person who paid the registration and other fees, if any.
- For a request received before September 1st: full refund.
- For a request received after September 1st, before the formation of the teams, including the departures for Ontario or elsewhere in Quebec : partial reimbursement. Registration fees refund except the current month, minus the insurance and membership fees applied by Hockey Québec, Hockey Canada and Hockey Abitibi-Témiscamingue.
- For a request received after October 1: no refund, unless an exception is voted on by the Executive Committee.

## **6. Duties and functions of the Executive Committee**

### **6.1 President**

- Ensures that executive committee members who make decisions are accountable and responsible;
- Shall be responsible for the administration of the Association;
- Presides over the Executive Committee meetings;
- Provides an officer's report at each Executive Committee meeting;
- Plans the Annual General Meeting;
- Produces and presents a written report for the Annual General Meeting;
- Delegates tasks to the various members of the TMHA to ensure smooth operation and follows up on them, and ensures that deadlines are met and that there is good cooperation;
- Is the immediate supervisor of employees;
- Is responsible for and liaises with the Registrar, Discipline Committee Chair, Head Referee and Ice Scheduler;
- Participates in and supervises preparation of the budget and ensures, with the treasurer, follow-up and balance of the budget;
- Signs checks with the Treasurer (signature required) and/or another designated member of the Executive Committee;
- Represents, with the Vice President Secretary, the TMHA in official acts;
- Coordinates the negotiation of any memorandum of understanding and/or contract(s) between the corporation and other organizations;
- Serves ex-officio on all committees and subcommittees;
- Coordinates and oversees TMHA activities and quality and diversity of service offerings;
- Ensures sustainability of the TMHA;
- Promotes Hockey Québec's values and ensures application of the rules;
- Ensures formation of the disciplinary committee;
- Does case and risk management with members;
- Is accountable for all communications from the TMHA;
- Performs such other duties and functions as may be assigned by the Executive Committee.

## 6.2 Ex-officio President

- Participates in all TMHA deliberations and generally acts in an advisory capacity.

## 6.3 Vice President and Chief Safety and Health Officer

- Performs duties as assigned by the President;
- Replaces the President as needed;
- Assists in monitoring the operation and proper functioning of the TMHA;
- May share the duty of representing the TMHA at meetings.
- Ensures the application of and compliance with all public health rules and regulations;
- Acts as a liaison between officers, coaches, and managers if changes are required to public health rules and regulations;
- Must provide necessary documents/letters or forms related to public health;
- Ensures that first aid kits are in compliance.

## 6.4 Secretary

- Signs, with the President, all official acts;
- Calls meetings (notice and agenda) with seven (7) days notice;
- Writes the minutes, has them adopted and signs them with the president;
- Shall be the custodian of the corporation records, books, documents and archives, etc. ;
- Updates the Bylaws for the next Annual General Meeting;
- Plans, with the President, the Annual General Meeting;
- Presents its report at the Executive Committee meetings and the Annual General Meeting;
- Receives and forwards to the members of the Executive Committee all correspondence received;
- Is responsible for all external communications (website and social media) or the communications manager to whom he/she has delegated the mandate;
- Circulates information to all members of the TMHA and the region;
- Performs such other duties and functions as may be assigned by the Executive Committee.

## 6.5 Treasurer

- Prepares budget estimates and financial statements for approval at Executive Committee meetings;
- Is responsible for maintaining a record of expenditures and revenues, presents a report for approval at board meetings, classifies and maintains funding records;
- Completes and submits the T1044 - Non-Profit Organization Information Return (federal) and TP-997.1 - Tax Exempt Entity Information Return (provincial) to maintain non-profit tax status;
- Supervises and works with the equipment manager;

- Ensures the execution of the necessary bids for purchases according to the policy established by the EHO;
- Manages employee payroll (if applicable) and other paid staff; - Is the mandatory signatory for cheques with the President and/or another member designated by the Executive Committee
- Follows up on payments for online registration with the Registrar;
- Performs such other duties and functions as may be assigned by the Executive Committee
- Presents monthly financial statements to the Executive Committee;
- Ensures that all money collected by the Executive Committee members from parents, e.g. for equipment, sportswear, jerseys, etc., is deposited into the TMHA bank account and that payment is made on the due date;
- Will be the sole recipient of wire transfers to be deposited into the TMHA bank account at finances@temiscamingroyals.ca
- Updates the annual declaration to the enterprise registrar.

#### 6.6 Registrar

- Announces and oversees the registration of all players for the season;
- Registers individual teams for the season by the deadline;
- Registers and approves individual team members;
- Maintains a record of all TMHA players;
- Prepares team binders for each individual team;
- Requests travel authorizations, if necessary;
- Maintains accurate medical information for each player and provides copies to team officials if needed;
- Ensures that the coaching staff is certified and approved by passing the information on to the officials and referees.
- Shall be responsible for providing rosters, by category, as requested by the TMHA, coaches, managers or any sub-committee as directed by the Executive Committee;
- Transmits the registration report to the Treasurer for validation of the accounts;
- Requests the transfer of players from other associations, if necessary;
- Provides all team leaders with a copy of their approved team roster and ensures that it is current throughout the season;
- Updates in the system, the criminal record checks received by the head coach;
- Updates information on active members of the TMHA and the Executive Committee.

#### 6.7 Head of Coaches

- Shall be responsible for collecting the names of persons wishing to volunteer as coaches, assistant coaches, trainers and managers of any TMHA team;
- Presents this list to the Executive Committee for final approval;

- Shall ensure that all persons considered to be part of the training staff are certified to perform their duties;
- Must ensure that all coaches are familiar with the rules and regulations of the season;
- Ensures that the coaching staff meet once or twice during the season to discuss issues related to their role;
- Acts as a liaison between the coaching staff and the Executive Committee;
- Asks parents to anonymously evaluate coaches and managers mid-year to address any concerns;
- Must ensure that all players, parents and staff have signed the Hockey Quebec Point Franc Jeu document through the team managers. Upon request, may have a copy of any necessary document concerning the above.

#### 6.8 Head Referee

- Will train and provide, with the assistance of the clinics, a sufficient number of referees to meet the requirements of the TMHA;
- Turn over to the treasurer all funds collected from referee training courses, along with supporting documentation ;
- Trains timekeepers to meet the TMHA requirements;
- Shall be responsible for the scheduling/timing of referees and timekeepers for all regular season, playoff and exhibition games that have been scheduled by the TMHA;
- Prepares monthly statements to the Treasurer for payment of referees and timekeepers;
- Provides the Treasurer with information sheets with referee and timekeeper salaries (NDHA for regular season and HAT for regionals) for the season;
- Acts as a liaison between referees, timekeepers, and executive members.

#### 6.9 Equipment Manager

- Is responsible for all inventory, purchases, payments and reimbursements;
- Must arrange for handling, storage, repair and cleaning of all equipment and supplies;
- Is responsible for the cleaning of lockers and must provide keys to each coach prior to the start of the season;
- Informs the Executive Committee of all purchases to be approved, losses, damages or conflicts;
- Ensures that all coaches have access to the equipment necessary to run practices;
- Responsible for providing the Executive Committee with a budget estimate of equipment replacement/upgrade costs for the current season;
- Ensures that the TMHA has the equipment required for the safe and proper practice of field hockey.

#### 6.10 Scheduler

- Liaises with the Arena Manager regarding ice time for the TMHA;
- Shall ensure that adequate ice time is reserved for games and practices and provide data to the Treasurer;
- Must participate in league meetings;
- Is responsible for posting the schedule on the website;
- Must assist with rescheduling of games;
- Shall keep a record of cancelled games and, where possible, reschedule them;
- Must contact appropriate people in times of inclement weather or game cancellations (NDHL scheduler).

#### 6.11 Fundraising, Events and Recognition Manager

- Ensures the solicitation of businesses in Temiscamingue for sponsorships (such as the Caisse Desjardins, Rayonier, the Lions, etc.);
- Is authorized to accept cheques or money for any fundraiser or event;
- Turns over to the Treasurer all funds collected during the fundraising event, along with supporting documentation;
- Coordinates, in conjunction with the Executive Committee, the year-end awards night, e.g. ordering trophies, food, beverages, coordinating room decorations, reserving the room;
- Must also be aware that he/she must update all plates, if necessary, with Esso Medal names.

#### 6.12 Public Relations Manager

- Ensures that the Fair Play program is followed;
- Acts as a liaison between officers, coaches, managers and parents/players in the event of problems;
- Leads the Discipline and Fair Play Sub-Committee when necessary;
- Coordinates the marketing of new hires and some public notifications alongside executives who need assistance;
- Provides documentation/letters of any disciplinary action or warning to the President;
- Updates the Constitution and Bylaws once a year for the Annual General Meeting;
- Participates in the management of the Facebook page and the website;
- Receives and manages complaints and takes appropriate action.

#### 6.13 Others tasks

- Management of the Facebook
- Management of the website

## 7. TMHA Bylaws

Failure to comply with the conditions set forth below may result in suspension or dismissal from the Association.

### 7.1 Age limits

- The TMHA is made up of all the teams that offer organized hockey for boys and girls, as designated by Hockey Québec.

		2022-2023 season	2023-2024 season	2024-2025 season	2025-2026 season
OLD NAME	NEW NAME	YEAR OF BIRTH			
Pré-novice - 4-6 y.o.	M7	2016-2018	2017-2019	2018-2020	2019-2021
Novice - 7-8 y.o.	M9	2014-2015	2015-2016	2016-2017	2017-2018
Atome - 9-10 y.o.	M11	2012-2013	2013-2014	2014-2015	2015-2016
Pee wee - 11-12 y.o.	M13	2010-2011	2011-2012	2012-2013	2013-2014
Bantam - 13-14 y.o.	M15	2008-2009	2009-2010	2010-2011	2011-2012
Midget - 15-16-17 y.o.	M18	2005-2007	2006-2008	2007-2009	2008-2010

- any player born between January 1 and December 31 of the year is eligible to play in the division corresponding to his age.
- The player's category classification is determined by their date of birth.

### 7.2 Registration

- All players must be properly registered with the TMHA and the required registration fee must be paid before they can play or be assigned to a team.
- Registration is completed through the Hockey Canada Registry website <https://inscription.hockeycanada.ca/accueil> .
- A player will not be allowed to play or be placed on a team until outstanding accounts from previous years have been paid.
- Full payment must be received by September 30 of the current year. If full payment is not received for a player, that player will not be allowed on the ice until the full registration and all additional fees are paid in cash.
- Fundraising is a necessity. The full amount is paid by all at registration and will be refunded at the end of the year upon participation and achievement of targets set by the fundraiser.
- Team socks are payable at registration. The jerseys belonging to the TMHA are loaned. A deposit can be required and will be reimbursed at the end of the year when returned clean and in good condition. The amount is determined by the



TMHA and may change from year to year. If the jersey isn't brought back at the end of the season, parents/tutor will be charged.

### 7.3 Fundraising

- All players registered with the TMHA are required to participate in all fundraising efforts conducted by the fundraising committee, unless they have elected to pay a predetermined amount in full at the time of registration and not receive a refund.
- The executive in place will decide how much a player must pay covering the individual revenues from planned fundraisers.
- If a team wishes to hold an additional fundraiser, they must provide the Executive Committee with a written request explaining the reasons for the additional fundraiser, with signatures of all coaches, team managers and parents of players. Only then will the Executive Committee decide whether or not to grant permission to the team. This excludes the sale of 50-50 tickets at local games.

### 7.4 Team manager

- Team managers are an integral part of the TMHA; the role of a manager is essential to the success and organization of a team and the association. All team managers are responsible for assisting the TMHA in all efforts associated with the success of the hockey season.
- Work closely with and assist the coaching staff throughout the season.
- Keep, with the help of the registrar, an organized team binder with pertinent information needed for tournaments.
- Register your team for tournaments and raise the necessary funds.
- Keep parents informed of information provided to them by the TMHA Executive Committee.
- Ensures that the team is aware of practice and game times.
- Make arrangements in collaboration with the scheduler for the cancellation and rescheduling of games.
- Act as a liaison between the coaching staff and parents.
- Assist the TMHA Registrar in resolving individual player registration issues.
- Participates or delegates a team parent to the fundraising committee.
- Assists the fundraiser in his/her efforts to raise money.
- Must be prepared to attend the annual meeting (April).

### 7.5 Players

- Must ensure that they read, agree with and comply with the TMHA Code of Conduct.
- They must ensure that they maintain positive respect for referees, timekeepers, fans, coaches, other players and executive members.

- He/she shall maintain a positive attitude and act in a respectful manner in the arena, locker rooms and any other property related to home and away minor field hockey programs.
- Shall not cause damage to the property or reputation of the TMHA.
- Failure to comply with the above conditions may result in suspension or dismissal from the TMHA
- In the event of an injury causing a prolonged absence (minimum 6 weeks), reimbursement is possible according to the pro-rata of the period of absence.

#### 7.6 Teams

- Two teams will only be created if the team limit of 17 skaters and 1/2 goalie has been exceeded as per H.A.T. Rule 7.2.2.
- If there are two teams in a division, one team will automatically be considered "A" and the other "B" (house league).
- If there is only one team, a minimum of 3 "A" players per line will be required to constitute a team that will be considered an "A" division for NDHL. If it is determined that a team is a "B" level, a "sub-classification" will be requested from H.A.T. For Quebec classification, follow the HAT rules at <https://www.hockeyat.ca/fr/index.html> .
- Evaluations will be based on 4 to 6 practice sessions, the game situation and the maturity of the player.
- Coaches will not be determined until the teams are formed.

#### 7.7 Coaches

- Must read, approve and abide by the TMHA Code of Conduct at the beginning of the season prior to any game.
- Must follow the training required by Hockey Canada or Hockey Québec.
- Shall assist the Team Manager in ensuring that all players have read, approved and complied with the TMHA Code of Conduct at the beginning of the season, prior to any game.
- Must be an example for the entire team to look up to.
- Must maintain positive respect for referees, timekeepers, fans, other coaches, players and executive members and encourage and expect this behavior from your team.
- Shall ensure that each player is subjected to fair and equal play. Each coach has an obligation to encourage and develop each player to the best of his/her ability.
- All team members must play regular season games equally, unless there is a tie situation where the coach can use the last 2 minutes to the team's advantage.
- Tournaments and playoff games are essentially the most important games of the season. Players play for the win. All players must play evenly, and the last five minutes of the game are left to the discretion of the coach.
- Can't be under the influence of alcohol or drugs in the presence of the team and absolutely not while conducting a game.

- Ensures that electronic game sheets (tablet) are signed and given to the timekeeper in a timely manner.
- Resolves any problems they may encounter through the Head Coach, a member of the TMHA Executive.
- Benefit from a discount of a pre-established amount in the registration of your child.
- Failure to comply with the above conditions may result in suspension or dismissal from the TMHA
- The Executive Committee approves a maximum of 3 coaches per team. Other volunteers may attend as volunteers.

### 7.8 Referees

- All exhibition games, scheduled games, playoff games and tournaments shall be officiated by officials approved by the TMHA.
- All games at the U13-M15-M18 levels will preferably be officiated with a system of (1) referee and (2) linesmen.
- Ensures that players enjoy the game while staying safe.
- Must apply the rules of the game impartially.
- Must be consistent and adhere to all decisions.
- Must be courteous and tactful in providing explanations and interpretations that coaches and team captains may require.
- Must continue to increase knowledge and experience.
- Never make up for a mistake and continue playing with confidence.
- Is responsible for completing the online training.
- Is responsible for paying 100% of the certification course as well as their registration with Hockey Quebec. Once the referee has completed the course and has refereed 5 or more games during the season, only then will the 50% refund be given by the TMHA. The only exception to this rule is if you are a veteran referee. The 2<sup>e</sup> 50% is refunded after 3 additional games are officiated (for a total of 8 games). In the case of a veteran referee (5 years of service or more), 100% of the certification fee is refunded after refereeing 5 games.
- H.A.T. rates will be paid for H.A.T. games and NOHA rates for NDHL games and playoffs.

\* A challenge to an official's decision will not be considered unless it involves a question of rules interpretation.

### 7.9 Parents

- Reading the TMHA Code of Conduct at the beginning of the season and before any game is strongly recommended.

### 7.10 Amendments and Modifications to the Constitution and By-Laws

- Any proposed amendment to the Constitution and Bylaws must be submitted in writing to the Secretary. The Secretary shall record the proposed amendment and add the following to the agenda of the next meeting of the TMHA Executive. Amendments to the document must be approved by a majority vote of the Executive. These amendments will then be presented at the next annual meeting.

## **8. Complaints, Sanctions and Disciplinary Measures**

### 8.1 Complaint Process

- All complaints must be in writing, signed, dated and proof of receipt by the TMHA will be required.

- A preliminary meeting with a minimum of three (3) members of the Executive Committee, including the Director of Public Relations, will determine if it is a formal complaint and, if necessary, the steps for complaint handling will be followed.

#### 8.2 Complaint concerning a minor field hockey member (coach, player or parent)

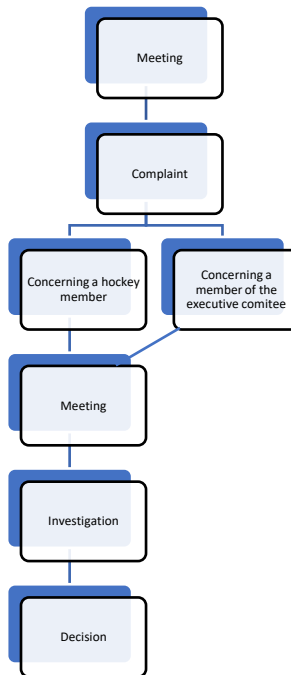
- Steps to follow:
  1. The Meetings and Investigations Committee shall consist of three members of the Executive Committee including the Director of Public Relations.
  2. The committee then analyzes the complaint.
  3. The committee will meet with the person(s) involved and investigate.
  4. The committee deliberates and takes a decision.
  5. The committee shall submit the decision to the Executive Committee for endorsement.
  6. The committee shall meet with the complainant to convey the decision of the executive committee.

#### 8.3 Complaint concerning a member of the Executive Committee

- Steps to follow:
  1. The Meetings and Investigation Committee is composed of three (3) of the following persons: a member of the Executive Committee, the Public Relations Director and the President of Hockey Abitibi-Témiscamingue (HAT) or another member of HAT.
  2. The committee then analyzes the complaint.
  3. The committee will meet with the person(s) involved and investigate.
  4. The committee deliberates and takes a decision.
  5. The committee shall submit the decision to the Executive Committee for endorsement.
  6. The committee shall meet with the complainant to convey the decision of the executive committee.

\*In the event of a conflict of interest, a member of Hockey Abitibi-Témiscamingue may be called upon to sit on a committee.

## 8.4 Complaint Procedure



## 8.5 Sanctioning and Disciplining of Members (Executive Committee, Coaches, Trainers, Parents and Players) of the TMHA

- The Executive Committee shall have the power to suspend or expel any member of the Association for one or more of the following reasons:
  - Violation of any provision of the Articles, Bylaws or written policies of the TMHA;
  - Engage in any conduct that may be detrimental to the association, as determined by the Executive Committee in its sole discretion;
  - Any other reason that the Executive Committee, in its sole and absolute discretion, considers reasonable, taking into account the purpose of the TMHA
- In such cases, the Executive Committee members and/or if necessary, appoint a "Disciplinary Subcommittee" to determine whether a member should be expelled or suspended from the TMHA. The President, along with one (1) other officer and the Director of Public Relations, as designated by the Executive Committee, shall give ten (10) days written notice of the suspension or expulsion to the member and provide the reasons for the proposed suspension or expulsion.
- In the event of suspension, the member shall lose all rights to vote and speak at the Annual General Meeting.
- The member may make written submissions to the President, or other official designated by the Executive Committee, in response to the notice received within

such ten (10) day period. If no written submission is received, the decision of the board shall be final and binding on the member without further right of appeal.

- If written submissions are received pursuant to this section, the executive committee shall consider the submissions in making a final decision and shall notify the member of such final decision within an additional ten (10) days from the date of receipt of the submissions. The decision of the board shall be final and binding on the member without further right of appeal.

#### 8.6 Sanction and Discipline of Executive Committee Members

- The Executive Committee shall have the power to suspend or expel any member serving on the TMHA Executive Committee for any one or more of the following reasons:
  - Refusing to comply with his duties in his elected position;
  - Causing serious harm and damaging the reputation of the TMHA or the officers or other members of the Executive Committee
  - Use the TMHA for personal propaganda
  - Not attending 2/3 of the Executive Committee meetings
- In the event of the suspension or expulsion of a member of the Executive Committee, it shall be the responsibility of the other members of the Executive Committee to make this decision. This decision becomes effective only after ratification by an "extreme meeting" held by a majority of the Board.
- The Executive Committee, prior to issuing the suspension or expulsion, shall give eight (8) days written notice to the affected Executive Committee member inviting him/her to appear before the Board to exercise his/her right to be heard. Such written notice shall state the reasons for the suspension or expulsion and the place, date and time of the "extreme meeting".
- If the Executive Committee member whose suspension or expulsion has been imposed by the TMHA Executive Committee and ratified by an "extreme meeting", wishes to appeal, he/she must do so to the Secretary of the TMHA Executive Committee within ten (10) days of the "extreme meeting" ratifications. He/she must provide the available dates of the appeal hearing.
- In the event of an appeal, an "Appeal Committee" shall be formed. The Appeal Committee shall consist of seven (7) people. These seven individuals shall include the President, the Director of Public Relations, the Executive Committee member involved, and three other members, including (on a voluntary basis and subject to availability) a manager, a coach, and a parent of the members involved, as well as one person (a person from the community, chosen by both parties) who will act as a mediator during the appeal process. The mediator will determine the course of the process. The final decision after everyone has spoken, will be put to a vote of the 6 members as stated above and if a tie is made, then and only then will the mediator vote for the final decision.





## Appendix A

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### Hockey Québec's Franc Jeu Program

- Franc Jeu is a program that reduces the number of infractions and injuries in field hockey by giving teams an extra point (Franc Jeu Point) in the overall standings after each game if the total penalties called against their players did not exceed a certain threshold. This threshold varies for each division of play. If the basic standard of penalty minutes is not met, the team will not receive an extra point.
- <https://www.hockey.qc.ca/fr/page/franc-jeu/introduction.html>

## Appendix B

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### TMHA Code of Conduct

#### OBJECTIVE

- To establish a protocol in accordance with the Fair Play Code that will clearly establish the role and responsibilities of all participants in order for the WHSA to fully respect the game of field hockey by ensuring the fair application of a disciplinary policy for infractions committed in accordance with Hockey Canada's Official Playing Rules and OHA's disciplinary policies as well as the Hockey Quebec Fair Play Program.

#### CODE OF CONDUCT

- Field hockey Canada's Fair Play Code lists a set of principles for players, coaches, officials and parents that apply the concept that the game of field hockey should be an enjoyable experience for all participants.

#### KEY PRINCIPLES

##### Player

- I will play by the rules of field hockey and in the spirit of the game.

##### Coach

- I will teach my players to play fairly and to respect the rules, officials and opponents.

##### Parents

- I will encourage my child to play by the rules and resolve conflicts without resorting to hostility or violence.

#### Officials

- I will not allow intimidation of any player, either by word or deed. I will not tolerate unacceptable conduct towards officials, other players, spectators, or myself. I will be consistent and objective in reporting all infractions, regardless of my personal feelings towards a team or individual player.

#### League Organizers

- I will ensure that the age and maturity level of the participants are considered in the development of the program, the application of the rules and the scheduling.

#### COMMITMENT

- When players, coaches, parents and officials recognize the value of everyone's contribution to the game, the game is better for everyone.
- The TMHA is committed to improving field hockey for all and believes that formal endorsement of the Fair Play Code is a catalyst by which all parties can be held accountable. All players, coaches, managers and parents will be required to read, understand and endorse the appropriate Fair Play Code at the beginning of each season. No player or coach will be allowed to play if this code has not been approved.