

-BY-LAWS-

ANNUAL GENERAL MEETINGS

1. Annual General Meetings of the Association will be held at the call of the President; The date to be set by the Executive Committee, no later than 21 calendar days after last schedules ice and at least once in every calendar year.

NOTICE OF GENERAL MEETING

2. Notice of General Meetings are to be promulgated not less than fourteen (14) days in advance of the meeting and distribution of the notice shall be adequate to inform all residents.

PROCEDURE FOR GENERAL AND EXECUTIVE MEETINGS

3. Procedure for general and executive meetings in order to "Carry" a motion it must be seconded and receive a majority of the votes cast. In order to carry a "Special Resolution", it must be "Seconded" and a minimum of 75% of the votes cast must be "for" the resolution. Voting on motions may be done by secret ballot at the discretion of the meeting. Procedural disputes not covered in the Constitution of its By-Laws shall be governed by "Roberts Rules of Order", latest edition and shall apply at all meetings.

SPECIAL GENERAL MEETINGS

4. Special General Meetings may be called at any time during the year at the discretion of the President, or any executive committee member, or by application in writing by 10% of the association members. This application shall state the business for such a meeting.

QUORUM

5. Quorum shall be 51% for all meetings except for General and Special meetings. For the purpose of establishing a quorum for General and Special meetings, a quorum shall be all those members who are in attendance with minimum of seven (7) members.

ORDER OF BUSINESS AT MEETINGS

6. The order of business at meetings will be as follows:
 - a) Call meeting to order
 - b) Establishing a quorum
 - c) Minutes read and approved
 - d) Financial statement
 - e) Business arising
 - f) Correspondence
 - g) Reports
 - h) Unfinished business
 - i) Resolutions
 - j) Election of Officers
 - k) New Business
 - l) Adjournment

QUALIFICATION FOR MEMBERSHIP TO ASSOCIATION

7. To be eligible as a member the one of following requirements must be met:
 - (i) Fill out an application form prescribed by Executive.
 - (ii) A parent or guardian of a registered player in good standing with the Association.
 - (iii) Any person who is actively involved in the general work of the Association.

MEMBERSHIPS

8. Memberships:
 - (i) All members shall agree to comply with the constitution, Policies, By-Laws of the Association as amended from time to time and with any regulations and rulings made by or on behalf of the Association.
 - (ii) A person shall cease to be a member of the Association by delivering his resignation in writing to the Secretary of the Association or by being expelled.
 - (iii) A member may at the discretion of the executive cease to be a member of Princeton and District Minor Hockey Association Society upon notification from the executive for conduct deemed to be improper, unbecoming or likely to endanger the interest or reputation of the Association or who willfully commits a breach of the Constitution Policies or By-Laws of the Association.

(iv) All members are in good standing except a member who has failed to pay their current annual membership fee or any other subscription or debt due and owing by him to the society and he is not in good standings so long as the debt remains unpaid.

PLAYING MEMBERS

9. Any players residing in Princeton or surrounding area who has paid registration fees and is in good standing with the Association.

SUSPENSION OF MEMBERS

10. Any violation of the Constitution, By-Laws and Policies or Playing regulations laid down by the Princeton and District Minor Hockey Association may render any member or playing member liable to suspension. A coach or manager may suspend any player at his discretion for part of, or any one game. The incident will be referred to the Disciplinary Committee, who will record the incident and ensure that both player and his parents are advised as soon as possible of the reason for the suspension. The President shall inform both the player and his parents of the decision of the Committee which will be final.

OFFICERS

11. The officers of this Association will be:
 - a. Immediate Past President
 - b. President
 - c. Vice-President
 - d. Secretary
 - e. Treasurer
 - f. Registrar
 - g. Ice Ambassador
 - h. Equipment Manager- (appointed by executive)
 - i. Head Coach – (appointed by executive)
 - j. Fundraiser
 - k. Female Director
 - l. Tournament Director
 - m. Risk Manager
 - n. Referee in Charge

ELECTION OF OFFICERS

12. All Officers with the exception of the Equipment Manager, Head Coach, and Head Referee to be elected by secret Ballot at each Annual Meeting.

DUTIES OF OFFICERS

13.

a) PAST PRESIDENT

- To create a nominating committee no later than February 28TH each year to solicit candidates for positions being vacated in the upcoming AGM.
- Act in an advisory capacity to the President and Elected Executive
- Review PDMHA Job Descriptions and Policy Handbook annually and update as required for new policies, or changes to the organization.
- Attend PDMHA Executive Meetings

b) PRESIDENT

Administrative position to set PDMHA policy and ensure the policy is carried out throughout the programs offered

Board duties

- Be familiar with the PDMHA Constitution, By-laws and Playing Rules.
- Attend monthly Board/Operation meetings and PDMHA General Meetings
- Vote on specific issues at Board Meetings and Operation Meetings.
- Assist with event-day operations during PDMHA Development events.
- Assist in developing and maintaining positive relations among the Board, committees, staff members and Member Associations.
- Represent PDMHA at the District's Annual General Meeting
- Participate in the PDMHA screening policy
- Act as signing Officer to Treasurer

Responsibilities:

- To chair the PDMHA Executive meetings.
- To chair the PDMHA Discipline Committee meetings in the absence of the Vice.
- Attend PDMHA Executive meetings.
- Represent PDMHA at all OMAHA meetings May; August; January.
- Attend BC HOCKEY Annual General Meeting each year In September.

- Shall ensure quorum is present at each PDMHA Executive meeting in agreement with PDMHA Constitution.
- Shall ensure that all aspects of the PDMHA Constitution are in force.
- Supervise the other Officers and Directors in the execution of their duties

c) VICE PRESIDENT

- Administrative position to fulfill the President's function in his/her absence.
- *This is an elected position*

Board duties:

- Be familiar with the PDMHA Constitution, By-laws and Playing Rules.
- Attend monthly Board/Operation meetings and PDMHA General Meetings.
- Vote on specific issues at Board Meetings and Operation Meetings.
- Assist with event-day operations during PDMHA Development events.
- Assist in developing and maintaining positive relations among the Board, committees, staff members and Member Associations.
- Represent PDMHA at the District's Annual General Meeting
- Participate in the PDMHA screening policy
- Act as signing Authority to Treasurer

Responsibilities:

- To chair the PDMHA Executive meetings in the President's absence.
- To chair the PDMHA Discipline Committee meetings.
- To attend all PDMHA Executive meetings.
- To solicit sponsorships from corporate members of the community.
- To provide thank you letters to each corporate sponsor along with team pictures when available.
- Responsible to monitor Web-site and Web-site Administrator
- Responsible for communications on behalf of PDMHA, which include bulletin boards, standings and trophy cases
- Attend the OMAHA meeting in August and the BCAHA meeting in September if the President cannot attend.

d) SECRETARY

OBJECTIVE: The Secretary shall keep a full and complete record of all meetings of the Association and of all business and correspondence transacted thereat. The Secretary will ensure that all statements, lists, or other reports are filed as required by the British Columbia Societies Act. He/she shall turn over all files, communications and documents pertaining to the affairs of the Association to his/her successor.

This is an elected position

Board duties:

- Be familiar with the PDMHA Constitution, By-laws and Playing Rules.
- Attend monthly Board/Operation meetings and PDMHA General Meetings.
- Vote on specific issues at Board Meetings and Operation Meetings.
- Assist with event-day operations during PDMHA Development events.
- Assist in developing and maintaining positive relations among the Board, committees, staff members and Member Associations.
- Represent PDMHA at the District's Annual General Meeting
- Participate in the PDMHA screening policy
- Act as signing Officer to Treasurer

Responsibilities:

- Attend all PDMHA Executive meetings. Record and prepare written minutes of each meeting to be reviewed and accepted at the subsequent meeting, and then post on the public bulletin board and Website for all members of PDMHA to see exclusive of Financial Statements
- Remind all expected attendees of upcoming PDMHA Executive meetings.
- Type all correspondence on behalf of the PDMHA.
- Record minutes of PDMHA Annual General Meeting.
- Forward all AGM documents to the Societies Act in Victoria, B.C. within two weeks of the AGM
 - I. Form 10
 - II. Form 7
 - III. Attach payment
 - IV. Copy of Minutes
 - V. Copy of Financial statements with Treasurer and President's signature
- Ensure the AGM is publicized in the newspapers at least three weeks prior to the AGM.
- Reserve meeting rooms as necessary for Executive or other PDMHA meetings as requested.
- Retain copies of all minutes.
- Pick up mail and distribute accordingly
- Attend PDMHA Meetings as required, Annual General Meeting and Awards and Banquet.
- Attend the Team Managers/Coach/Tournament Director meeting at the start of the season and usually lasts 1 hour in duration.
- Check emails and answer any enquires in a timely fashion, approximately 2 hours a week.

e) TREASURER

OBJECTIVE: Administrative position responsible for maintaining financial control and reporting for PDMHA

Board duties:

- Be familiar with the PDMHA Constitution, By-laws and Playing Rules.
- Attend monthly Board/Operation meetings and PDMHA General Meetings.
- Vote on specific issues at Board Meetings and Operation Meetings.
- Assist with event-day operations during PDMHA Development events.
- Assist in developing and maintaining positive relations among the Board, committees, staff members and Member Associations.
- Represent PDMHA at the District's Annual General Meeting
- Participate in the PDMHA screening policy

Responsibilities:

- Receive bank statements and reconcile by the 15th of the month
- Prepare annual budget (preliminary) each summer using projected registration figures provided by Registrar.
- Serve as signing officer (with President) on all PDMHA bank accounts with secretary.
- Move funds between PDMHA operating and investment accounts so as to maximize returns while maintaining a low-risk approach consistent with an association of this type.
- Coordinate with Registrar to receive and deposit registration fees.
- Coordinate with Vice President to receive and deposit Sponsorship fees.
- Maintain regular payment of league liabilities.
- Provide updated budget following completion of final registration.
- Attend PDMHA Executive meetings, or provide a written report informing Executive of current status of operations verses budget.
- Prepare and present Unaudited Financial Statement at the PDMHA Annual General Meeting.
- Coordinate monthly payment of referees with Referee in Chief
- Ensure that funds have been sent to BC HOCKEY as necessary for the Hockey Canada Insurance and BC HOCKEY fees each year.
- Review and coordinate all team fundraising activities to avoid duplication or conflict of activities within the community, and to ensure activities promote a positive image of PDMHA.
- Receive deposits from the Concession and pay fee for the year in January
- Assist team applications for various lotteries licenses including 50/50 draws, raffles, raffle tables etc. and to maintain association policy on these matters.
- Apply for Direct Access grant and gaming licenses on behalf of PDMHA.
- Maintain and/or implement policies and procedures to ensure compliance with BC gaming
- Report all Event Revenue Reports on Association gaming events within 60 days of the date of the event
- Take books to accountant following Mar year end and make any adjustments necessary

f) REGISTRAR

OBJECTIVE: Administrative positions responsible for ensuring all players are members in good standing with BC HOCKEY, OMAHA, and PDMHA.

This is an elected position

Board duties:

- Be familiar with the PDMHA Constitution, By-laws and Playing Rules.
- Attend monthly Board/Operation meetings and PDMHA General Meetings.
- Vote on specific issues at Board Meetings and Operation Meetings.
- Assist with event-day operations during PDMHA Development events.
- Assist in developing and maintaining positive relations among the Board, committees, staff members and Member Associations.
- Represent PDMHA at the District's Annual General Meeting
- Participate in the PDMHA screening policy

Responsibilities:

- Propose due date for players returning from previous season, to register
- Send out pre-registration forms or advise members to download form from website
- Propose date to accept new player registrations and advertise accordingly
- Maintain current registration database on (HMS) separating those wishing to try out for rep teams and those playing house league, on PDMHA computer and provide up to date registration data to Executive and League Officials as required.
- Determine maximum enrollment in each division
- Provide written report to the Elected Executive when required.
- Provide accurate registration figures by division when necessary.
- Ensure that all players and coaching staff are approved and insured by entering into database
- Provide master list for Executive group for all registrants by division
- Ensure all players and coaching staff are entered into teams in the PDMHA/HCR database
- Process withdrawals from league during the season and instruct the Treasurer to issue refunds as necessary.
- Maintain player affiliations for all rep teams
- Provide team rosters and any changes throughout the season to OMAHA Registrar
- Receive and submit any Benevolent Fund requests received with registration
- Maintain transfers to other Associations when our divisions are full.
- Maintain female transfer request to other Associations
- Must attend OMAHA Meeting in August and the BC Hockey meeting in September.
- Complete all updates to the Web site by the request of the Elected Executive

g) ICE AMBASSADOR

Administrative position responsible for scheduling all PDMHA Ice to each division. Reports to Director Hockey Divisions or the President as an alternate

Board duties:

- Be familiar with the PDMHA Constitution, By-laws and Playing Rules.
- Attend monthly Board/Operation meetings and PDMHA General Meetings.
- Vote on specific issues at Board Meetings and Operation Meetings.
- Assist with event-day operations during PDMHA Development events.
- Assist in developing and maintaining positive relations among the Board, committees, staff members and Member Associations.
- Represent PDMHA at the District's Annual General Meeting
- Participate in the PDMHA screening policy

Responsibilities:

- Represent PDMHA at CORD meeting each May or June to receive allocation of ice to, PDMHA for both regular season, playoffs and tournament blocks
- In the spring, receive from PDMHA Executive forecasted enrollment for the following season, and the criteria for the approved program to be delivered at each level.
- Develop ice schedule to fulfill program approved by the Executive and post! This schedule at all PDMHA arenas maintaining at least a 1-week to 3-week forward looking schedule.
- Attend the Rep and Atom Development scheduling meetings to schedule ice time for the entire scheduled season. Unused rep slots should be held in reserve as necessary to allocate out at a later date to groups most affected by lost ice due to tournaments, weather cancellations, etc.
- Provide copies of ice schedules to Administrator for Web site and Arena Manager.
- After all Rep games have been scheduled, routine ice slots should be allocated to the House Coordinator for Midget House, Bantam House, and Peewee House for the purpose of arranging inter-locking league games as they see fit or league play outlined by the Elected Executive. The Division Managers may trade compatible ice time with each other to make their schedules work but if they agree to do so, they must inform the Ice Ambassador who can modify the master schedule (there may be other event bookings, i.e. Referees).
- If there are unallocated ice times, the Ice Ambassador shall keep them in reserve to allocate out at his/her discretion to make up for schedules most affected by interruptions. Such allocations should be made prior to the three-week postings period in order to allow Managers to schedule games with other Associations.
- If a Manager is unable to utilize ice that has been allocated, he/she shall notify the Ice Ambassador giving 72 hours' notice. The ice slot is to be 'returned' to the pool of available ice and reallocated by the Ice Ambassador to make up for other interruptions.
- In September the Ice Ambassador should work with the Tournament committee to allocate ice necessary to host tournaments as approved by the PDMHA Executive.
- In February, Rep ice slots are to be held available for each Rep and Atom Development team until such teams have been eliminated from playoff contention.
- (Note: Just because a team has been eliminated does not mean all their ice is given away. They do however risk having their times altered to facilitate hosting of other playoff games.
- OTR ice is to be allocated on an even basis throughout the season. No interruptions for tournaments are considered other than approved by PDMHA Executive.
- The Ice Ambassador shall not schedule any exhibition games.
- Requests for such should be forwarded to the respective Division Manager.
- Shall provide the Executive with a schedule of ice by division vs. the plan authorized
- By the Executive and be prepared to discuss any significant variations. Such a schedule shall be prepared for the first meeting in any month and show ice allocations for the prior month and season to date.
- Monitor effective use of ice and forward concerns about ineffective use of ice to the Director Hockey Divisions as required.

h) EQUIPMENT MANAGER

Administrative position responsible for the purchase, inventory and maintenance of all PDMHA equipment per approval. To understand and adhere to policies set forth by the PDMHA Executive.

Board duties:

- Be familiar with the PDMHA Constitution, By-laws and Playing Rules.
- Attend monthly Board/Operation meetings and PDMHA General Meetings.
- Vote on specific issues at Board Meetings and Operation Meetings.
- Assist with event-day operations during PDMHA Development events.
- Assist in developing and maintaining positive relations among the Board, committees, staff members and Member Associations.
- Represent PDMHA at the District's Annual General Meeting
- Participate in the PDMHA screening policy

Responsibilities:

- Maintain inventory of equipment and condition thereof
- Seek Executive approval for purchase of new equipment as required.
- Procure repair services of equipment as necessary to maintain it in good order.
- Ensure all sponsors' crests are ordered and placed on appropriate sweaters.
- Provide written report to Director of Hockey Operations and Programs.
- Maintain control of keys for equipment lockers and ensure keys are changed each season.
- Ensure master keys are given to Head Coach, Administrative Assistant, President, and Director of Hockey Operations and Programs.
- Ensure proper use of locker room is maintained throughout the season.
- Ensure that uniforms are properly cared for.
- Collect all equipment and uniforms at the end of the season.
- Complete inventory on completeness and condition of same.
- Have cleaned and procure repairs to equipment and uniforms as necessary over the summer.
- Responsible for control of summer loans of equipment

i) HEAD COACH

Administrative position responsible for ensuring all coaches are informed and trained per the standards of BCHA and PDMHA

Board duties:

- Be familiar with the PDMHA Constitution, By-laws and Playing Rules.
- Attend monthly Board/Operation meetings and PDMHA General Meetings.
- Vote on specific issues at Board Meetings and Operation Meetings.
- Assist with event-day operations during PDMHA Development events.
- Assist in developing and maintaining positive relations among the Board, committees, staff members and Member Associations.
- Represent PDMHA at the District's Annual General Meeting
- Participate in the PDMHA screening policy

Responsibilities:

- During the pre-registration process, solicit Coaching Applications for the upcoming season. Review the coaches' assessments from the previous season; select the coaches for the upcoming season.
- Oversee the tryout process ensuring adequate coaches are in place to provide safety and leadership to the players.
- Adjudicate inter-divisional conflicts regarding player movement.
- Distribute forms for coaches' evaluations and ensure complete forms are picked up for review during the summer. Note that these forms are confidential to maintain their anonymity, but the comments included should be made available to any coaches to have feedback on their respective performance.
- Ensure player selection for their division (moving players up and down) is done only with the approval of the steering committee. A player should be moved only if the steering committee recommends it to the House coordinator. At that time the House Coordinator should consult with the House Manager of the other division to ensure space is available. Providing space is available, the House Coordinator should facilitate the movement, not the coaches.
- Ensure all house teams are balanced within the division per skill ability
- Be available for coach-parent meetings as necessary or requested.
- Notify coaches of clinics and training
- Send out coach evaluations by January submit them to Director of Hockey Operations
- Technical position responsible for the development of coaches within the PDMHA, and through them, the technical evaluation of player development.
- To be a resource available to Rep Coaches to provide an independent technical opinion in the final group of cuts from any Rep team.
- To communicate new or improved coaching techniques and developments to coaches throughout the season.
- To create and maintain a Coaching directory listing each coach and their level attained in the NCCP. Actively promote coaches participating in NCCP.
- Work with the Director Hockey Operations during the coach selection process each season.
- To maintain technical information such as booklets and tapes on coaching and make them available to the coaches throughout the season.
- Provide written report on Division Status and issues.
- To create an annual Coaching Evaluation system, and compile and review the results with the Director of Hockey Operations.
- When any player has been identified as a player to be moved by coaches within a division, the Head Coach must assess the player, and advise the Executive whether or not the player has the technical ability to move

j) FUNDRAISER

Board duties:

- Be familiar with the PDMHA Constitution, By-laws and Playing Rules.
- Attend monthly Board/Operation meetings and PDMHA General Meetings.
- Vote on specific issues at Board Meetings and Operation Meetings.
- Assist with event-day operations during PDMHA Development events.
- Assist in developing and maintaining positive relations among the Board, committees, staff members and Member Associations.

- Represent PDMHA at the District's Annual General Meeting
- Participate in the PDMHA screening policy

Responsibilities:

- To facilitate (2) fundraising events during the year that all minor hockey members are to participate in.
 - i. One being the Christmas cash draw
 - ii. Tournament Fundraiser-execute duties to teams (e.g. Each team responsible for 1 raffle basket)
- To aid the Treasurer in the execution of the yearly 50/50 Christmas cash draw
- To implement the "Operation Red Nose" for the local businesses Christmas Parties.

k) FEMALE PROGRAMS COORDINATOR

Administrative position to direct the activities concerning female programs within one or more divisional level and to understand and adhere to policies set forth by the PDMHA Executive. Reports to Director Hockey Division

Board duties:

- Be familiar with the PDMHA Constitution, By-laws and Playing Rules.
- Attend monthly Board/Operation meetings and PDMHA General Meetings.
- Vote on specific issues at Board Meetings and Operation Meetings.
- Assist with event-day operations during PDMHA Development events.
- Assist in developing and maintaining positive relations among the Board, committees, staff members and Member Associations.
- Represent PDMHA at the District's Annual General Meeting
- Participate in the PDMHA screening policy

Responsibilities:

- Coordinate all information regarding Female programs offered by BC HOCKEY, PDMHA to the females of PDMHA
- Under the direction of the Director Hockey Operations & Programs for female programs available at PDMHA
- Shall assist in transfers of females to other associations for programs PDMHA does not currently offer in conjunction with the Registrar.

l) TOURNAMENT DIRECTOR

Administrative positions responsible for ensuring all Tournaments are prepared such that Division Manager can then assume responsibility for and conduct a successful tournament. To understand and adhere to policies set forth by the PDMHA Executive.

Board duties:

- Be familiar with the PDMHA Constitution, By-laws and Playing Rules.
- Attend monthly Board/Operation meetings and PDMHA General Meetings.
- Vote on specific issues at Board Meetings and Operation Meetings.
- Assist with event-day operations during PDMHA Development events.
- Assist in developing and maintaining positive relations among the Board, committees, staff members and Member Associations.
- Represent PDMHA at the District's Annual General Meeting
- Participate in the PDMHA screening policy

Responsibilities:

- Shall collect all information from OMAHA and BC Hockey meetings for Tournaments for the year and give them out to the team managers to take to their teams
- Provide instruction to Team Managers of procedures to follow and run the tournament
- Ensure each division of PDMHA is aware of the gaming regulations (provide policy)
- Provide Elected with Tournament dates per season by June 30th of each year
- Provide a budget for tournaments by level based on 4-6-8 visiting teams
- Shall collect statements of Expenses sheet the week following the tournament from the tournament committee at team level and report to Treasurer

m) RISK MANAGER

Administrative position whose responsibility it is to Identify, assess, and prioritize any real or potential issue, with respect to a future event that threatens the well-being of the association, executive, members, volunteers, sponsors, property, equipment, materials, revenues and/or the association's reputation/stature in the community

Board duties:

- Be familiar with the PDMHA Constitution, By-laws and Playing Rules.
- Attend monthly Board/Operation meetings and PDMHA General Meetings.
- Vote on specific issues at Board Meetings and Operation Meetings.
- Assist with event-day operations during PDMHA Development events.
- Assist in developing and maintaining positive relations among the Board, committees, staff members and Member Associations.
- Represent PDMHA at the District's Annual General Meeting
- Participate in the PDMHA screening policy

Responsibilities:

- Perform Arena Safety inspections annually and periodically throughout the hockey season
- Implement and enforce all OMHA Risk Management Programs

- Identify, prioritize and rate potential probability of hazards, that may be associated with the organization's fundraising events
- Criminal Record Checks annually: Shall maintain and enhance procedures with respect to screening volunteers to protect the association, members and players from harm, done at the beginning of each year with an Oct 15 deadline
- Distribute, collect and retain Criminal Record Check forms for PDMHA volunteers and board members
- Distribute On Ice Volunteer Forms to all coaches at the beginning of the season
- Distribute Parent, Player, & Coach contracts at the beginning of each year to all the teams: Oct 15 deadline for return
- Serve as Association safety resource person and assure documentation and record-keeping of regulated programs, materials and injuries.
- Act as a liaison between the PDMHA Executive and the Team Trainers with respect to safety and trainer issues
- Be aware of changes and procedures as they relate to safety and risk management in hockey.
- Adhere to all relevant Federal and Provincial legislative privacy requirements as put forward in the Federal Personal Protection and Electronic Documents Act (PIPEDA)

i. REFEREE IN CHARGE

OBJECTIVE: Administrative position, responsible for training and scheduling Referee's for PDMHA.
This position is elected

Board duties:

- Attend monthly Board/Operation meetings and PDMHA General Meetings.
- Vote on specific issues at Board Meetings and Operation Meetings.
- Assist with event-day operations during PDMHA Development events.
- Assist in developing and maintaining positive relations among the Board, committees, staff members and Member Associations.
- Represent PDMHA at the District's Annual General Meeting.
- Participate in the PDMHA screening policy.

Responsibilities:

- Be familiar with the PDMHA Constitution, By-laws and Playing Rules.
- Recruit, train, evaluate, and assign officials. (by using the Arbiter)
- Coordinate the record of game assignments, monthly and yearly records for each individual official.
- Referee in Chief shall be a member of the Discipline Committee.
- Prepare report for PDMHA Annual General Meeting.
- Request clinic date in September from OMAHA, and arrange for a meeting room and ice time on that date.
- Run ad in local newspaper with clinic information and follow-up by telephone the
- Personally contact to each individual regarding the upcoming clinic.
- Provide rule interpretations upon request.
- When discipline or assignment problems arise, contact the 1st Vice President for assistance if required.
- Know Match Penalty and Game Misconduct procedures.

- Post in the Ref Room, all information, bulletins, etc. as received from OMAHA, BC HOCKEY, in order that the officials are current with any and all changed, as they take place.

SIGNING AUTHORITIES

14. The President, Vice President, Treasurer and Secretary shall be the signing Authorities for the Association, requiring any two of the four authorized signatures on necessary documents.

REGISTRATION FEES

15. Registration fees shall be fixed annually for playing members by the Executive Committee.

COMMITTEES

16.

a. EXECUTIVE COMMITTEE

-The Executive Committee shall be responsible for the efficient administrative operation of the Princeton and District Minor Hockey Association.

-One of its main functions shall be to promote harmony, goodwill, and true sportsmanship with its affiliated organizations and carry out the “objects” as laid down in the constitution.

-The Executive Committee meetings are to be held monthly or more often during the playing season.

b. DISCIPLINARY COMMITTEE

- The Disciplinary Committee shall comprise of the following officers or members –

Appointed by the President

A. President – Chairman

B. Three appointed officers or members –

Appointed by the president.

Coaches or Managers shall inform the Disciplinary Chairman whenever players intentionally or deliberately injure another player, use foul language or make threatening features or fight with an officer or member of the Association, fan or on-looker, and when willful destruction is committed to Association or Arena equipment. Other instances shall be reported at the discretion of the Risk Manager.

VOTING

17. At the Annual General Meeting and any Special General Meeting, all members present shall be entitled to one (1) vote.

Proxy votes are not allowed.

The President shall vote only in case of a tie.

All motions shall be decided by a majority vote except that in amendments to the Constitution or By-Laws, a 75% Majority of the votes cast shall be required.

At Executive Committee meetings, each member shall have only one (1) vote. Email voting is acceptable.

Playing members shall not have a vote.

FINANCES

18. (i) The finances of the Princeton and District Minor Hockey Association shall be conducted through a chartered bank or credit union. Prior to the Annual General Meeting the Treasurer shall submit a detailed financial statement and have the books available for inspection.

(iii) All monies expended are to be authorized by the Executive Committee and accounted for in accordance with good accounting practices.

(iv) All monies advanced for any purpose will be accounted for within fourteen (14) days after the specific tournament, travel etc. is completed. All expenditures must be supported by receipts.

(v) Books are to be audited yearly.

AMENDMENTS TO CONSTITUTION AND BY-LAWS

19.

- a) CHANGES OR AMENDMENTS TO THIS CONSITUTION AND THESE BY-LAWS shall be affected by Special Resolution at the Annual General Meeting or at a Special General Meeting called for that purpose upon a 75% majority of the members present and eligible to vote.
- b) Notice of Motion of the proposed changes or amendments to the Constitution or By-Laws shall be made in writing to Executive at least twenty-one (21) days previous to the Annual General Meeting or Special General Meeting called for that purpose. The Secretary shall give adequate notice of the proposed Changes or amendments to the Constitution in the following manner:
 - i. By publishing in the local newspaper fourteen (14) days prior to the meeting the proposed changes and amendments.
 - ii. By posting on the Princeton and District Minor Hockey Bulletin Board prior to the meeting such proposed changes and amendments.
 - iii. The Constitution and By-Laws as herein contained shall supersede all previous Constitution and By-Laws, and anything contrary to this Constitution and By-Laws shall be null and void.

BORROWING

20. In order to carry out the purpose of the Association the Executive Committee may on behalf of and in the name of the Association raise or secure the payment or repayment of money in the manner they decide subject to the society act.

DEFINITION OF AUTHORITY

21. In addition to various powers, duties, and authorities herein conferred upon them, the Executive Committee shall have the following power and authority:
- a) To deal with protest and complaints.
 - b) To suspend or expel members for willful violation of the Associations objectives.
 - c) To cancel certificates of registration, for cause.
 - d) To deal with every application and transfer.

MISCELLANEOUS

22.

- a) The Risk Manager with Equipment Manager shall make all necessary arrangements to ensure that adequate first aid supplies are available at the rink.
- b) No player shall be allowed on the ice that has not registered with the registrar, paid the required fees, presented a signed responsibility waiver, and produced proof of age.
- c) All players must register with the division of their age category. Any player wishing to be moved from one division to another must make a request in writing to the executive along with a release from their coach and acceptance from the coach.
- d) The Executive has the right to move players up or down, for the best interest of Minor Hockey, with approval of parents and coaches.
- e) No player will be allowed on the ice unless they are fully equipped with proper CSA protective equipment.
- f) In the event of any injury the team manager or coach shall be responsible to see that all necessary action is taken, if in doubt, take player for emergency treatment at any hospital. A mutual aid report must be filled out immediately and forward to the Risk Manager.
- g) The manager and coach are responsible to the Executive Committee for their conduct and the conduct of their players at all times. They are the direct contact with player to teach them discipline sportsmanship.
- h) All coaches must have completed or be able to complete the required level of the Canadian Armature Hockey National Coaches Clinic within the participating season.
- i) Players, Coaches, Executive members, shall be subject to suspension or expulsion, in the event of failure to comply with any requirements of the Constitution and By-Laws.
- j) Any written protest against association personnel shall be reported to the President immediately and presented to the next Executive meeting.
- k) No refunds, partially or fully will be returned to any players who quit hockey with the season. Partial refund will be considered for those players who resign because of illness or moving out of the Princeton and District Minor Hockey Association district. Special requests approved by Executive.
- l) Copies of the Constitution and By-Laws shall be available as required and circulated at the discretion of the Executive.
- m) No individual team can raise funds without permission from the Executive. Requests must be submitted in writing.
- n) All tournaments must be self-supporting. Guidelines set up by the Executive.
- o) No Executive member shall be remunerated for being or acting on the executive but shall be reimbursed for expenses necessarily and reasonably incurred while engaged in the affairs of the Association.
- p) Executive members may be removed from office by 75% majority vote at any executive or general meeting.
- q) Any requests for funds from Sponsors must be approved by the Executive committee and any funds given unsolicited to teams by sponsors must be reported to Executive Committee immediately upon receipt.