



BY-LAWS OF THE CUMBERLAND MINOR HOCKEY ASSOCIATION HOUSE LEAGUE

Updated: June 2011

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REVISIONS

Summary	Date
Approved	April 2002
Update	April 2004
Update	May 2005
Update	August 2010
Update	June 2011

Note: Updates are done to the CMHA By-Laws after they are approved at an Annual General Meeting or Special Meeting of the membership.

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1. ARTICLE I - NAME AND AFFILIATION

- 1.1. This organization shall be known as "The Cumberland Minor Hockey Association - House League." It is generally referred to as the "House League". The House League operates under the jurisdiction of the ODMHA District XII - Cumberland Minor Hockey Association (CMHA).
- 1.2. The House League shall be affiliated with the ODMHA/Hockey Canada through the CMHA and adopts and abides by the rules of these governing bodies.
- 1.3. The House League may affiliate with other hockey organizations as necessary.

2. ARTICLE II - JURISDICTION

- 2.1. The geographical jurisdiction of the House League shall encompass the legal geographical boundaries of the former City of Cumberland.
- 2.2. In special cases, subject to the approval of the House League Board of Directors, a player from outside the above-mentioned boundaries may be permitted to participate in the programme of the House League provided that the player has secured a proper release from his/her home organization prior to joining. Such players shall be subject to the same rules as a Cumberland resident player.
- 2.3. Players participating with a House League team may not play on any other hockey association's team without obtaining approval from the Board of Directors.

3. ARTICLE III - OBJECTIVES

- 3.1. The objectives of the House League shall be to:
 - 3.1.1. Promote and teach hockey.
 - 3.1.2. Provide maximum opportunity for all eligible individuals to participate without regard to race, creed, colour, sex, religion or national origin.
 - 3.1.3. Develop community spirit and encourage sportsmanship and good fellowship among all participants.
 - 3.1.4. Organize and control team competition to the maximum of playing accommodation and financial resources.
 - 3.1.5. Sponsor and promote such athletic, social and other activity as may contribute to the goals of the organization.
 - 3.1.6. Use all revenue solely for the promotion of these objectives.

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4. ARTICLE IV - MEMBERSHIP

- 4.1. A member is an individual who is:
 - 4.1.1. A properly registered adult player,
 - 4.1.2. Parents or Guardians of a player(s) who is (are) not of legal voting age and who is (are) properly registered in the House League,
 - 4.1.3. A Manager, Coach Assistant Coach, Trainer or Referee who is properly registered with the House League, or
 - 4.1.4. A member of the House League Board of Directors.
 - 4.1.5. An adult volunteer, not otherwise qualified for membership, who is nominated for Executive office by a member, the nomination being seconded by another member.
 - 4.1.6. In good standing with respect to registration fees, equipment returns or discipline.
- 4.2. All members shall be subject to the Constitution, By-laws, Policies and Procedures and Rules and Regulations of District XII and the CMHA House League.

5. ARTICLE V - Not Allotted

6. ARTICLE VI BOARD OF DIRECTORS

- 6.1. The structure of the House League executive is shown in the organizational diagram at Appendix A. All executive positions shall be filled by election process laid out in Section 11 at the Annual General Meeting, if possible. If a position remains vacant at the conclusion of elections, the Board of Directors may appoint a member in accordance with Article 6.3. The structure of the House League Board of Directors may be altered by a two-thirds vote of the Membership present and voting at the Annual General Meeting.
- 6.2. The duties of the House League executive will be those provided for in these By-laws and such other duties as may be directed from time to time. The normal but not exclusive duties of the members of the Board are detailed in the appendices to these by-laws. The appendices detailing executive duties are subject to amendment from time to time on the authority of the House League Board of Directors. They are provided for information only in this document.
- 6.3. The Board of Directors shall authorize the appointment of suitable individuals to all other positions as necessary for the efficient operation of the House League. Duties of appointed positions shall be determined by the Board of Directors.
- 6.4. The elected officers of the House League constitute the Board of Directors.
- 6.5. The Board of Directors has full charge of all House League business not otherwise delegated to a specific officer or officers, or reserved to the membership. It shall meet once monthly, or more frequently on the call of the President or a majority of its members. A majority of the members constitutes a quorum.

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- 6.6. The House League Board of Directors shall promote the objectives outlined in Article III to these By-laws. Board members shall endeavour to ensure that actions taken by the Board reflects the opinion of the majority of members.
- 6.7. If any officer shall fail to attend three successive meetings, without satisfactory justification, that office may be declared vacant by the Board of Directors.
- 6.8. Each member of the House League Board of Directors is required on an annual basis to sign the "Executive Board Member Agreement". The agreement is to be returned to the House League VP Administration on or before the Executive Board meeting in September of each season.

7. ARTICLE VII FINANCIAL ADMINISTRATION

- 7.1. The President, Vice-President Operations, and Vice President Administration, shall have signing authority for purposes of banking for the Association.
 - 7.1.1. In the event that one or more of these positions are vacant, the Executive board will appoint a board member to have signing authority for either the duration that the position remains vacant or until the next AGM elections.
 - 7.1.2. The appointment of a board member as signing authority will be reflected in the minutes of the board meeting that the member was appointed. This will act as the official record.
- 7.2. The Treasurer shall ensure that all finances of the House League are managed in accordance with these By-laws and sound business practice.
- 7.3. The Treasurer shall be responsible for ensuring that the funds and property of the House League are:
 - 7.3.1. Properly received and managed for the sole use and benefit of House League;
 - 7.3.2. Properly accounted for monthly; and
 - 7.3.3. Expended, used and invested only upon proper authorization.
- 7.4. All monies received by the House League shall be promptly deposited in the House League bank account.
- 7.5. The signatures of two of the officers holding signing authority shall be required on all cheques and all other financial documents. The Treasurer shall be responsible to ensure that all banks and other financial institutions holding funds or property of the House League are so instructed.
- 7.6. The fiscal year for the House League shall run from 1 June to 31 May annually.
- 7.7. Acting on the instructions of the Board of Directors, the Treasurer shall arrange for periodic examination of the House League financial records by an auditor. Financial statements shall be presented to the Board of Directors and Membership at the next General Meeting following the end of the fiscal year.

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8. ARTICLE VIII - FUNDS AND PROPERTIES

- 8.1. The funds and property of the House League shall be used only for the purposes specified in these By-laws, the Policies and Procedures or the Rules and Regulations, or as may be required to transact and properly conduct its business.
- 8.2. All House League expenditures shall be authorized by the Board of Directors.
- 8.3. All House League officers, entrusted with any books or records of the House League, shall maintain such books or records in good order and shall hold them available for authorized audit, examination or inspection.
- 8.4. All officers, at the expiration of their respective terms of office, or when removed, or when their offices are declared vacant, shall deliver to their duly elected or appointed successors, and if there is no such successor, then to the President of the House League, all books, papers, monies, and other property of the House League in their possession and they shall not be relieved of their obligations until they have complied with this requirement.
- 8.5. In the event of the dissolution of the House League, all funds and properties belonging to the House League shall be disposed of in accordance with the direction of the Membership at an annual or special general meeting.

9. ARTICLE IX - REVENUES

- 9.1. The revenues of the House League shall be derived from registration fees, sponsorships, fund raising activities, grants, donations, and other revenue generating activities approved by the House League Board of Directors. All monies received by the House League shall be placed into a general fund.

10. ARTICLE X GENERAL MEETINGS

- 10.1. The Annual General Meeting of the House League shall normally be held in April each year. The members in attendance shall constitute a quorum.
- 10.2. The Agenda of the Annual General Meeting shall include at least:
 - 10.2.1. Approval of Agenda
 - 10.2.2. Minutes of the last Annual and/or Special General Meetings
 - 10.2.3. President's Report
 - 10.2.4. Approval of Financial Statement for the preceding year and discussion of the current year Interim Financial Statement
 - 10.2.5. Reports by Convenors and Managers
 - 10.2.6. General Business
 - 10.2.7. Amendments to By-laws
 - 10.2.8. Election of Officers
 - 10.2.9. Adjournment.
- 10.3. Except as otherwise provided in the By-laws, all matters calling for a vote shall be determined by a simple majority of the members present and voting.

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- 10.4. A Special General Meeting may be called by the President or, on request, by twenty-five (25) or more members of the House League.
- 10.5. The President shall take all reasonable measures necessary to ensure order, and may discipline any member who is disorderly, or who, in any manner, attempts to obstruct or interfere with the conduct of the meeting.
- 10.6. Twenty-one (21) days notice shall be given of the time and place of General Meetings.

11. ARTICLE XI - ELECTIONS

- 11.1. All House League Board of Directors members, except the President, Vice-President (Operations), Vice-President (Administration) and Past President, shall be elected by secret ballot at the Annual General Meeting. The term of office shall be for one year. Terms of office expire on May 31, and the terms of newly-elected officers commence on June 1.
- 11.2. The term of President will be a two year term and shall be elected by secret ballot at the Annual General Meeting held in even numbered years (effective 2004). Terms of office expire on May 31, and the terms of newly elected officers commence on June 1.
- 11.3. The term of Vice-Presidents will be two year terms and shall be elected by secret ballot at the Annual General Meeting held in odd numbered years (effective 2005). Terms of office expire on May 31, and the terms of newly elected officers commence on June 1.
- 11.4. Applicants considering any position within the CMHA Board of Directors must be a member in good standing within District XII.
- 11.5. Applicants considering the position of President must have served on the CMHA Board of Directors for the previous two seasons and those considering the position of Vice President (Operations or Administration) must have served on the CMHA Board of Directors for the previous season. CMHA Presidents of years past and the District XII Chairman and Vice Chairman shall be recognized as serving two previous years on the CMHA Board of Directors.
- 11.6. The position of Treasurer shall be a two year term and will be appointed by the current board. Applications must be sent to the President of the CMHA no later than March 31 in odd years commencing March 31, 2011.
- 11.7. All candidates' letters of intent shall be reviewed by the standing CMHA Board and where approved, the successful candidate shall be notified no later than April 15th of the year in question.
- 11.8. The successful applicant will be announced by the President or designated Board Member of the CMHA at the upcoming AGM each year, and the applicant must attend the AGM.
- 11.9. The position of Web Master shall be a two year term and will be appointed by the current board. Applications must be sent to the President of the CMHA no later than March 31 in even years commencing March 31, 2010.

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- 11.10. All candidates' letters of intent shall be reviewed by the standing CMHA Board and where approved, the successful candidate shall be notified no later than April 15th of the year in question.
- 11.11. The successful applicant will be announced by the President or designated Board Member of the CMHA at the upcoming AGM each year, and the applicant must attend the AGM.
- 11.12. Individuals with consideration for the position of Coach Coordinator must submit, to the President or designated Board Member of the CMHA, no later than March 31 of each year, a letter of intent indicating their interest for said position.
- 11.13. Included within their submission must be proof of the required qualifications as outlined in Appendix "Q" of the CMHA By-laws, a current police check in accordance with CMHA policies, a detailed outline indicating their plan for the upcoming season and two reputable letters of reference.
- 11.14. All candidates' letters of intent shall be reviewed by the standing CMHA Board and where approved, the successful candidate shall be notified no later than April 15th of the year in question.
- 11.15. The successful applicant will be announced by the President or designated Board Member of the CMHA at the upcoming AGM each year, and the applicant must attend the AGM.
- 11.16. Individuals with consideration for the position of Player Development Coordinator must submit, to the President or designated Board Member of the CMHA, no later than March 31 of each year, a letter of intent indicating their interest for said position.
- 11.17. Included within their submission must be proof of the required qualifications as outlined in Appendix "P" of the CMHA By-laws, a current police check in accordance with CMHA policies, a detailed outline indicating their plan for the upcoming season and two reputable letters of reference.
- 11.18. All candidates' letters of intent shall be reviewed by the standing CMHA Board and where approved, the successful candidate shall be notified no later than April 15th of the year in question.
- 11.19. The successful applicant will be announced by the President or designated Board Member of the CMHA at the upcoming AGM each year, and the applicant must attend the AGM.
- 11.20. As the positions of Treasurer, Web Master, Coach Coordinator and Player Development Coordinator are all appointed positions to the CMHA Board of Directors, these positions are to be recognized as "non-voting".
- 11.21. The outgoing President shall cede the chair to the Past President (or another official of the House League who is not standing for office) who will chair the election process. The Past President shall be assisted by one other member who is not standing for office. Records shall be kept by the outgoing Secretary.
- 11.22. Only a member of the House League is eligible for nomination and election except as provided in Article 4.1.5.
- 11.23. No member may hold more than one elected office at any one time.

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- 11.24. Any member of the House League as defined in Article IV shall be eligible to vote in House League elections.
- 11.25. Each eligible member desiring to vote shall first sign an attendance register prepared by the Secretary for the meeting. The voter shall be provided a ballot and an opportunity to vote in private. Ballots shall bear no marks identifying the voter. Voters shall fold the ballot and hand it to the official collecting all ballots.
- 11.26. Proxy voting shall not be permitted.
- 11.27. A simple majority of votes cast shall be required for election. Where the election for an office results in a tie, a run-off election between the two nominees with the highest number of votes shall be conducted.
- 11.28. The Past President, in his role as Election Chairman shall call for nominations from the floor for each post in turn. If no nominations are received after three calls, he shall proceed to the next office. If candidates are nominated he shall permit each to make a brief statement to the meeting. When nominations for each office have been completed and there is an unopposed candidate he shall declare that candidate elected by acclamation.
- 11.29. Where vacancies occur in any elected offices of the House League Board of Directors, the Board shall fill the vacancy for the balance of the term by majority vote, as soon as possible after the office is declared vacant.
- 11.30. In the case of a vacancy in the office of President, the Vice-Presidents Operations and Administration of the House League shall perform, between them, the President's duties until such time as the Board of Directors elects a new President from amongst its members or from amongst the members of the House League as defined in Article IV.

12. ARTICLE XII - CONSTITUTION AND BY-LAWS

- 12.1. The By-laws shall be the supreme law of the House League. By-Laws must not conflict with the District XII CMHA Constitution
- 12.2. If any provision of the CMHA House League By-laws shall be held to be invalid, the remainder of the CMHA House League By-laws shall not be affected.
- 12.3. By-laws may be amended by an absolute (2/3) majority of the members present and voting at a General Meeting. Notice of intent to amend the by-laws will be published 21 days in advance.

13. ARTICLE XIII - AMENDMENTS TO THE BY-LAWS

- 13.1. The By-laws shall be subject to amendment in the following manner:
 - 13.1.1. Members desiring to recommend amendments shall submit the proposals in writing, signed by the proponents, to any member of the House League Board of Directors at least thirty (30) days before the General Meeting.
 - 13.1.2. After the proposed amendment(s) has been read and discussed by the Membership, the proposal(s) shall be put to a vote. Amendment(s) shall be adopted by an absolute majority of members present and voting.

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- 13.1.3. During the months between Annual General Meetings or Special Meetings, the CMHA Board of Directors may in extraordinary circumstances be required to make amendments to the By-Laws. In this case the following would take place:
- i) The amendment would require a 2/3 majority vote of the Board of Directors once quorum was established.
 - ii) If the motion passed for the amendment it would come into effect immediately.
 - iii) The By-Laws would be updated and posted for the membership to review on the CMHA website.
 - iv) The amendment would be in BOLD RED until the next Annual General Meeting or Special Meeting.
 - v) The amendment would be presented at the next Annual General Meeting or Special Meeting for the membership to vote on. If the amendment is approved, the BOLD RED will be removed. If the amendment is defeated, the original wording will be replaced in its entirety.

14. ARTICLE XIV - AVAILABILITY OF THE BY-LAWS

- 14.1. An unofficial copy of the by-laws shall be posted on the CMHA web site.
- 14.2. Every member, upon request, shall be given a copy of the By-laws.
- 14.3. Non-members, may obtain a copy of the by-laws by applying to the Secretary. The price shall be printing cost plus 50%.

15. ARTICLE XV - OPERATING POLICIES, RULES AND REGULATIONS

- 15.1. The Board of Directors will develop and maintain 'Operating Policies' and 'Rules and Regulations' for the day-to-day operations of the House League. These documents are developed and/or amended from time to time on the authority of the Board of Directors.

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16. ARTICLE XVI - DISCIPLINE

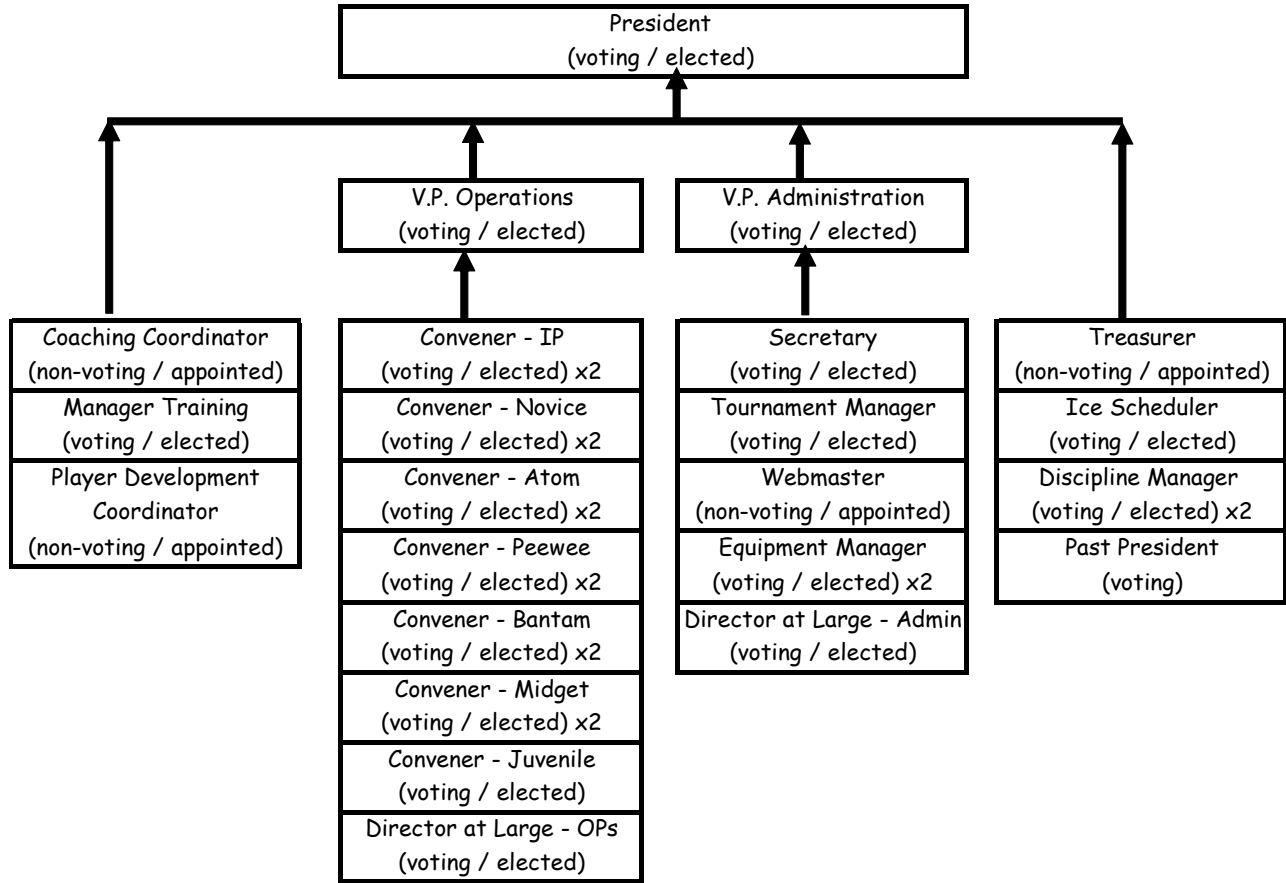
- 16.1. The Code of Discipline for the House League shall be no less stringent than that contained in the CMHA Code of Discipline.
- 16.2. The House League Code of Discipline shall be administered by the House League Board of Directors or its designate, the Discipline Manager.
- 16.3. Parents, players or team officials may request a hearing before the Discipline Committee. A hearing will be granted at the discretion of the Discipline Manager.
- 16.4. The Discipline Manager shall keep a record of, and report to the House League Board of Directors on all cases so administered.
- 16.5. The House League Board of Directors has the authority to further discipline any player, team official, or other member of the House League by referral to the House League Board of Directors or referral to a Discipline Committee
 - 16.5.1. The Discipline Committee for these cases shall comprise a Discipline Manager and three members appointed from the membership by the Board of Directors. The Referee-in-Chief or his designate shall be one of these members but shall not chair the committee.
 - 16.5.2. The President of House League shall not sit on a Discipline Committee.
 - 16.5.3. The Discipline Manager shall submit a written report on each Committee decision to the Board of Directors at the next regular meeting following the decision.
 - 16.5.4. Decisions must have the agreement of 3 of the 4 committee members.
 - 16.5.5. Appeals shall be made to the Board of Directors, in writing, within seventy-two (72) hours of the time a decision has been rendered.

17. ARTICLE XVII - CONDUCT OF MEETINGS

- 17.1. Except as otherwise provided herein, proceedings of all meetings shall be governed by Robert's Rules of Order.

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APPENDIX A - CMHA HOUSE LEAGUE BOARD of DIRECTORS STRUCTURE



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APPENDIX B – DUTIES OF THE PRESIDENT

1. The President of House League is responsible for the overall direction and supervision of all activities associated with the House League. He/She shall exercise authority through the Board of Directors as provided in the CMHA House League Bylaws. Without limiting the generality of the foregoing and the duties outlined in the Bylaws, the President shall:
 - 1.1. Chair all Board of Directors and General Meetings,
 - 1.2. Vote only in the case of a tie.
 - 1.3. Exercise, in addition to his/her own powers under the District XII Constitution and CMHA HL By-laws, all duties of the Board of Directors when, in emergency, it is impossible to obtain a vote of the Board of Directors. All actions taken under this authority shall be referred to the Board as soon as possible for approval or rejection.
 - 1.4. Sit as an ex-officio member of all House League committees, except as provided for elsewhere in the By-laws of the House League.
 - 1.5. Attend, or designate someone to attend, all meetings held within the territory administered by the ODMHA, which may have some effect on the operation of the House League, and relay to the House League Board of Directors the proceedings of such meetings.
 - 1.6. Act as a member of the House League Board of Trustees.
 - 1.7. Act as the official spokesperson for the CMHA - House League.
 - 1.8. Co-ordinate the activities of other House League officials.
 - 1.9. Maintain liaison between House League and District XII Council.
 - 1.10. Represent or designate a CMHA Executive Member to attend on behalf of the CMHA at all Gloucester Hockey Association (GHA) meetings and functions as necessary.
 - 1.11. In cases demanding immediate action, suspend from participation in House League activities, any member, player or team for any violation of the provisions of the Constitution, By-laws, Operating Policies, Rules or Regulations, or any other decision of the House League Board of Directors, or for improper conduct on or off the ice, or for abusive language to any of the officials, provided that the President is satisfied that the member, player or team has committed such an infraction. Such a suspension shall be automatically and continuously effective until dealt with by the Board of Directors at their next regular or special meeting.
 - 1.12. Administer discipline in accordance with the House League code of discipline, upon recommendation of the Discipline Managers.
 - 1.13. Approve ODMHA applications for tournaments (in and out of province), traveling permits, permits to travel to USA, etc. where necessary.
 - 1.14. Perform other duties as determined from time to time or as required by the CMHA Executive Board.

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APPENDIX C - DUTIES OF THE VICE-PRESIDENT, OPERATIONS

1. The Vice-President, Operations is the second senior member of the Board of Directors and is required to understudy and assist the President so that he/she is prepared to substitute for and assume the duties and responsibilities of the President in the event of his/her absence. Without limiting the generality of the foregoing, the Vice-President Operations shall:
 - 1.1. Chair, in the absence of the President, House League Board of Director and General Meetings, shall only vote in the case of a tie. (Note: in the event that the President and Vice-presidents Operations and Administration are absent or unable to act, and contingent upon a quorum of the House League Board of Directors being present, the Board of Directors shall elect a temporary President from among the Board of Directors present).
 - 1.2. Act as a member of the House League Board of Trustees.
 - 1.3. Make recommendations to the Executive Committee with respect to the number of teams that the House League should operate in each division (i.e., Initiation Programme, Novice, Atom, PeeWee, Bantam Midget and Juvenile).
 - 1.4. Co-ordinate the coaches' selection process by:
 - 1.4.1. Seeking out suitable candidates in conjunction with the Convenors;
 - 1.4.2. Establishing and chairing a Coaches Selection Committee to review applications, conduct interviews and make recommendations to the Board;
 - 1.4.3. Preparing interview materials and a rating guide;
 - 1.4.4. Scheduling interviews for all candidates; and
 - 1.4.5. Notifying all candidates interviewed of the Selection Committee decision.
 - 1.5. Direct and coordinate the activities of the Convenors to enhance the smooth operation of the hockey programme.
 - 1.6. Direct and coordinate, in conjunction with the convenors, the evaluation process for all age levels.
 - 1.7. Perform such other duties as the President may direct.

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APPENDIX D - DUTIES OF THE VICE-PRESIDENT, ADMINISTRATION

1. The Vice-President, Administration is the third senior member of the Board of Directors and is required to understudy and assist the President so that he/she is prepared to substitute for and assume the duties and responsibilities of the President in the event of his/her absence. Without limiting the generality of the foregoing, the Vice-President Administration shall:
 - 1.1. Chair, in the absence of the President, House League Board of Director and General Meetings, shall only vote in the case of a tie. (Note: in the event that the President and Vice-presidents Operations and Administration are absent or unable to act, and contingent upon a quorum of the House League Board of Directors being present, the Board of Directors shall elect a temporary President from among the Board of Directors present).
 - 1.2. Co-ordinate all off ice activities and provide direction, when required, to the Ice Scheduler, Equipment Manager and Tournament Chairperson, and work closely with the Treasurer as required.
 - 1.3. Brief the President and Board on significant matters.
 - 1.4. Co-ordinate all sponsorship and fund raising activities by teams and their representatives.
 - 1.5. Perform such other duties as the President may direct.

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APPENDIX E - DUTIES OF THE PAST PRESIDENT

1. The Past President gains his/her position by succession and is a source of guidance to the President and the Board of Directors on matters relating to the past conduct of business of the House League. He/she shall be a full member of the Board, and shall have full privileges in respect to nominating and voting. Without limiting the generality of the foregoing, the Past President:
 - 1.1. Provides advice to the President and the Board of Directors, taking care not to interfere with the incumbent's responsibilities to direct the operation of the House League.
 - 1.2. May perform other duties on the Board of Directors, including accepting appointment to a vacant executive position, as required.
 - 1.3. Performs such other duties as the President may request.

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APPENDIX F - DUTIES OF THE TREASURER

1. The Treasurer shall administer all matters relating to the financial operations of the House League. In so doing, the Treasurer shall ensure compliance with the House League By-laws, Operating Policies, Rules and Regulations as well as House League Board of Directors decisions. Without limiting the generality of the foregoing, the Treasurer shall:
 - 1.1. Oversee the planning, organizing, implementing and maintenance of the House League revenue generating programmes and shall be a source of guidance in financial matters to all other House League Board of Directors members in the execution of their duties.
 - 1.2. Act as the Chairperson of the House League Board of Trustees.
 - 1.3. Maintain a proper set of books and accounts which reflect all monies received and disbursed.
 - 1.4. Deposit all monies in the House League bank account and make all disbursements by cheque, as approved by the House League Board of Directors.
 - 1.5. Submit a written monthly statement of the House League finances to the Board of Directors.
 - 1.6. Recommend to the Board of Directors special measures, which may be required to correct unsatisfactory financial situations, which may arise in the operation of the House League.
 - 1.7. Maintain records and audit, as required, equipment (such as hockey, office, etc.) and stationery supplies belonging to the House League.
 - 1.8. Prepare a budget on anticipated expenditures for the next playing year, and submit this budget to the House League Board of Directors for approval at a time to be directed by the President.
 - 1.9. Present to the Annual General Meeting a written report and financial statement on the financial operations of the House League for the last complete fiscal year and interim statements for the current season.
 - 1.10. Arrange for audit or review of the House League books of account as directed by the Board; and
 - 1.11. Perform such other duties as the President may direct.

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APPENDIX G - DUTIES OF THE CONVENORS

1. The Convenor supervises all matters regarding the on-ice operations of his/her House League Division. Without limiting the generality of the foregoing, the Convenors shall:
 - 1.1. Supervise the operation of his/her division including Initiation Programme, Novice, Atom, Peewee, Bantam, Midget, and Juvenile (as applicable).
 - 1.2. Attend games in the division and ensure that the objectives of the House League are being met to the greatest extent possible.
 - 1.3. Receive all complaints, protests and appeals within his/her division.
 - 1.4. Ensure that division members, players and volunteers abide by the CMHA Constitution, By-Laws, Operating Policies, and Rules and Regulations.
 - 1.5. Recommend to the Discipline Managers and VP of Operations disciplinary action against any player, team official or other members of the House League when warranted.
 - 1.6. Take such action as may be deemed necessary in cases of flagrant misconduct, intoxication, public displays of anger or other actions deemed to be severe. Such actions shall include convening a meeting of the Discipline Managers and VP of Operations at the earliest possible time to pursue the matter.
 - 1.7. Provide to each team a list of registered players before the first league game. All changes of roster must be approved by the Convenor and the VP Operations.
 - 1.8. In all matters pertinent to the division, make necessary emergency decisions on behalf of the House League Board of Directors. Such decisions must subsequently be ratified by the House League Board of Directors, but on the spot, the Convenor acts for the House League Board of Directors. In the absence of a Convenor, a member of the House League or the Board of Directors may act as the Division Convenor.
 - 1.9. Advise the Discipline Manager or the Vice-President Operations and the Referee-in-Chief about any misconduct on the part of referees or linesmen.
 - 1.10. Assist the District Registrar with registration requirements for the division.
 - 1.11. Review in conjunction with the coaches and recommend training, equipment and other requirements for his/her division.
 - 1.12. Conduct player evaluations in accordance with the CMHA by-laws and policies.
 - 1.13. Ensure that teams are fairly balanced.
 - 1.14. Provide all team lists to the VP Operations for approval prior to distribution to the coaches.
 - 1.15. Coordinate and oversee all operational issues with coaches including equal ice time, scheduling, practice ice, travel permits, etc.
 - 1.16. Perform such other duties as the President direct.

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APPENDIX H - DUTIES OF THE SECRETARY

1. The Secretary shall be responsible for maintenance and safekeeping of all files, records, office equipment and stationary supplies belonging to the House League. Without limiting the generality of the foregoing, the Secretary shall:
 - 1.1. Ensure the maintenance of accurate records. Prepare and circulate minutes of all House League Board of Directors and General meetings at a minimum of one week in advance of the meeting.
 - 1.2. At the request of the President, advise the members of the House League Board of Directors of the date, place and time of meetings.
 - 1.3. Prepare and distribute meeting agendas at a minimum of one week in advance of the meeting.
 - 1.4. Reserve all rooms required by any member of the Board of Directors for meetings or other purposes.
 - 1.5. Arrange for payment of all rental charges for rooms.
 - 1.6. Safeguard the files of the House League.
 - 1.7. As required, amend and/or update the House League By-laws, Operating Policies and Rules and Regulations documents.
 - 1.8. Prepare, maintain and distribute the CMHA Master Plan.
 - 1.9. Perform such other duties as the President may direct.

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APPENDIX I - DUTIES OF THE DISCIPLINE MANAGER

1. The duties of the Discipline Manager(s) shall be to administer Player, Parent, and Team Official Discipline as dictated by the rules of Hockey Canada, the ODMHA, District XII / CMHA and our Codes of Conduct. Without limiting the generality of the foregoing, the Discipline Manager shall:
 - 1.1. Ensure that all situations which require disciplinary action are addressed consistent with the above guidelines. As necessary, assign incremental discipline above and beyond minimum ODMHA guidelines.
 - 1.2. Maintain an ongoing list of all suspensions. Ensure that carry over suspensions are recorded and served in subsequent seasons.
 - 1.3. Advise CMHA President of any serious game incident situations.
 - 1.4. Provide notification of escalating suspensions to appropriate bodies – District XII, ODMHA or ODHA.
 - 1.5. Provide notification of serious offences to appropriate bodies – District XII, ODMHA or ODHA.
 - 1.6. Coordinate with other Districts to ensure timely notification of game incidents.
 - 1.7. Participate in appeals and hearings as appropriate.
 - 1.8. Provide pro-active attention to player, parent or team official situations as necessary.
 - 1.9. Administer Codes of Conduct.
 - 1.10. Meet with all Bantam and Peewee teams at beginning of season to proactively address behaviour and to provide information with respect to rules and regulations.

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APPENDIX J - DUTIES OF THE EQUIPMENT MANAGER

1. The Equipment Manager(s) is responsible for all equipment matters. Without limiting the generality of the foregoing the Equipment Manager(s) shall:
 - 1.1. Monitor the equipment (goalie equipment used as rental and loaned and team sweaters) for CMHA House League and work with the Treasurer and Executive members to prepare an Equipment Budget for each hockey season, taking into account equipment that needs to be repaired or replaced, or increased demands for certain equipment.
 - 1.2. Work with equipment suppliers to ensure that any equipment that has been ordered is delivered as requested and on time.
 - 1.3. Review and approve all invoices relating to equipment purchases or repairs and advise the Treasurer as to whether or not such invoices are accurate.
 - 1.4. Gather all information needed to update the Coaches' Manual, from the appropriate sources (Convenors, CMHA Secretary, etc.) and ensure the required number of inserts/full manuals is provided to all coaches (through the Convenors) and Executive Members at the beginning of the season. This includes Rule Books and Game Sheets.
 - 1.5. Distribute equipment; pucks, puck bags, cones, first aid kits to coaches, for the tryouts and then for the start of the new season.
 - 1.6. Maintain records of equipment distributed to all teams and individual rentals of goalie equipment. For individual rentals, ensure the appropriate deposit has been made.
 - 1.7. Establish and maintain a system to facilitate the organised return of equipment.
 - 1.8. Collect equipment belonging to the CMHA at the close of each hockey season and establish and maintain a system to do so in an organized fashion.
 - 1.9. Report any equipment outstanding past the deadline established for return, to the appropriate Convenor.
 - 1.10. Follow up on any equipment which was individually rented and is outstanding past the deadline for return.
 - 1.11. Report any equipment which is still outstanding past the final return date (to be determined by the Board of Directors) to the Treasurer, at which time it will be assigned to a Collection Agency.
 - 1.12. Ensure that equipment is repaired during the off-season, as required.
 - 1.13. Ensure that the first-aid kits are replenished during the summer.
 - 1.14. Maintain an inventory.
 - 1.15. Provide goalie equipment as a summer rental for players who need it for summer camps.

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APPENDIX K - DUTIES OF THE TOURNAMENT MANAGER

1. The Tournament Manager is responsible for the administration and operation of the annual Cumberland Minor Hockey Tournament. Without limiting the generality of the foregoing, the Tournament Manager shall:
 - 1.1. In conjunction with Vice-President Operations, Vice-President Administration and Ice Scheduler, establish dates for tournament and determine divisions and number of teams per division.
 - 1.2. Prepare and file Tournament Sanction with the ODMHA.
 - 1.3. Set tournament entry fees.
 - 1.4. Establish process for registration of teams including selection process, management of funds, verification of team lists, etc.
 - 1.5. Acquire tournament promotion items for participants.
 - 1.6. Order trophies.
 - 1.7. Establish volunteer teams to provide appropriate coverage at tournament. Care should be taken to ensure that there is adequate experienced volunteers at the venues at all times.
 - 1.8. Coordinate officials with Referee Assignors.
 - 1.9. Prepare and develop tournament rules.
 - 1.10. Maintain tournament data on CMHA website.
 - 1.11. Manage all tournament revenues and prepare a pre-tournament budget which must be presented to the CMHA Board for approval and complete a post-tournament financial statement which would be present to the CMHA Board of Directors.

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APPENDIX L - DUTIES OF THE TRAINING MANAGER

1. The Training Manager is responsible to provide and seek training opportunities both internal and external to the association for the membership and organize these training activities. The Training Manager is responsible for communicating these findings to the appropriate board members. Without limiting the generality of the foregoing, the Training Manager shall:
 - 1.1. Ensure that Head Coaches in House League have the following resources available for completion of their coaching qualifications: NCCP and Speak Out certified at the level indicated by Hockey Canada, ODHA, ODMHA and CMHA.
 - 1.2. Ensure that the Trainers in House League have the following resources available to fulfill their Trainer qualifications: Trainer Level 1 as per HTCP, ODHA, ODMHA and CMHA requirements.
 - 1.3. Inform and ensure that all volunteers in House League have Speak Out courses available for completion as required by ODHA, ODMHA and CMHA.
 - 1.4. This will entail working in conjunction with convenors and other members of the executive to determine the needs of Coaches and the team volunteers within House League in terms of clinics for the current year. These clinics shall consist of training sessions for various divisions within the CMHA.
 - 1.5. Arrange for instruction from the Ottawa District Hockey Association, budget for training, book classrooms through the secretary, schedule ice time (if necessary), advertise training to the membership and other associations and register all participants. Ensure that the classroom is set up accordingly for the sessions. Make certain that attendance is taken on the day of the course. Keep record of attendees and refunds issued.
 - 1.6. Attend executive meetings.

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APPENDIX M - DUTIES OF THE DIRECTORS-AT-LARGE

1. Director-at-Large positions will be available to assist the CMHA Board in a variety of tasks. Without limiting the generality of the foregoing, the Director-at-Large shall:
 - 1.1. Assist as an GHA Convenor at a level to be determined by the GHA Board and the representative from the CMHA.
 - 1.2. Provide assistance at CMHA events such as registration, meetings, CMHA tournaments, etc.

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APPENDIX N - DUTIES OF THE ICE SCHEDULER

1. The Ice Scheduler is responsible to ensure that all CMHA games, practices, tournaments and clinics requiring ice are scheduled in a timely fashion.
 - 1.1. Each June, Meeting with City of Ottawa Ice Allocator and other Association Allocators.
 - 1.2. Prepare and send regular season ice to GHA for upcoming hockey season.
 - 1.3. Schedule pre-season ice and Juvenile ice.
 - 1.4. Help determine number of teams per level.
 - 1.5. Schedule regular season practices.
 - 1.6. Perform ad hoc changes to pre-season ice.
 - 1.7. Liaise with GHA for coordinating between games and practices.
 - 1.8. Perform ad hoc changes to regular season ice.
 - 1.9. Prepare Cumberland Tournament Schedule.
 - 1.10. Prepare and send playoff ice to GHA for upcoming hockey season.
 - 1.11. Sell off all extra ice.
 - 1.12. Apply to city of Ottawa for ice needed for upcoming year.
 - 1.13. Deliver report to the President on work performed during the preceding month and planned work for the upcoming (current) month.

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APPENDIX O - DUTIES OF THE WEBMASTER

1. The Webmaster is accountable for the management and maintenance of the CMHA website: www.cumberlandminorhockey.ca .
 - 1.1. Manage the relationship with the web hosting partner.
 - 1.2. Process website related invoices for payment through the CMHA Treasurer.
 - 1.3. Work with members of CMHA Board of Directors to publish relevant and current content.
 - 1.4. Work with CMHA members (coaches, managers, etc) to publish relevant and current content.
 - 1.5. Protect the security and integrity of the CMHA website.
 - 1.6. Manage and maintain CMHA website policies.

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APPENDIX P - DUTIES OF THE DIRECTOR OF PLAYER DEVELOPMENT

1. The Manager of Player Development is a critical role responsible to instruct and guide players and goaltenders (all players), within the CMHA in efforts to better all players' skills and / or techniques within the game of hockey. The Manager of Player Development must hold a coaching certification equivalent to or higher than Coach Level 3, Intermediate or Coach Development 1 and a minimum of 10 years coaching experience.

The CMHA Manager of Player Development must;

- 1.1. Have a thorough knowledge of the requirements and differences in player and skill development for all players from IP to Juvenile.
- 1.2. Work within Hockey Canada Guidelines on effective and specific player and skill development programs for all players within the CHMA.
- 1.3. Work, in association with the VP of Operations, on effective pre-season conditioning and evaluation sessions relative to all divisions within the CMHA.
- 1.4. Work with all divisional convenors and the VP of Operations during the pre-season conditioning sessions ensuring that all volunteers working in association with the Evaluation processes have a complete understanding of the evaluation procedures and scoring requirements for the level (s) they will evaluate.
- 1.5. Work, in association with the VP of Operations, on a series of progressive skill development drills specific and relative to all players within the "A", "B" and "C" level Development Ice Sessions.
- 1.6. Attend all CMHA Player and Goalie Development Ice Sessions.
- 1.7. Maintain, in association with the VP of Operations, a list of qualified and approved volunteers for all CMHA Development Ice Sessions
- 1.8. Work closely with the CMHA IP Convenors, Coach Coordinator and the VP of Operations to ensure that the CMHA IP program is properly cultivating all players' skills in accordance with Hockey Canada standards.
- 1.9. Offer all CMHA coaches, players and or District XII members assets to promote and sustain higher levels of player skill development by offering specific drills and tools such as, but not limited to, off ice training, books, DVD's and /or websites to address specific concerns, requirements or requests.
- 1.10. Review and make sound recommendations for improvements, in a timely manner, with respect to practice and game deficiencies as noted and requested by the CMHA convenors, the Coach Coordinator, the VP of Operations and or the President
- 1.11. Perform, in association with all convenors, mid season and year end surveys on the development of all CMHA players and offer recommendations and develop a course of action, if required, to the CMHA convenors, the Coach Coordinator, the VP of Operations and or the President.
- 1.12. Coordinate, review, maintain and update the content specific to player development on CMHA website in conjunction with the CMHA webmaster and the approval of the CMHA Board.

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- 1.13. Assist the Coach Coordinator, in conjunction with the convenors, with any deficiencies that might occur relating to any CMHA coaches where player development is a concern.
- 1.14. The Manager of Player development is not be involved in disciplinary action relating to any CMHA Player, but may contribute a recommendation based on knowledge, and / or provide reference information if requested.
- 1.15. Perform such other duties as the President may direct.

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APPENDIX Q - DUTIES OF THE DIRECTOR OF COACH DEVELOPMENT

1. The Coach Coordinator is the support role responsible to advise, instruct, and guide all certified coaches within the CMHA. The CMHA Coach Coordinator must hold a coaching certification equivalent to or higher than Coach Level 3, Intermediate or Coach Development 1.

The CMHA Coach Coordinator must;

- 1.1. Establish and maintain relationships with all CMHA coaches in order to allow CMHA coaches the ability to become more successful in all aspects of his/her coaching skills.
- 1.2. Attend and introduce his/her roles and responsibilities to potential new coaches before each CMHA Coach training session.
- 1.3. Meet with newly trained coaches to review, discuss and sign off on all ODMA required "Post-Task Assignments" in order to complete the individual's Coach Certification process.
- 1.4. Manage the list of newly trained coaches to ensure the completion of all "Post Task Assignments" within the allocated time in order to complete the individual's Coach Certification process.
- 1.5. Advise in a timely manner, the CMHA President, VP of Operations and convenors of non-compliance with respect to coach certifications in accordance with any ODHA, ODMHA requirements if and when needed.
- 1.6. Provide reports as requested by the ODHA, ODMHA, District XII and or the CMHA on the CMHA coach development program.
- 1.7. Offer all CMHA coaches assets to promote and sustain higher levels of performance within the coaching field by offering specific drills and tools such as, but not limited to, books, DVD's and or coaching websites to address specific concerns, requirements or requests.
- 1.8. Review and make sound recommendations for improvements, in a timely manner, with respect to practice and game deficiencies as noted and requested by CMHA convenors, the VP of Operations, the Manager of Player Development and/or the President
- 1.9. Perform in association with the Convenors mid season and year end surveys on all CMHA coaches and offer recommendations and develop a course of action, if required to the CMHA convenors, Director of Player Development, the VP of Operations and/or the President.
- 1.10. Coordinate, review, maintain and update the content within the Coach's Corner on CMHA website in conjunction with the CMHA webmaster and the approval of the CMHA Board.
- 1.11. Assist the Manager of Player Development with CMHA preseason conditioning ice, evaluations and development ice as requested by the VP Operations.

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- 1.12. Work in association with the Director of Player Development and in conjunction with the convenors with any deficiencies that might occur relating to any CMHA player where player development is a concern.
- 1.13. The Coach coordinator is not to be involved in any disciplinary action relating to any CMHA Coach.
- 1.14. Perform such other duties as the President may direct.