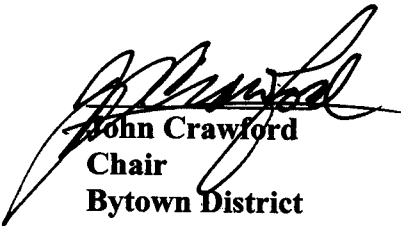

ODMHA Bytown District

Constitution

INTRODUCTION

The Bytown District consists of the former Districts 6, 7, and 8 of the Ottawa and District Minor Hockey Association (ODMHA). Its creation was approved at the ODMHA Annual General Meeting June 17, 2006.

The Bytown District, or District B, of the ODMHA is a voluntary association of members and individuals established to promote and foster minor hockey through fair play. The District's prime purpose is to maintain and increase interest in the game of hockey by ensuring that all organized minor hockey is developed within its jurisdiction in accordance to prescribed standards. District B is an integral part of the ODMHA and by virtue of this affiliation is a member of Hockey Canada, the governing body of amateur hockey in Canada. And whereas it is declared that one of the purposes of the Constitution, Bylaws and Regulations shall be to confer upon the Bytown District and its Executive Committee Members all of the powers of a fully self governing organization, be it hereafter enacted:



John Crawford
Chair
Bytown District

May 25, 2010

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Document Revision History

| Revision | Date | By | Comments |
|-------------------|----------------------|--|--|
| Original | June 22, 2006 | The former Chairs of Districts 6, 7 and 8 | Signed by the three out-going Chairs of the former Districts 6, 7, and 8. Witnessed by the membership of these three District Councils. |
| Revision 1 | May 23, 2007 | Bytown District Council AGM | Major revisions to original. |
| Revision 2 | Sept 22, 2008 | Bytown District Council AGM | Revisions to the Council’s structure, and consequent editorial changes within the document. |
| Revision 3 | May 25, 2009 | Bytown District Council AGM | Revisions to: Constitution Article 4.4.1; Bylaws 5.5 and 5.13.8.a; and Rules and Regulations 2.4.(b) |
| Revision 4 | May 25, 2010 | Bytown District Council AGM | Revisions to: Appendix 4 Annual Player Movement Within the District, and Appendix 7 Police Record Check (PRC) Process |

ARTICLE 1.0 - NAME AND AFFILIATION

1.1

This Organization shall be known as District B of the Ottawa District Minor Hockey Association, operating under the name of Bytown District and herein referred to as District B, Bytown District or The District.

1.2

The District by virtue of its affiliation with the Ottawa District Minor Hockey (ODMHA) and Ottawa District Hockey Association (ODHA) is a member of Hockey Canada, the governing body of amateur hockey in Canada.

ARTICLE 2.0 - OBJECTIVES

The objectives of the Bytown District are to:

2.1

Encourage and foster minor hockey within the jurisdiction of the District as outlined within this Constitution and the Constitutions of the ODMHA and the ODHA;

2.2

Ensure the enforcement of the rules of the game as adopted by the District and the ODMHA;

2.3

Decide all matters in dispute between various players, Associations, leagues and other bodies as defined in the District Constitution;

2.4

Promote fair play and leadership development;

2.5

Organize and operate the Bytown Minor Hockey League (BMHL) for its respective levels of play; and

2.6

Organize and arrange for the membership of District Juvenile teams in a league for the teams to compete; and

2.7

Arrange membership and provide support for District teams to compete in the Competitive leagues of the ODMHA.

ARTICLE 3.0 – JURISDICTION

3.1

The Bytown District and its Council shall have jurisdiction over all minor hockey of the various Minor Hockey Divisions as defined by HOCKEY CANADA (Juvenile, Midget, Bantam, Pee Wee, Atom, Novice, Initiation), in the area outlined by the ODMHA Bylaws and in accordance with the City of Ottawa Boundaries:

That portion of the City of Ottawa, as reflected prior to the city amalgamation of 2001 as the City of Ottawa proper, and the Canadian Forces Base “Uplands” in the former City of Gloucester:

Beginning at a point on the corner of Hunt Club Road and Hawthorne Road. Proceed North to Walkley Road. Proceed East to the 417 Highway. Proceed North on 417 to Aviation Parkway. North on Aviation Parkway to Ogilvie Road. East on Ogilvie to Matheson Road. North and East on Matheson until Bathgate Road. North on Bathgate and Burma Road in a direct line to the Ottawa River. West along Ottawa River to Oakley Avenue. South on Oakley to Carling Avenue. East on Carling Avenue to Roseview Avenue. South in a line to the West of Roseview Avenue, west of Alenmede Crescent, west of Morrison Drive to Baseline Road. East along Baseline Road to Fisher Avenue. South on Fisher to Prince of Wales Drive. South on Prince of Wales to Hunt Club. East on Hunt Club Road to the Airport. South into the former Uplands Air Base to Uplands Drive. North on Uplands Drive to Hunt Club. East on Hunt Club following the old City boundaries which includes homes South of Hunt Club to the corner of Hunt Club and Hawthorne.

ARTICLE 4.0 – MEMBERSHIP

4.1

Wherever used in the Constitution, Bylaws, Rules and Regulations, the word, "members" shall be deemed to include where the context permits, any Association, Organization, League or Team or any individual registered with the ODMHA and District B; the word, "individual" shall include but is not limited to any person, player, coach, manager or executive member affiliated with or associated with the District and shall also include game and off-ice officials. In addition, all references to ‘he’ shall also imply ‘she.’

4.2

Membership in the District shall be open to all Minor Hockey Associations and Organizations conducting minor hockey within the District jurisdiction.

4.3

All members as outlined in 4.4 shall conduct themselves in accordance with the District, ODMHA, ODHA, and Hockey Canada Constitution, Bylaws, Rules and Regulations.

4.4

Membership in Bytown District shall include members in good standing of the following Associations and Leagues:

4.4.1 House Associations

- a) Canterbury Hockey Association
- b) Ottawa Centre Minor Hockey Association
- c) Ottawa East Minor Hockey Association
- d) South End Minor Hockey Association
- e) West End Hockey League

4.4.2 Competitive Associations

- f) Ottawa Junior 67's
- g) Ottawa Sting Minor Hockey Association (formerly Sting/Crusaders/Voyageurs)
- h) Ottawa West Golden Knights Minor Hockey Association

4.4.3 Leagues

- i) Bytown Minor Hockey League

4.5

All Minor Hockey Associations and Leagues must submit any changes to their current Constitutions, Bylaws and Regulations to the District, by August 1 of each year, for review to ensure the conformity to the District and ODMHA. The District then must submit such to the ODMHA before the commencement of the playing season. Changes should be detailed in an attached letter to the new Constitution, Bylaws and Regulations.

4.6

Membership in the District is bound by all the rulings and decisions of the District Executive Committee and District Council. Any such decisions can be appealed through a properly conducted appeal process.

ARTICLE 5.0 – ORGANIZATION

5.1

The business and affairs of the District shall be managed by the District Council consisting of elected and non-elected officers and representatives from the member Associations. Note: All elected positions are generally entitled to voting privileges; non-elected appointed positions are non-voting positions unless otherwise specified in the document.

5.2

The District Executive shall consist of the following Officers:

- District Chair
- Past District Chair
- Alternate Chair
- Director of Competitive Hockey
- Treasurer
- Secretary
- Referee in Chief (non-voting)
- Registrar
- Risk and Safety Director

5.3

The District Council shall consist of the following Officers and Representatives:

- The District Executive
- President of each Association and League
- Development Director
- Member(s) at Large (maximum 2)
- Ice Director (non-voting)
- Coach Mentor (non-voting)
- Clinic Coordinator (non-voting)

5.4

The day-to-day business of the District shall be administered by the Executive Committee, between District Council meetings, according to the Constitution, Bylaws, Rules and Regulations of the District.

5.5

The Executive shall make rulings on all questions arising from emergencies not provided for in the By-laws or Rules and Regulations or in the rules of the competition.

5.6

No member of the Executive may hold more than one office within the District Council at one time, unless approved by the Bytown District Council.

5.7

The duties of the members of the Executive shall be as determined by the Executive or as indicated in District Bylaw 5.0.

5.8

The Council shall act in accordance with the Bytown District Bylaws and the Rules and Regulations as may from time to time be enacted.

5.9

The Council may appoint people to represent them with temporary special duties. These appointees will not be members of the Council nor will they have voting privileges.

5.10

The duties of the members of the Council shall be as determined by the Executive or as indicated in District Bylaw 6.0.

5.11

If for any reason the District should be dissolved, the assets of the District shall be divided equitably between all Associations in good standing based on respective registration base (e.g. if the total District registration is 4000 players, and one Association has 200 , then that Association is entitled to 5%) .

5.12

The District Chair, or designate, shall be an ex-officio member of all District Committees and member Associations.

5.13

Discipline: The Executive shall have the power to discipline, suspend or expel a member Association, a team, any team official, officiating official, player or member of the District for notorious or continued foul play, or unfair, unsportsmanlike or ungentlemanly conduct, individually or collectively, on the ice or in any rink where a hockey match is being played, or at any meeting or gathering in the interests of the game, for negligence to pay assessment, or for any persistent infringement of the rules of the game or the Rules and Regulations of the District, ODMHA, ODHA or Hockey Canada. Member Associations shall take all reasonable steps to ensure they remain members in good standing at all levels, from District through to Hockey Canada. Associations are to take particular note of registration activities.

5.16

Readmission:

The Executive may, by resolution and a majority vote, readmit any member Association, official, team or player under its suspension.

ARTICLE 6.0 – MEETINGS

6.1 Annual General Meeting (AGM):

6.1.1

- (a) There shall be an annual general meeting of the Bytown District on or before May 31 each year. The exact date and time shall be determined by the District Chairman. This meeting shall be held in accordance to the District and ODMHA By-laws.
- (b) Notice – Notice of the time, place and date of an Annual General Meeting shall be provided to each member of District Council at least thirty (30) days prior to the date of the meeting and posted on the Web site of the District and each Association or League that is a member of the District.
- (c) Only District Council members in good standing are eligible to vote at the AGM; guests may be invited with the District Chair approval as observers only.
- (d) Quorum for an Annual or Special General Meeting – A quorum for any Annual or Special General Meeting shall consist of the members in attendance at the meeting.

6.1.2

The purposes of this meeting shall be to (i) elect the Chairman and each of the Officers, (ii) review the year's activities, and (iii) plan activities for the subsequent season.

6.1.3

The positions of the District Executive shall be elected by a majority of the voting members of the District Council present.

6.1.4

All non-voting member positions shall be appointed through a majority vote of the District Council. Each non-voting member position shall be appointed each year. The District Council reserves the right to remove a non-voting member at any meeting via a majority vote of the quorum of the District Council.

6.1.5

The order of business at the AGM should be as follows:

- (a) Call to order, roll call, approval of agenda
- (b) Adoption of Minutes of the previous AGM; and any Special General Meetings held since the previous AGM

- (c) Business arising from Minutes
- (d) Chair's Report
- (e) Executive Committee and Committee Reports
- (f) Presentation of Financial Statements
- (g) Notices of Motion; Constitution, Bylaws, Rules and Regulations
- (h) Appointment of a Returning Officer and Scrutineers
- (i) Nomination and election of Executive Committee Members
- (j) New Business
- (k) Adjournment

6.1.6

Voting shall be on the basis of one vote for each voting member who must be present. The method of voting shall be by a show of hands unless a majority of the voting members decide that the method of voting shall be by some other means.

6.1.7

The positions of the newly elected Executive Committee Members become effective the first day of June in the year of the election.

6.2 Regular Meetings

6.2.1

The District Council shall conduct monthly Council meetings, except where a majority vote of members agree not to have a meeting. These meetings shall be held to conduct and execute the business of the District.

6.2.2

Attendance at District Council is mandatory for the Officers. The Chair, or the Alternate Chair, must be notified prior to the meeting if an officer will be absent. If an officer cannot attend a meeting they have the responsibility and right to send a designate in their place. More than two unexcused absences per year could result in removal from District Council of said officer.

6.2.3

Attendance at District Council is mandatory for the Associations and Leagues. A designate must be sent in the absence of the President.

6.2.4

Only members of the District Council shall attend these meetings. Other persons interested in attending must be invited by a voting member of the Council and agreed to by the District Chair in advance of the meeting.

6.2.5

All Officers shall submit their monthly reports at least 48 hours prior to the monthly Council meeting for review by Council members, with the exception of the District Chairman, whose report will be submitted the day of the meeting.

6.2.6

The order of business of the monthly District Council meetings shall be:

- (a) Welcome by the Chair
- (b) Approval of last month's minutes and business arising
- (c) Chair's report
- (d) Approval of monthly Officers and Association reports.
- (e) Correspondence since last meeting
- (f) New Officer's business
- (g) General business
- (h) Adjournment

6.3 Special or Emergency Meetings

6.3.1 Special or emergency general meetings of the District may be called without the usual notice provided that a simple majority of the Executive agrees to such a meeting. The purpose(s) of a Special General Meeting shall be specified in the notice calling the meeting and shall be restricted to the specific purpose(s) for which it is called. The notice of the Special General Meeting shall be provided in accordance with the requirements set out in Article 6.1 and 6.2 above.

6.4 Voting

6.4.1

Voting shall be on the basis of one vote for each voting member present and such vote shall be given personally and not by proxy. Election shall be by a show of hands unless the members request a secret ballot. Motions will pass by a simple majority of those present.

6.4.2

Only District Council members in good standing are eligible to vote; guests may be invited with the District Chair approval as observers only.

6.4.3

Any Director or Officer who has a proprietary interest in any motion being considered shall declare any conflict of interest and not take part in any voting and/or discussion of said motion. If said Director does not declare such conflict as aforesaid, any other Director may point out the said conflict of interest to the Board, who shall determine if said Director is or is not in a conflict of interest position and declare said Director either eligible or ineligible, as the case may be, to participate in discussions and/or voting.

ARTICLE 7.0 – HEAD OFFICE, FISCAL YEAR

7.1

The Head Office of the District shall be in the City of Ottawa, in the Province of Ontario, Canada and at such place therein as the Executive may from time to time determine.

7.2

The fiscal year of the District shall be May 1 – April 30

ARTICLE 8.0 – AMENDMENTS

8.1

The Constitution and By-laws of the District may be amended only at the Annual General Meeting of the District B Council by a 2/3 majority vote of members present. Notice must be given regarding proposed changes thirty (30) days in advance of the Annual Meeting and each of the Associations must receive their Association Committee approval for the amendments prior to the District Meeting.

8.2

The Rules and Regulations of the District shall be approved at each Annual General Meeting by a simple majority vote of members present. They may also be adapted during a playing season by a 2/3 majority vote of the District Council.

ODMHA Bytown District

Bylaws

BYLAW 1.0 - MEMBERS

1.1

Membership in District B shall be open to all Associations and Organizations conducting Minor Hockey in the ODMHA-approved District B (see Boundaries in Article 3.1 and members/Associations in 4.0 of the District B Constitution).

1.2

An Association or Organization may resign from membership in the District only by submitting its resignation in writing to the District Chair and to the Executive Committee of the ODMHA. The District Council must ratify such resignation and then send it to the ODMHA for its ratification. Both the District and the ODMHA must ratify the resignation. Upon such resignation becoming effective, such member shall forfeit all its rights and privileges of the District and the ODMHA

BYLAW 2.0 - SUSPENSION AND EXPULSION OF MEMBERSHIP

2.1

Suspensions, expulsions or discipline may be assessed for such actions as infringement of playing rules, conduct unbecoming to hockey, refusing to accept and obey rulings of the District Executive Committee, District Council, Association or Organization, for disreputable and continued foul play, non-sportsmanlike conduct, individually or collectively, on the ice or in any rink where a hockey match is being played or at any meeting or gathering in the interests of the game; for persistent infringement of the District or ODMHA Regulations and Code of Discipline and such other actions as the District may from time to time determine. Any suspensions are subject to the usual appeal routes.

2.2

The Executive Committee, District Chair and Associations shall have the power with proper justification (see paragraph 2.1) to suspend, expel or discipline any coach, manager, player, trainer, referee and other official or person connected with any association, organization or team under their jurisdiction.

2.3

Appeals shall not be heard if the suspension or disciplinary action has been disregarded. In these circumstances, the member has forfeited their right to appeal.

BYLAW 3.0 - FEES

3.1

Each Association or Organization shall pay an annual assessment for all players registered within its jurisdiction of the District, with such fees being approved annually by the District Council based on a budget prepared and presented by the District Treasurer, no later than September 15th for the current hockey year.

3.2

The District Fees for each registered player must be paid by each Association to the District by October 15th of the current season. A final review of player fees will be completed by each Association as of February 10th of the current hockey season and any additional fees owing as a result of new player additions are to be forwarded to the District Treasurer prior to February 15th of the current hockey season.

3.3

Any Association or Organization which does not pay such assessment in full by the dates specified in 3.2 above, shall be assessed a nonrefundable fine equal to the amount of the additional fees owing to a maximum of \$250 per week, up to an overall maximum of \$1,000.00.

3.4

A team official or player who owes money to a club or association with whom he has registered with will not be allowed to register or participate with any other club or association until all outstanding debts are paid or an agreement has been reached to pay such.

BYLAW 4.0 – VOTING

4.1

The District Executive Committee Members shall each be entitled to one vote, except the District Chair who may only vote in the event of a tie or during elections.

4.2

Each registered Minor Hockey Association or Organization that is in good standing with the District and the ODMHA shall be entitled to one vote. (See Article 6.4 of the District B Constitution).

4.3

Each District-approved League that is in good standing with the District is entitled to one vote.

4.4

The voting member must be present to exercise their vote. There shall be no voting by proxy.

4.5

In the event that an Association representative is unable to attend any meeting he shall send an alternate to represent the Association who shall have all of the voting privileges of the regular Association representative.

BYLAW 5.0 - THE EXECUTIVE COMMITTEE

5.1

The day-to-day business of the District shall be administered by the Executive Committee, between District Council meetings, according to the Constitution, Bylaws, Rules and Regulations of the District.

5.2

No Executive Committee Member shall serve as an Association President of any local minor hockey association or league, nor be eligible to act as a team official on any Team without the consent of the District Council.

5.3

The Executive Committee is noted in Article 5.2 of the District B Constitution.

5.4

The term of office of the Executive shall commence June 1 following the District's Annual General Meeting and continue until the next Annual General Meeting.

5.5

The terms of office for positions on the Executive Committee shall be for a period of two years and shall be open for election under the following schedule:

- (a) The positions of Chair, Director of Competitive Hockey, Registrar and the Director of Risk and Safety shall be elected in EVEN-numbered years.
- (b) The positions of Alternate Chair, Treasurer, and Secretary shall be elected in ODD-numbered years.

5.6

If a member of the Executive participates in activities which constitutes a conflict to the interest or activities of the District, his position may be declared vacant by a two-thirds majority vote by all members of the Council.

5.7

The position of District Referee-in-Chief shall be through appointment by the Executive Committee and shall be for a period of one year.

5.8

All District Council voting members, with the exception of the District Chair, are eligible for nomination to any Executive Committee position.

5.9

To be eligible as a candidate for District Chair, the nominated member must be currently serving as a District Council member.

5.10

In the event that a duly nominated candidate is unsuccessful for the position to which they were originally nominated, the candidate is permitted to declare their intent to stand for election at one of the other positions due for election in that year.

5.11

Executive Committee member positions remaining vacant following the Annual General Meeting will be filled in a manner deemed appropriate and approved by District Council.

5.12

The Executive Committee Members must be drawn from a minimum of three (3) Associations or Organizations

5.13 Duties of Executive Members

5.13.1 District Chair

- (a) The District Chair shall preside at all Annual, Special, Executive Committee and District Council meetings; he shall not vote except in the case of a tie when he shall cast the deciding vote.
- (b) The Chair performs the duties usual to the office, and may at his discretion call meetings of the District Council or its Committees. The Chair must call a meeting when requested by eight or more members of the District Council.
- (c) The Chair is one of the signing officers of the District.
- (d) The Chair, or designate, shall be an “ex-officio” member of all Standing and Ad Hoc Committees and of each member Association.
- (e) By virtue of his position, the Chair shall be the official representative of the District on ODMHA Minor Council. In that capacity the Chair shall put forward and support the directions of Bytown District at the ODMHA.
- (f) The Chair shall attend all meetings of the ODMHA for which District attendance is required, including the Annual Meeting of the ODHA/ODMHA. Should the Chair not be able to attend, the Alternate Chair shall attend in his place.
- (g) The Chair shall attend all ODMHA D&A hearings which involves any member from Bytown District. The Chair shall serve on committees at the ODMHA level as requested.
- (h) The Chair shall exercise, in addition to his own duties conferred upon him by the Constitution and Bylaws, all duties and powers of the Executive Committee in

case of emergency including without limitation the power to suspend any coach, manager, player, trainer, referee and other official or person connected with any association or team under its jurisdiction. Such emergency actions, which have been taken, must be referred to the Executive Committee for approval or rejection at their next regular or Special Meeting and then to the District.

- (i) The Chair shall be responsible for issuing and keeping proper track of travel permits within the District.
- (j) The Chair shall make every reasonable effort to remove himself from active involvement in the administrative affairs of any Association or League.
- (k) The Chair shall be elected every two years by the Bytown District member Associations and Leagues.
- (l) The Chair shall have served on the Board of Directors of any Association or League within the District, including Bytown District Council, for a period of not less than three years. To be eligible for election, the candidate must be a member in good standing of their home Association or League or be an existing member of District Council, and should he hold the position of President of his home Association or League, he shall, within 30 days of election, remove himself/herself from the capacity of President.

5.13.2 Immediate Past Chair

- (a) The Immediate Past Chair shall be the source of guidance to the Executive on all matters relating to the previous conduct of business of the District.
- (b) He shall be a full member of the Executive Committee and shall enjoy full privileges in respect to motions and voting.
- (c) The Immediate Past Chair may coordinate or conduct special initiatives within the District as determined by the Executive Committee.

5.13.3

5.13.3 The Alternate Chair

- (a) The Alternate Chair is an elected position.
- (b) The Alternate Chair shall act in the capacity of the Chair in the event of the Chair's absence.
- (c) The Alternate Chair shall be one of the signing officers for the Bytown District.
- (d) The Alternate Chair shall be responsible for the House League Associations within the District, including the signing of travel permits for house league teams.
- (e) The Alternate Chair shall be responsible for handing out suspensions and maintaining a record of all suspensions for Players, Officials and Parents within the House League Associations of the District.

- (f) The Alternate Chair shall act in the capacity of the Chair of the Bytown District D&A Committee for all matters concerning House League hockey.
- (g) The Alternate Chair shall obtain and review all game sheets from all House League tournaments held within the district prior to their being submitted to the ODMHA second vice-president.
- (h) The Alternate Chair shall attend meetings of the ODMHA Council and shall attend the ODHA / ODMHA Annual General meeting in order to understand the position properly.
- (i) The Alternate Chair may coordinate or conduct special initiatives within the District from time to time as determined by the Executive Committee.
- (j) The Alternate Chair will facilitate effective communications between the District and its members (e.g. ensuring effective maintenance of a District web site).

5.13.4 Director of Competitive Hockey

- (a) The Director of Competitive Hockey is an elected position.
- (b) He shall act in the capacity of the Chair in the event of the Chair and the Alternate Chairman's absences.
- (c) The Director of Competitive Hockey shall be one of the signing officers for the Bytown District.
- (d) The Director of Competitive Hockey shall be responsible for the competitive associations within the District, including the signing of travel permits for competitive teams.
- (e) The Director of Competitive Hockey shall be responsible for handing out suspensions and maintaining a record of all suspensions for Players, Officials and Parents within the competitive associations of the District.
- (f) The Director of Competitive Hockey shall act in the capacity of the Chair of the Bytown District D&A Committee for all matters concerning competitive hockey.
- (g) The Director of Competitive Hockey shall obtain and review all game sheets from all competitive tournaments held within the district prior to their being submitted to the ODMHA second vice-president.
- (h) The Director of Competitive Hockey may coordinate or conduct special initiatives within the District from time to time as determined by the Executive Committee.
- (i) The Director of Competitive Hockey will facilitate effective communications between the District and its members.

5.13.5 Not used at this time.

5.13.6 Treasurer

- (a) The Treasurer shall ensure the proper maintenance of all books and accounts, pay all bills, have custody of all monies and other evidence of assets, credits or debts of the District.
- (b) The Treasurer must be one of the signing officers of the District.
- (c) The Treasurer holds the position of Chair of the District Finance Committee, and shall perform the duties usual to the office including the annual presentation of the District budget at the start of each hockey season.
- (d) The Treasurer shall prepare a financial statement of all District monies received and disbursed, and shall report on same at each regular District Council meeting and at the Annual General Meeting.
- (e) There shall be an annual Financial Review with a complete independent audit every 3 years. In the intervening years, District Council will appoint a person from the Council or from within the District who has an accounting designation or background to conduct a financial scrutiny of the District's financial affairs.
- (f) In the event of a change in Treasurer a complete independent audit must be undertaken at that time.

5.13.7 Secretary

- (a) The Secretary is responsible for preparing the minutes of meetings of the District Council and the District's Annual and Special General Meetings.
- (b) The Secretary may coordinate or conduct special initiatives within the District from time to time as determined by the Executive Committee.
- (d) The Secretary's role for the District may be assumed by another member of Council, with Council approval

5.13.8 Referee-in-Chief

- (a) The Referee-in-Chief position is an appointed position with non-voting privileges. The Referee-in-Chief shall normally be the elected President of the Bytown District Officiating Association. The member will be ratified annually by the District Council at the beginning of each season.
- (b) The Referee-In-Chief shall be responsible for all officiating activities in the District, which includes ensuring that all registered officials are properly supervised, evaluated and certified at the proper level.
- (c) The Referee-in-chief shall maintain a list of all active officials operating in the District and provide such list to the District Referee Assignor in order to fairly facilitate the distribution of game assignments.
- (d) The Referee-in-chief shall be responsible for supervision of District officials and for advancing their recommended level as necessary.

- (e) The Referee-in-chief shall maintain a Code of Discipline and a Code of Conduct for District officials and shall discipline errant officials as necessary.
- (f) The Referee-in-Chief is a member of the District Discipline and Appeals Committee regarding the conduct of any player, team or game official.
- (g) All complaints regarding the refereeing of a game shall be submitted in writing to the RIC, the Alternate RIC, or the District Chair through an Association only (i.e. not by a coach directly)
- (h) The Referee-in-Chief shall be the Bytown District representative with the ODMHA Referee Committee and in such capacity shall attend all meetings for which District attendance is required. In the event that the Referee-in-chief cannot attend a meeting, he shall be responsible for ensuring a replacement attends on the District's behalf.
- (i) The Referee Assignor(s) shall report to the Referee-in-Chief and shall schedule the referees for all games within Bytown District for which the Assignor(s) has responsibility. The Referee Assignor(s) shall also be responsible for arranging the billing of the Associations for games played in the District and shall maintain a bank account for the purpose of providing payment to the Referees for all games played in the District for which the Assignor has responsibility. All payments out of the District Referees Fund shall be by cheque only. The Referee Assignor shall submit to the District Council an annual financial statement summarizing all monies received and disbursed, including any carryover balances, prior to the District's Annual General Meeting. The Referee Assignor should not assign himself to a refereeing duty except for logistical needs.
- (j) Upon the majority vote of the Executive Committee, an "Honorarium" may be bestowed on the Referee-in-Chief, the limits of remuneration being established by the Treasurer, which must be subsequently approved by District Council.

5.13.9 Registrar

- (a) The Registrar position is an elected position with voting privileges.
- (b) The Registrar shall maintain an up-to-date database of all players, officials and teams within the Bytown District.
- (c) He shall attend the ODMHA Registrar's meeting.
- (d) He shall work with the Associations to plan and organize the District registration activities and be responsible for ensuring the member Associations comply with the ODMHA registration directives.
- (e) He shall work with the Associations to coordinate the identification of players, Executive Officers and team officials for insurance coverage and shall ensure all deadlines are met and that all team lists and affiliation lists are accurate and that the listed players are all resident within the Bytown District or have proper transfer documentation.
- (f) He will certify and sign all team/affiliation lists before sending to the ODMHA. Provide updated membership lists to the member Associations, resolve any registration disputes and be responsible to ensure that all teams have, on their roster,

team officials that are certified at the level prescribed by the ODMHA and member Associations.

- (g) Upon the majority vote of the Executive Committee, an “Honorarium” may be bestowed on the Registrar, the limits of remuneration being established by the Treasurer, which must be subsequently approved by District Council.

5.13.10 Director of Risk and Safety

- (a) The Risk and Safety Director shall coordinate the Risk and Safety Management Committee activity in the Bytown District.
- (b) He shall act as the liaison between the ODMHA Risk Management Committee and the Associations within the District.
- (c) He shall attend meetings of the ODMHA Risk and Safety Committee and ensure the Associations conform to Risk and Safety policies.
- (d) He shall be responsible for ensuring the Abuse directives are followed by the Associations.
- (e) He shall hold regular District Risk and Safety Committee meetings during the season to review Risk and Safety Management issues.
- (f) He shall provide advice, recommend policy and give directions to the District Council and have the right to intervene in areas where safety is at risk and take action as directed in the District Risk Management Policy.
- (g) He shall promote throughout the Bytown District the Risk and Safety Management policies of Hockey Canada and the ODHA/ODMHA.
- (h) He shall ensure that the program priorities of the Committee are reflected in the District budget development.
- (i) He shall report any potentially dangerous incidents involving team members or officials to the District Council for proper action.

BYLAW 6.0 – DISTRICT COUNCIL

6.1

The District Council is outlined in Article 5.3 of the District B Constitution

6.2

District Council's duties shall be to:

- (a) Conduct the general business operations of the District in accordance with the District Constitution, Bylaws and Rules.
- (b) Formulate, prescribe and amend Bylaws, Regulations and a Code of Discipline that shall be consistent with the scope and provisions of the District and ODMHA Constitutions.

- (c) Settle all disputes between the memberships, subject to properly conducted appeals.

6.3

Unless granted a leave of absence by District Council or for reasons of health, any member of the District Council who absents himself from two consecutive District Council meetings may have his office declared vacant by a 2/3 majority vote, a quorum being present of the District Council.

6.4

Any member of the District Council who is being remiss or neglectful of duty, or is engaging in conduct tending to impair his or her usefulness as a member of District Council may by 2/3 vote, a quorum being present, be removed from office and in such circumstances said member shall be deemed to have forfeited his or her position.

6.5

If a vacancy occurs on District Council, this vacancy shall be filled by the District.

6.6

Should any Association, League or Organization within the District cease to operate or exist, the position of any member of the District Council representing such shall also cease to be a member of the District Council.

6.7

No person shall be a member of District Council who is a paid employee or representative of a professional hockey organization or club.

6.8

Should a member of District Council participate in activities with interests conflicting with those of the District, that member may be removed from office by a simple majority vote of District Council.

6.9

Any member of District Council acting as coach, manager or trainer on any hockey team shall declare such affiliation to District Council prior to the commencement of each season's activities.

6.10 Duties of Council Members

6.10.1 The District Executive Committee – see Bylaw 5.0

6.10.2 President of each Association and League

- (a) Each District-recognized Association, League or Organization President is automatically a full member of the District Council

- (b) Presidents on the Council represent their respective jurisdictions on Council concurrently to representing the District at the Association, League or Organization levels.
- (c) Association Presidents shall ensure that all reasonable steps are taken to ensure the Association or League that they represent remains in good standing at all levels, from District through to Hockey Canada
- (d) Presidents are expected to present regular updates of their respective jurisdictions to the Council, 48 hours in advance of monthly District meetings via electronic mail. Verbal updates are not sufficient unless approved by the District Chair in advance.
- (e) Presidents are expected to bring to District Council those matters needing District consent, consultation and/or feedback.
- (f) Presidents or Association representatives shall present its annual budget to the District by August 1 preceding each playing season, along with a final copy of the previous year's financial statements.

6.10.3 Development Director

- (a) The Development Director shall coordinate the mentoring and training activity in the Bytown District.
- (b) He shall act as the liaison between the Coach Mentor and the Clinic Coordinator and the Associations within the District.
- (c) The Development Director is a voting member of Council and shall present new ways and means of development to Council on a periodic basis; he will specifically:
 - a. Develop consistent player development activities in consultation with the Associations and Organizations responsible for the delivery of the minor hockey programs within the Bytown District, for the following levels / activities:
 - i. Initiation
 - ii. Power Skating and Skills Development
 - iii. Goalie Skills Development
 - b. Work with the Associations and Organizations responsible for the delivery of the minor hockey programs within the Bytown District to identify a Coach Mentor who will develop and coordinate the Districts Coach Mentoring program. The Coach mentor will serve as a resource for each of the Associations and Organizations in the implementation of the Coach Mentor program within their area of responsibility.
 - c. Work with the Associations and Organizations responsible for the delivery of the minor hockey programs within the Bytown District to identify a Clinics Coordinator who will develop and coordinate the Districts Clinic program for Coaches, Trainers, Speak-out and Intro to Coaching. The Clinic Coordinator will develop a Clinic plan, complete with site and ice requirements prior to the

start of the hockey year. Associations and Organizations or the District, will be responsible for providing ice to support the program as approved.

6.10.4 Coach Mentor

- (a) The Coach Mentor shall be an appointed non-voting position and report to and receive direction from the Development Director.
- (b) The Coach Mentor shall assist all District coaches in their development.
- (c) He shall operate group coaching sessions.
- (d) He shall actively encourage coaches to improve their skills and help them follow the coaching programs that are offered by Hockey Canada and the Branch Mentor.
- (e) He shall offer body contact sessions to teams requesting them.
- (f) The coach mentor must have a minimum of Hockey Canada Intermediate and Initiation and Speak Out Program, have extensive (and recent) experience coaching minor hockey.
- (g) He must demonstrate a familiarity with Nike Skills and Initiation Programs and have excellent communication skills (spoken and written).
- (h) He must be a member in good standing of the local community and demonstrate a positive influence with players and parents.
- (i) He must have the ability to communicate, teach, motivate and work effectively with adults and be completely familiar with local hockey programs.

6.10.5 Clinic Coordinator

- (a) The Clinic Coordinator shall be an appointed non-voting position and report to and receive direction from the Development Director.
- (b) He shall be responsible for arranging and operating training courses within the District.
- (c) He shall ensure that all coaches and trainers have the opportunity to obtain their certification within the District.
- (d) Each season he shall provide courses that meet the District requirements which are but are not limited to: 1 Trainer's Course, 1 Initiation level course, 1 Coach level course, 1 Intermediate level course and 1 Speak Out course.
- (e) He shall ensure that District applicants shall be given priority in course acceptance unless application is received too late to notify another of his/her removal from the course.
- (f) He shall maintain a database of all District trained personnel. The database will include coaching level, coach number, trainer level, trainer expiry date, Speak Out completion, etc.

6.10.6 Ice Director

- (a) The Ice Coordinator shall act as the central contact person for the City of Ottawa for ice distribution within the District. It shall be an appointed non-voting position.
- (b) In that capacity he shall meet with the City of Ottawa to submit requests from Associations and obtain the permits for all of the District-allocated regular season ice.
- (c) He shall ensure that the District receives at least the proper allotment of ice time based on the registration within the District.
- (d) He shall meet with the ice convenors of each of the Associations within the District and ensure fair and equitable distribution of ice time based on number of teams and total registrations.
- (e) He shall ensure that any extra ice time is equitably divided among the Associations.
- (f) He shall act on behalf of the District Associations with the City of Ottawa to represent The Ice Director is a non-voting position who will:
- (g) Ensure that all Associations and Organizations maintain their ice hour allocation in terms of Number of Hours, Time/Day of Week and Primary Arena Locations in effect at the time the Bytown District was formed. Subject to the following assumptions:
 - City Ice allocation / Contracts is not reduced from the previous year.
 - City Ice Allocation will follow the established City of Ottawa guidelines of:
 - 1 hr per week for House League Teams,
 - 2 hrs per week for A/B teams and
 - 2.5 hrs per week for AA teams
 - Additional ice made available to the District from the City will be allocated as follows:
 - Ice will be allocated to associations based on their ice allocation % of the total ice for the current year.
 - The allocation of ice will be considered a one-time increase and not automatically included in the subsequent years allocation, unless the City has indicated that the additional ice is a permanent allocation.
 - New teams created at any level (Competitive or House League) must be created within the allocation for that level for the previous year. (A new House League team will not negatively impact the ice allocation for the competitive level. Similarly, House League will not be negatively impacted by the creation of a new Competitive Team.)
 - Player Registrations will be capped at a level that is can be supported by the number of teams and previous years ice allocation for that Association.
 - Any reduction in ice from the previous year will be applied on a pro-rated basis using that Associations portion of the previous years Total Ice Allocation.
- (a) Ensure that open and effective communications are established with the Ice Schedulers (Covneners/Directors) within the Bytown District Associations and

Organizations. A regular meeting to review Ice Contract allocations in advance of the hockey year shall be convened to once City Contracts are issued. (May of each year)

6.10.7 Member(s) at Large

From time to time the Council at its discretion may add one or two (maximum) members-at-large to the Council composition. If the members are appointed they are non-voting, if elected they hold all voting privileges.

6.11 Indemnities Of District Council

Every District Executive or Council member or other person who has undertaken or is about to undertake any liability on behalf of the District and their respective heirs, executors, administrators and other personal representatives, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the District, from and against:

(a) all costs, charges and expenses whatsoever which such Executive or Council member or other person sustains or incurs in or about any action, suit or proceedings which is brought, commenced or prosecuted against him, or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him, in or in respect of any such liability provided such Executive or Council member or other person acted honestly and in good faith with respect to such matter; and

(b) all other costs, charges and expenses which he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own willful neglect or default.

BYLAW 7.0 – COMMITTEES

7.1

The Standing Committees of the District shall be the:

- District Council
- Executive Committee
- Finance Committee
- Development Committee
- Discipline and Appeals Committee
- Risk and Safety Committee
- Registration Committee

7.1 District Council – see Bylaw 6.0

7.2 Executive Committee – see Bylaw 5.0

7.3 Finance Committee

- (a) The Treasurer holds the position of Chair of the District Finance Committee, and shall perform the duties usual to the office.
- (b) The Finance Committee regulates the financing of the District, establishes the yearly fees for membership, presents the annual budget proposal, addresses any questions concerning the District's finances and recommends any course of action to District Council.
- (c) The Finance Committee procures the budget of each Association in the District and provides a secondary review of such during the season.
- (d) The Fiscal year of the District shall be May 1st to April 30th

7.4 Development Committee

The Development Committee is responsible for the development of consistent programs that foster the development of players and coaches as well as the training of officials within the District. Programs included are: Player Development Programs for Initiation, Player Power skating/ Skills, Goalie Skills. Training Clinics included are: All levels of Coaching, Trainers and Speak-out clinics.

- (a) The Development Committee is chaired by the District Development Director and consists of membership from the each District/Association Coach Mentor and District Training Coordinator.
- (b) Implementation of Player Development will be subject to the discretion of each Association and Organization.
- (c) The Training Coordinator will coordinate enrollment of District Officials in the specific clinic and issue invoices to the Associations based on the Organization the Official is a member of.

7.5 Discipline and Appeals Committee

- (a) The Alternate Chair holds the position of Chair of Discipline and Appeals for House League Hockey and the Director of Competitive Hockey for Competitive hockey concerns and shall perform the duties usual to the office.
- (b) This committee may be composed of up to five (5) District Council members.
- (c) The Referee-In-Chief or his delegate may attend D&A hearings as a resource person (non-voting).
- (d) At any hearing, at least three (3) committee members and the chairperson must be present to form a quorum.
- (e) See also Bylaw 10.1

7.6 Risk and Safety Committee

The Risk and Safety Committee is responsible for the communication and implementation of Risk and Safety policies and procedures within Associations and Organizations in the Bytown District.

- (a) The Director Risk and Safety holds the position of Chair of the Risk and Safety Committee and shall perform the duties usual to the office.
- (b) This committee is composed of the Director of Risk & Safety (ODMHA), one representative from each Association, League and Organization in the District, one Referee Representative, one Coach Representative, and one Trainer Representative.

7.7 Registration Committee

- (a) The District Registrar holds the position of Chair of the Registration Committee, and shall perform the duties usual to the office.
- (b) The Committee is composed of all Association, League and Organization Registrars in the District.
- (c) The Committee is responsible for defining the registration policies and procedures for the District that is included, but not limited to:
 - Timing of the Registration Cycle that includes, at a minimum:
 - Issuing of Pre-printed Registration forms which includes the District Code of Conduct (Who Prints, mails, collects Registration forms/fees),
 - Schedule for Registrations (mail-in, on-site)
 - Coordinating attendance at all on-site registration sessions. (Association / District)
 - Common practices for the registration and the collection/disbursement of fees for Competitive and House league players across the District.
 - **Special Note: Players participating in Competitive Association tryouts must first register with their respective home House Association. If at some point the tryouts for Competitive Hockey precede the House Association registration dates, the then District Council may approve an alternate process.**
- (d) The Committee shall convene a minimum of twice per year, once at the beginning of the season and once at the conclusion.
- (e) The Committee and its members are responsible for ensuring Hockey Canada player Certificates and team lists are completed correctly and submitted to the ODMHA, and ensuring that the Affiliation rules are followed within the District.
- (f) The District Executive Committee shall deal with any dispute in this regard, and any appeals of the decision of the Executive Committee shall be directed to the ODMHA.

BYLAW 8.0 – DISTRICT EXPENSE REIMBURSEMENTS

8.1

The Treasurer shall present an annual budget to the District Council that will include all expected revenue and expenses pertaining to the operation of the District for the upcoming season. Any expenses that exceed the annual budget, or were not included in the approved budget will require District Council approval. Such approval will result in an amended budget.

8.2

The purpose of the expense reimbursement is to offset the costs associated with the position (appropriate expense items to be identified and approved with each annual budget). The following positions may receive reimbursement for expenses, subject to proper receipts and reports presented that are within the stated Annual budget prescribed by Council: Chair, Alternate Chair, Director of Competitive Hockey, , Treasurer, Referee-in-chief, Registrar, Ice Coordinator, Development Director, and Risk and Safety Director. The District Web Master and other job-specific positions may from time to time also be compensated, with Council approval. Any requests for expenses that exceed the annual budget will require Council approval.

BYLAW 9.0 – BANKING

9.1 Designation of Financial Institution

The District Executive (or Council, as appropriate) shall be authorized to designate a financial institution or financial institutions in which the District funds are to be deposited or invested, and no District funds are to be deposited or invested in an institution or in a manner not authorized by the Executive.

9.2 Signing Officers

The District Executive (or Council, as appropriate) shall designate, by resolution, the officers and other persons authorized to transact the banking business of the District or any part thereof, with the bank, trust company, or other corporation carrying on a banking business that the District Executive (or Council, as appropriate) has designated as the District's banker, to have the authority set out in the resolution, including, unless otherwise restricted, the power to:

- a.) operate the District's accounts with the banker;
- b.) make, sign, draw, accept, endorse, negotiate, lodge, deposit or transfer any of the cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money;
- c.) issue receipts for and orders relating to any property of the District;
- d.) execute any agreement relating to any banking business and defining the rights and powers of the parties thereto; and
- e.) authorize any officer of the banker to do any act or thing on the District's behalf to facilitate the banking business.

9.3 Deposit of Securities

The securities of the District shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be selected by the District Executive (or Council, as appropriate). Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the District signed by such officer or officers, agent or agents of the District and in such manner, as shall from time to time be determined by resolution of the District Executive (or Council, as appropriate) and such

authority may be general or confined to specific instances. The institutions which may be so selected as custodians of the District Executive (or Council, as appropriate) shall be fully protected in acting in accordance with the directions of the District Executive (or Council, as appropriate) and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.

BYLAW 10.0 – DISCIPLINE AND APPEALS

10.1 Discipline and Appeals Committee

- (a) The District Chair shall maintain a District D&A Committee – SEE Bylaw 7.4
- (b) The Chairs shall be the Alternate Chairs and Director of Competitive Hockey acting respectively for House League Hockey and Competitive Hockey, which role may be publicly delegated for hearings
- (c) The D & A committee shall only sit as required to deal with issues that fall within the realm of the District and is not covered by the ODMHA D&A Directive.
- (d) The Chair shall ask for one volunteer from each of the District Associations at the beginning of each season to sit on the committee.
- (e) When a D&A hearing is required the representative from the Association from which the person requiring the hearing comes shall not participate.
- (f) House League Association representatives shall be utilized for hearings involving House League issues and the Competitive Association representatives shall be utilized for hearings involving Competitive issues.
- (g) The District D&A shall follow the same guidelines and hearing procedures as detailed in the ODMHA Handbook.

10.2 Code of Discipline

The following extensions to the ODMHA Code of Discipline shall be applied within the District:

10.2.1 Failure to Report.

- (a) Failure to report a suspendable offense to the District Chair or designate. Penalties will be imposed on the Head Coach:
- (b) First offence: Next meaningful game.
- (c) Second offence: One week time suspension and the next two meaningful games.
- (d) Third offence: Two week time suspension and the next three meaningful games.
- (e) Fourth offence: Removal from the team for the rest of the season.

10.2.2 Failure to Enforce:

- (a) Failure to enforce an imposed suspension of a player or team official. Penalties will be imposed on the Head Coach.
- (b) First offence: One week time suspension and the next two meaningful games and removal of any points earned by the team between the occurrence of the offense and the discovery that the suspension has not been served.
- (c) Second offence: Two week time suspension and the next three meaningful games and removal of any points earned by the team between the occurrence of the offense and the discovery that the suspension has not been served.
- (d) Third offense: Removal from the team and removal of any points earned by the team between the occurrence of the offense and the discovery that the suspension has not been served.

10.2.3 Failure to provide proof:

- (a) Failure to provide proof of serving suspension. Penalties will be imposed on the Head Coach.
- (b) Non-cumulative suspension of one game per occurrence.

BYLAW 11.0 – COURT ACTION

11.1

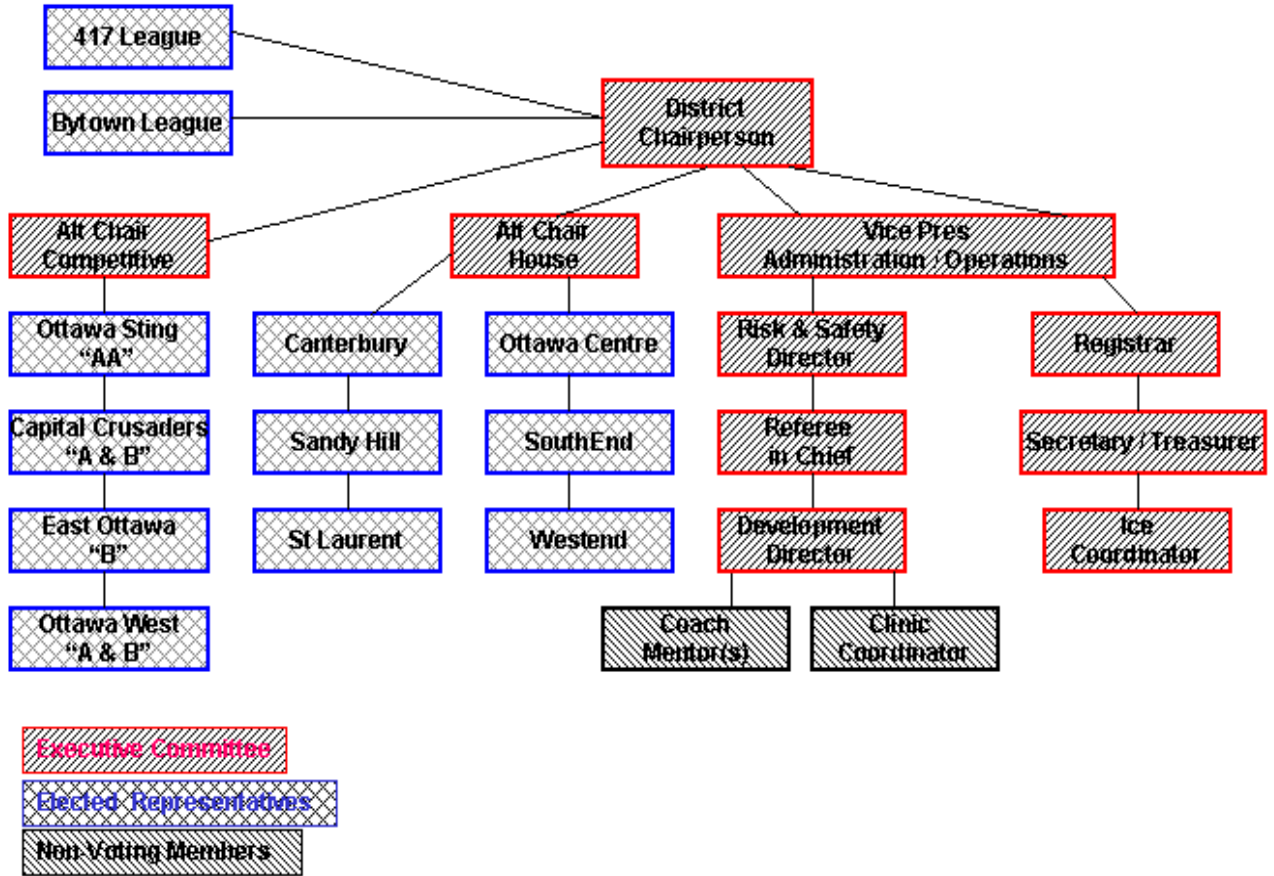
Any recourse to the Courts of any jurisdiction by any member or individual, before all the rights of appeal and all the rights and remedies of the Constitution and By-Laws of District B and all those in Hockey Canada of which District B is affiliated with, including but not limited to ODMHA, ODHA and Hockey Canada, have been exhausted shall be deemed to be a violation and breach of the decisions of the District B Council and shall result in the immediate and automatic indefinite suspension of such member or individual from all ODMHA, District B, League and Association games and sponsored or organized activities.

11.2

Anyone taking court action against District B or its officers, or any other organization in Hockey Canada, including but not limited to ODMHA, ODHA and Hockey Canada, before exhausting all rights of appeal shall pay all expenses incurred by District B and/or its officers, or any other organization in Hockey Canada, to defend such action, before any application for reinstatement will be considered.

Appendix A **TO BE UPDATED**

Bytown District



ODMHA Bytown District

Rules & Regulations

1.0 General Rules and Regulations

1.1

In addition to the District Constitution and Bylaws, these Rules and Regulations shall govern all members of the District.

1.2

The general purpose of these rules and regulations is to outline the annual specifics of administering hockey in the District B area.

1.3

As per Article 8.2 of the District Constitution, the Rules and Regulations of the District shall be approved at each Annual General Meeting by a simple majority vote of members present. These Rules and Regulations may also be adapted during a playing season by a 2/3 majority vote of the District Council.

2.0 Team Formation

2.1 District "AAA" Player Opportunity

All District B players are eligible to try out and play for the Zone 4 team (Ottawa Junior 67's). All players must first register with their home association prior trying out.

2.2 District "AA" Teams Formation

District B will run AA-teams in the ODMHA-AA League at each level of play. Such teams will be organized under the Ottawa Sting MHA.

2.3 District "A" Team Formation

Where applicable, District B will run A-teams in the ODMHA-A League. Such teams will be organized under the Ottawa Sting MHA (though may wear different jerseys)

2.4 District "B" Team Formation

District B will run at least two B-teams at each level in the ODMHA-B League. One such team per level will be organized under the Ottawa Sting MHA (though may wear different jerseys); the other will be run by the Ottawa West Golden Knights using its traditional catchment area.

2.5 House League Teams

- (a) All House League teams and Associations within the District will work under the auspices of the Bytown Minor Hockey League (BMHL) and its corresponding Rules and Regulations (Appendix 10), which must be consistent with the Constitution, Bylaws and Rules and Regulations of the District. (Note: BMHL Rules and Regulations are approved by the BMHL by September 30 each year).
- (b) House Associations within the District will operate House League hockey programs for the Novice through Midget ages on a tiered (A/B/C) basis, using the ODMHA Appendix D – Guideline for a Tiered Recreation League as the basis for determining the number of teams for each playing level to achieve the BMHL objective of parity, as detailed in Section G of the BMHL Rules and Regulations. At the beginning of the season Associations may request from the BMHL exceptions to the ODMHA Guideline. Upon review of the request the BMHL may or may not grant the request. Where registration numbers prevent a single Association from forming “A” or “C” teams, they will join a neighbouring Association to ensure that players are given the opportunity of being placed at the appropriate level of hockey, and the competitive balance of teams within the District is maintained.
- (c) House Associations shall also run and be responsible for, where numbers warrant, Initiation Programs and Juvenile hockey team development. Where numbers do not warrant, players may move to a neighbouring Association.
- (d) The BMHL shall be the designated Hockey League for non-carded teams in the District. Membership in the BMHL is open to all House Associations in the District.
- (e) Requests for BMHL membership from Associations outside District B shall be considered provided their home District has no objection and the BMHL can accommodate the teams. Such requests require District Council approval.
- (f) All teams playing in the BMHL are bound by the BMHL Rules and Regulations and the District Constitution, By-laws and Regulations.

2.6 External District Registration

- (a) Associations are not permitted to register teams in another District unless the Bytown District does not run a league for those teams to play and special permission is granted by the two Districts involved.
- (b) If a team or Association wishes to enter the Bytown District and/or the BMHL, such will be discussed and approved on a case-by-case basis by the District Council.

APPENDICES

District B Appendices shall be presented, updated and approved annually at the District AGM and throughout the season as necessary by the District Council. These shall include at a minimum:

Appendices

Appendix 1

Annual Organization Chart (by name)

Appendix 2

Annual Budget

Appendix 3

Annual Transfer Process

Appendix 4

Annual Player Movement Within the District

Appendix 5

Annual Player Affiliation Process

Appendix 6

Reporting a Suspendable Offence Process

Appendix 7

Police Record Check (PRC) Process

Appendix 8

DISTRICT B PROCEDURES FOR COMPLAINTS, DISCIPLINE, APPEALS AND PROTESTS – Draft: 06/22/06

Appendix 9

Annual Risk and Safety Process

Appendix 10

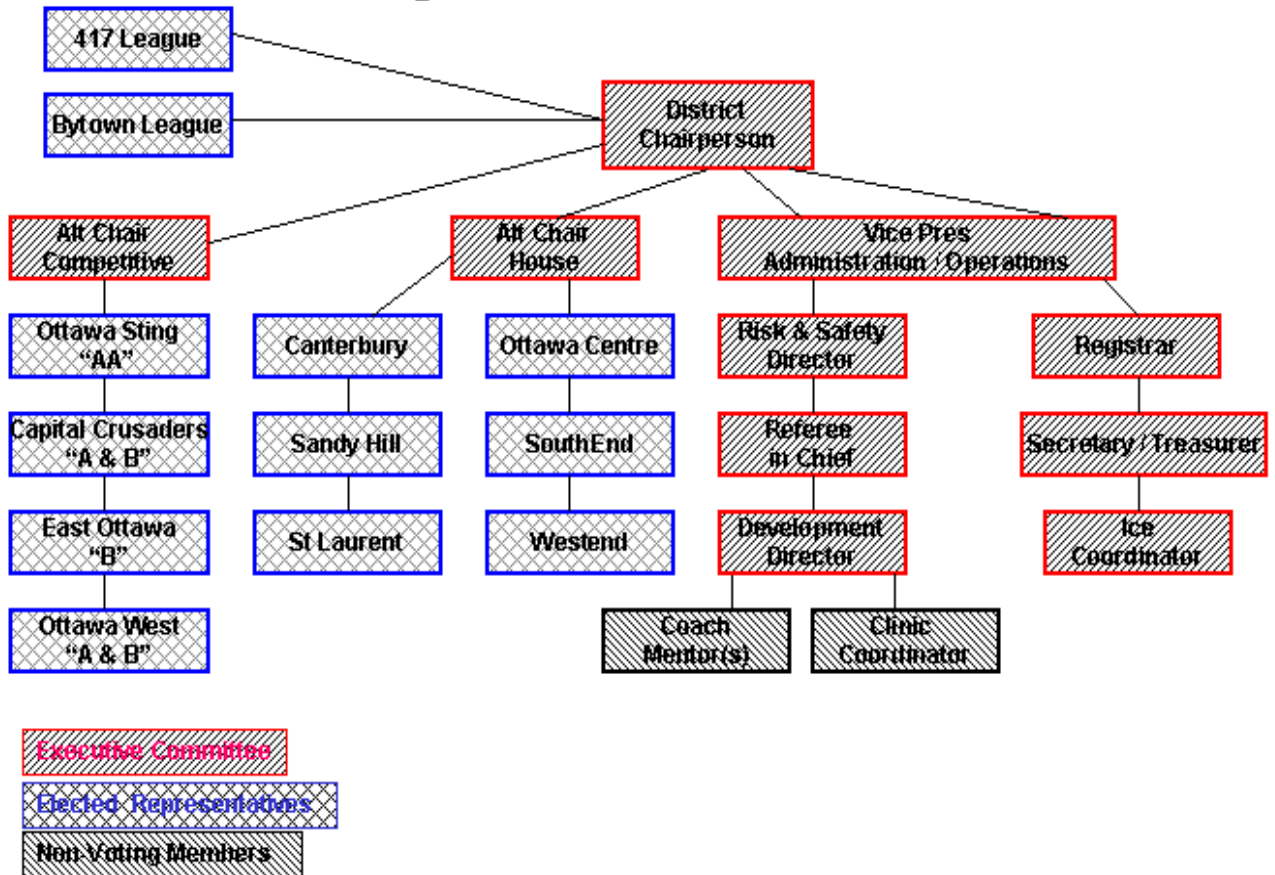
Rules and Regulations of the Bytown Minor Hockey League

Appendix W

Specific roles of the West End Hockey League and the Ottawa West Golden Knights

Appendix 1
 Annual Organization Chart TO BE UPDATED by ??????

Bytown District



Appendix 2
Annual Budget

TO BE UPDATED by John Crawford and John Messier

Appendix 3
Annual Transfer Process

TO BE UPDATED by John Messier

Appendix 4

Annual Player Movement Within the District

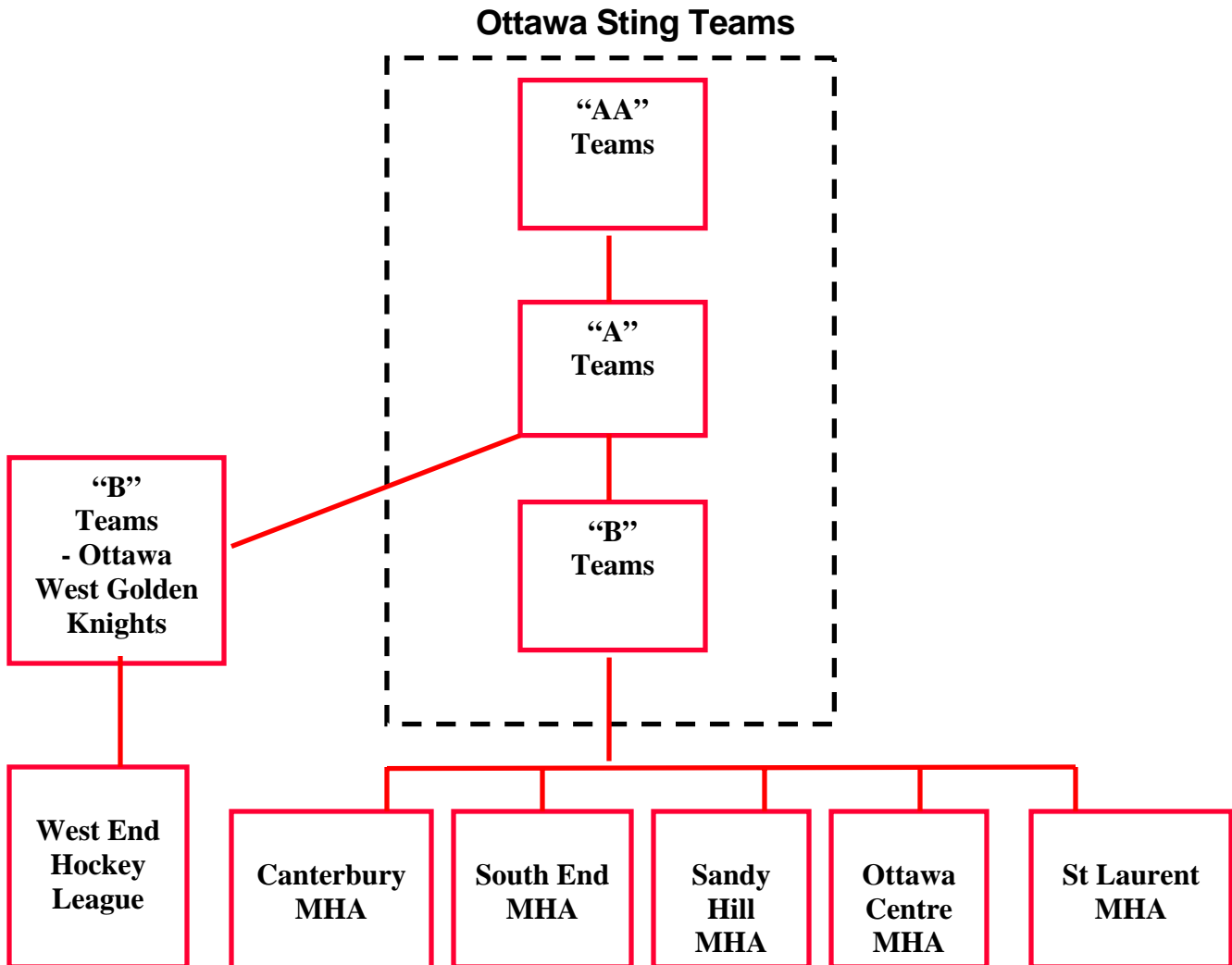
- 1. District B and its member associations require evidence of residency at the time of registration, and all documentation must be provided to the Receiving Association before the player can participate in play.**
- 2. At the time of registration, one of the following documentation must be provided:**
 - a. Guardianship details, including Court Order(s), if applicable (where custody is shared, ODMHA Rules and Regulations, Paragraph 5.0).**
 - b. Documentation showing a valid address in the new Association, e. g. a copy of the Residential bill of sale or rental agreement, a copy of a utility bill (with proof that the person named on the utility bill is the person granted custody or guardianship of the player).**
 - c. Proof of school registration.**
- 3. This policy only deals with Intra (within) District moves:**
 - a. All intra-district residence changes:**
 - i. Must be completed by October 15 of the current season. Should this cause undue hardship, financially or otherwise, a special exception can be made on this date restriction with the approval of both the Receiving and Sending Associations, allowing the player to join the gaining association for the current season;**
 - ii. Must be accompanied by a District B Declaration of Residency form, duly signed and documented; within which a statement for Member of Good Standing certifies that the player involved has no outstanding debts or suspensions with the sending Association;**
 - iii. For all moves, where a person other than the parent of a player has an enforceable Court Order that grants custody or guardianship of the player, and is signed and dated a minimum of 90 days prior to the player registering for the current season, then the residence of the player shall be that of the person granted custody or guardianship of the player.**
 - b. Should an association not follow these procedures and the player is found guilty of not providing the proper documentation, the association will face the District B Disciplinary and Appeals Committee, and may be levied administrative charges in an amount determined by that Committee.**
 - c. Should it be determined that the player has provided false information or documentation, then the player shall face disciplinary action which may include suspension for the remainder of the current season.**
 - d. For hockey purposes, District B does not consider that a player boarding in a rented room(s) or boarding house, out of his home association/district/zone, has established that as his residence.**

*Appendix 5
Annual Player Affiliation Process*

House League TO BE UPDATED by John Messier, Brent Lesaux

Competitive Affiliation

**District B Competitive Hockey Structure
Affiliation Process**



Appendix 6: Reporting a Suspendable Offence Process

REPORTING SUSPENDABLE OFFENCES

ALL suspend-able offences **MUST** be reported to the ODMHA, the District Chair and the BMHL within 24 hours. Failure to do so will result in a 5-game suspension of the team coach by the ODMHA and perhaps more by the BMHL. (*See BMHL Rules 53 and 54 for full details*)

ODMHA Handbook References:

Suspensions as defined in the Code of Discipline within the ODMHA Handbook:

- 6.0 Suspensions p. 64
- 7.0 Serving Suspensions p. 64
- 8.0 Minimum Suspensions p. 65
- 9.0 Reporting Suspensions p. 71-73

The District B process for ALL COACHES reporting suspend-able offences is:

1. FAX GAMESHEET

Home team is responsible for faxing the game sheet to the ODMHA even if it is the other team that received the penalties. **ODMHA fax is 613-224-4625.**

2. MAKE CONTACT WITHIN 24 HOURS

- (a) **HOUSE:** Contact BMHL Director AND District Alternate Chair (or Designate)
- (b) **COMPETITIVE:** Contact District Director of Competitive Hockey (or designate)
- (c) **PROVIDE** the following information for the contacts:

- Date of Game:
- Time of Game (i.e. when the game started):
- Team Name & Level (e.g. Sandy Hill Midget B4 House):
- BMHL Game Number:
- Player Name and Number:
- Type of infraction: (e.g. CFB & GM 40 – codes on back of new game sheets):
- Length of penalty (i.e. 2-minute; 5-minute; 10-minute; Game; Match; Gross):
- Type of game (Exhibition, League, Playoff):
- Referee #:
- Name of person reporting the offence & phone number(Mgr/Coach):

Note: Coaches are responsible for players serving suspensions. Follow the ODMHA flowchart for suspensions.

3. CONFIRMATION OF SUSPENSION SERVED

The coach is responsible for marking the game sheet for each game served of the suspension and for notifying the respective contact of each game that the suspended player serves. The coach must be prepared to substantiate that a players' suspension has been served by producing ODMHA game-sheets (initialed by a referee).

Appendix 7
Police Record Check (PRC) Process

District B requires that all volunteers complete a Police Record Check (PRC) as part of the overall screening process. Effective with the 2010-2011 Hockey season, District B Associations are required to ensure that individual volunteers submit their Police Records Check (PRC) upon their initial application and a minimum of every five years thereafter provided they have continuous service. If there is a break in the individual's volunteer service within the District of one season or more the individual will be required to resubmit.

Appendix 8

DISTRICT B PROCEDURES FOR COMPLAINTS, DISCIPLINE, APPEALS AND PROTESTS – Draft: 06/22/06 TO BE UPDATED by Mike Guay

The following document will set for the standard procedures to be followed by all District B personnel, teams and associations when dealing with a written complaint, discipline action, appeals and protests that have been lodged against any of its member(s) regardless of their position, including all Executive members, players, coaches, team officials, referee's and parents or any other person to be deemed a member of the District or its affiliated associations. **All complaints of Harassment and Abuse shall be addressed according to the ODHA Abuse and Harassment document**

1.0 Confidentiality All complaints, discipline, protests and appeals and their supporting documentation will become the property of the District B and/or its affiliated Associations. The information therein shall be kept in confidence and distributed on a "needs to know" basis and will not be distributed for any purpose other than directly related to the hockey activities within the Association and/or District B. All other requests for this information will be directed to the appropriate Executive and will not be distributed without their approval

2.0 Conflict of Interest All Committee members should ensure that they are free from any conflict of interest pertaining to the matter being investigated. Should they discover during the course of the hearing that they are in a conflict of interest situation which was not previously known, they should declare such conflict of interest and excuse themselves from the proceedings immediately.

3.0 Verbal Complaints The District and its affiliated associations will encourage all individuals who have a verbal complaint to document their complaint in writing and sign the complaint and indicate how they maybe contacted and forward it to the contacts listed in **Section 6.0 Contacts**.

4.0 Written Complaints All individuals will be encouraged to formally document their complaints. The complaints should include but not be limited to date, time, location and a detailed description of the activity or events which occurred including all pertinent details leading to this issue and any resulting actions as a result of the issue.

5.0 Handling of Written Complaints Any member of the Association and/or District who receives a formal written complaint should date and time stamp when the complaint was received and immediately forward the complaint to the appropriate person as indicted in **Section 6.0 Contacts**.

All written complaints to the Association and/or District will be acknowledged by phone within 24 hours of receiving the written complaint by the appropriate person listed in **Section 6.0 Contacts** and written notification will be sent within 48 hours acknowledging receipt of the complaint and outlining the next steps.

6.0 Contacts The people holding the following Executive positions in each Association/District will be the main point of contact for any association member and/or any other party wishing to submit a written complaint.

District B - Risk & Safety Director
Canterbury MHA - Risk & Safety Director
Capital Crusaders – Director of Operations
East Ottawa Voyageurs – Risk & Safety Director
Ottawa Centre MHA – Risk & Safety Director
Ottawa Sting MHA – Risk & Safety Director

Ottawa West Golden Knights MHA – Risk & Safety Director

Ottawa East – Risk & Safety Director

SouthEnd MHA - Risk & Safety Director

Westend Hockey League – Risk & Safety Director

7.0 Documentation Repository The District and its affiliated Associations must ensure that ALL documentation relating to a written complaint is kept on file for a minimum of 5 years. Once a complaint has been resolved, the written complaint, written acknowledgment, supporting documentation and written response are to be placed in a file folder and filed for retention in a place as prescribed by the Association and/or District.

8.0 Player Discipline Player discipline actions will be in accordance with the policies set forth by the Canadian Hockey Association (CHA), Ottawa District Minor Hockey Association (ODMHA) and the District B Code of Conduct.

9.0 Team Official Discipline Team Official discipline actions will be in accordance with the policies set forth by the Canadian Hockey Association (CHA), Ottawa District Minor Hockey Association (ODMHA) and the District B Code of Conduct

10.0 Parental/Executive Discipline Parental/Executive discipline actions will be in accordance with the policies set forth by the Canadian Hockey Association (CHA), Ottawa District Minor Hockey Association (ODMHA) and the District B Code of Conduct.

11.0 Discipline & Appeals Committee - Association The Association DAC is responsible to the Association for conducting hearings for players, team officials and other members who commit infractions or through their behavior endanger the welfare of others or make a travesty of the game

The Association DAC is empowered to hear evidence relating to specific incidents of misconduct, and to determine whether the offender is deserving of further disciplinary action.

11.01 Composition - The Association DAC shall be composed of: a) a Chairperson (First-Vice-President), Risk & Safety Manager and a minimum of three additional members of the Executive Committee. b) The President of Association shall not be a member of the Discipline Committee;

11.02 Meetings - The Committee shall hold such meetings as deemed necessary by the Chairperson. Discipline Committee members shall be entitled to one vote each. The Chairperson of the Discipline Committee may only vote in the event of a tie. Decisions must be reached on the simple majority vote of the members of the DAC.

11.03 Power and Duties - The DAC shall have the power to suspend or discipline: a) any member of the Association, if that person's activities contravenes in any way, the By-Laws of the Association. b) any Team Official who displays inappropriate conduct. c) any player where the coach deems disciplinary action is required. or Association members may request a hearing before the Association DAC. A hearing will be granted at the discretion of the Chair of the Association DAC

The Code of Discipline for the Association shall be no less than that contained in the ODMHA Code of Discipline notwithstanding any of the above. The DAC's guiding principal will be to enforce disciplinary actions equal to or more severe than the penalties recommend by the CHA/ODHA/ODMHA.

11.04 Discipline hearings shall be held in conformance with the format and guidelines as described by 13.02 Procedures

11.05 Notification and Reporting

- a) all affected parties shall be notified verbally by the appropriate DAC Chair within 24 hours of the decision, followed by a written notification within 48 hours of the decision. Notification should include information regarding the appeal process.
- b) the Chairperson of the Association DAC shall submit a written report to the President of the Association on each Committee decision within 48 hours.
- c) the Chair of the Association DAC shall keep a record of, and report to the District DAC on all cases so administered.

11.06 Appeals Where any person has been disciplined or suspended by the Association DAC, such person may appeal to the Chairman of the District DAC within 96 hours in writing setting out their points of appeal. The District DAC Chairman shall set a hearing date for the appeal to be heard. The District DAC Chairman may temporarily suspend the decision Association DAC until the appeal has been heard

11.07 What Constitutes Grounds for an Appeal?

- a) New evidence not presented at the original hearing.
- b) Irregularities in the proceedings of the original hearing that may have resulted in an unjust decision.
- c) The decision rendered at the original hearing was too severe.
- d) There is proof to establish that the decision of the original hearing was reached in an unjust manner.

11.07 A monetary fee \$50.00 must accompany each appeal, and such fee may be refundable by, and at the discretion of, the defined Committee, should it rule in favor of the appellant.

11.08 Appeals hearings shall be held in conformance with the format and guidelines as described by 13.02 Procedures.

12.0 Discipline & Appeals Committee - District The District DAC is responsible to the District B and their affiliated Associations for conducting hearings for players, team officials and other members who commit infractions or through their behavior endanger the welfare of others or make a travesty of the game. The District DAC is empowered to hear evidence relating to specific incidents of misconduct, and to determine whether the offender is deserving of further disciplinary action.

12.01 Composition - The District DAC shall be composed of: a Chairperson (District Chairman or in event of a conflict of interest the Alternate District Chairman), District Risk & Safety Manager and a representative from each of the District Associations. Association representatives will be chosen at the beginning of each season by the Association and shall serve for the season.

12.02 Meetings - The Committee shall hold such meetings as deemed necessary by the Chairperson. The Discipline Committee members shall be entitled to one vote each. The Chairperson of the Discipline Committee may only vote in the event of a tie. Decisions must be reached on the simple majority vote of the members of the DAC.

12.03 Power and Duties - The District DAC shall have the power to suspend or discipline: a) any member of the District and affiliated Associations if that person's activities contravenes, in any way, the By-Laws of the District and/or Associations. b) any coach or manager who displays inappropriate conduct. c) any player where the coach deems disciplinary action is required. or Association members may request a hearing before the District DAC. A hearing will be granted at the discretion of the Chair of the District DAC.

The Code of Discipline for the District shall be no less than that contained in the ODMHA Code of Discipline notwithstanding any of the above. The DAC's guiding principal will be to enforce disciplinary actions equal to or more serve than the penalties recommend by the CHA/ODHA/ODMHA.

12.04 Discipline hearings shall be held in conformance with the format and guidelines as described by 13.02 Procedures.

12.05 Notification and Reporting

- a) all affected parties shall be notified verbally by the appropriate DAC Chair within 24 hours of the decision, followed by a written notification within 48 hours of the decision. Notification should include information regarding the appeal process.
- b) the Chairperson of the District DAC shall submit a written report on each Committee decision within 48 hours.
- c) the Chair of the District Discipline Committee shall keep a record on all cases so administered.

12.06 Appeals Where any person has been disciplined or suspended by the District DAC and/or appealing of an District DAC decision, such person may appeal to the ODMHA Discipline Committee within 96 hours in writing setting out their points of appeal.

12.07 What Constitutes Grounds for An Appeal

- a) New evidence not presented at the original hearing.
- b) Irregularities in the proceedings of the original hearing that may have resulted in an unjust decision.
- c) The decision rendered at the original hearing was too severe.
- d) There is proof to establish that the decision of the original hearing was reached in an unjust manner.

12.08 A monetary fee \$150.00 must accompany each appeal, and such fee may be refundable by, and at the discretion of, the defined Committee, should it rule in favor of the appellant

12.09 Appeals hearings shall be held in conformance with the format and guidelines as described by 13.02 Procedures.

13.0 Hearing Procedures

13.01 Who attends: The accused or party making the complaint; Team officials who where involved in the incident; Game officials who where involved in the incident; A maximum of two (2) witnesses appearing on behalf of the accused; A parent or guardian, where a minor is involved.

13.02 Procedure

- a) all parties testifying should be present during the giving of testimony. No hearsay testimony shall be entered into evidence.
- b) only those parties present at the invitation of the Discipline Committee Chairperson may give testimony.
- c) no one shall be present during a hearing without the permission of the Discipline Committee Chairperson.
- d) written and signed statements from persons who are unable to attend the hearing may be accepted as evidence.
- e) each person who is scheduled to give evidence shall be permitted to deliver his/her testimony without interruption. If a prepared statement is read, the original copy is to be submitted to the Discipline Committee Chairperson. A brief rebuttal is allowed each person after all witnesses have made their initial statements.
- f) only members of the Discipline Committee may ask clarifying or supplementary questions. These questions will normally be asked at the conclusion of each person's initial statement. All questions and replies shall be directed through the Discipline Committee Chairperson.
- g) once all testimony has been given, all clarifying and supplementary questions have been answered, and each person has been given an opportunity to rebut any and all statements made by others, all those present who are not members of the Discipline Committee shall be excused from the hearing and the Discipline Committee members shall deliberate and render a ruling on the matter.
- h) all affected parties will be notified of the Discipline Committee's decision by the appropriate Director within 12 hours of the decision.
- i) a written notification shall be sent within 48 hours of the decision and will include a description of the appeal process

14.00 Protests (House League) - This section outlines the procedures for protests in all the House League divisions of the District B.

14.01 Protests will not be accepted if the grounds for protest are based on a referee's judgment.

14.02 Protests involving an infraction of the rules or regulations as set out by the By-Laws must be treated as follows:

- a) the coach intending to protest must notify the division convenor within 24 hours following the completion of the game.
- b) the division convenor will notify the appropriate Executive member and provide all relevant details.
- c) all protests must be forwarded by the protesting coach in writing to both the District President (House League) and the opposing coach within 48 hours of the game.

14.03 Upon request, the involved individuals are required to attend the Disciplinary Committee meeting.

14.04 The Disciplinary Committee's decision shall be communicated verbally to the appropriate individuals within 24 hours of the meeting and a written notification within 48 hours of the meeting.

Appendix 9
Annual Risk and Safety Process

TO BE UPDATED by Mike Guay

Appendix 10
Rules and Regulations of the Bytown Minor Hockey League

TO BE UPDATED by BMHL

Appendix W

Specific roles of the West End Hockey League and the Ottawa West Golden Knights