



# **NORWOOD AND DISTRICT MINOR SPORTS INCORPORATED CONSTITUTION AND MANUAL OF OPERATIONS**

(UPDATED May 2023)

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CONSTITUTION AND MANUAL OF OPERATIONS**

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**Constitution Last Updated by: Jennifer Stewart, Secretary, May 2023**

## ARTICLE I - NAME

- a. The name of the association shall be herein referred to as NDMS.
- b. All games shall be played under the rules laid down by the EOMHL, OMHA, Leo League and NDMS

## ARTICLE II - AIM

To encourage, promote and develop minor hockey in Norwood and District for all youth with mutual respect and consideration for each individual regardless of race, creed, age, sex, financial status or ability.

## ARTICLE III - OBJECTIVES

- a. To play fairly under all circumstances and all conditions.
- b. To give opponents a fair chance and not to take unfair advantage.
- c. To win modestly, to tolerate a defeat in good nature, then to do something constructive about it.
- d. To not question unduly or dispute official decisions.
- e. To voice approval of the good efforts of any team or player.
- f. To make as many friends as possible within the Association.
- g. To ensure that the use of unfair practices does not decide the outcome of any game.
- h. To see that all players be given fair playing time and opportunity during league play.
- i. To develop and encourage sportsmanship between all players for the betterment of their physical and social well-being.
- j. To do all acts desirable in the furtherance of the foregoing objectives.

## ARTICLE IV - OFFICERS

- a. The voting members of NDMS, its Executive shall be:
  - 1. Past President
  - 2. President
  - 3. 1st. Vice President
  - 4. 2nd Vice President
  - 5. Secretary/Website

6. Treasurer
7. Ice Scheduler
8. OMHA Contact Person
9. Special Projects/Fundraising
10. Equipment Manager
11. Parent Liaison
12. Tournaments Convenor
13. Referee in Chief
14. Coaching Coordinator
- 15 Director 1
16. Director 2

b. The Executive shall be elected annually. In the event of an open/vacated position(s) on the Executive after the annual meeting, the present executive may at its discretion appoint a person(s) to fill any open/vacated position(s).

#### ARTICLE V - DUTIES OF OFFICERS

a. The President shall act as Association Manager and shall have power to act on all matters affecting the welfare of the Association. The President shall preside at all General and Executive meetings. The President shall not have power to vote at meetings except where a deciding vote is necessary. The President shall see that the rules and regulations of the Association are strictly enforced. The president shall be ex officio, a member of all Committees.

b. The 1st Vice President shall have power to act for the President UN absentia.

c. The Secretary shall be responsible to distribute monthly meeting minutes to all executive within 14 days of meeting.

d. The Treasurer shall sign all cheques authorized by the Association and/or its Executive. The Treasurer shall have custody of the cash books and accounts of the Association and shall deposit all funds in the depository prescribed by the Executive. The Treasurer will be responsible for preparing a statement upon request by the Executive within a month of such a request. The Treasurer will be responsible for submitting a statement at the annual meeting of the Association. The President, 1<sup>st</sup> Vice President, and 2<sup>nd</sup> Vice President shall have signing authority for the organization, and one of those individuals must sign all Association cheques along with the Treasurer. Financial records and books of the Association shall be reviewed by a 3<sup>rd</sup> party as required.

e. Any Executive member who misses two consecutive meetings without just cause, which shall be determined by the executive, may have their position deemed vacant.

f. Any Executive member who is not fulfilling the duties of their role can be removed from their position by a majority vote cast at a meeting at which notice signifying the intention to pass such a motion has been given to the aforementioned executive member.

g. Any written material distributed and discussed in caucus will be collected and destroyed by the President upon completion of the meeting. Only one copy will be kept on file by the current standing President.

g. Duties of the Executive Members:

PRESIDENT

- Sit on finance committee
- Represents NDMS on user group agreement committee
- Handles complaints and redirects individuals to the applicable executive member
- Attends all coaches meetings

1ST VICE PRESIDENT

- Represents NDMS with Leo League (attending monthly meetings, distributing minutes and any relevant information to the teams/executive, work with ice scheduler/ref in chief for games) Attend parent meetings in absence of Parent Liaison
- Attends all coaches meetings

2ND VICE PRESIDENT

- Attend parent meetings in absence of Parent Liaison
- Organizes year end awards
- In charge of timekeepers, scheduling and ensures all NDMS games are covered

SECRETARY

- Record, store and distribute minutes of all executive meetings
- Notifies executive members of the time and place of meetings
- Provides copies of Constitution to membership and update constitution annually
- Sends out correspondence concerning NDMS to executive and enrolled families
- Assists with registration mail outs/emails
- Sits on finance committee
- Attends coaches meetings takes and distributes minutes
- Communicates with team Managers directly on Manager on duties and responsibilities including 50/50, fundraising, game sheets, etc...
- Communicate association deadlines to team staff regarding AP (associated player) and final roster deadlines.
- Oversees Police Checks are completed for the organization and advises executive if a member is not approved. Properly files all information to ensure confidentiality
- Receives and organizes coach surveys and provides copies to Coach Convenor and President
- Runs and maintains NDMS Website and all other social media
- Updates site with current information from executive and teams
- Looks into and recommends to executive any ideas that can enhance website

TREASURER

- Maintains all financial records for Minor Sports
- Makes bank deposits
- Looks after all funds being deposited and withdrawn from the Minor Sports Accounts
- Administers weekly referee wage payments and monthly timekeeper wage payments
- Provides monthly financial reports for minor sports meetings
- Ensures all teams provide a year-end financial report

- Sits on finance committee and prepares budget for executive consideration
- Collaborates with OMHA Contact Person to confirm registrations

#### OMHA CONTACT PERSON

- Contact and distributor of information from the OMHA
- E.O.M.H.L. representative attends monthly meetings
- Source for information for all NDMS team staff
- Ensures all players are pre-registered before tryouts begin including new players and 3.5's.
- Assists new players/parents with the transfer process.
- Completes team rosters, including bench staff and affiliated players throughout the season prior to OMHA due dates.
- Works with other nearby centres with rule 3.5.
- Ensures that Right of Choice forms are filled out for eligible players in their first year of rep hockey.
- Fills out all requested Permission to Skate forms and all other relevant tryout forms for larger centres.
- Completes OMHA playoff contracts with other centres.
- Completes travel permits for all tournaments and exhibition games.
- Ensures that officials (referee in chief), time keepers, arena, website organizer, ice scheduler are contacted as soon as games are cancelled.
- Responsible for play-off scheduling and working with ice scheduler
- Attends OMHA annual meeting as NDMS representative
- Attends all coaches meetings

#### SPECIAL PROJECTS AND FUNDRAISING COORDINATOR

- Oversees all NDMS fundraising, Legacy Fund fundraising and special events organization
- Organize & Supervise Team Pictures. Has mounted for display at the arena
- Organizes the minor sports golf tournament

#### EQUIPMENT MANAGER

- Maintains and distributes minor sports equipment, sweaters, pucks, water bottles, socks and 1<sup>st</sup> aid kits.
- Finds sponsors and renews sponsors for sweaters
- Keeps inventory of equipment
- Ensures each team has someone designated to care for equipment assigned to teams
- Collects all equipment at end of season

#### PARENT LIAISON

- Deals with parents, players & staff issues/complaints
- Ensures all dealings (teams, parents, players) are communicated to the President
- Calls on 1st or 2nd Vice when assistance is required, or a conflict of interest arises
- Assists 2nd Vice with Year End Awards
- Attends all Parent Meetings
- Attends Coaches Meetings

#### REFEREE IN CHIEF

- Has the option to schedule and ensure referees are at all games or to utilize an assigner
- Deals with any and all referees concerns/issues
- Advises new referees of clinics available

- Supervises all referees during the season
- Provides tournament conveners with list of officials

#### TOURNAMENT CONVENOR

- Submits dates for tournaments to OMHA for minor sports
- Prepares all tournament day paperwork and scheduling and hands over to each teams tournament convenor for day of tournament. Each team is responsible for providing a person to oversee the day's tournament. (Check-in, game sheets, pay timekeepers/referees, awards)
- Is the contact person for tournaments: collects tournament fees, OMHA rosters & permission forms
- Provides the dates and times needed for ice and millennium room to ice scheduler
- Arranges awards for tournaments and their presentation
- Arranges pay for refs and timekeepers for tournaments
- Communicates with tournament sponsor hotels

#### ICE SCHEDULER

- Prepares tryout schedule
- Prepares master schedule for games, practices & tournaments
- Is the NDMS contact with arena in regards to ice issues/conflicts
- Checks and verifies ice time allotment
- Creates a list of dates for coaches/managers for all scheduling meetings.
- Provides dates and times to the OMHA rep and LEO rep for playoff scheduling.
- Routinely updates website ice schedule, including cancelled home games and practices as soon as possible.

#### COACH COORDINATOR

- Oversees the head coaching positions of each team
- Leads the development of coaches and trainers including attending practices and providing coaches with assistance in preparing and implementing practice and game strategies as required
- Leads the delivery of any development programs offered by the organization (ie. power skating, goalie clinics)
- Leads the coaching interview committee (must be made up of at least 3 members) and brings recommendations back to the executive. Recommendations must be listed in order of preference and all committee members are required to sign off on the report to the executive
- When a coach is not named for a team - make arrangements for a certified coach to be present on ice with players until a coach is assigned
- Assists the associations under 9 program coaches in implementing the OMHA Programming
- Runs the Coaches meetings and is the conduit between the Executive Board and the Coaches on a regular basis (i.e. what do the coaches need from the executive, what are the concerns, etc.)
- Work with the OMHA Contact Person to ensure all coaches, trainers, bench staff have the appropriate certifications
- Must have current coaching certification or past relevant hockey experience

### DIRECTOR #1

- Assists Tournament Convenor with the organization and day-of tournament requirements as required
- Assists the Special Projects/Fundraising Coordinator Fundraising/Special Events Chair with fundraising initiatives as required
- Assists other executive members with program delivery as required

### DIRECTOR #2

- Assists Coaching Coordinator with the organization and delivery of pre-skates and development programs
- Assists Tournament Convenor with the organization and day-of tournament requirements as required
- Assists other executive members with program delivery as required

### ARTICLE VI - MEETINGS

- a. The Annual Meeting of the Association shall be held on the last Monday in April each year.
- b. The meeting is to be advertised 3 weeks in advance
- c. The Association Officers shall be elected at the Annual Meeting.
- d. The Association shall meet regularly each month on the second Monday at 7:00 P.M. except on holidays and will be rescheduled at the discretion of the executive.
- e. The Executive shall meet bi-weekly on Monday at 7:00P.M. from September 1st until thanksgiving via zoom

### ARTICLE VII - VOTING

- a. The following are members and are eligible to vote at the AGM of the Association. Currently active Officials, Parents and Legal Guardian of players under OMHA policy who deem Norwood as their home centre.
- b. No member of the executive or of its committee's shall have voting privileges when he/she:
  1. is part of the coaching staff of the team or player that is in question or grievance
  2. is the spouse or blood relative of the individual in question or grievance

Where a member has an interest in the above that member shall leave the meeting while the voting is taking place.



Where the numbers of members who are remaining are not of sufficient number to constitute a quorum, then the remaining number of members shall constitute a quorum providing more than 1 member remain.

c. Coaches will be recommended by an executive committee.

#### ARTICLE VIII - EXECUTIVE COMMITTEE

a. The Executive Committee shall consist of the officers of the Association

b. The presence in person of at least one half of the members of the Executive shall be necessary to form a quorum at General Committee meetings.

c. Questions arising at any General Meeting shall be decided by a majority vote.

d. No member of the General committee shall, during the course of a game, attempt to overrule an official's decision by drawing to the official's attention that he/she does not agree with his decision affecting the game in progress.

e. Any Coach or Manager with a question and/or grievance is free to attend any regular General Meeting to present his/her question and/or grievance.

f. Immediate Past President shall remain on the Executive Committee in an advisory capacity, with full voting privileges.

#### ARTICLE IX - SPECIAL GENERAL MEETINGS

a. The Executive may, whenever they think fit, and they shall, upon requisition in writing by eight or more accredited members of the Association, convene a Special General Meeting.

b. The requisition shall express the objective of the meeting so called, and shall be delivered to the Secretary of the Association.

c. Upon receipt of such requisition, the Executive shall forthwith convene a Special General Meeting and if they do not convene a Special General Meeting within seven (7) days of receipt of requisition, the Requisitions, or any other (8) accredited members may themselves convene a Special General Meeting.

d. At meetings called in pursuance to a requisition, no business other than stated on the requisition as the object of the meeting, shall be transacted.

e. Only Executive members will be eligible to vote at special general meetings.

#### ARTICLE X - AMENDMENTS TO CONSTITUTION

- a. The Constitution of the Association shall not be altered unless at the Annual Meeting or specially convened General Meetings duly called for that purpose.
- b. All proposed alterations with the name of the proposer, must be in writing and received by President/Secretary no later than fourteen (14) days before the AGM or one day after annual awards evening WHICHEVER IS LESS.

#### ARTICLE XI - REGISTRATION OF PLAYERS

- a. All players must be duly registered with the Association.
- b. If the Executive of the Association has any doubt as to the eligibility of any players, they shall have the power to call upon such players, or the Divisions to which they belong, to prove to the satisfaction of the Executive that such player(s) is properly eligible to take part in the competition under the jurisdiction of the League, and failing such satisfactory proof, shall have the power to disqualify such player(s).
- c. All players who register with NDMS will be required to pay a minimum deposit of a 1/3 to be paid on registration date, as set out by the Association, with the balance being due on November 1st. Any players not paid in full by November 1st may not be permitted on the ice for games or practices until registration is paid in full. When the President and Treasurer are in agreement, the above mentioned payment schedule can be deviated from.
- d. Any player who registers after the early bird fee due date will be subject to a pay full registration fees at an increased rate. The amount to be approved by the current executive.
- e. Early bird fees will be honoured for out of district players, upon which it has been determined that no team for their division is available and the player must register at the next closest center, which is Norwood.

#### ARTICLE XII - FINANCES

- a. This Association shall not be conducted for profit.
- b. The Executive Committee shall assess such fees as required to cover the cost to operate the various teams.
- c. All Teams are entitled to partake in 3 fundraisers total per season - either on their own or combined with another team of their choosing. Fundraising plans must be submitted to the Secretary for presentation to the executive no later than 2 weeks prior to the monthly NDMS Executive meeting (held 2nd Monday of the Month). The proposals will be reviewed to ensure minimal duplication and that all teams have an equal opportunity to raise funds. Executive will have final approval. Except in special circumstances approved by the executive, receipts will not be issued for team fundraising.

d. All Teams are subject to a Fundraising Payback per season. The amount of payback is to be set by the current executive each season. It is encouraged to collect that amount via 50/50 sales at home games but if a team chooses to opt out of 50/50 sales that is up to the team however, the funds are still required to be paid by each team. There are no exemptions.

e. Solicitation for financial assistance will be carried out only for uniforms (when the need arises) and must be sanctioned by the Executive Committee.

f. Solicitation for financial assistance for other purposes (such as team fundraising) may be sanctioned for extenuating circumstances. If approved by the executive, any remaining funds at the end of the season must be returned to NDMS for specific usage to benefit the program (equipment, uniforms, clinics etc...).

g. Surplus of funds at the end of any current year shall be retained as a bank balance for the operation of the Association for the next year.

h. Transportation WILL NOT be provided at any level by NDMS.

i. Registration rates and annual budgets will be reviewed and approved annually by the executive committee.

j. Hornet Pins are available for teams to purchase at a fee of \$1.25/pin. In the event teams are attending an International Silver Stick tournament - there will be no charge for the required pins.

#### ARTICLE XIII - INJURY, LIABILITY INSURANCE

a. All players must be covered by appropriate insurance.

b. All players participating do so at their own risk, and must have the written consent of their parents or guardian to participate.

c. All coaching staff and on ice volunteers must be covered by appropriate insurance, registered by the association.

#### ARTICLE XIV - ALL TEAMS

a. Team staff shall be approved by members of the Executive committee. Said Team staff are subject to all rules and regulations of Norwood and District Minor Sports Incorporated and may be replaced at any time, if considered necessary, by a majority ruling of the Executive Committee.

b. The entire Executive Committee shall be responsible for assisting all Managers and Coaches in scouting players engaged in House League play. All such recommended players shall be given proper tryouts. However all "Rep" & "Local League" team coaches shall make the actual decisions regarding personnel to be carried on their team. Players will be entitled to three (3) tryout sessions be it practices or exhibition games.

- c. All Rep Teams shall hold tryouts for their teams regardless of the number of players registered at that level. Teams are expected to carry fifteen players, however, where registration numbers might require Rep teams to carry more or less players than fifteen in order to facilitate icing additional Rep teams or additional teams at Leo League level, this will be communicated by the Executive to the coaches holding the tryout prior to the start of the tryout.
- d. Second entry teams may be formed at the discretion of the executive.
- e. Any additional player(s) additions after the three tryouts by a coach must first be reviewed by the Executive.

#### ARTICLE XV- TRYOUTS

- a. Tryouts shall be conducted in a manner which encourages all eligible players to attend tryouts but respect the level they are best suited to. All Players attending tryouts MUST first register with their home centre. The goal of the tryouts is to identify and place the most qualified players at the highest possible level.
- b. Any player wishing to tryout for a Rep team and cannot attend any tryouts needs to make arrangements with NDMS OMHA Rep in writing no later than 1 week prior to the start of tryouts.
- c. Any players who choose not to attend any / all tryouts are required to pay current registration fees in full.
- d. Any player who is registered to tryout and withdraws before the commencement of the season or after the Rep team has been selected shall receive their registration back minus an administration fee of \$150.00. If injuries are a factor in the decision to withdraw the executive will consider this on a case by case basis.
- e. NDMS has the authority to decline any request of player movement to another division when it causes an overage in the number of players at the level they are requesting or impacts the ability to ice a team at the players appropriate age.
- f. Players requesting permission to attend a tryout in a higher division must be in their last year of their appropriate division.
- g. Requests for movement to a higher division must be made by the parent/guardian no later than 1 week prior to the start of tryouts for the upcoming season to NDMS OMHA Rep.
- h. Players requesting a tryout at a higher division must attend their appropriate age division tryouts as well.
- i. Players may apply to tryout for the REP team ONLY in the level above. If a player is released at the higher level, they must return to their appropriate age division.

j. To allow for fair play of all NDMS players, any underage player granted permission to attend a tryout at a higher level must rank in the top 5 of ability for the team they are trying out for, as determined by an evaluation committee, selected by the executive.

k. In order for a player to be eligible as an AP (affiliated player) they must attend the Rep tryout. Exceptions to be reviewed by the executive.

l. In the event NDMS is unable to ice a team at a level due to registration numbers, ~~Player~~ (OMHA Regulation 3.5) Releases will be given only to those players that have registered with NDMS prior to the decision and have paid their registration.

m. Coaches are required to have a minimum of (3) evaluators for their tryouts, one of which should be an executive committee member. The list of evaluators to be provided to the Coach Coordinator or President before the teams first tryout.ARTICLE XVI - DISCIPLINE

a. Players, Officials and spectators are only allowed to take part in, or attend games, on consideration that they observe the rules, regulations and by-laws of the Association. Every player and team official is required to observe such rules, regulations and by-laws.

b. Every team is responsible to the Executive for the action of its players and officials, and is required to take all necessary precautions to prevent spectators threatening or assaulting officials and players during, or at the conclusion of games. No official of any team, referee, linesman or player shall be on any game under the jurisdiction of the Association, and on the contrary shall use every means in their power to prevent betting or objectionable language. In case of a breach of these rules, any player, official or spectator may be removed from any game.

c. The Executive Committee shall have the power to deal with any player or member of any group in an official capacity whose conduct is objectionable.

#### d. BEHAVIOURAL POLICY

OBJECTIVE: We represent our self, team, NDMS, town and our sport. A bad impression is hard to erase. We want to discourage obvious misuse of profanity and inappropriate behaviour on the ice, coming off the ice, in the dressing room, in the arena of spectators and at out of town facilities.

A disciplinary committee has been formed to address all valid written reports made regarding the above Behavioural Policy. The committee consists of three people: President, Past President and Parent/Coach Liaison. If conflict of interest is declared among these three, the alternate will be 1<sup>st</sup> Vice President.

An incident can be reported by a team official, executive member, parent or spectator to any of the above three committee members, and must be in writing using Behavioural Incident Form (available from these committee members), email or letter. It must be in writing, verbal reports will not be acted upon.

Upon receiving a valid reported incident, the identified person (player or team official) will be notified by committee member, the identified person will be given right to attend a hearing dealing with the reported violation of Behavioural Policy. The Behavioural Policy Committee is committed to dealing with valid reports in a swift and efficient manner, rendering a decision with day(s) in writing.

Disciplinary Action will be as follows:

- 1st Offence Minimum 1 Game Suspension\*
- 2nd Offence Minimum 2 Game Suspension\*
- 3rd Offence Minimum 3 Game Suspension\*

Also subject to Full Executive Review (Possible Season Suspension - with No Refund).

If we all work together, there will be no need for this policy to be acted upon.

e. The contents of Article XV Section D, above, shall apply to all team officials, players and spectators either at home or away from home.

f. All players shall show the utmost respect for property both at home and away. Players failing to do so shall be subject to suspension by the officers of the Association.

g. A member of the Executive or Executive Committee shall not cause to have published through any news media the name of any coach, players, or officer that the Executive have seen fit to suspend for breach of rules.

## ARTICLE XVII - COMMITTEES

The Committees for this Association shall be:

1. Special Projects, Publicity & Fundraising
2. Equipment (Hockey)
3. Parental Relations
4. Referee-in-chief
5. O.M.H.A. Tournament Convenor
6. Contact (Hockey)
7. House League Convenor /Ice Scheduler
8. House League Convenor
9. Player Registration Committee - composed of the Secretary, Treasurer, OMHA Rep, and President to meet 2-3 times annually to organize the registration process (dates, promotion, website, forms, etc.), ensure that all the required documents (birth certificates, proof of address, criminal records check, etc.) are uploaded to the HCR, ensure that all the required courses are completed (Respect in Sport - parents / bench staff, coaching / training courses, etc.), periodically update registration numbers to help make recommendations on the number of teams for the season. The registration committee will bring on other (s) on the executive deemed helpful in working with the committee by meeting (virtual or in person) weekly (or Bi-weekly) at the beginning of the NMH season to ensure all logistical on-ice related decisions are being made

prompt and effectively to ensure both registrations numbers ensure LL and rep teams are made up of an appropriate number of players as well as that the most appropriate additional coaches are recruited and selected to maximize our ability to both develop our players and be as competitive as possible in all leagues. These meetings will take place until all NMH teams are rostered.

#### ARTICLE XVIII - OPERATING RULES

- a. Any unusual set of circumstances are to be reported to the President immediately following the game in which such events took place. Note: If the President cannot be reached, contact the 1st Vice President.
- b. There may be movement of players from one Rep & Local League team to the designated Rep & Local League team above, providing no player from Rep & Local League teams sit outs. The above Rep & Local League team coach; must call or approach the lower team coach for consent. Any disputes must be brought before the President.
- c. Any game time or practices that are not going to be used must be reported to the Ice Scheduler, at least forty- eight (48) hours before scheduled ice time. These valuable ice times can be given to other teams for practice, make-up games or for outside rental.
- d. Every Coach will receive a copy of the rule book. It is wise for both coach and manager and other team officials to make an attempt to digest as much as possible from it.

#### ARTICLE XIX - DUTIES OF THE MANAGER

- a. The Manager must make sure that the game sheet is correctly completed by both teams, and depending on home or away games, make sure it is delivered to the appropriate time-keeper./ person (s)
- b. The Manager must be cooperative with the opposing teams and officials as he/she is a Norwood representative.
- c. The Manager must make sure that his/her players are notified about practice times, game times, tournaments and exhibition games.
- d. Team sweaters are the responsibility of each “Team Equipment Person” and should be taken after each game by the Team Equipment Person Manager to be dried out, washed when needed and properly looked after. At the end of the season the sweaters must be washed and given to the Equipment Manager, within fourteen (14) days of the conclusion of their season. All other equipment must be given to the Equipment Manager at the same time.
- e. NDMS Jerseys and socks provided are for game wear only
- f. After every home game, the manager is to make sure electronic game sheets are sent. In the event they are undeliverable, the manager will contact the convenor to let them know.

g. The manager shall report within 12 hours all Game Misconducts, Gross Misconducts & Match Penalties for all games to the OMHA and LL Contact Person (s). Reports can be verbal or written. The manager shall ensure all player and staff suspensions are observed and reported on future electronic game sheets.

h. Submit team fundraising proposals to the NDMS Secretary for Executive approval no later than 2 weeks prior to the monthly NDMS Executive meeting (held 2nd Monday of the Month).

i. Managers are to maintain team financial reports for the entire season using the template provided by the Treasurer. This report is to include all money taken in and paid out by the team, all costs incurred and must balance out at zero at end of the season. Such reports should be available at any time for members of the team or executive to view

j. Ensure team fundraising and financial expectations are communicated to the team at the start of the season

#### ARTICLE XX - DUTIES OF THE COACH

a. To teach fundamentals and be an inspirational leader to their players and use programs recommended by the Executive.

b. To run their practice in an efficient manner so that no player is standing around, but moving as much as possible.

c. All practices should be pre-planned to avoid any delay. Practices should be periodically reviewed with the Coach Liaison to ensure continuity between the age groups.

d. A coach should not have to take any abuse from parents and any such happening should be reported to the Parent Liaison or President.

e. To provide his/her players with balanced playing time during exhibition, league and tournament games with the aim to develop a whole team so that when participating in playoffs the need to shorten your bench may not need to occur as often.

f. Coaches and managers are to remember that movement of players will not be allowed. When conflicting games exist between teams a player must play for the team he is registered with. The affiliation rules as set out in the O.M.H.A. manual of operations shall be followed.

#### ARTICLE XXI- CRIMINAL RECORDS CHECKS

a. It is mandatory that all NDMS volunteers 18 years of age and older assisting with any team in any capacity or as an executive member MUST complete and submit an approved Criminal Record Check with a Vulnerable Sector Check each year.



b. All volunteer applicants shall provide their completed forms to the NDMS Secretary. Checks can only be viewed by the secretary, where it will be reviewed to ensure each member is in good standing to volunteer

c. Only in the circumstance that the volunteer is ineligible to volunteer - will the volunteer's name be given to the executive but reason for ineligibility cannot be shared.

## ARTICLE XXII- AWARDS

When funds permit:

a. Awards will be presented annually at a special awards ceremony, the date of which will be set by the Executive Committee.

b. Each award will be an individual trophy along with the winning player's name being inscribed on the plaque in the Arena. The award for each team will be present in recognition of the following:

- |  |                                  |
|--|----------------------------------|
| 1. U7, U8  | Most Improved                    |
| 2. U9 A, AE and LL                                   | Most Valuable Player             |
| 3. U11 A, AE, LL                                     | Rookie of the Year               |
| 4. U13 A, AE, LL                                     | Ability and Conduct              |
| 5. U15 A, AE   | Most Valuable Player             |
| 6. U15 LL  | Most Desire                      |
| 7. U18 A, AE   | Best Defensemen                  |
| 8. U18LL   | Most Desire                      |
| 9. U21   | Most Consistent                  |
| 10. Junior Goaltenders Rep                           | U9-U13                           |
| 11. Senior Goaltenders Rep                           | U15-U21                          |
| 12. Junior Scoring Rep                               | U9-U13                           |
| 13. Senior Scoring Rep                               | U15-U21                          |
| 14. Junior Goaltenders LL                            | U9-U13                           |
| 15. Senior Goaltenders LL                            | U15-U21                          |
| 16. Junior Scoring LL                                | U9-U13                           |
| 17. Senior Scoring LL                                | U15 - U21                        |
| 18. Athlete of the Year                              | Dale Ryan Memorial               |
| 19. Retiring President                               | (Optional)                       |
| 20. Retiring Executive                               | (Optional)                       |
| 21. Most Improved Players                            | Designer Trophies - Playoffs (?) |
| 22. U18 Ability & Conduct                            | Bob & Elaine McCulloch Memorial  |
| 23. Sportsmanlike Conduct &<br>Academic Ability- U15 | James Lytle Memorial             |

c. Special Awards shall be presented as follows:

### 1. OMHA CHAMPIONS

Individual trophies to each team member.

## 2. OMHA CHAMPIONS

Financial assistance will be considered up to a maximum of \$50.00 towards purchase of jackets for each carded member of the team. Executives will base their financial assistance consideration on the present year's financial statement. Players playing on two winning teams (same sport) will only be given financial consideration for one jacket, provided they have played (10) games with the winning team.

## 3. LL Champions

A championship banner to be purchased for all A Championship LL Teams

## 4. Dale Ryan Trophy:

Norwood & District Athlete of the year, not necessarily to have gone through the NDMS organization.

The Dale Ryan Memorial award is presented annually to an individual judged to be " The Athlete of the year for the Norwood area " Created in 1984 in memory of long time executive member Dale Ryan. The award has covered a wide range of sports in the Norwood area from hockey, figure skating, speed skating, softball , lacrosse, football , rowing and auto racing.

## 5. Norwood Minor Sports Honour Award See Notes

Presented annually at Minor Sports Awards, a keeper plaque to recipient and honour plaque to be installed at the Arena, in recognition of contributions to Norwood Minor Sports.

Norwood Minor Hockey Honour award was created in 2003 as Minor hockey wanted to continue on with a Hockey Canada award that had started in 1999 but ended in 2003. The aim of the award is to recognize individuals who had committed in the past and continued to support Norwood Minor Hockey in various roles be it team staff, press coverage, executive duties, fundraising etc. The award takes into account not just hockey contributions but also contributions to other sports in the community.

## 6. David Andrews Memorial – Bursary

Presented annually at the Minor Sports Awards. The purpose of the fund is to provide financial assistance for the post secondary education of young people from our community who have played hockey in the local minor hockey system. Award, plaque and cheque presented by Brian & Jacque Andrew and a representative from NDMS.

## ARTICLE XXIII – TOURNAMENTS

a. Tournaments will be hosted annually, as approved by the executive.

b. The Tournament Convener, the Coach and Manager of the host team will organize and operate the tournament.

c. Other tournaments may be hosted subject to the approval of the Executive.

d. The tournament Convenor shall submit a listing of tournament dates to OMHA by September 15th deadline as dictated by OMHA and request necessary permits to operate the same.

e. Complete set of Tournament Game Sheets along with any special playing rules of tournament are to be provided by tournament convener to EOMHL Convener of the division involved, immediately following tournament.

f. Teams not hosting a tournament shall be entitled to the amount of the entry fee NDMS charges teams to enter a tournament. Teams that pay lower registration rate for hockey shall be entitled to an appropriate percentage of an entry fee based on registration fees. Money must be used to enter a tournament.

g. Tournament Advances - Teams are entitled to one (1) tournament advance per season. If the advance is required prior to team selection, the advance is subject to a 60 day payback post team selection. Advances required during the regular season are subject to a 60 day payback term.

### **NDMS Registration Refund Policy**

#### **Regular Season Registration Fees**

- All refund requests must be received in writing and given to the President for consideration/approval by the NDMS executive
- No refund request will be considered after November 30th of the current registration year.
- All refunds are subject to \$150.00 administrative fee
- All refunds requested due to medical, relocation (proof required) or personal purposes must be made in writing to the attention of the President for approval by the NDMS Executive. Each request will be considered on a case by case basis. Refunds will not exceed 50% of registration fees paid/due

#### **Refund Request for first Year U7**

- Full refund of registration less \$50.00 admin fee - Provided request is made in writing prior to December 1 of the current registration year.

#### **Refund Requested in writing prior to the start of REP TEAM TRYOUTS:**

- Full refund of registration less \$50.00 admin fee

**Refund Requested in writing prior to the start of season or after Rep team has been selected is indicated in our constitution as follows:**

ARTICLE XV- TRYOUTS REFUND

d. Any player who is registered to tryout and withdraws before the commencement of the season or after the Rep team has been selected shall receive their registration back minus an administration fee of \$150.00. If injuries are a factor in the decision to withdraw the executive will consider this on a case by case basis.