



2011-2012 CONSTITUTION & BY-LAWS

Revised: August 1, 2011



2011 – 2012 Season

ARTICLE 1-1 – NAME

The name of the organization shall be the Nipissing District Hockey League, hereafter, referred to as NDHL.

ARTICLE 2-1 – AUTHORITY

The NDHL shall operate under the playing rules of the Hockey Canada, the Ontario Hockey Federation, the Northern Ontario Hockey Association, and the NDHL Constitution and By-Laws.

NDHL associations will provide a list of the teams that they identify to register in specific divisions' house league or rep for league play in the NDHL for the upcoming season; subject to approval by the NDHL Board.

ARTICLE 3-1 – COMPOSITION

The NDHL shall be composed of teams providing organized hockey for boys and girls, in the following age divisions:

- Pre Novice
- Novice
- Atom
- Peewee
- Bantam
- Midget

ARTICLE 4-1 – PURPOSE

The purpose of the NDHL is to promote, govern, encourage, develop, and improve minor hockey in the District of Nipissing and surrounding areas.

ARTICLE 5-1 – OBJECTIVES

To offer a program that is affordable to any person wishing to participate.

To offer a program that encourages equal opportunities for all participants.

To supervise and direct members, supporters, and teams.

To offer a program that will provide the essential skills and leadership so that the participants can compete at a level suitable to their skills and needs.



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ARTICLE 6-1 – BOUNDARY

The NDHL boundary is defined as the boundaries of the District of Nipissing and any other approved Association.

ARTICLE 7-1 – MEMBERSHIP

7-1.01

The members of the NDHL shall be comprised of the elected executive, association representatives on the board, volunteers, and registered players. All of the members will abide by and comply with the NDHL Constitution and By-Laws.

7-1.02

Each association shall have one vote in matters pertaining to the NDHL.

7-1.03

The Board of Directors shall determine membership fees on an annual basis.

7-1.04

The term of membership shall be from June 1 of the current year to May 31 of the next year.

ARTICLE 8-1 – BOARD OF DIRECTORS

8-1.01 – Mandate

The Board of Directors will manage all league matters.

8-1.01 – Composition

The Board of Directors is comprised of:

- A three person executive
- Association representatives appointed by their associations to attend NDHL meetings
- District League scheduler
- Rep League scheduler
- Liaison officer
- Immediate past commissioner



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8-1.02 – Executive

The executive, elected at the annual election meeting is comprised of:

- Commissioner
- Treasurer
- Secretary

8-1.02 – Appointed Members

The following board members will be appointed by motion:

- Rep League Scheduler
- District League Scheduler

ARTICLE 9-1 – DUTIES

9-1.01 – Commissioner

1. Will preside at all meetings of the board.
2. Will be an ex-officio member of all committees of the NDHL.
3. Will oversee the operations of the NDHL and ensure that it operates in a functional and responsible manner.
4. Will call meetings when necessary or at the request of two members of the board.
5. Will act as signing officer.
6. Will prepare a Commissioner's Report for presentation at the annual meeting.
7. Will take action to replace any member(s) of any association(s) who doesn't fulfill their duties.
8. Will provide the tie breaking vote on any matters.

9-1.02 – Treasurer

1. Will keep an accurate, up-to-date, record of all monies received and dispersed by the NDHL.
2. Will issue receipts for all funds received.
3. Will disburse all payments by cheque.
4. Will act as first signing officer for the NDHL, along with the commissioner.
5. Will prepare treasurer's report and financial statement for presentation at the annual meeting (April).



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9-1.03 – Secretary

1. Will have the right to discuss all league matters and full voting privileges.
2. Record the minutes for all general meetings and special meetings.
3. Prepare minutes for all the associations and arrange delivery prior to the next meeting.
4. Receive and record all items to be included in the agenda.
5. Prepare the agenda and arrange for delivery of the document to each association, prior to the next meeting.
6. Maintain a complete record of all minutes and have them available at every meeting.
7. Make amendments to the Constitution and By-Laws, as approved by the NDHL executive.
8. Provide up-to date issues to all associations as they are revised with a notice of revision.
9. Receive and file all NDHL letters and correspondence.
10. Receive nominations for officers of the executive and confirm acceptance of the nomination prior to the annual meeting.

9-1.04 – Scheduler

1. The District League scheduler will be appointed by motion, annually, by the Board of Directors.
2. The Rep League scheduler will be appointed by motion, annually, by the Board of Directors.
3. Prepares schedules for the NDHL.
4. Will ensure that all games are carried out.

9-1.05 – Liaison Officer

1. The Liaison Officer will be appointed by motion, annually, by the Board of Directors.
2. Will act as public relation agent on behalf of the NDHL.
3. Publishes league statistics as required.
4. Operates and maintains the NDHL web site.

9-1.06 – Immediate Past Commissioner

1. Will act as an advisor to the Board of Directors, in the interest of continuity.



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9-1.07 – Minor Hockey Associations Representative

1. Will be appointed, annually, by their association.
2. Will act on behalf of their respective association.
3. Will act as an ex-officio member of the board with full voting privileges, the right to discuss league matters, and advise the league.
4. Will inform the league of any association concerns.
5. Will attend 80% of all board meetings.

ARTICLE 10-1 – MEETINGS

10-1.01 – Board of Directors Meetings

Will be held when required but at a minimum of one per month, except December and July.

10-1.02 – Board of Director's Meeting Agenda

Board of Director's meetings will follow an order of business:

- Call to Order
- Reading of Minutes
- Reports: Commissioner, Secretary, Treasurer, District League Scheduler, Rep League Scheduler, and Liaison Officer
- Correspondence
- Agenda
- Old business
- New business
- Association Concerns
- Adjournment

10-1.03 – Voting

A quorum will consist of a minimum of five associations of the Board of Directors.

Voting will be done by a show of hands.



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10-1.04 – Special Meetings

The commissioner, at any time, may call special meetings. The commissioner will advise all Board Members of the date, time, place, and purpose of any special meeting.

A special meeting will not be called to deal with any order of business already dealt with by the NDHL executive.

ARTICLE 12-1 – ELECTIONS

12-1.01 – Nominations

Nominations will be received by the secretary prior to the annual meeting (April). The secretary will confirm if the candidate will let their name stand.

Nominations may be made from the floor at the annual meeting (April), provided the consent of the nominee has been obtained.

12-1.02 – Voting

Each association, at the annual meeting (April), will have one vote for each elected office contested at the meeting. No proxy votes will be permitted.

In the event only one person is nominated for any office the nominee will be declared elected by acclamation.

The executive will be elected in the following order:

- Treasurer
- Secretary
- Commissioner

ARTICLE 13-1 – AMENDMENTS TO THE CONSTITUTION

Amendments to the constitution can be made at the year-end meeting or at a Board of Directors meeting and must be supported by all associations of the Board of Directors present.

ARTICLE 14-1 – CONDUCT

All members of the Board of Directors will conduct themselves in a courteous and friendly manner at all times.



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ARTICLE 15-1 – DISCIPLINE COMMITTEE

Each association will appoint one member.

Commissioner will select two association members as a discipline committee.

Commissioner will select members whose association is not involved with the incident.

If the commissioner's association is involved in the incident, then the commissioner will appoint a replacement from the executive.



NIPISSING DISTRICT HOCKEY LEAGUE



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NDHL BY-LAWS

www.ndhl.ca



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BY-LAW 1-1: BY-LAW AMENDMENTS

1-1.01 – Proposed Amendments

Any proposed changes to the By-Laws shall be forwarded through the association representative to the NDHL secretary. The secretary shall record the proposed change and add the item to the next agenda, and copy the proposal for each member at the next meeting.

1-1.02 - Voting

In order for an amendment to pass, two conditions must be met:

1. The majority of the full member associations, of the NDHL, must be present.
2. The amendment requires a majority vote of the voting members, which are present at the meeting.

BY-LAW 2-1: ASSOCIATIONS

2-1.01 – Membership

The NDHL is a league dedicated to promoting, governing, encouraging, developing, and improving minor hockey in the Nipissing District. The NDHL's primary focus is to organize teams in a league format that tries to meet this mandate.

From the time the league was developed, fairness has been the guiding principal.

Often decisions have been made, by association representatives, that were in the best interests of the league but it wasn't in their association's best interest.

Rules are made by the board in such a manner as to maintain fairness across the league. One of the first league rules instituted was that each association has one equal vote on all league matters, regardless of the size of the association.

In order to be a member in good standing, an association must meet the following criteria:

- A representative of each association must attend 80% of all NDHL meetings.
- Associations must register 51% of all their eligible teams in the league.

Eligible teams are teams that play in novice house, novice rep, atom house, atom rep, pee wee house, pee wee rep, bantam house, bantam rep, midget house, and midget rep divisions.

Englehart Minor Hockey and Temiscaming Shores Minor hockey were admitted to the NDHL on the basis that only their rep teams would play in the NDHL. The NDHL has no interest in having house teams from Nipissing District travelling to Temiscaming Shores



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and/or Englehart, and vice-versa. Therefore, Englehart Minor Hockey and Temiscaming Shores Minor hockey must register 51% of their rep teams only.

If an existing association does not meet their membership requirements then the following sanctions will be imposed:

- They will lose their standing on the NDHL board
- They will not be permitted to vote on any and all league matters

Once the association has met its obligations, its membership privileges will be reinstated.

If an existing member association loses its member privileges for any or all of two consecutive seasons then the associations' membership will be terminated.

Once an association's membership has been terminated, and it wishes to rejoin the league, then the association will have to meet the criteria with respect to new associations joining the league.

2-1.02 – New Associations

New Associations accepted into the NDHL will be placed on probation for the duration of the term of the Board of Directors, with no right to vote.

The probationary association is to abide by the NDHL Constitution and By-Laws, and to respect all issues related to the league. Once the probation period is completed, the Board will vote to determine if full membership will be granted.

2-1.03 – Association Fees

At the start of the season, each association will provide the NDHL with a deposit of \$500.00.

2-1.04 – Association Penalties

The deposit will be retained to cover penalties imposed on associations by the NDHL. The balance of the deposit will be returned at the year end. Additional deposit money will be requested should an association use up the initial deposit before the season is completed.

Any association can be assessed a penalty for not following the NDHL Constitution and By-Laws. These infractions will result in a \$250 fine as determined by the NDHL executive. All parties at fault will be dealt with for each violation.



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BY-LAW 3-1 – TEAMS

3-1.01 – Competition Committee

The competition committee is comprised of three board members and is chaired by the NDHL commissioner.

The purpose of the committee is to review team applications that wish to play in the NDHL and determine the division that they will play in. All decisions by the committee are subject to review by the Board as a whole.

3-1.02 – Team Registration

Team registration deadlines will be determined by the Board for the upcoming season. Deadlines will be communicated to the association via their respective rep.

Each association will provide the NDHL with a \$100.00 deposit for each team that they wish to register for the season.

50% of each team deposit will be utilized to pay the scheduling fee and the balance of the deposit will be used to cover league expenses.

Any association that requires any team specific changes to their registration will forfeit their team deposit and a new non-refundable deposit of \$200.00 per new team(s) will be required for the proposed changes.

3-1.03 – Team Registration from Non-Member Associations

Teams, from associations that are not members of the NDHL, can apply to play in the league.

In order to play, in the league, the team(s) must meet the following criteria:

- Be approved by the competition committee
- Must pay a \$500.00 deposit
- Must pay a \$200.00 registration fee

3-1.04 – Team Entry

Associations that have two or more teams in the same District League category should have one team registered in the Rep league.

3-1.05 – Team Equalization: District League

If an association registers more than one team in the same District League category then the association **MUST** conduct an equalization draft and ensure that the teams are competitively balanced.



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3-1.06 – Team Equalization: Rep League

If an association registers more than one team in the same Rep League category then the association **MUST** conduct an equalization draft and ensure that the teams are competitively balanced.

If an association chooses to register a team into the Rep League, this team will be required to remain at this level for the season.

3-1.07 – “AA Teams

Major and minor “AA” teams, subject to approval by the Board, may play in the NDHL Rep League. Minor “AA” teams will play in their age category and Major “AA” teams must play up one age category. For example, a minor Atom “AA” team will play in the Atom Rep division. A major Atom “AA” team will play in the Pee Wee rep division.

If an association registers one “AA” minor team and one or more rep team(s) in the same Rep League category the “AA” team does not have to conduct an equalization draft with the other rep teams. However, if an association registers more than one “AA” minor team in the same Rep League category then all the “AA” minor teams **MUST** conduct an equalization draft and ensure that the teams are competitively balanced.

3-1.08 – Team Competitiveness

If a team is too strong for a District League category, the NDHL Board of Directors may move the team up to the Rep League of the same category or another environment deemed suitable to the skill level of that particular team.



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BY-LAW 4-1 – PLAYERS

4-1.01 – Player Eligibility

A player can only play on one team in the NDHL.

4-1.02 - Player Conduct

- The player will comply with the "FAIR PLAY standards.
- The player will ensure that they maintain a positive respect for all the game officials, the other players, team officials, and association/league executive members.
- The player will maintain a positive attitude and code of ethics while in the arena, dressing rooms, and any other property pertaining to minor hockey programs.
- The player will not, wilfully cause damage to any property pertaining to minor hockey programs.
- The player will show respect for all fans who come to the arena to watch them play.
- Failure to comply with the above conditions could result in the suspension or dismissal from the NDHL.

4-1.03 – Overage Player

An association, on behalf of their player, may submit a request to the NDHL to have a player participate in a lower age division in NDHL District League games only. Requests will not be permitted beyond January 1.

The intent of this by-law is to allow players to play with other players that are closer to their skill level. It is not intended to create a loop hole to allow associations to "stack" teams.

If a player is moved down, it is done to allow the player to develop their skills in a positive, safe, and fun environment. Hopefully, it will allow the player to "catch-up" to the skill level of their age group, and continue to play hockey for many years to come.

The player will be permitted to play in a lower age division under the following conditions:

- The majority of the NDHL members vote in favour of the player participating in the lower age division.
- This is only permitted in the NDHL District League, not in the NDHL Rep League.
- The player is only permitted to move down one age division (e.g. player is Pee Wee age, therefore, the player can only move down to the Atom age division).
- Midget age players are not permitted to be moved down.



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- The player must not be considered a strong player on the team that he/she is going to be playing with.
- The name(s) and player number(s) of all overage players must be distributed to all associations.

The NDHL reserves the right to move any player back up to their proper age category at any time during the season.

BY-LAW 5-1 – TEAM OFFICIALS

5-1.01 – Team Officials' Conduct

- All team officials will set a positive example that their entire team should strive to emulate.
- All team officials will comply with the "FAIR PLAY" standards.
- All team officials will refrain from using foul or abusive language.
- All team officials will maintain, and demonstrate, a positive respect for the game officials, opponents, and opposing team officials.
- Team officials will ensure that the game sheets are signed and handed to the timekeeper in a timely manner.
- All team officials will ensure that each and every player is subject to fair and equal play. Each coach has an obligation to encourage and develop each player to the best of the player's abilities.
- Team officials will work out any problems that they may encounter through their convenors and respective association. Team officials are not to contact the NDHL directly.
- Failure to comply with the above conditions will result in a possible suspension or removal from the league pending a review by the NDHL executive.

BY-LAW 6-1 – SUSPENSIONS

6-1.01 – Suspensions

Players receiving suspensions shall comply with the rules, regarding suspensions, as set out by Hockey Canada, the Ontario Hockey Federation, and/or the Northern Ontario Hockey Association.

The NOHA office shall send one copy of the suspension notice to the NDHL and another to the association that the team whose player has the suspension.

The league scheduler(s) shall forward, by fax, the notices to the applicable association for the NDHL. The scheduler will provide a **Summary of Suspensions** at the monthly meeting.



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The NDHL associations will maintain a record of all suspensions to compare with the summary provided at the monthly meeting.

The NDHL will review the summary of suspensions to determine if there is a need for a Disciplinary Board hearing.

BY-LAW 7-1 – GAMES

7-1.01 – Rescheduling of Games

In the 2009/2010 season, there were over 1500 players playing on 156 teams in the NDHL. They played 1699 regular season games and 322 playoff games. League games were scheduled in Powassan, Astorville, North Bay, Mattawa, Temiscaming, QC, Sturgeon Falls, Verner, Warren, Noelville, St.Charles, Temagami, Cobalt, Haileybury, New Liskeard, Kirkland Lake, Matheson, and Iroquois Falls.

In order for this league to be successful in meeting its' goals, a significant amount of time, energy, and money goes into creating the league and playoff schedules. In order to minimize the waste of resources (i.e. ice time), ensure that we are not wasting people's time, and that we maintain the credibility of the league **games must be rescheduled 14 days in advance of the original game**. Both teams must agree on the alternate date.

Failing agreement the League will impose a reschedule date. The rescheduled date will be at the first available ice and not necessarily at the home team's arena.

Playoff games cannot be rescheduled by the teams. A team failing to show up for a playoff game will be forfeited in favour of the team showing up. A fine of \$250.00 will be assessed against the offending team. If both teams fail to show for a playoff game, both teams will have forfeited the game and a \$250.00 fine will be imposed on both teams.

7-1.02 – Game Reschedule Forms

The team wishing to make the change is responsible to have the form completed, signed by both teams and submitted to the scheduler and commissioner within the allotted time.

Reschedule forms are available on the league website.

Completed rescheduled forms must be mailed, emailed, faxed or delivered to the respective scheduler (i.e. Rep League or District League scheduler) and the commissioner at least 14 days prior to the original scheduled game date.



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7-1.03 – Penalties

If the visiting team fails to show up for a game, or fails to reschedule the game at least 14 days in advance, as indicated above, they will be assessed a \$250.00 fine per infraction. If, as a result of the improper notice, the home team does not have adequate notice to cancel ice time and game officials the league will reimburse the home team's association the actual cost incurred. The reimbursement will be paid from the fine levied and will cover only actual expenses incurred (e.g. if the team uses the ice to practice or for an exhibition game the league will not cover the cost).

If the home team fails to show up for a game, or fails to reschedule the game at least 14 days in advance, as indicated above, they will be assessed a \$250.00 fine per infraction. If the visiting team incurred any travel expenses, as a result of the no show, the league will reimburse the visiting team for the actual cost incurred up to the maximum of the fine levied. The commissioner will be the sole arbitrator for what is actual and reasonable.

7-1.04 – Cancelling Games Due to Unforeseen Circumstances

Games cancelled without adequate notice will only be permitted if poor weather conditions do not permit the teams to travel to the arena. As well, an unforeseen breakdown at the arena will excuse teams from the requirement to provide teams, the league, and game officials with the required notice.

In the event of a cancellation, due to unforeseen circumstances, the teams involved, game officials, and the league scheduler(s) must be notified as soon as possible. The home team has five days in which to reach an agreement with the visiting team on a reschedule date. If the teams cannot agree on a new date, the association president and/or the association NDHL rep should be informed and they should attempt to resolve the problem. If the matter still cannot be resolved then the issue will be referred to the commissioner.

BY-LAW 8-1 – GAME SHEETS

Game results are entered into an online scheduling program. Each association is to assign a person, or persons, to enter home game scores on the website.

Game results should be entered within 7 days of the completion of the game.

Game sheets must be returned to the league scheduler at each NDHL monthly meeting. If an association is not returning game sheets in a timely fashion the scheduler may recommend sanctions against the association. The sanctions will be determined by the NDHL Board of Directors and voted on by the NDHL members.