

**Constitution and By-laws of
Carleton Place Minor Hockey Association**

Definitions

Constitution: Shall refer to the Constitution of Carleton Place Minor Hockey Association.

CPMHA: Means the Carleton Place Minor Hockey Association

Member: It shall be understood that such reference shall mean male and /or female as the case may be. A "member in good standing" is defined as either or both parents or legal guardian(s) of a registered player or alternatively a player of legal age and who has paid all CPMHA charges for the current year. Each member of team management, as registered with the ODMHA and residing within the boundaries established by District Four (4), shall also be a member of CPMHA and shall be entitled to a vote at the Annual General Meeting, unless already so entitled as a player representative. Special membership may be granted to persons who have demonstrated involvement and interest in the activities of CPMHA and shall be entitled to a vote unless already so entitled as a player representative.

Officers: Shall refer to those persons who have been elected by the membership and or appointed by the Executive to carry on the day to day affairs of the CPMHA. All officers of CPMHA shall conduct himself/herself in a manner that clearly avoids any conflict of interest.

No part of the income of the CPMHA, whether current or accumulated, may be made available for the personal benefit of any proprietor, members or officers of the CPMHA.

ARTICLE 1 – NAME

This organization shall be known officially as the Carleton Place Minor Hockey Association, hereinafter to be referred to as CPMHA. The following articles and by-laws shall supersede all previous Constitutions and By-Laws.

ARTICLE 2 – AIMS AND OBJECTIVES

The objectives of the CPMHA are to foster, improve and perpetuate the sport of hockey, to encourage sportsmanship and fair play among its minor hockey players, coaches, managers and executive and to provide equal opportunity for all eligible players within the CPMHA boundaries prescribed by the ODMHA to participate in the sport.

ARTICLE 3 – MEMBERSHIP

Membership in the CPMHA shall be open to individuals interested in organizing, developing and improving minor hockey in the CPMHA area.

ARTICLE 4 – EXECUTIVE OFFICERS

The executive officers of the CPMHA shall include:

- a) President **
- b) Past President
- c) Vice President*
- d) Atom Convenor*
- e) PeeWee Convenor*
- f) Initiation Convenor*
- g) Secretary
- h) Treasurer
- i) Referee-in-Chief **

- j) Tournament Convenor
- k) Equipment Manager
- l) Statistician
- m) Ice Scheduler **
- n) Registrar
- o) Bingo Chairperson
- p) Coaching Coordinator
- q) Director Risk & Safety Management
- r) Juvenile Convenor *
- s) Novice Convenor *
- t) Fundraising Chairperson
- u) Bantam Convenor*
- v) Midget Convenor*

* Persons holding these positions may have direct involvement i.e. Coach, Assistant Coach or Trainer with a team but the team cannot be in the same level that their position involves.

** Persons holding these positions may not have any direct involvement i.e. Coach, Assistant Coach or Trainer with any team.

All other positions can have direct involvement with teams, however they must declare their interest and refrain from voting on conflicting issues.

ARTICLE 5 – DUTIES OF OFFICERS

A) PRESIDENT

- i) The President shall provide leadership to the CPMHA; shall preside at all General and Executive Meetings of the CPMHA; shall perform all duties incidental to the office; shall be an ex-officio member of all committees; and shall attend all ODMHA District 4 meetings.
- ii) The President shall not vote on any question or motion unless a vote is tied; in which case the President shall cast the deciding vote.
- iii) The President shall co-ordinate and delegate the activities of all Executive positions in the administration of the CPMHA program.
- iv) On termination of the term of office, all correspondence, records and materials incidental to the office are to be turned over to the successor within thirty (30) days.
- v) Candidates for the office of President must have served a minimum of 1 year as an Executive Member.

B) PAST PRESIDENT

- i) The Past President shall provide guidance and advise the current Executive on matters pertinent to the Association.

C) VICE PRESIDENT

- i) The Vice President shall, in the absence of the President or in the case of the President's inability or unwillingness to act, perform all duties pertinent to the office of the President. The Vice President shall render such assistance to the President as may be required, and in the case of a vacancy in the office of President, shall preside until a new President is elected by the CPMHA.
- ii) The Vice President shall be the CPMHA alternate representative at the Lanark Carleton League meetings.

D) ATOM and BANTAM Convenor

The Atom and Bantam Convenor shall be specifically responsible for Atom and Bantam Teams.

E) PEEWEE and MIDGET Convenor

The PeeWee and Midget Convenor shall be specifically responsible for PeeWee and Midget Teams.

F) INITIATION CONVENOR

The Initiation Convenor shall be specifically responsible for the INITIATION program.

G) SECRETARY

- i) The Secretary shall maintain a proper record of the proceedings of all General and Executive meetings of the CPMHA and shall have the proper minute or record books of every such meeting and other necessary books which relate to the business to be dealt with at such meetings.
- ii) The Secretary shall have charge of all books, documents and papers of a non-financial nature; and shall write correspondence and perform other related duties as directed.
- iii) The Secretary shall ensure that notices of all Annual General Meetings or Special Meetings are posted and advertised at least twenty (20) days prior to the date of the said meeting.
- iv) On termination of the term of office, all correspondence, records and materials incidental to the office are to be turned over to the successor within thirty (30) days.

H) TREASURER

- i) The Treasurer shall have charge of all books pertaining to the financial business of the CPMHA and all books incidental to the office. The Treasurer shall have care and custody of the funds of the CPMHA and deposit same in the name of the CPMHA in such bank or banks as the Executive may direct. The Treasurer shall also have care and custody of the securities of the CPMHA and may deposit the same in a safety deposit box to be provided by the CPMHA for that purpose.
- ii) The Treasurer shall, together with the President and/or Vice President sign all cheques and orders for payment for money and shall pay out and dispose of same under the direction of the Executive.
- iii) The Treasurer shall keep an accurate record of all monies received and disbursed to the satisfaction of the Auditors. "The books are to be audited annually."
- iv) The Treasurer shall co-ordinate and prepare an annual budget for approval by the Executive.
- v) The Treasurer shall prepare an annual report giving the receipts and disbursements of that year and shall present such report at the Annual General Meeting. Copies of the report shall be made available to all members attending the Annual General Meeting.
- vi) The Treasurer shall, with the approval of the Executive, invest and keep invested from time to time the CPMHA monies.
- vii) On termination of the term of office, the Treasurer shall be responsible for the payment of all outstanding bills and the closing of all books to the end of the fiscal year, March 31st. All correspondence, records and materials incidental to the office are to be turned over to the successor within ninety (90) days.

I) REFEREE-IN-CHIEF

- i) Ensures the officials are certified and are informed of refresher clinics. Endeavours to recruit new officials for the CPMHA when necessary, preferably from within CPMHA boundaries. Attends ODMHA referee meetings, informs the local officials and the CPMHA of new rules and interpretations, and represents the CPMHA when necessary at league hearings.

It is advisable that the Referee-in-Chief be a certified referee.

- ii) Ensures that officials with the proper qualifications are assigned for all CPMHA games in Carleton Place.
- iii) Oversees the supervision and development of CPMHA officials.
- iv) Submits a budget to the CPMHA prior to each hockey season detailing game fees, and how the money will be disbursed.

J) TOURNAMENT CONVENOR

- i) In conjunction with the ICE SCHEDULER is responsible for setting the CPMHA annual tournament dates and submitting them to the ODMHA office to ensure that they are officially sanctioned.
- ii) Will be the prime contact for local tournaments as listed in the ODMHA annual handbook. Will field calls of interest from teams wishing to participate in our local tournaments and will forward all contact names to the appropriate team officials.
- iii) Shall ensure that all CPMHA team officials are aware of the current Tournament Policy between the Town of Carleton Place and the CPMHA concerning events held at the Carleton Place Arena. Represents the CPMHA in discussions with Town Officials regarding any revisions to the Tournament Policy.
- iv) Will endeavor to gather statistics from the various tournaments held and issue a summary report at the AGM.

K) EQUIPMENT MANAGER

Shall maintain an accurate inventory of all equipment owned by the CPMHA. The Equipment Manager shall purchase and have equipment repaired as approved by the Executive. Is responsible for issuing sweaters, equipment, pucks and game sheets. Is also responsible for the return of all signed out material.

L) STATISTICIAN

- i) The Statistician will collect all game sheets on a daily basis and record all pertinent information for all teams in the CPMHA.
- ii) The Statistician is responsible for faxing House League game sheets to the House League Statisticians.
- iii) The Statistician will ensure that all league standings are posted on the CPMHA Bulletin Board.

M) ICE SCHEDULER

Shall allocate ice for games and practices. Ensures that the appropriate ice schedules are passed on to the respective coaches of the teams and the Referee-in-Chief.

N) REGISTRAR

Shall maintain registration information and fee status of all players registered with the CPMHA including preparation of all documentation required by the ODMHA, and shall pass a copy of all such information to the President and Treasurer.

Is responsible for organizing the “carding” of all Rep Players and Team Officials and for the collection of all cards at the end of the season.

O) BINGO CHAIRPERSON

- i) The Bingo Chairperson shall, with the President and or Treasurer have charge of all books pertaining to the Bingo and Nevada Fundraising and all books pertaining to the office. The Bingo Chair shall deposit all funds derived from these fund-raisers in the name of the CPMHA in such bank(s) of financial institution(s) as may be directed by the Executive. The name of these accounts shall be a) CPMHA Bingo Account and b) CPMHA Nevada Account.
- ii) The Bingo Chairperson, together with the President and or Treasurer shall sign all cheques and orders for payment of monies and shall pay out and dispose of it under direction of the Executive for the Bingo and Nevada accounts only.
- iii) The Bingo Chairperson shall keep accurate records of all monies received and dispersed to the satisfaction of the Auditor, CPMHA Executive and the Town of Carleton Place Licensing Officials. The Chairperson shall make weekly reports to the Town of Carleton Place and or Ontario Gaming Officials as required and provide copies of same to the CPMHA Executive.
- iv) The Bingo Chairperson shall prepare an annual report of the Bingo and Nevada accounts for the AGM. Copies of report will be available to all members present at the AGM.
- v) The Bingo Chairperson shall represent the CPMHA as a member of the Carleton Place Bingo Sponsors Association (CPBSA) and attend all meetings and abide by the Constitution and Bylaws of the CPBSA (as outlined in the Terms and Conditions agreement of the CPBSA).
- vi) On termination of the term of office (end of fiscal year, March 31st) the Bingo Chairperson shall be responsible for payment of all outstanding bills and the closing of all books pertaining to the Bingo and Nevada fund-raisers. All correspondence, records and related material shall be turned over to the successor within thirty (30) days.

P) COACHING COORDINATOR

The Coaching Coordinator with input from the Coaching Staff will monitor the hockey program within the different levels and make program adjustments where required. Will develop appropriate hockey clinics throughout the season and provide guidance to the coaching staff on all technical matters. The CPMHA Executive will be responsible for the selection and appointment of CPMHA Coaches.

Q) DIRECTOR OF RISK & SAFETY MANAGEMENT

- See CHA book.

R) JUVENILE CONVENOR

Shall be specifically responsible for JUVENILE teams.

S) NOVICE CONVENOR

The Novice Convenor shall be specifically responsible for the NOVICE teams.

T) FUNDRAISING CHAIRPERSON

The Fundraising Chairperson shall organize such fundraising as is deemed necessary by the Executive

U) BANTAM CONVENOR

The Bantam Convenor shall be specifically responsible for Bantam Teams.

V) MIDGET CONVENOR

The Midget Convenor shall be specifically responsible for Midget Teams.

ARTICLE 6 – ADDITIONAL OFFICERS

Additional positions of the CPMHA may be filled through elections at the Annual General Meeting or appointed by the Executive as deemed necessary.

In the case of a vacancy in any office of the CPMHA, the Executive may at its discretion appoint an additional Officer to perform all appropriate duties and functions resulting from the vacancy until an election can be conducted at a General Meeting. Each position will hold one vote.

ARTICLE 7 – ELECTION AND TERMS OF OFFICERS

- A) The expected duration in office for each executive member shall be two (2) years and shall not normally exceed three (3) years. The terms of office for the Executive will commence on or about May 1st of the current year, within 30 days of the Annual General Meeting (AGM).
- B) Each candidate for election may be nominated in writing by a member and such nomination shall be delivered to the Secretary at least five (5) days prior to the Annual General Meeting; or a candidate may be nominated at the Annual General Meeting provided the candidate has indicated in person or writing that he/she is willing to stand for election.
- C) After all nominations have been closed, any person who has been nominated may withdraw by announcing his/her withdrawal to the President, who shall thereupon instruct the Secretary to strike the name from the list.

ARTICLE 8 – VOTING

- A) At all Annual General and Special General Meetings of the CPMHA, voting shall be on the basis of one (1) vote per member in good standing and such vote shall be given personally and not by proxy. At all meetings of the Executive or sub committees, only the members of such committees or sub committees shall have the right to vote. Other members of the CPMHA may attend such meetings but may speak only at the pleasure of the said Sub Committee Chairperson and only if they have submitted a written request to the CPMHA Secretary or President forty-eight (48) hours in advance of such meeting. The written request must be put in the Secretary's or President's mail slot at the arena or given to them in person.
- B) Questions arising at any meeting shall be decided by a majority of the eligible votes of those present, save and except in matters where a two-thirds (2/3) majority is required by the Constitution. In the case of an equality of votes the President or committee chairperson shall have the deciding vote, but otherwise shall not vote.
- C) The method of voting at the Annual General Meeting (AGM) or Special General Meeting of the CPMHA shall be by ballot unless it is decided by one-third (1/3) of the voting members present at any such meetings that the method of voting shall be by a show of hands.

- D) Voting shall be carried out on the date and time of the Annual General Meeting (AGM) or Special General Meeting by members in good standing who are present.
- E) The method of voting at any regular CPMHA meeting shall be by a show of hands, unless it is decided by one-third (1/3) of the voting members present at any such meetings that the method of voting shall be by ballot.
- F) Any protest or appeal arising from an election or voting procedure at a General Meeting shall be made in writing to any Executive Officer who shall forward it to the President for immediate review. The President shall appoint an ad hoc committee of at least three (3) impartial and independent CPMHA members to hear and finally decide such protest or appeal. The Review Committee shall make their decision known to the President without undue delay.
- G) At CPMHA Executive meetings, each member of the Executive shall have one (1) vote.

ARTICLE 9 – RULES OF ORDER

A) The order of business at the Annual General Meeting shall be as follows:

- i) Calling the meeting to order
- ii) Reading of minutes of last Annual General Meeting
- iii) President's report
- iv) Vice Presidents' report
- v) Committee's report
- vi) Treasurer's report
- vii) New business, resolutions or matters that may properly be brought before the meeting
- viii) presentation of slate of nominees
- ix) Call for nominations from the floor
- x) Election of Officers
- xi) Adjournment

ARTICLE 10 – QUORUM

The presence in person of a least twenty (20) members shall be necessary to constitute a quorum at General Meetings, and 50% + 1 members of the Executive at Executive meetings and at least one half (1/2) of the members of any sub committee at any of their meetings.

ARTICLE 11 – MEETINGS

The CPMHA Executive shall hold regular monthly meetings and additional meetings as deemed necessary. The CPMHA Annual Meeting shall be held not later than April 30th.

Any member of the Executive who misses 2 consecutive meetings without just cause will have their position reviewed by the President. The President may, at his/her discretion, replace the absent member.

ARTICLE 12 – FISCAL YEAR

The fiscal year shall begin on the 1st day of April, and end on the 31st of March in each year.

ARTICLE 13 – PROFESSIONAL SERVICES

The Executive shall have the power to consult with, or engage the services of Legal Counsel or other professional services as required.

ARTICLE 14 – CONTRACTS

Contracts and engagements on behalf of the CPMHA shall be reviewed by the Executive and upon approval, entered into by the President or First Vice President and by the Treasurer.

ARTICLE 15 – OBLIGATIONS

All members of the CPMHA shall abide by the provisions of the Constitution and the By-laws of the CPMHA.

ARTICLE 16 – INSPECTION BY MEMBERS

- A) Any member (in good standing) shall have the right of inspecting any accounting book or document relating to the finances of the CPMHA.
- B) Such accounts, book or document shall be made available for viewing within seven (7) days from such request in writing to the President.

ARTICLE 17 – PETITION AND REFERENDUM

No member shall send out, or cause to be sent out or circulated, any petition or communication relating to any resolution, referendum or proposal under consideration or that deals with the policy of the CPMHA without first having advised the Executive.

- A) Amendments to the Constitution or By-laws may be proposed by a petition signed by a least ten (10) members of the CPMHA or by a resolution adopted by two-thirds (2/3) of the Executive.
- B) Amendments to the Constitution or By-laws of the CPMHA must be passed by a two-thirds (2/3) majority vote at an Annual General Meeting or Special Meeting.
- C) Amendments to the Constitution or By-laws shall be considered if received by the Secretary in writing thirty (30) days prior to a General Meeting.

ARTICLE 18 – BY-LAWS

The members of the Executive may, by a two-thirds (2/3) majority vote, make new By-laws with respect to any of the matters provided for in this Constitution and required for the operation of the CPMHA.

BY-LAW 1 – REGISTRATION

- A) Registration fees shall be set by the Executive.
- B) The CPMHA will sponsor the following divisions:
 - i) INITIATION
 - ii) NOVICE
 - iii) ATOM
 - iv) PEEWEE
 - v) BANTAM
 - vi) MIDGET
 - vii) JUVENILE **

Player ages shall be as per CHA Rules

** Provided there are sufficient registrants.

- C) Carded teams for each division will be sponsored where the Executive believe it is warranted.

BY-LAW 2 – BOUNDARIES

The boundaries of the CPMHA shall be comprised of;

The Town of Carleton Place, RR#1, RR#2, Franktown, Villages of Ashton and Appleton.

BY-LAW 3 – TEAM ROSTERS

- A) An initial team list must be provided to the President and Registrar by October 15th, and a final team roster by November 10th.
- B) The Coach of the Carded team may request any player he/she wishes to attend his/her regular practice session up to January 1st, whether he/she is on the October 15th list or not. However, NOT without the approval of the President, the player’s coach and the player’s parents. The final decision is to rest with the President. A player who is not on the list and has a game the same night as the practice, may NOT attend the practice. PRACTICE DOES INCLUDE EXHIBITION GAMES.

BY-LAW 4 – RULES AND REGULATIONS

- A) The CPMHA by virtue of its membership in the ODMHA agrees to abide by and comply with the ODMHA Minor Hockey Regulations (refer to the ODMHA Handbook).
- B) The CHA Regulations and CHA playing rules as amended or clarified by the ODMHA shall apply to the CPMHA, Team Officials and Players under the jurisdiction of the ODMHA (refer to the ODMHA Handbook).
- C) All Coaches are to play all of the players on their teams on an equal ice-time basis except as otherwise defined by the Team Agreement (see CPMHA Team Operational Policies and Procedures Guide). Any infraction of this rule will be dealt with by the Executive.

“IF A PLAYER PAYS A PLAYER PLAYS”

- D) Individual leagues will have jurisdiction over the duration of games.

BY-LAW 5 – CPMHA EQUIPMENT

Any player not turning in ANY of the CPMHA equipment (goalie equipment, sweaters etc.) shall be charged the full replacement cost of the said article at the next registration. If a player is missed at time of registration, his/her ice time and team placement will be withheld until payment is made.

BY-LAW 6 – REGISTRATION FEES

Any player whose registration fee has not been paid in full by September 1st shall be suspended until fees are paid in full. Any player who has previous season fees that are outstanding, will not be allowed to play until those fees are paid in full and arrangements for payment for the current season are made.

BY-LAW 7 – PLAYER MOVEMENT

Player movement upward – If a parent wishes to move their child up to a higher level, i.e. Novice to Atom, the request must be made in writing by September 1st, indicating which level the player is trying out for (must be **either** Rep or A House), to the CPMHA Executive. Upon approval by the Executive the player will be allowed to attend tryouts for the higher level team, and if the player successfully makes (is selected) for the team they tryout for, that player will be permitted to remain on that team. If the player is not selected for the team, he/she must return to their previous age level and will be assigned to a B House team. The player may then be moved to the Rep or A House teams within their age level at the request of the appropriate coach.

BY-LAW 8 – CERTIFICATION OF OFFICIALS

All Coaches and Assistant Coaches beginning in the 95-96 season must have a minimum Coach Level (old level 1 and 2) Coaching Certification while Rep Coaches must have Intermediate Level (old level 3) Coaching Certification.

BY-LAW 9 – CODE OF DISCIPLINE

The ODMHA Code of Discipline shall apply to All Members of the CPMHA, Team Officials and Players.

BY-LAW 10 – APPEALS AND PROTESTS

DISCIPLINE AND APPEALS COMMITTEE MAKE UP

Chairperson (1)	votes only in case of tie
Panelists (3-5)	one vote each
Rules Official (1)	no vote

In any matter involving the D&A Committee there are invariable “sides” to the issue. Each “side” is generally permitted to have anyone present who can offer evidence or support. Such permission is at the discretion of the Chairperson of the Committee.

WHAT CONSTITUTES AN APPEAL

- A) new evidence not used in the original hearing can be presented which may have an effect on the decision.
- B) an appeal may be filed on the grounds of irregularities in the proceedings of the original hearing that may have caused an unjust decision.
- C) an appeal may be filed on the grounds that the decision of the original hearing was too severe or was too lenient.
- D) an appeal may be filed on the grounds that there is proof to establish that the decision of the original hearing was reached in an unjust manner.

WHAT CONSTITUTES A DISCIPLINARY ACTION

- A) disciplinary hearings may be held as required by the ODMHA Code of discipline.
- B) as a first investigation as directed by the CPMHA Executive.

PROCESS FOR HEARINGS

CPMHA Hearings shall be conducted in accordance with the ODMHA Discipline and Appeal Hearing, Format and Guidelines described in the ODMHA Handbook.

BY-LAW 11 – CODE OF CONDUCT

This Code of Conduct identifies the standard of behaviour that is expected of all Carleton Place Minor Hockey Association (CPMHA) members which include players, coaches, parents, volunteers and the executive.

The CPMHA is committed to providing and maintaining a minor hockey environment where all individuals are treated with respect. Appendix ‘A’ identifies specific guidelines for the behaviour of Parents, Players, Spectators, and Coaches in their respective Code of Conduct’s.

It is the Executive's unwavering expectation that ALL members of the CPMHA will conduct themselves in a dignified and respectful manner at all times

Players will at no time allow individuals who may request sexual favours, or use threats of reprisal for rejection, to go unreported.

The CPMHA Executive may reprimand or suspend any member, team official, team, individual, player, parent, guardian or spectator under the CPMHA jurisdiction, for any conduct, individual or collective, on ice or off, that in the opinion of the Executive is either:

- i. Contrary to the principles of the Code of Discipline set out by the CHA, ODHA and the ODMHA;
- ii. A serious or continuing infraction of the playing rules, or the Constitutions, By-Laws, Duties, Rules and Regulations of the CPMHA, ODMHA, ODHA, CHA or any other affiliated minor hockey organization or association; or
- iii. Detrimental to the interests of, or a discredit to the CPMHA and its members.

During the course of all CPMHA activities and events, members of the CPMHA shall conduct themselves in a fair and responsible manner. They shall refrain from comments or actions that are disrespectful, offensive, abusive, racist, or sexist. Behaviour that constitutes harassment or abuse (as defined by Canadian hockey governing bodies) will not be tolerated by the CPMHA.

Members shall avoid behaviour that brings the CPMHA or the sport of hockey into disrepute, including, but not limited to, abusive use of alcohol and non-medicinal use of drugs, and behavior that endangers the safety of others.

CPMHA members shall at all times adhere to the CPMHA Team Operational Policies and Procedures Guide.

Failure to comply with this Code of Conduct may result in disciplinary action.

Dated: 1991

Amended:
April 2003

March 1995
April 2004

February 1999

April 2000

APPENDIX 'A'**HOCKEY PLAYERS' CODE OF CONDUCT**

- I will always respect coaches, officials, opponents and team members.
- I will remember that coaches and officials are there to help me.
- I will be on time for practices and games, both home and away.
- I will work hard to improve my skills at practices. I can't be a good hockey player by just playing games.
- I will accept the decisions of coaches and officials with respect.
- I will not be critical and negative towards others.
- I will acknowledge all good plays and performances – those of my team and of my opponents.
- I will control my temper – fighting and “mouthing off” can spoil the activity for everybody.
- I will be a true team player.
- I will learn the rules and play by them to the best of my ability.
- I will resolve conflicts without hostility and violence.
- I will remember that winning isn't everything – that having fun, improving skills, and making friends are also important.
- I will remember that **Playing hockey is a privilege – not a right.**

PARENTS' CODE OF CONDUCT

- Do not force your child to participate in sports, but support their desire to play their chosen sport. Children are involved in organized sports for their enjoyment.
- Encourage your child to play by the rules. Children learn best by example, so applaud the good plays of both teams and accept the results of each game.
- Do not embarrass your child by yelling at players, coaches, or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
- The viewing stands are not a place to shout personal instructions – your child can't hear you anyway.
- After a game, point out what your child did well and never yell at them for making mistakes during the game. Positive reinforcement goes a long way.
- Applaud a good effort in victory as well as in defeat. Winning probably means more to you than to your child. Enforce the positive points of the game. Never yell at or physically abuse your child after a game or practice. Work toward removing the physical and verbal abuse in youth sports.
- Emphasize skill development and practices and how they benefit your young athlete.
- De-emphasize games and competition in the lower age groups.
- Remember that your child is part of a team and therefore has a responsibility towards it. Excessive absences for practices and/or games will negatively affect the play on your child's team. Therefore every effort should be made to insure that your child is present for a full season's worth of practices and games.
- Know and study the rules of the game, and support the officials on and off the ice. Any criticism of the officials only hurts the game.
- Recognize the importance of volunteer coaches. They are very important to the development of your child and the sport. Communicate with the coaches and show them your support. A “Thank You” once in a while will go a long way.
- If you enjoy the game, learn all you can about it, and volunteer your time, enthusiasm and energy to helping the team.

COACHES' CODE OF CONDUCT

- Winning is a consideration, but not the only one, nor the most important one. Care more about the child than the winning of the game. Remember players are involved in hockey for fun and enjoyment.
- Be a positive role model to your players. Display emotional maturity and be alert to the physical safety of players.
- Be generous with your praise when it is deserved. Be consistent, honest, fair and just. Do not criticize players publicly.
- Adjust to the personal needs and problems of players; be a good listener; never verbally or physically abuse a player, parent, or official.
- Be understanding. There will be times when your players perform to the best of their ability but the other team is simply better.
- Give all players the opportunity to improve their skills, gain confidence and develop self-esteem. Teach them and challenge them to always give their best.
- Organize practices that are fun and challenging for your players. Have the utmost confidence in your player's ability to learn challenging drills. Encourage perseverance, even in the face of adversity.
- Know the rules, techniques and strategies of hockey. Encourage all your players to be team players. Help to make the youth hockey experience one that contributes to the building of a child's self-esteem.
- Learn to be an effective communicator. Maintain an open line of communication with your players' parents.
- Maintain self-control at all times.
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- **To play the game is great; to love the game is greater.**

SPECTATORS' CODE OF CONDUCT

- Act appropriately. Do not taunt or disturb other fans.
- Cheer good plays on both sides. Do not use negative comments.
- Display good sportsmanship. Set an example for all the children on the ice and in the stands.
- Respect players, coaches, officials and spectators.
- Be supportive....win or lose.