THUNDER BAY KINGS AAA HOCKEY ASSOCIATION

CONSTITUTION,
BY-LAWS,
POLICIES AND PROCEDURES
2010
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ARTICLE 1 – NAME
The legal name of the organization is the Thunder Bay Kings Hockey Club

ARTICLE 2 – DEFINITIONS
In this Constitution:

a) Thunder Bay Kings Hockey Club shall be referred to as the Thunder Bay AAA Kings Hockey Association or the Association

b) Thunder Bay Minor Hockey Association shall be referred to as TBMHA.

ARTICLE 3 – OBJECTIVES OF THE ORGANIZATION
The objectives of the Thunder Bay Kings Hockey Club shall be:

1. To promote, govern and improve organized minor hockey as a division of the governing body by authority of Hockey Canada.

2. To promote sportsmanship and to develop player skills and character through the provision of a safe and competitive environment.

3. To foster among its members, supporters and teams a general community spirit.

4. To have and exercise a general care, supervision, and direction over the playing interests of its teams and players, and all carded personnel.

5. To promote fair play amongst all team players and all carded personnel.
ARTICLE 4 - AMENDING ARTICLES OF THE CONSTITUTION

a) The articles of the constitution for the Thunder Bay AAA Kings Hockey Association shall not be altered except at the annual general meeting. Notice of the proposed alterations shall be given to the Secretary or President in writing 30 days before the day of the meeting, and he/she shall forthwith notify the executive officers of the proposed changes.

b) Amendments to the constitution shall be made at the annual general meeting by a two-thirds majority of the voting members, providing a quorum of fifty percent of the voting members are present.

c) By unanimous vote of the officers present at an annual general meeting notice of motion to amend the constitution may be waived.

ARTICLE 5 - AMENDING BYLAWS

a) The Thunder Bay Kings AAA Hockey Association at any Annual General Meeting, Special Meeting or Board of Directors Meeting may adopt, amend, revise or repeal bylaws for the governance of the association in accordance with the methods set out in Bylaw 2.

ARTICLE 6 - MEMBERS

The Association shall consist of:

a) All coaching staff and volunteers of the Thunder Bay Kings’ hockey teams who operate under the jurisdiction of the Association and who comply with the requirements of its constitution, by-laws and regulations.

b) All elected and appointed members of the Board of Directors of the Thunder Bay AAA Kings Hockey Association.

c) Voting members of the Association shall consist of the Board of Directors which shall include the Officers of the Corporation.

d) Parents or legal guardians of a player(s), coaching staff and volunteers who are currently registered with the Thunder Bay Kings Hockey Association are non-voting members.

e) Any member wishing to withdraw membership may do so by tendering their resignation in writing to the Secretary of the organization
ARTICLE 7 – BOARD OF DIRECTORS

a) The affairs of the Association shall be managed by a Board of Directors consisting of no more than 15 directors of which the Officers of the Corporation shall be elected from within the 15 elected directors.

b) The Officers of the Corporation shall consists of:
   - President
   - Vice president
   - Secretary
   - Treasurer

ARTICLE 8 - TERMS OF OFFICE

The term of office for the Board of Directors is one full year, commencing and completing at the Annual General Meeting, with the exception of:

a) The President and Vice-President positions which are two year terms with the President up for election in odd numbered years and the Vice President up for election in even numbered years.

b) The Secretary and Treasurer positions are two-year terms with the Secretary up for election in odd numbered years and the Treasurer up for election in even numbered years.

ARTICLE 9 - POWERS OF THE OFFICERS OF THE CORPORATION

During their term of office, the Officers of the Corporation shall have the power to administer all the affairs of the Association, to conduct its business, authorize all expenditures and its powers shall include:

a) Any member of the Board of Directors who is absent for more than three (3) consecutive meetings without valid justification and/or not performing related duties to the satisfaction of the Officers of the Corporation will be suspended and the ruling of the next meeting will prevail.

b) Any unforeseen vacancy that occurs within the Officers of the Corporation may be filled by appointment from the existing Board of Directors.

c) Oversee the activities and affairs of all members of the Association

d) The disciplining of any Association team personnel, member or player for such a period of time as it deems advisable.

e) The management of all Association competitions, tournaments and hockey events.
ARTICLE 10 – ELIGIBILITY / NOMINATIONS

a) A member of the Board of Director must be at least eighteen years of age and must be a member in good standing with the organization and its affiliates.

b) A member of the board of directors cannot be a parent or guardian of a carded player of the Thunder Bay Kings AAA Hockey Association without prior board approval.

c) A member of the Board of Directors can be elected to one position as an Officer of the Corporation

d) No individual may hold a seat on the Board of Directors and simultaneously hold a seat on any other competing hockey organization’s board

e) No member shall be nominated for President or Vice-President unless he/she has served as a board member at least one term on the board of directors.

f) A carded member of a Thunder Bay Kings AAA Hockey Association coaching staff cannot hold a position on the Board of Directors unless under emergency circumstances and without prior approval of the Board of Directors.

g) Prior to the AGM, a nominating committee shall consist of 2 officers of the corporation who are not up for re-election. The nominating committee will bring forth a slate of names for nominations for the coming year

h) The Nominating Committee shall be established 60 days prior to the AGM and shall present a slate of candidates for the positions of directors at the board of directors meeting a minimum of 30 days prior to the Annual General Meeting.

i) The Nominating Committee will act as the Election Committee and will prepare and distribute ballots, supervise the election, count ballots and shall certify in writing the names of the successful duly elected.

j) Voting by proxy and nominations from the floor will not be accepted.
ARTICLE 11 – ELECTION

a) The election of no more than 15 directors shall take place at the annual general meeting of members. All board of director positions then in office shall retire with the exception of the of 2 officer positions that are not up for re-election.

b) The Officers of the Corporation shall be elected from within and by the board of directors at the Annual General Meeting.

c) All members voted to the Board of Director position must have a greater than 50% vote to be elected as a Board member”.

d) Resignation from office must be made in writing to the Secretary.

e) Vacancies on the board of directors may be appointed as required by the Board of Directors as long as a quorum of 50% of the directors is in attendance, or at the next annual general meeting of members.

f) If a quorum of directors does not exist, the remaining directors shall immediately call a meeting to fill the vacancy.

ARTICLE 12 – DISSOLUTION OF THE CORPORATION

An annual or special general meeting may by two thirds majority, empower the board after clearing any liabilities, to cause the existence of the Corporation to be legally terminated and the remaining property of the corporation shall be transferred to Thunder Bay Minor Hockey Association.

In the event that The Thunder Bay Minor Hockey Association ceases to exists the remaining property will be transferred to a non-profit organization in Thunder Bay whose objectives are consistent with the objectives of the Corporation.
### SECTION B
**GOVERNING BY-LAWS**

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THUNDER BAY AAA KINGS HOCKEY ASSOCIATION
GOVERNING BYLAWS

BYLAW 1 – DUTIES OF OFFICERS OF THE CORPORATION

_The President shall:_

a) Perform the duties usual to the office of the president and may at his/her discretion call a meeting of its committees
b) Be an ex-officio member of all committees
c) Order and preside at all meetings of the Association and he/she shall vote only in the case of a tie
d) Be a signing officer of the Association
e) Act on behalf of the Officers of the Corporation in the event of an emergency
f) Be the official spokesperson for the Association

_The Vice-President shall:_

a) In the absence of the president exercise all powers of the President
b) Represents the Association and its’ members in all external disciplinary matters
c) Be responsible for implementation of risk management policies and procedures
d) Oversees all issues related to liability
e) Be a signing officer of the Association

_The Secretary shall:_

a) Keep an accurate record of the proceedings of the Association’s meetings and forward copies to relevant parties.
b) Issue notice of times, places and an agenda of all meetings at least 10 days prior to the date of the meeting.
BYLAW 1 - DUTIES OF OFFICERS, cont...

c) Publish the notice of the annual meeting at least 3 weeks prior to the meeting.

d) Record the names of those in attendance at each meeting.

e) Conduct the general correspondence of the Association.

f) Perform such other duties as shall be necessary for the good and welfare of the Association.

g) Review annually the constitution and ensure any approved revisions to the constitution are inserted and implemented in accordance with Bylaw 2.

The Treasurer shall:

a) Keep all financial records of the Association and present a monthly financial statement.

b) Receive all monies payable to the Association, deposit same in chartered bank as directed by the Board of Directors; keep proper books of accounts and make them available upon the request of the officers of the corporation.

c) Receive, record and pay all accounts as approved by the officers of the corporation; all cheques must be signed by the Treasurer and either the President or Vice President.

d) Will provide a budget template to all team managers at the start of each year and will provide assistance as needed.

e) Maintain a cash fund not to exceed $400.00.

f) Report to the Officers of the Corporation at the earliest opportunity any members who have not fulfilled all their financial obligations to the Association.

g) Forward to each director of the Association, 7 days prior to the annual meeting, a financial report of revenue and expenditures from the past season.

h) Present the proposed budgetary revenue and expenditures for the upcoming season at the October monthly meeting.

i) In addition to the general account(s) the treasurer shall maintain individual team accounts.

j) The treasurer shall submit an audited financial statement to the membership for the previous season by August of that year.
Bylaw 2 – AMENDMENTS TO BYLAWS, POLICIES AND PROCEDURES

2.1 The President and Secretary shall notify all Board of Directors of any changes which may be made from time to time in the bylaws, policies and procedures.

2.2 Adoption, amendments, revisions or repeals made by the Board of Directors shall be circulated to all members 7 days prior to the holding of such meeting. A quorum of fifty-percent of the Board of Directors must be present for the vote.

2.3 All actions under this bylaw shall take effect immediately unless a time has been specified for its implementation.

Bylaw 3 - STANDING COMMITTEES

3.1 The Board of Directors of the Thunder Bay Kings AAA Hockey Association shall appoint standing committees each year and any such other committees as may be required from amongst its members.

3.2 Standing committee members of each committee shall be approved by the Officers of Corporation.

3.3 Standing committees for Protest–Discipline and Appeals, Coaches Selection and Special Events shall be established annually at that Annual General Meeting.

Bylaw 4 - FINANCE

All of the members of the Association acknowledge and agree to comply with the following financial procedures

4.1 Each team shall have their own accounts which are overseen by the Treasurer of the Kings AAA organization.

4.2 Team managers must keep a team ledger on the template supplied by the treasurer and must reconcile their accounts with the Treasurer on a monthly basis.

4.3 Refunds for individual player registration shall be made at the discretion and approval of the Board of Directors.

4.4 Surplus funds from team accounts will be refunded back to parents at the termination of the hockey year at the discretion of the Board of Directors.
Bylaw 5 – CODE OF CONDUCT

5.1 All members (including parents) of the organization when attending team functions or representing the Thunder Bay Kings AAA Hockey Association at any public event will conduct themselves with dignity, modesty, honesty, and in a professional manner.

5.2 All matters of a personal nature pertaining to the players, teams and organization are not to be discussed outside the organization.

5.3 At no time will any member of the organization accept any items of a financial or personal nature in exchange for any King’s sponsorship, coaching or endorsement of products.

5.4 All staff will abstain from tobacco, alcohol and drugs while in the presence of their team.

5.5 When uncertainty arises around team decisions, always consult the board team liaison.

Bylaw 6 – PROTESTS, DISCIPLINE & APPEALS

6.1 The PDA Committee shall be comprised of the Vice President and three appointed members from the current Board of Directors.

6.2 The Vice President will chair the PDA and shall be responsible for addressing all disciplinary issues that may arise within the Organization.

6.3 All teams and associated personnel will follow the disciplinary guidelines administered by the respective Leagues in which they play, however the Thunder Bay Kings reserve the right to impose additional discipline if deemed appropriate by the Committee.

6.4 The Vice President shall submit a written report on each Committee decision to the Board of Directors within 7 days.

6.5 Decisions must have the agreement of three of the four members of the Committee.

6.6 Appeals shall be submitted in writing to the Board of Directors within seventy two (72) hours of the time a decision has been rendered. The Board of Directors will determine a course of action and respond within 14 days.

6.7 Any costs associated with the filing of an appeal shall be incurred by the appellant. If the appeal is successful the organization will reimburse the appellant.
**Bylaw 7 - INSURANCE**

As stated in Thunder Bay Minor Hockey Association Bylaw #13, TBMHA shall pay the fee for the Hockey Canada insurance to cover coaches, managers, trainers and minor hockey executive, gatekeepers, timekeepers and all other volunteers as deemed necessary.

7.1 Board of Director’s and Officers Liability coverage as per guidelines stated in Hockey Canada’s Officers and Board of Director’s Liability.

7.2 Volunteers representing the Thunder Bay Kings AAA Hockey Association that are not included in TBHMA Bylaw #13 must be recognized and placed on a list by the manager of each team and submitted to Hockey Northwestern Ontario for approval.

7.3 (Out of country insurance) When traveling for games or tournaments outside of Canada, all Kings staff, carded played and affiliates are covered by limited medical insurance ($5,000) provided by Hockey Canada. Any expenses incurred over and above this coverage are the responsibility of the individual or their family.

**Bylaw 8 - CONFLICT OF INTEREST**

8.1 A conflict of interest exists when a member of the Thunder Bay AAA Kings Hockey Club knowingly has an existence of a private interest that has a connection with his/her hockey duties or responsibilities that influences the exercise of those duties or responsibilities. No member shall knowingly participate in any decision that directly or preferentially benefits the member or any individual with whom the member has an immediate family, personal or commercial relationship.

8.2 Any member of the Thunder Bay Kings AAA Hockey Club will claim any apparent, potential or real conflict of interest when in a position to benefit on a specific issue.

8.3 A member who fails to disclose a real, apparent or potential conflict of interest shall be subject to appropriate disciplinary action that may include suspension or termination of their duties, to be decided by the Board of Directors.
Bylaw 8 - CONFLICT OF INTEREST cont…

8.4 The Board of Directors may, if needed, claim a conflict of interest on behalf of a member, if the member does not do so voluntarily. This would be done by a majority vote of the Board of Directors in attendance excluding that person who has the alleged conflict.

8.5 In the event a member is dissatisfied with the position taken by the Board of Directors with respect to the conflict of interest, the member can appeal to the Protest/Appeals committee, whose decision, after consultation with all parties involved, will be final.

Bylaw 9 – RISK MANAGEMENT

9.1 The Thunder Bay Kings Hockey Association follows the guidelines set by Hockey Canada, and Hockey Northwestern Ontario, and Thunder Bay Minor to minimize the risks to our members.

9.2 The Thunder Bay Kings Hockey Association complies with the guidelines set in Hockey Canada’s Risk Management Resources; Safety Requires Teamwork and Safety for All.

9.3 Thunder Bay Kings Hockey Association risk management policies can be referred to in the policy # 8 and procedures guidelines.

Bylaw 10 – MEETINGS

10.1 Annual General Meetings

   a) The annual general meeting of the Association shall be held no later than the month of August.

   b) At the annual meeting each voting member has one vote for the board of directors and amendments to the constitution as outline in Article 4.
Bylaw 10 – MEETINGS cont…

10.2 Board of Director Meetings
   a) The board of directors will meet monthly.
   b) At monthly meetings each director must be present to vote.
   c) A quorum for voting purposes will consist of a minimum of fifty percent

10.3 Standing Committee Meetings
   a) Committee meetings shall be held as necessary

Bylaw 11 - SPECIAL MEETINGS

11.1 Special meetings of the association may be called on the order of the President or on a majority vote of the Board of Directors.

Bylaw 12 – FUNDRAISING

12.1 All fundraising and special events must be approved in advance by the Board of Directors of The Thunder Bay Kings AAA Hockey Association as stated in Policy # 6.

12.2 All fundraising & special events must adhere to insurance requirements of HNO and Hockey Canada.

Bylaw 13 – DISPOSAL OF ASSETS

13.1 An annual or special general meeting may by two thirds majority, empower the board after clearing any liabilities, to cause the existence of the Corporation to be legally terminated and the remaining property/assets of the corporation shall be transferred to Thunder Bay Minor Hockey Association.

13.2 In the event that The Thunder Bay Minor Hockey Association ceases to exist the remaining assets/property will be transferred to a non-profit organization in Thunder Bay whose objectives are consistent with the objectives of the Corporation.
# SECTION C
POLICIES AND PROCEDURES

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**Policy 1 – Team Personnel Selection**

1.1 With the approval of the King’s Board of Directors, a parent can be part of any team’s coaching staff.

1.2 The coach’s selection committee will be made of a group of volunteers from the Board of Directors and/or the Officers of the Corporation.

1.3 The chairperson of the coaching selection committee will provide copies of all applications to the other committee members within 2 days of the application deadline.

1.4 Personnel selection will be done at a committee meeting in which all members of the committee are present.

1.5 The chairperson or his/her designate will call the team/coach’s references prior to the selection of the coaches.

1.6 In the event of 2 applicants being considered for the same team, a majority vote may take place among the committee members to decide the outcome.

1.7 Upon selection of the coaching staff of each team, the chairperson of the selection committee will present and recommend to the names of the coaching staff to Board of Directors for approval.

1.8 The Chairperson of the Coaches Selection Committee or designate will notify the successful head coach of each team prior to notifying the unsuccessful applicants.

*Policy 2 – Player Affiliation*

2.1 All teams must follow player affiliation rules set by the association that they play under i.e. Thunder Bay Minor Hockey Association.

2.2 For special player affiliations see H N O and Hockey Canada by-laws and regulations.

2.3 Affiliates may be required to pay a fee to their respective team to offset costs that may be incurred by their participation.

2.4 Kings teams will be expected to affiliate players within the organization as required.
**Policy 3 – Honoraria (requires board discussion and approval)**

3.1 Each member of the Board of Directors shall receive an honorarium as set by a majority vote of the Board of Directors at the AGM meeting for the upcoming hockey season.

3.2 The honoraria will be paid at the annual banquet and will not exceed $1,000.00 dollars per board member.

3.3 The honoraria is compensation for out of pocket fuel costs for attending meetings, viewing practices and games, attending tournaments and facilities. The amount is in no way is to be construed as a payment for services.

**Policy 4 – Fees for Service**

4.1 Each member of the coaching staff of each division will receive a fee for services provided as set by a majority vote of the Board of Directors.

4.2 Payment will be based on the performance of all duties for the period of Sept 1 to the year end banquet.

4.3 If for any reason whatsoever a member of the coaching staff is unable to perform the duties, including but not limited to; voluntary or involuntary leave of absence, suspension, termination or illness, the coach may not be paid during the period of absence.

4.4 Payment will be pro-rated for days the duties were able to be performed during the Hockey Season. Payment will only re-commence upon a majority vote of the Board of Directors.

4.5 Payment will occur at the end of each month during the Hockey Season, as requested on the Cheque Requisition form supplied by the respective team’s managers.

4.6 Advance payments will not be allowed.

4.7 The fee for services is in recognition of each individual’s time commitment to their coaching duties. The coaches are not employees of the Thunder Bay Kings AAA Hockey Association and the payments do not constitute a payment of a wage, but payment for services performed.

4.8 The Board of Directors have the right to offset payment for services for fees incurred and paid by Thunder Bay Kings AAA Hockey Association on behalf of the coaching staff.
Policy 5 - Finance

5.1 All team budgets must be submitted to the Treasurer and approved by Board of Directors before August 1st.

5.2 All monies have to be submitted through team managers to the treasurer.

5.3 Each team shall have their own accounts which are overseen by the Treasurer of the Kings AAA organization.

5.4 All managers must keep updated ledgers as provided by the treasurer on all transactions.

5.5 Managers must make every effort to receive monies by cheque rather than cash and must issue receipts for all monies exchanged.

5.6 All managers must regularly submit player registration and fundraising revenues to the treasurer.

5.7 All player registration must be paid in full and submitted to the Treasurer by December 1st of each year.

Policy 6 - Sponsorships and Fundraising Events

6.1 The acquisition of a team sponsorship is the ultimate responsibility of the Board of Directors.

6.2 Teams with a major sponsorship ($10,000 +) will reflect the company name in their team name. Benefits of a lesser sponsorship may (will) be decided by the team and the Board of Directors.

6.3 All sponsors of ($5,000+) will receive a recognition plaque at the end of the playing season.

6.4 All monies from a team sponsorship will go directly to the overall cost of running that team - under no circumstance will any member of the King’s organization benefit personally from a team sponsorship.

6.5 Player sponsors will reflect their sponsorship with their company name on a jersey name bar to be displayed on one (or both) team jerseys. The giving of a sponsor plaque (and cost) is at the discretion of the individual player.
Policy 6 – Sponsorships and Fundraising Events cont...

6.6 Player sponsorship will consists of jersey sponsorship for $500 and $375 for program ads and will be the same for all teams. Player sponsorship cost will be set by the Board of Directors and will be the same for all teams.

6.7 Sponsorships of a supportive nature (website, program, may be negotiated on an individual basis by a member of the organization, but must be approved by the Board of Directors.

Policy 7 - Procurement of Services & Supplies

7.1 Purchasing of services and supplies will be done in a cost effective manner.

7.2 The acquisition of quality goods, supplies and services must provide maximum value for the dollar.

7.3 The Board of Directors will, where possible, establish standards for goods and services to ensure an acceptable level of quality and promote efficiencies with respect to cost and service.

7.4 The Board of Directors shall maintain a competitive atmosphere between suppliers ensuring that each is treated fairly.

7.5 The Board of Directors will consider all costs including acquisition and operating costs in evaluating bid submissions from vendors, rather than basing a decision solely on lowest price.

7.6 The scope of this policy covers non salary expenditures including but not limited to supplies, materials, equipment and services.

7.7 The authority to purchase goods and services may be delegated by the Thunder Bay Kings Board of Directors to designated members of the organization deemed responsible for their respective purchases.

7.8 All purchases must be approved in advance by the Thunder Bay Kings Board of Directors.

7.9 Major sponsors will be first choice for products and services utilized by the Thunder Bay Kings when quality and price are comparable.
**Policy 8 - Risk Management**

8.1 All managers/trainers must report all incidents and injuries to the Board of Directors on the standard form provided by the organization.

8.2 Reporting Player Injuries is mandatory and must be reported on Hockey Canada injury report form as soon as possible by the team manager and/or trainer.

8.3 Speak Out Program
All coaching staff members and volunteers who are in direct contact with players must have “Speak Out” certification as stipulated by Hockey Canada.

8.4 All coaching staff and volunteers in direct contact with players must submit a criminal reference check as stipulated by Hockey Canada.

8.5 Trainers & Coaches Certification must be acquired as mandated by Hockey Canada.

8.6 Travel Permits must be acquired and approved through Hockey Northwestern Ontario as required.

8.7 Requests for Special Permit for Off Ice Activities & Events must be made through Hockey Northwestern Ontario.

8.8 All volunteer affiliated with off ice activities must be registered through HNO at the start of the hockey season.

8.9 Hockey Canada Co-Ed Dressing Room Policy will automatically be in effect when females are registered with the Kings team.

**Policy 9 – Exhibition Games**

9.1 All exhibition games must be pre approved through Thunder Bay Minor and Hockey Northwestern Ontario and require a travel permits.

**Policy 10- Ice Allocation & Booking**

10.1 All team practices must be booked through the King’s ice convenor only.

10.2 All teams scheduled games will be booked by the leagues that they take part in.
Policy 11- Equipment

11.1 In order to establish a basis of standard, quality and performance, certain equipment may be specified either by description or by designated manufacturer.

11.2 All equipment purchased must be in conformance with any guidelines established by CSA & Hockey Canada (if applicable). Any proposed substitution to the equipment specified, must be accompanied with complete data and descriptive literature.

11.3 All equipment purchased will be “new” unless otherwise stated. Items listed as “no substitute” must be quoted as described.

11.4 Management of all equipment will be the responsibility of the Thunder Bay Kings Board of Directors or the assigned designate(s).

11.5 An annual inventory of all King’s assets will be conducted under the direction of the Thunder Bay Kings Board of Directors.

11.6 Any disposal of the Thunder Bay King’s assets must be approved by the Board of Directors.

Policy 12 – Player & Parent Handbook

12.1 The Thunder Bay Kings Board of Directors will provide all players/ parents with an information handbook.

12.2 The player/parent handbook will be reviewed and updated annually by the Board of Directors and team personnel.

Policy 13 – Registration and Payment Structure (to be discussed)

13.1 All players will pay 25% of their registration upon signing on the official Hockey Canada roster.
Policy 14 – Billeting

14.1 Parents/guardians of out of town players are fully responsible for all costs and liability of billeting their child in Thunder Bay.

14.2 When carded players or affiliates are billeted when playing out of town the following rules must be followed:

a. Players must be billeted in pairs.
b. Players must have access to a telephone throughout his/her stay.
c. Billeted players must have the phone number of the team contact person in the event of an incident/emergency.
d. Players must not share a bedroom with anyone other than their team-mates or the other hosting player.
e. Transportation to or from the event must be provided by the host athlete/family. Players must not accept rides from anyone other than these designated people.
f. Players and host families must be advised of these ground rules prior to the billeting taking place.