



**Rideau St. Lawrence  
Minor Hockey Association  
'A/AA'**

**BYLAWS**

Revised 2026

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**The Rideau St. Lawrence Minor Hockey Association Constitution and By-Laws shall govern the structure, elections and operations of the Rideau St. Lawrence Minor Hockey Association.**

**Article 1 – Affiliation and Authority:**

- 1.1 The Association shall be known legally as the Rideau St. Lawrence Minor Hockey Association (“RSL Kings”).
- 1.2 The RSL Kings recognizes and shall operate in compliance with the regulations, bylaws, policies, and Safe Sport framework of Hockey Eastern Ontario, and Hockey Canada.
- 1.3 In the event of any conflict between the RSL Kings Constitution, Bylaws, or Policies and those of HEO, or Hockey Canada, the governing body regulations shall prevail.
- 1.4 The Board of Directors may adopt operational policies consistent with this Constitution and Bylaws to guide the administration of the Association.

**Article 2 – Executive Duties/Responsibilities:**

**2.1 President:**

- 2.1 (A) The President shall provide leadership to the RSL Kings and shall preside at all General and Board of Directors meetings of the RSL Kings and shall perform all duties incidental to the office and be an ex-officio member of all committees.
- 2.1 (B) The President shall make no motions or amendments, nor vote on any question of motion unless a vote is tied, in which case the President shall cast the deciding vote.
- 2.1 (C) The President shall also ensure that all Board of Directors Members adhere to their assigned responsibilities and facilitate conflict resolution within the organization.

**2.2 First Vice President:**

- 2.2 (A) The RSL Kings First Vice President shall, in the absence of the RSL Kings President or in the case of the President’s inability to act perform all duties pertinent to the office of President.
- 2.2 (B) In the case of a permanent absence by the RSL Kings President the RSL Kings First Vice President shall preside until a new President is elected by the RSL Kings.
- 2.2 (C) The RSL Kings First Vice President shall render such assistance to the RSL Kings President as may be required.
- 2.2 (D) In the absence of the RSL Kings A/AA Convenor the RSL Kings First Vice President shall perform all duties pertinent of the position.

**2.3 A/AA Convenor:**

- 2.3 (A) The RSL Kings A/AA Convenor shall be responsible for team liaison for all RSL Kings A/AA teams ensuring that the minutes of the Board of Directors are posted for review by all RSL Kings members.
- 2.3 (B) Serve as the RSL Kings representative to the HEO A/AA Committee ensuring that the interests of the RSL Kings are properly preserved and report to the RSL Kings Board of Directors regarding all pertinent discussion and direction.

**2.4 Immediate Past President:**

- 2.4 (A) Specific duties of the RSL Kings Immediate Past President shall be determined by the RSL Kings Board of Directors.
- 2.4 (B) By virtue of his/her experience the RSL Kings Immediate Past President shall be a source of guidance on past practices of the RSL Kings.
- 2.5 (C) The RSL Kings Immediate Past President shall have full motioning and voting privileges at all meetings of the Board of Directors.

**2.5 Secretary:**

- 2.5 (A) The RSL Kings Secretary shall keep a proper record of all Board of Directors meetings of the RSL Kings. These minutes shall be posted on the RSL Kings website for viewing by all members
- 2.5 (B) The RSL Kings Secretary shall ensure that all notice of Annual General Meetings and General Meetings are posted on the RSL Kings website for viewing at least 20 days in advance of the scheduled meeting.
- 2.5 (C) Notice Board of Directors meetings shall be posted on the RSL Kings website at least forty-eight (48) hours prior to such meetings.
- 2.5 (D) The RSL Kings Secretary shall maintain a log of the members of the RSL Kings Board of Directors including the date in which the individual became a member of the RSL Kings Board of Directors and the date that he/she ceased to be a member of the RSL Kings Board of Directors.

**2.6 Treasurer:**

- 2.6 (A) The RSL Kings Treasurer shall keep full and accurate accounts of all receipts and disbursements of the RSL Kings in proper books of account and shall deposit all monies or other valuable effects in the name and to the credit of RSL Kings in such bank or banks as may be directed by the Board of Directors of the RSL Kings.
- 2.6 (B) The RSL Kings Treasurer shall disburse the funds of the RSL Kings under the direction of the RSL Kings Board of Directors, taking proper vouchers, and shall report to the Board of Directors, at regular meetings, or when otherwise required by the Board of Directors provide an account of all transactions and the financial position of the RSL Kings.

- 2.6 (C) The RSL Kings Treasurer shall, together with the RSL Kings President or RSL Kings Vice President sign all cheques and orders for the payment of money and shall pay out and dispose of same under the direction of the RSL Kings Board of Directors.
- 2.6 (D) The RSL Kings Treasurer shall keep an accurate record of all monies received and disbursed to the satisfaction of the auditors and produce the same for inspection at any time.

**2.7 Equipment Manager:**

- 2.7 (A) The Equipment Manager shall coordinate the purchase and repair of equipment as approved by the Directors/Board of Directors of the RSL Kings.
- 2.7 (B) The Equipment Manager will be the liaison for all RSL Kings teams and their apparel needs with the goal of securing one apparel supplier through a tendering process. The tendering process will be scheduled on an annual basis.
- 2.7 (C) The Equipment Manager shall manage all equipment and uniforms and maintain an accurate inventory of all equipment owned by the RSL Kings.

**2.8 Ice Convenor:**

- 2.8 (A) The RSL Kings Ice Convenor shall acquire and allocate ice for games, skill develop sessions and practices.
- 2.8 (B) The RSL Kings Ice Convenor shall notify the HEO Scheduler of ice times secured by RSL Kings, appropriate for the scheduling of HEO regular season league and playoff games.
- 2.8 (C) The RSL Kings Ice Convenor shall ensure that the schedule for games, skill development sessions and practices is entered into the Master Ice Schedule as posted on the RSL Kings website.
- 2.8 (D) The RSL Kings Ice Convenor shall attend the RSL Kings annual ice draft (as scheduled following final team selections) and record each RSL Kings team's assignment/election of available ice times.
- 2.8 (E) The RSL Kings Ice Scheduler will attempt to find a purchaser for all RSL Kings unused ice slots that become available throughout the course of the year.

**2.9 Social and Fundraising Convenor:**

- 2.9 (A) The RSL Kings Social and Fundraising Convenor will be the liaison between RSL Kings teams and the Directors/Board of Directors for the purpose of reviewing and approving and/all fundraising projects that individual teams may wish to undertake.
- 2.9 (B) The RSL Kings Social and Fundraising Convenor will be responsible to oversee all association fund raising initiatives including the application for appropriate licensing, the coordination of responsibilities, awarding of prizes, awards etc., and submission of a final review for each fundraising effort (as may be required).

2.9 (C) The Social and Fundraising Convenor will participate on any committee of the RSL Kings assembled for the planning, operation and oversight of social events including but not limited to the annual 'Kings' banquet and any/all events to celebrate 'special' occasions and milestones.

**2.10 Webmaster:**

2.10 (A) The Webmaster shall be responsible for maintaining the RSL Kings website, ensuring that all content is up-to-date and accurate.

2.10 (B) The Webmaster shall oversee the digital presence of the RSL Kings, including social media platforms, ensuring compliance with the RSL Kings social media policy.

2.10 (C) The webmaster shall assist with the online registration process and any other web-based functionalities required by the association.

2.11 (D) The Webmaster shall coordinate with the Board to publish important announcements, schedules, and updates in a timely manner.

**2.11 Registrar:**

2.11 (A) The RSL Kings Registrar will coordinate all activities related to the registration of all players having been selected to an RSL Kings team.

2.11 (B) The RSL Kings Registrar is responsible to keep record for all active and registered players, coaches, managers, and trainers within RSL Kings.

2.11 (C) The RSL Kings Registrar shall record all birth dates as well as individual data for each participant.

2.11 (D) The RSL Kings Registrar shall be responsible for obtaining and distributing all HEO team lists to respective team coaches.

2.11 (E) The RSL Kings Registrar shall ensure that all insurance documents are available to team coaches, appropriately filled out and forwarded to the RSL Kings President for submission with HEO.

**2.12 Rules and Discipline Chair:**

(A) The Rules and Discipline Chair shall ensure compliance with Association policies and governing body regulations.

(B) All discipline matters shall be addressed in accordance with Hockey Eastern Ontario, and Hockey Canada regulations.

Where jurisdiction rests with a governing body, the RSL Kings shall defer accordingly.

(C) The Rules and Discipline Chair may convene a Discipline Committee, as required, to address minor internal matters that fall within the Association's jurisdiction.

(D) All decisions shall follow principles of fairness, transparency, and conflict-of-interest disclosure.

**2.13 Director of Surveys & Evaluations:**

2.13 (A) The RSL Kings Director of Surveys & Evaluations shall be responsible to organize and oversee annual, mid-season and post season surveys of players and parents and will present the results of such surveys to the Board of Directors of the RSL Kings. All surveys are to be.

2.13 (B) The RSL Kings Director of Surveys & Evaluations shall conduct any other information gathering survey as directed by the President of the RSL Kings.

**2.14 Director of Kings Days and Tournaments:**

2.14 (A) The Director of Kings Days and Tournaments shall be the chairperson of any/all committees formed to organize and operate all Kings Day activities.

2.14 (B) The Director of Kings Days and Tournaments shall be responsible to chair any/all committees formed to organize and operate any tournaments hosted by the RSL Kings.

**2.15 Vice President – Hockey Operations:**

2.15 (A) The RSL Kings Vice President – Hockey Operations is responsible to co-chair the RSL Kings Coach Selection Committee.

2.15 (B) The RSL Kings Vice President – Hockey Operations is responsible to organize and oversee all RSL Kings pre-season conditioning camps. This responsibility shall include an annual recommendation to the Directors/Board of Directors regarding the procurement of an individual or agency to provide on-ice instruction/supervision during conditioning camp.

The RSL Kings Vice President – Hockey Operations is to perform an evaluation of the services received from the contracted on ice instructors/supervisors.

2.15 (C) The RSL Kings Vice President – Hockey Operations shall supervise the RSL Kings Tryouts and shall ensure that all evaluations/selection protocols are being adhered to.

2.15 (D) The RSL Kings Vice President – Hockey Operations shall chair a committee (as required) to perform an evaluation of coach and or executive member children tryout out for an RSL Kings team to ensure the player exhibits the skill sets required to play at the level in which he/she is trying out.

2.15 (E) The Vice President – Hockey Operations shall be available to assist with coaching, consulting and team management as required in the absence of a coach and/or team official (i.e.: illness, suspension, family emergencies etc.).

2.15 (F) Any person standing for election as RSL Kings Vice President – Hockey Operations must possess a significant amount of hockey knowledge obtained through involvement of hockey at high levels and over a significant number of years.

**2.16 Hockey Coach Mentor:**

- 2.16 (A) The RSL Kings Coach Mentor shall act as the day-to-day liaison with all RSL Kings coaches and their coaching staffs to ensure an A/AA caliber hockey program is offered at each respective level.
- 2.16 (B) The RSL Kings Coach Mentor is a non-voting member of the RSL Kings Board of Directors. The Coach Mentor will receive an annual honorarium for services. The RSL Kings Coach Mentor is appointed to the position, the RSL Kings President, for a two-year term and there is no limit to the number of successive terms in which any person may hold the RSL Kings Coach Mentor position.
- 2.16 (C) A person with considerable hockey knowledge and experience can stand their name for appointment to the position of RSL Kings Coach Mentor. The appointment must be supported by a vote of the Board of Directors.
- 2.16 (D) The RSL Kings Coach Mentor shall co-host a mandatory meeting of all RSL Kings Head Coaches prior to the beginning of each hockey season to provide instruction and information regarding the pending season.
- 2.16 (E) The RSL Kings Coach Mentor will attend a minimum of three (3) games and three (3) practices per team throughout the course of the hockey season and will provide ongoing feedback and information regarding coaching skills development, team / association objectives and player / team development.
- 2.16 (F) The RSL Kings Coach Mentor shall make himself available to assist with on-ice development sessions and or coaching responsibilities in extraordinary circumstances (i.e.: a coach suspension, removal, illness etc.).

**Article 3 – Awards & Presentations:**

**3.1 Kings Rings:**

- 3.1 (A) Effective 2020 a player having registered with, and completing six seasons with the RSL Kings will be eligible to receive a 'Kings Ring'. Previous to 2020 a player shall only be required to register and complete 5 seasons as a RSL Kings player to qualify for a 'Kings Ring'.
- 3.1 (B) The 'six' completed years do not require to be consecutive years.
- 3.1 (C) The cost of 'Kings Rings' will be borne by the RSL Kings.

**3.2 Team Awards:**

3.2 (A) At the conclusion of each season the coaching/management staff of each RSL Kings team will identify two (2) players from their respective team, one (1) player to be the recipient of the team's 'Most Dedicated Player' award and one (1) player to be the recipient of the team's 'Player of the Year' award. Submissions are to be in writing and must provide justification for the nominations.

3.2 (B) Each of the players identified in 3.2 (a) will then be eligible for the RSL Kings Association Awards for 'Most Dedicated Player' and 'Player of the Year' Awards.

**3.3 Annual RSL Kings Association Awards:**

3.3 (A) Roy Chapman Memorial Award:

The 'Roy Chapman' Memorial Award is presented to an individual (a player, an executive member, a coach, a sponsor, a friend or supporter of the association) who is deemed to have made a positive and productive impact on the association and its members, over a significant period of time.

3.3 (B) RSL Kings Executive Award (RSL Kings Manager of the Year)

3.3 (C) Ken Seymour Memorial Award (RSL Kings Trainer of the Year)

3.3 (D) Tom Leeder Memorial Award (RSL Kings Coach of the Year)

3.3 (E) Dwayne Dockrill Memorial Award (RSL Kings Referee of the Year)

3.3 (F) Team Most Dedicated Player Awards (U10-U18)

3.3 (G) Team Player of the Year Awards (U10-U18)

3.3 (H) Clara Thompson Memorial Award (RSL Kings Most Dedicated Player from U10-U13 Divisions)

3.3 (I) Dave Kerneghan Memorial Award (RSL Kings Most Dedicated Player from Major U14-U18 Divisions)

3.3 (J) Chris Thompson Memorial Award (RSL Kings Player of the Year from U10-U13 Divisions)

3.3 (K) Richard Beattie Memorial Award (RSL Kings Player of the Year for the U14-U18 Divisions)

3.3 (J) Erin Lawless Memorial Award (RSL Kings Team of the Year)

3.4 At the conclusion of each hockey season a three (3) person 'Awards Selection Committee' will be formed from within the Board of Directors to identify and nominate appropriate individuals to receive the awards identified in section 3.3(a), 3.3(b), 3.3(c), 3.3(d), 3.3(e), 3.3(f), 3.3(g), 3.3(h), 3.3(i), 3.3 (j), 3.3(k) and 3.3(l).

#### **Article 4 – Team Selections:**

##### **Selection Process:**

- 4.1 (A) In advance of the tryouts each RSL Kings Head Coach will retain no less than three (3) impartial, experienced observers / evaluators to be a part of the team's selection committee. A parent / guardian or family member of a player trying out for a team shall not be a part of the team selection process. Names of the evaluators shall be forwarded in advance to the RSL Kings Vice President – Hockey Operations.
- 4.1 (B) Prior to the first on-ice tryout the RSL Kings head Coach will hold a meeting with parents / guardians to explain the selection / evaluation process.
- 4.1 (C) The 'Head Coach' will not conduct or be present on the ice for the first two (2) tryout on-ice sessions. The Head Coach will make arrangements to have a person not involved with the team to be present on the ice and co-ordinate on-ice drills. This is intended to allow the Head Coach to watch drills, to be a part of the selection committee and make informed decisions regarding player evaluations.
- 4.1 (D) RSL Kings Head Coaches will be provided with a list of registrants for their age division prior to the beginning of tryouts.
- 4.1 (E) Players of all age groups will be guaranteed a minimum of three (3) tryout sessions. An RSL Kings player from the previous season being considered for release should always be given the benefit of a fourth (4<sup>th</sup>) tryout session. A player who has been assigned to an RSL Kings team in the previous season should not be released without consultation and approval of the RSL Kings President (or designate).
- 4.1 (F) Each RSL Kings team will be allotted four (4) ice times for player tryout sessions, these may be designed as skill evaluation sessions or exhibition games. Following the third (3<sup>rd</sup>) player tryout session the RSLHMA Head Coach may make releases in order to get the number of players to a maximum of 20 skaters. This will allow for a closer assessment of players remaining at tryouts.
- 4.1 (G) Goaltenders are to be evaluated utilizing goaltender specific drills.
- 4.1 (H) The evaluator's notes and ratings are to be kept by the RSL Kings Head Coach for future

reference (as required).

- 4.1 (I) The presence of a Board representative during tryouts or release meetings shall be for oversight and transparency purposes only and shall not interfere with hockey-related selection decisions unless there is a breach of policy or conflict of interest.

#### **Release Procedures –**

- 4.2 (A) RSL Kings Head Coaches are accountable for their release decisions and must be prepared to provide reasons the releases to participants, their parents / guardians and to the Board of Directors (if requested).
- 4.2 (B) All released are to be conducted in private and out of view of other participants.
- 4.2 (C) A player, once advised of his / her success in making a team should be requested to leave the facility immediately and not gather with other individuals in the arena parking area to celebrate in view of those not successful. The feelings and disappointment of the released player(s) must be considered.
- 4.2 (D) An Board of Directors member will be present within the room during all releases, and a second Board of Directors Member will be present outside of the room to control / monitor movement and activity.
- 4.2 (E) RSL Kings Head Coaches should refrain from mentioning affiliation to a player that is being released unless the coach has full intention to affiliate the player. If it is the intent to affiliate a player being released the Head Coach should provide the affiliation paperwork to the player at the time of release.

#### **Player Movement –**

- 4.3 (A) All players will play within their respective age group. Exceptions will only be permitted under special warranted circumstances. A player considering movement to a higher level must be a player who is considered to be truly exceptional. An exceptional player is one who is an impact player. HEO Minor executive must approve a player to play at a higher level.
- 4.3 (B) Requests for player movement must be submitted in writing to the RSL Kings President. The parents of the player must approve of the movement and must sign the written request form. The request can be submitted by a parent / guardian, the RSL Kings Head Coach or the RSL Kings Vice President – Hockey Operations. All requests must detail the reasons and support information regarding why the player should be considered for movement.
- 4.3 (C) The request for movement must be submitted prior to the first on-ice tryout session.
- 4.3 (D) The RSL Kings President will direct the RSL Kings Vice President – Hockey Operations to convene an ad-hoc Evaluation Committee consisting of hockey knowledgeable and experienced

individuals (minimum 2 – to include RSL Kings Coach Mentor) to assess the player’s skill sets and physical attributes. The ad-hoc Evaluation Committee will make recommendations to the RSL Kings President.

**Affiliation –**

- 4.4 (A) The RSL Kings encourages the affiliation of players to support our current hockey program and provide players with the opportunity to engage in the sport of hockey at a higher, more competitive level.
- 4.4 (B) An RSL Kings Head Coach will determine how many players that his team will affiliate and when those affiliated players will be utilized.
- 4.4 (C) A player in any association is only permitted to affiliate with one team, and that team must participate at a higher level of competition (by division or category).
- 4.4 (D) The affiliation form must be completed, signed and authorized before the player can participate in any on-ice activity with the affiliated team.
- 4.4 (E) An affiliated player may play a maximum of ten (10) games with a team in which he/she has affiliated (tournament and exhibition games not included). However, if the players’ initial team completes its regular season and playoff schedule before the players affiliated team the player may thereafter affiliate an unlimited number of times.
- 4.4 (F) A player registered with an RSL Kings team and affiliating with a team at a higher level may miss her/his initial teams practices to participate in a game with the affiliated team. The player must not miss a practice to attend a practice.
- 4.4 (G) The Head Coach of the initial team must be consulted / advised each time that the player is invited to attend a game or a practice with the affiliated team.
- 4.4 (H) A player may not sign an Affiliation Permission form after January 15<sup>th</sup> of any given season.

**Liaisons for Tryouts –**

- 4.5 (A) THE RSL Kings shall assign a liaison to oversee tryouts for each age division to ensure transparency and fairness in the selection process.
- 4.5 (B) The Liaison shall act as a neutral observer, ensuring compliance with trout procedures and addressing convers from parents and players.
- 4.5 (C) The Liaison will not interfere with coaching decisions but will document any irregularities or concerns to be reviewed by the Board of Directors if necessary.

- 4.5 (D) The Liaison shall provide post-tryout feedback to the Board of Directors to improve the selection process for future seasons.
- 4.5 (E) A Liaison will receive an honorarium for their service, with the amount determined annually for the Board of Directors.

**Assistant Coach/es –**

- 4.6 (A) The selection of Assistant Coaches shall be conducted in a manner that ensures fairness, impartiality, and the best interests of the players and the overall integrity of the team.
- 4.6 (B) The Head Coach shall be responsible for selecting Assistant Coaches and submitting their names to the Board for approval. The Board has the right to review and may choose not accept any individual selection made by the Head Coach on a case-by-case basis.

**Team Manager –**

- 4.7 (A) The selection of a Team Manager for any team within the association must be made with the best interests of the players and the integrity of the team in mind.
- 4.7 (B) The Team Manager shall not be the spouse, significant other, or child of the Head Coach of the Team.
- 4.7 (C) The Team Manager must be an individual who can maintain a professional and unbiased role supporting the team.
- 4.8 (D) The Head Coach shall be responsible for the selecting the Team Manger and submitting their name to the Board for approval. The Board has the right to review the selection and may reject the individual at its discretion.

**Trainer –**

- 4.8 (A) The selection of a Trainer for any team within the association must be made with the best interests of the players and the integrity of the team in mind.
- 4.8 (B) The Head Coach shall be responsible for selecting the team Trainer/s (up to two) and submitting their name/s to the Board for approval. The Board has the right to review the selection and may reject any individual at its discretion.

**Article 5 – Team Tryouts – Imports & Conflict of Interest**

**Imports –**

- 5.1 (A) The RSL Kings shall permit out of district players (known as ‘imports’) to try out for, and be selected to RSL Kings hockey teams (Minor Peewee and above).
- 5.1 (B) The RSL Kings will permit up to two (2) imports per RSL Kings team.
- 5.1 (C) The RSL Kings Vice President – Hockey Operations, in consultation with a Teams Head Coach and RSL Kings Coach Mentor shall determine the potential need of import players for each of the RSL Kings teams.
- 5.1 (D) To be considered as a potential player for any RSL Kings team an ‘import’ player must be evaluated by a committee comprised of at least the RSL Kings Vice President – Hockey Operations, the team Head Coach and the Coach Mentor to be within the top five (5) forwards and three (3) top defenseman at tryouts. Goaltenders are to be evaluated on a case by case basis. The Vice President – Hockey Operations reserves the right to invite any other member of the RSL Kings Board of Directors to be a member of the ‘import’ evaluation committee.
- 5.1 (E) An ‘import’ player shall not replace a local player determined to be of comparable skill sets.
- 5.1 (F) A review of the Import Policy will be conducted annually to ensure it aligns with HEO and Hockey Canada guidelines.

**Player District Evaluation –**

- 5.2 (A) When the child of an RSL Kings Board of Directors member is trying out for an RSL Kings team,  
and, the RSL Kings Vice President – Hockey Operations determines that the player is a ‘bubble’ player the RSL Kings Vice President – Hockey Operations will request that the RSL Kings President arrange for the player to be evaluated by a committee consisting of one (1) representative of HEO District 1 and one (1) representative of the RSL Kings Board of Directors.
- 5.2 (B) When the child of an RSL Kings Head Coach is trying out for the team coached by the parent and, the RSL Kings Vice President – Hockey Operations determines that the player is a ‘bubble’ player the RSL Kings Vice President – Hockey Operations will request that the RSL Kings President arrange for the player to be evaluated by a committee consisting of one (1) representative of HEO District 1 and one (1) representative of the RSL Kings Board of Directors.
- 5.2 (C) Once evaluated, the player referred to in 5.2 (a) and 5.2 (b) must be determined to be in the top 10 forwards, or the top 7 defensemen, or the top 3 goaltenders to continue in the tryout process. If not evaluated in the top 10 forwards, or the top 7 defensemen, or the top 3 goaltenders the player will be released from the tryout process.

**General Tryout Information –**

- 5.3 No player shall try-out for an RSL Kings team unless they are registered with their home association.
- 5.4 RSL Kings team are expected to carry a minimum of fourteen (14) skaters and two (2) goaltenders unless there are extenuating circumstance as authorized by the RSL Kings President (or designate).

**Article 6 – Refund Policy:**

- 6.1 Refunds may only be issued by the RSL Kings Treasurer and the refund must be authorized by the RSL Kings President, or, in the absence of the President the RSL Kings Vice President.
- 6.2 An administration fee of \$50.00 will apply to all refunds.
- 6.3 A full refund (less the administration fee) may be made available up until September 30<sup>th</sup> of the current hockey season.
- 6.4 A partial refund of 50% (fifty percent) may be made available from October 01<sup>st</sup> until November 15<sup>th</sup> of the current hockey season.
- 6.5 From November 16<sup>th</sup> of the current hockey season no refund will be made available with the exception of a serious medical condition or injury, as confirmed by a medical doctor's written note.
- 6.6 No refund will be issued after December 1st of each hockey season except in documented cases of serious medical condition or injury supported by written medical confirmation.
- 6.7 No refund will be issued for the fundraising portion of a player's fees.
- 6.8 A request for refund must be submitted in writing to either the RSL Kings Treasurer or the RSL Kings President. The amount of refund to be considered will be from the date that the written request is received by the Treasurer or President.
- 6.9 The RSL Kings Board of Directors reserve the right to make final determinations on all refund requests.

**Article 7 – Non-Sufficient Funds Policy:**

- 7.1 In the case where a member pays by cheque and the cheque is returned 'NSF' or a 'Stop Payment' occurs without just cause the member will be required to pay the outstanding

balance (plus bank charges) by cash, certified cheque, money order, or other agreed upon method of payment.

- 7.2 In the case that a member in the previous hockey season had issued the RSL Kings an 'NSF' cheque, or, had put a 'Stop payment' order on a cheque without cause, the member will be required to pay all registration fees and fundraising fees by cash, certified cheque, money order, or other agreed upon method of payment.

#### **Article 8 – RSL Kings Team Staff Selection:**

##### **Head Coach –**

- 8.1 (A) In the Spring of each calendar year the RSL Kings Board of Directors will initiate the 'Head Coach' recruiting process for the next hockey season by posting notice on the website advising of a date by which all individuals desiring to be considered as a candidate for a 'Head coaching' position must submit an 'Expression of Interest' and a coaching resume.
- 8.1 (B) All 'Expression of interest' and Coaching Resume's must be submitted in writing by the date identified in the position posting.
- 8.1 (C) The RSL Kings President will direct the RSL Kings Vice President – Hockey Operations to convene an ad-hoc Coach Selection Committee consisting of hockey knowledgeable and experienced individuals (minimum 2) to review the applications and interview appropriate individuals for 'Head Coaching' positions within the RSL Kings.
- 8.1 (D) Following application review and individual interviews of all candidates the Coach Selection Committee will present the RSL Kings Board of Directors with recommendations for 'Head Coach' hires. The Board of Directors will make all final determinations.
- 8.1 (E) In the event that application(s) are not received for a specific age category, or, if the Coach Selection Committee is not able to recommend a suitable candidate from applications received the RSL Kings Board of Directors will maintain discretion to either offer the position to an individual that was not successful for the 'Head Coach' position at another age group, or, may recruit individuals that had not previously made application.
- 8.1 (F) By practice an individual shall not coach a team of players from any birth year for more than two (2) consecutive seasons. The RSL Kings Board of Directors reserves the right to appoint an individual to a third season in exceptional and extenuating circumstance.
- 8.1 (G) The Association may provide honorariums to Head Coaches in recognition of the time, responsibility, and commitment associated with the role.

The annual honorarium structure, including base compensation, travel considerations, and any consecutive service recognition, shall be approved annually by resolution of the Board of Directors prior to the start of each season.

The honorarium schedule shall:

- Be applied consistently across divisions;
- Be documented in Board minutes;
- Not be subject to discretionary increase outside the approved framework without a majority vote of the Board.

Any Director with a real or perceived conflict of interest shall declare the conflict and abstain from discussion and voting.

Honorariums shall be paid only upon fulfillment of coaching responsibilities for the full season unless otherwise approved by the Board.

8.1 (H) A parent Head Coach serving as bench staff will receive an honorarium of \$1000 per season, payable at the conclusion of the season. To be eligible for the honorarium, the Head Coach must fulfill their duties for the entire season.

#### **Bench Staff –**

8.2 (A) After an individual has been notified by the RSL Kings Board of Directors that he is the successful candidate for a Head Coach position with a specific RSL Kings team the Head Coach may nominate individuals that are not parents / guardians of players that will be trying out at the specific age group to hold bench staff or team management positions. A parent / guardian or family member of a player that will be trying out at a specific age group may not be nominated to work with that age group until after team selections are completed.

8.2 (B) Upon completions of team selections each RSL Kings Head Coach may nominate the parent / guardians or family members of a player that has been selected to the team to assume team staff positions such as Assistant Coach, Trainer and / or Manager.

8.2 (C) The RSL Kings will cover the cost of Hockey Canada insurance coverage for five (5) individuals identified as team staff for each RSLHA team. This includes Head Coach, Assistant Coaches, Trainer, Manager etc. Any additional on-ice helpers may be requested to pay for their own insurance premium.

8.2 (D) An RSL Kings team may have up to two (2) 'nonparent' Assistant Coaches on any RSL Kings team.

### **Bench Staff Credentials –**

- 8.3 (A) The Head Coach of an RSL Kings team must have secured all appropriate and required credentials including Coach 1 Certification for U9-U10 division, Coach 2 certification for U11-U12 divisions, and Developmental 1 Certification for U13-18 divisions. In addition, each Head Coach must have completed 'Respect in Sport' or 'Speak out' in addition to 'Gender Identity' training and the 'Hockey University' online course.
- 8.3 (B) Each Assistant Coach of an RSL Kings team must have secured all appropriate and required credentials including Coach 1 Certification for U9-10 division, Coach 2 certification for U11-U12, and Developmental 1 Certification U13-U18 divisions.
- 8.3 (C) Team Managers on RSL Kings teams must have completed the 'Respect in Sport' or 'Speak Out' course.
- 8.3 (D) RSL Kings Trainers on RSL Kings teams must have completed Hockey Trainers Course (Level 1 or Level 2) in addition to completing 'Respect in Sport' or 'Speak Out' course and 'Gender Identity' training.
- 8.3 (E) All on-ice helpers are required to have completed the 'Respect in Sport' or 'Speak Out' course.

### **Article 9 – Police Checks**

- 9.1 The RSL Kings requires that Board of Directors member, Coach, Manager, Trainer and Volunteer submit a 'Vulnerable Sector' police check to the RSL Kings prior to performing any duties and/or responsibilities within the RSL Kings.
- 9.2 Following the submission of the initial 'Vulnerable Sector' police check an Board of Directors member, Coach, Manager, Trainer and Volunteer must re-submit a current 'Vulnerable Sector' check every 36 months in order to continue to perform duties/responsibilities within the RSL Kings.
- 9.3 A 'Vulnerable Sector' police check is considered current if dated by a police agency within three (3) months of the date submitted to the RSL Kings.
- 9.4 The RSL Kings recognizes that any individual may have a 'minor' history with law enforcement agencies and that a police check may reflect that history. An individual with an indicated history who still wishes to be involved with the RSL Kings should contact the RSL

Kings Rules and Discipline Chair. In circumstances involving minor unrelated events, the submitting Board of Directors member, Coach, Manager, Trainer or Volunteer may elect to provide written permission authorizing the Rules and Discipline Chair to form a committee of three (3) RSL Kings Board of Directors members to discuss the circumstance and consider approval for the individual to participate in a role within the RSL Kings. The Rules and Discipline Chair will present the details / circumstance to the ad-hoc committee without revealing the identity of the individual in question. The Rules and Discipline Chair will advise the individual of the ad-hoc committee's decision.

- 9.5 When submitting the 'Vulnerable Sector' police check to the RSL Kings an individual may submit a copy of the original document, if the original document is available for viewing.

### **Article 10 – Playing Rules**

- 10.1 The playing rules of Hockey Canada, HEO, HEO Minor, OEMHL A/AA or any other organization that the RSL Kings becomes affiliated with shall apply.

### **Article 11 – Player Concussion and Return to Play**

#### **Injury Report –**

- 11.1 (A) It is the Team Management / Trainers responsibility to complete and file the 'Hockey Canada Injury Report' related to players suspected of concussion or injury.
- 11.1 (B) An 'Injury Report' must be completed when;
- i. A player requires the assistance of a trainer due to suspected concussion or injury, which resulted in the course of a hockey event,
  - ii. A player is taken by ambulance to a hospital,
  - iii. A suspected concussion or injury to a player will not allow the player to return to active duty based on a physician's diagnosis,
  - iv. If the possibility exists that there could be any expenses related directly to the injury or if a possible claim/suit could result from the injury against the Hockey Canada insurance program.
  - v. All head injuries must be reported to RSL Kings Board within 24 hours by the Team's Trainer or Manager.

### **Article 12 – Participant Conduct**

- 12.1 All Coaches, Team Staff, Players and Parent /Guardians are reminded that they are a representative of the RSL Kings and must act accordingly, in a positive and respectful manner, without exception.

**Coach Fair Play Pledge:**

- 12.1 (A) Each person identified as a Head Coach or Assistant Coach must read, sign and date a 'Coaches Fair Play Pledge'. The 'Pledge' is to be submitted to the Team Manager who will in turn submit the Form to the RSL Kings Rules and Discipline Chairperson at the beginning of each hockey season (prior to regular season play).

**Parent Fair Play Pledge:**

- 12.1 (B) Each Parent / Legal Guardian of an RSL Kings player must read, sign and date a 'Parent Fair Play Pledge'. The 'Pledge' is to be submitted to the Team Manager who will in turn submit the Form to the RSL Kings Rules and Discipline Chairperson at the beginning of each hockey season (prior to regular season play).

**Player Fair Play Pledge:**

- 12.1 (C) Each Player participating on an RSL Kings hockey team must read, sign and date a 'Players Fair Play Pledge'. It is expected that the parent / legal guardian of a younger player will speak with the player and ensure the player has an understanding of the pledge that he/she is signing and understands the commitment that is being made. The 'Pledge' is to be submitted to the Team Manager who will in turn submit the Form to the RSL Kings Rules and Discipline Chairperson at the beginning of each hockey season (prior to regular season play).

- 12.2 As the RSL Kings becomes aware of a breach to the 'Fair Play Pledge', be it by a Coach, Team Official, Player or a Parent / Guardian the matter will be referred to the RSL Kings Rules and Discipline Chairperson for investigation and appropriate action.

- 12.3 Conduct by any member that is intentionally disruptive, defamatory, abusive, or damaging to the reputation or operations of the Association may be subject to review and disciplinary action.

Respectful disagreement or constructive feedback shall not constitute misconduct.

- 12.4 A minimum of one Parent / Guardian per family of U9-U10 age players is required to complete the online 'Respect in Sport' program.

- 12.5 RSL Kings Head Coach, Assist Coach's, Managers, Trainers, Off- Ice Officials and any/all Volunteers shall not consume alcohol within three (3) hours of a game or practice.

**Article 13 – Team Dress Code:**

**U9-U14 Age Groups –**

13.1 Teams may establish game-day attire expectations consistent with the values of professionalism and respect. Such expectations must be inclusive, accessible, and approved by the Board of Directors.

Attire requirements shall not create financial hardship or conflict with the Association's Inclusion and Diversity Policy.

13.2 All Coaches, Assistant Coaches and Bench Staff are required to wear shirt and tie, dress pants and appropriate dress shoes to all games (league and tournament).

13.3 Trainers may optionally, due to their duties, wear a clean 'RSL Kings' approved wind suit.

13.4 Any / all RSL Kings apparel must be the style and brand identified by the RSL Kings Equipment Manager and must be purchased through the approved apparel supplier for each particular season.

**Article 14 – Player/Team Equipment:**

14.1 All RSL Kings players are to treat their equipment and 'Kings' apparel with care and respect.

14.2 Game jerseys and game socks are not for use during practices. Please respect the jersey and take care of it throughout the season.

14.3 RSL Kings game socks are to be worn at all games.

14.4 C's and A's are provided by the organization and are the only ones to be used. Please be sure to stitch them on so that they can be removed at the end of the season.

14.5 Proper RSL Kings pant shells must be worn at all games.

14.5.1 Goaltenders are not mandated to wear shells.

14.6 Gloves must be predominantly black, but may have grey or white on them, no other colours.

14.7 Players are to wear black helmets only.

14.8 Stick tape must be either black or white.

14.9 Skate laces must be white, black or purple in colour.

- 14.10 Only decals approved by the RSL Kings Board of Directors may be placed on any piece of player equipment that is visible during a game or practice.
- 14.11 Each RSL Kings team will be provided with a first aid kit containing only basic supplies. The RSL Kings will reimburse each RSL Kings team up to \$150.00 per season for the purchase of first aid supplies. The RSL Kings will not reimburse for skate laces, sharpening tools, helmet accessories or tape.
- 14.12 Each RSL Kings team will be provided with a sufficient number of pucks for games and practices.
- 14.13 Practice jerseys will be issued to each player during team tryouts. Players are expected to retain those jerseys and ensure that they are available for team practices.
- 14.14 Sponsor bars for game jerseys will be provided by the RSL Kings.

**Bell Capital Cup –**

- 14.15 Each Player Attending the Bell Capital Cup Tournament in Ottawa, ON, will receive five (5) free RSL Kings Pins.
- 14.16 Additional pins will be available for purchase at the cost RSL Kings paid for them.

**Tournaments –**

- 14.17 Commencing in the 2026–2027 hockey season, tournament participation for all RSL Kings teams within the U10 to U18 divisions will be discussed at the first coaches’ meeting of the season. Teams are encouraged to participate in at least one (1) tournament together during each regular season.

For the purposes of this section, an “away tournament” is defined as a tournament held outside of the Association’s primary service area.

The selection of the tournament shall be the responsibility of the team staff, subject to any guidelines or approval processes established by the Board of Directors.

The Board of Directors may provide guidance or consider exceptional circumstances where participation is not reasonably feasible.

**Article 15 – Cell Phones & Recording Devices:**

- 15.1 (A) Cellphones, I-Pads, Tablets, Video Recorders and other devices capable of recording video, audio, or taking pictures are not permitted in RSL Kings dressing areas.
- 15.1 (B) Exceptions may be granted for designated team staff for official team purposes, such as game strategy and player development, with prior approval from the RSL Kings Board of

Directors.

- 15.2 Teams are permitted to videotape games and practices for development and strategy purposes. A team is not permitted to concentrate video footage on a specific player nor are they permitted to film individuals (coaches, players etc.) at the opposition bench or activity occurring at the opposition bench.

**Article 16 – Discipline:**

- 16.1 All incidents that may merit suspension shall be reported in accordance with Hockey Eastern Ontario regulations.

The Association shall comply fully with governing body disciplinary processes.

The RSL Kings may address minor internal matters consistent with its policies where jurisdiction permits.

**Article 17 – Voting Procedures:**

- 17.1 At all Annual General Meetings and Special General Meetings of the Association votes shall be given personally by each member and not by proxy.

At Board of Directors Meetings only Board of Directors members of the RSL Kings may cast a vote and must be present to vote, proxy votes will not be accepted. Other members of the RSL Kings may attend such meetings, but may speak only at the pleasure of the Board of Directors . In no event will any member cast more than one (1) vote.

- 17.2 The method of voting at Annual, General, Special General, Board of Directors Meetings shall be by a show of hands, unless it is decided by a majority of the voting members present that the method of voting shall be of any other means, whether secret or not, and the Chairman shall abide by such decision.

- 17.3 Voting shall be carried out in the compliance with the following:

17.3 (A) Voting shall be by show of hands or secret ballot as outlined in Article 17.1.

17.3 (B) Voting shall be scrutinized by two scrutineers who are “members in good standing” of the RSL Kings and who are appointed at the Annual General Meeting.

17.3 (C) In the event of a ballot vote there shall be a Returning Officer, who shall be responsible for the counting of the ballots on the completion of voting and shall be assisted by the two (2) scrutineers. The Returning Officer shall be appointed at the Annual General Meeting. The Returning Officer shall prepare and distribute all ballots.

17.3 (D) Any candidate may view the tally sheet in the presence of the Returning Officer.

17.3 (E) Any candidate may request a recount of the ballots after the voting. The Returning Officer shall be assisted by two (2) scrutineers.

17.3(F) Any ballots used in conducting of such votes shall be destroyed upon completion of the voting process.

**Article 18 – Social Media Policy:**

- 18.1 All RSL Kings members, including players, coaches, parents, and the Board of Directors Member, are expected to use social media responsibly and respectfully.
- 18.2 The use of social media to harass, bully, or intimidate any individual associated with the RSL Kings will not be tolerated and may result in disciplinary action.
- 18.3 Team members and staff must not post-game strategies, sensitive team information, or any material that could negatively impact the RSL Kings reputation.
- 18.4 Violation of this policy will be reviewed by the Rules and Discipline Committee and may result in suspension or other penalties.

**Article 19 – Inclusion and Diversity Policy:**

- 19.1 The RSL Kings is committed to fostering an inclusive and respectful environment for all players, staff, and volunteers, regardless of gender, race, ethnicity, disability, or sexual orientation.
- 19.2 Any form of discrimination, harassment, or exclusionary behavior will not be tolerated and will be subject to disciplinary action.
- 19.3 The RSL Kings will actively promote diversity through outreach programs and education initiatives.
- 19.4 All coaches and team officials will be required to undergo training on diversity and inclusion best practices.

**Article 20 – Complaint and Dispute Resolution:**

- 20.1 Complaints must be submitted in writing to the Board of Directors.
- 20.2 Complaints shall be reviewed in accordance with governing body policies and Safe Sport procedures.
- 20.3 Where jurisdiction lies with Hockey Eastern Ontario or Hockey Canada, the matter shall be referred accordingly.
- 20.4 Decisions of the Association may be appealed in accordance with the appeal procedures of District 1.