



## **Southern Senior Hockey League Constitution**

**Updated As of October 2023**

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## **PART I - ARTICLES**

### **ARTICLE 1: NAME OF SSHL**

The name of this organization shall be 'Southern Senior Hockey League' (hereinafter referred to as the SSHL)

### **ARTICLE 2: AFFILIATION AND JURISDICTION**

2.1 SSHL is and shall be a member of the New Brunswick Senior Hockey Council (NBSHC) and is affiliated and registered with Hockey New Brunswick (HNB) and Hockey Canada.

2.2 SSHL is open to Adult Male players in District 4 and District 3 of Hockey New Brunswick.

2.3 SSHL shall have jurisdiction to manage and administer all Senior hockey within District 4

### **ARTICLE 3: OBJECTIVES AND PURPOSE**

#### **Objectives**

This SSHL shall be a non-profit organization; the objective is to foster, encourage, support, and improve all aspects of Senior hockey within both the recreational and competitive leagues in District 4. Our goal is to develop a clean, fun, professional brand of Senior hockey through good sportsmanship, fair play, and good citizenship amongst the League. This will be accomplished by exercising general supervision and direction over players, teams, coaches, officials, volunteers, parents, and guardians in support of providing consistent and compliant program delivery.

#### **Purpose**

The purpose and aims of the SSHL are as follows:

1. To provide competition senior hockey for players in the region.
2. To develop and encourage partnerships, with local men's leagues.
3. To foster and improve Senior hockey for all players and fans.
4. To promote interest and involvement in ice hockey for players and fans alike.

## **ARTICLE 4: MEMBERSHIP**

All players, staff, and teams in good standing

## **ARTICLE 5: EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS**

5.1 The Executive Committee of the SSHL shall consist of: Past President, President, Vice-President, Director of Administration, Director of Finance, Director of Player Safety who shall all be elected by the membership at the Annual General Meeting to take place a minimum of two weeks prior to HNB General Meeting.

The Executive Committee shall exercise such powers as the Board of Directors may authorize from time to time, including attending to the Day-to-Day business of the SSHL and supervising the work of the officers. The Executive Committee shall keep minutes of its transactions and report it to regular meetings of the Board.

5.2 A provisional board of directors has been formed by the original organizing committee. This provisional board of directors will assume all board responsibilities as laid out in this document for the duration of the 2021/2022 2022/2023 hockey seasons.

5.3 This provisional board of directors is defined by the following individuals; Steve Evans (President), Bill McNeil (Vice President), Genevieve Coates (Director of Administration), Linda Anderson (Director of Finance), Tim Fennell (Director of Player Safety), Tim Barton and Brad Janes (Member at Large). Team Rep x4

5.4 The term of office for the Board of Directors starting 2023-2024 will be three years except for the following positions: Vice President (2 year) and Member at Large (1 year). Team Rep (no term limit)

5.5 Any member of the Executive Committee or the Board of Directors may resign, in writing, to the Director of Administration or the President, at any time. Should a position remain vacant at the time of the interim Annual General Meeting, elections may be held to fill such vacancy for the remainder of the two-year term.

5.6 The Board of Directors may increase by 3 members at large (2-year terms) at the 2022 Annual General Meeting

5.7 The Board shall have the power to fill any vacancies, which may occur.

5.8 The Board shall have the authority to appoint any committee(s) it deems necessary for the good of the SSHL.

## **ARTICLE 6: VOTING**

6.1 For the purpose of voting that SSHL Annual General Meeting, one vote shall be allotted to each Team in good standing and

6.2 At all Board and General Meetings (except those where amendments to the Constitution and Bylaws are proposed, a simple majority will be sufficient to carry the motion. In case of an equality of votes, the Chair shall have a second or casting vote.

6.3 Amendments to the Constitution and By-laws will require a 2/3 majority of votes cast at the Annual General Meeting to pass such amendments.

## **ARTICLE 7: ELECTIONS**

7.1 Elections are to take place at the Annual General Meeting.

7.2 All names presented for such elections must be nominated one month prior to the annual general meeting.

7.3 Such persons must be present (in person or electronically) or have consented in writing to let their names stand.

## **ARTICLE 8: MEETINGS**

### **8.1 Annual General Meetings**

The Annual General Meeting of this SSHL shall be held yearly and a minimum of two weeks prior to the Hockey New Brunswick's General Meeting.

- a. The election of the Board for the next period (two fiscal years) shall take place at the Annual General Meeting to be held annually. Interim vacancies will be filled per Article 5 paragraph 5.4 of the Constitution.
- b. A quorum of ten members is necessary to conduct such meetings.

### **8.2 Board Meetings**

- a. The Board shall meet once a month in season and other times as required.

- b. Participation by Telephone or Other Communications Facilities: If all the Directors participating consent, a Board meeting may be held by telephone, electronic or other communication facilities that permit all persons participating in the meeting to communicate adequately with each other at the same time, and a Director participating by such means is deemed to be present at that meeting.

8.3 Board and General Meetings may also be called under the following conditions:

- a. The President shall have the sole authority to call any meetings, and the Director of Administration shall notify all involved.
- b. When two or more member teams request (in writing) that a Board or General Meeting be called the President shall arrange for such a meeting to be held within three weeks.

## **ARTICLE 9: ORDER OF BUSINESS**

9.1 The following Order of Business shall be adhered to at all Board meetings of this SSSL:

- Call to Order
- Approval of last Board Meeting minutes
- Business arising from Minutes.
- Correspondence
- Business arising from Correspondence.
- Treasurers Report
- Reports of Executive
- Reports of Directors
- Reports of Committees
- Unfinished Business
- New Business
- Adjournment

9.2 The following Order of Business shall be adhered to at all General Meetings of this SSSL:

- Call to Order
- Approval of last General Meeting minutes
- Treasurer's Report
- Reports of Executive
- Reports of Directors
- Reports of Committees

- Elections
- New Business
- Amendments
- Adjournment

## **ARTICLE 10: CRESTS AND COLOURS**

### **10.1 Crest**

The SSHL uniform crest can be used by all members of the SSHL with approval of SSHL.

### **10.2 Team Apparel**

Jackets, pants, sweats, and hats worn by any teams representing the SSHL shall use standard SSHL colors and SSHL crest. All apparel must be approved by the president or designate prior to purchase.

### **10.3 Uniforms**

Each Team is responsible to have two sets of Jerseys Home and Away effective 2022-2023 season.

## **ARTICLE 11: PLAYERS**

11.01a) Local Player- He is a player who played his minor hockey or Graduated High School within league territory.

11.01b) Imported Player- is a player who has not played any season of minor hockey and or graduated from high school locally.

11.01c) High End Player – Any player who has played Professional, CUS, Major Junior or Senior AAA in last 5 years will enter the league Classified as “High End”. Players maintain this status until they complete 5 seasons in league for imported player and 3 years for Local Player.

11.02 All HNB rules and guidelines regarding movement of players will be adhered to by the SSHL along with any rules and guidelines that the SSHL adopts standard as stated in our Bylaws.



## **ARTICLE 12: TEAMS**

12.1 Teams must submit to league their 20-player protected list thirty (30) days before the official opening of the league season. Any player left off protected list will be released and is free to sign with any team.

12.2 Thirty (30) player cards shall be available annually to each member team, 20 cards for protection list players and 10 additional cards. Local players that are not classified as high end can be signed by teams as per HNB rules.

12.3 All High-End Player signings and import players need to be approved by league President. Approval will be based on VP operations Recommendation and maintaining competitive balance. If a signing is not approved the requesting team can appeal president's decision to full executive.

12.4 No team shall be allowed to play exhibition games without authorization from the SSHL executive council, and the council must refuse them the right to play against a team which is not registered with HNB. Any such violation may bring about the suspension of the officers or the players of the guilty team.

12.5 All teams shall submit to the league the names, addresses, telephone numbers their executive council members before each A.G.M.

## **ARTICLE 13: CONSTITUTION**

13.1 This Board of Directors and any other member or representative shall recognize, observe, and be bound by the provision of the Constitution and By-laws of SSHL as well as the HNB and HC. The Policies adopted shall conform to the Constitution and Bylaws of this SSHL and shall be recognized as providing the basic rules governing this SSHL. The President, in any meeting, with a quorum of 2/3 of the board members shall have the authority to interpret and make ruling on matters pertaining to this SSHL and not within this Constitution.

### **13.2 Amendments**

- a. All proposed amendment(s) to the Constitution and By-laws must be submitted to the Director of Administration of the SSHL in a written and signed format and submitted to the Board of Directors for insertion into the Notice of Meeting. This shall be done one month prior to the Annual General Meeting commencement in 2022.
- b. The Board of Directors will review all proposed amendments and reserves the right to vote on a recommendation to bring forth to the floor.
- c. The member(s) submitting the proposal must be present to make the formal motion.

- d. Amendments must receive a 2/3 majority of votes cast to be passed.

### 13.3 Notice of Amendment

This Constitution may be amended only by a two-third majority vote of the members present at the annual meeting of the SSHL. Notice of such amendments must be communicated to the members prior to the annual meeting.

## PART II – BY-LAWS SECTION 1 - EXECUTIVE OFFICERS

### 1.1 PRESIDENT

Currently filled by Steve.

The President, within jurisdiction of the SSHL, shall have the power to:

- a. Sign as a signing officer for the SSHL.
- b. Officiate at meetings - ex-officio at all meetings.
- c. Exercise the powers of the executive in case of an emergency.
- d. Assist members of the executive in carrying out their duties.
- e. Appoint at his/her discretion, an individual from the membership or Board of Directors, to replace the Director of Coaching if that person has applied to coach a competitive team for the SSHL.
- f. President or designate shall be the sole voice of SSHL.
- g. Appoint a Board member as chairperson to be responsible for forming a committee to determine a ruling in matters of discipline.

### 1.2 VP OPERATIONS

Currently filled by Bill.

The Vice-President shall perform all duties of the President in his/her absence and shall act as coordinator for any of the Directors.

- a. Shall be responsible for the evaluation and oversee the selection and movement of all players entering the league.
- b. Shall work with Director of Administration to manage team Rosters and Liaison with HNB.
- c. Contact person for teams to get player signings approved and sent to HNB.

### **1.3 DIRECTOR OF ADMINISTRATION**

Currently filled by Genevieve.

- a. Shall be a signing officer of the SSHL.
- b. Shall keep an accurate record of the proceedings of the SSHL.
- c. Shall handle all correspondence on behalf of the SSHL.
- d. Shall publish an agenda for the General Meetings and distribute it to all in attendance at the meeting.
- e. Shall conduct any other business necessary for the welfare of the SSHL.
- f. Shall conduct other administrative duties assigned by the President.
- g. Shall assist the VP Operations with both registration and record keeping.
- h. Shall be responsible for any news releases with the local papers.
- i. Shall be responsible for promotion and distribution of all literature of the organization including newsletters.
- j. Only the Director of Administration or the President can issue a formal communiqué for the SSHL.

### **1.4 DIRECTOR OF FINANCE**

Currently filled by Linda.

- a. Shall manage all monies of this SSHL and shall keep an accurate record of all monies received and disbursed and shall report such matters at all meetings.
- b. Shall ensure that a financial review of the SSHL be conducted by an independent professional accountant, at the end of the SSHL's fiscal year by person(s) approved by the Executive. The fiscal year shall be July 1 to June 30.
- c. Shall pay all accounts of this SSHL by cheque. The Treasurer and either the President or Director of Administration shall sign such cheques.
- d. Shall be responsible to submit registration fees payable to the HNB
- e. Shall receive any receipts from any member of this SSHL incurring out-of-pocket expenses, which may be reimbursed by this SSHL, if the Board deems the expense justified for the welfare of the SSHL.
- f. Shall receive from all members of this SSHL all monies collected on behalf of this SSHL.
- g. Shall be responsible for the annual budget and creation of the fiscal policy.

## **1.5 PAST PRESIDENT**

- a. Shall have served one complete term as President and has not resigned from the Board.
- b. Shall assist the SSHL in any capacity he/she has either knowledge of or interest in.
- c. Shall retain all voting rights at the board level.

## **1.7 TECHNICAL DIRECTOR OF HOCKEY OPERATIONS**

## **1.8 DIRECTOR OF PLAYER SAFETY**

- a. Shall have voting rights on the Board of Directors
- b. Shall coordinate all scheduling, development, and recruitment of all hockey officials.

## **1.9 MEMBERS AT LARGE – ADVISORS**

- a. Shall have voting rights on the Board of Directors
- b. Will be required to actively participate.

# **PART III – RULES AND REGULATIONS**

## **SECTION 1 - OPERATING PROCEDURES**

### **1.1 RULES**

All playing rules in the SSHL will be NBMHC, HNB and CHA, except for rules that are prescribed and endorsed by the SSHL.

### **1.2 REGISTRATION**

Each Team must submit a registration application form properly completed and accompanied by registration fees as determined by the SSHL. Registration Fees to be set annually by the Board of Directors.

### **1.3 SPONSORS**

- a. No member of the SSHL other than the President, Vice President or Director of Administration, or person(s) appointed by the President may approach a sponsor for funds for the SSHL for any purpose.
- b. All teams who wish to campaign for extra funds with local sponsors must obtain permission from the Board in writing.
- c. Failure to comply with this By-law may lead to suspension as determined by the Board of the SSHL.

### **1.4 EQUIPMENT**

- a. It shall be compulsory for all players in the SSHL to wear equipment approved by the Canadian Standards (CSA).
- b. Any players registered in the SSHL playing hockey, practicing, or helping to coach, under the direction of the SSHL, must be dressed in the approved hockey equipment.

### **1.5 SUSPENSIONS**

- a. Director of Player Safety will review all Game sheets and administer suspension decisions.
- b. All suspensions in the SSHL will follow HNB Minimum standards and must be reported to the President.
- c. A player may be suspended longer than minimum standards by Discipline committee for rules infractions during, prior to or after any game or practice; for disrespect or abuse to any Board member, SSHL member, parents and/or player, officials, or arena staff, for unsuitable conduct on or off the ice, for stealing property belongings to others or for destroying or mishandling property belonging to others.
- d. Director of Player Safety will liaison with the Discipline Committee
- e. All suspensions which occur within the SSHL may be subject to standard appeal rule 3.12.

### **1.6 INJURIES**

When injury prevents a player or team official from continuing in the game or practice, the coach or manager will fill out a CHA injury report form and return it to the Director of Coaching within 24 hours. This report form must be filed with the HNB office immediately but no later than 60 days of the accident.

## **1.7 USE OF ICE TIME**

- a. If allocated ice time is not going to be used the coach or manager shall notify the VP Operations
- b. The VP Operations must be given at least 48 hours notice of unused ice.
- c. Non-contracted ice used by any team will not be paid for by the SSHL without the prior approval of the Board of Directors

## **1.8 TICKET PRICES**

Admission prices for pre-season, regular and playoff games shall be voted by resolution at the AGM and shall be the same in all our arenas. 2023-24 season as follows (\$10 for adults, \$8 for seniors (65+), \$8 for students (including university) and \$5 for children under 12.) All children under three (3) years of age accompanied by an adult will be admitted for free.

## **1.9 PENALTIES**

For all penalties, the SSHL will abide by NBMHC/HNB and CHA rules, except where the SSHL has stricter penalties.

## **1.10 APPEALS**

- a. A coach, player or Manager may appeal a protest or suspension in writing to the Vice-President within 48 hours, along with a \$250.00 fee which is non-refundable if the protest is upheld.
- b. Within 10 days of notification of a decision of the Board of Directors, the Griever can appeal the committee decision in writing to the SSHL President.
- c. A Board of Directors appeal hearing will be held within a reasonable time by the President and two members of the SSHL who were not involved in the Discipline Committee involved in the appeal.
- d. The decision of the President is final and binding.
- e. Any SSHL member has the right to appeal such decision with HNB if they are still not satisfied.

## **1.11 DISCIPLINE**

- a. The Director of Player Safety shall appoint a nonpartisan committee to rule in matters of discipline. The committee shall consist of the chairperson and two others selected from the membership of the SSHL who are not directly involved in the issue in question.

- b. The Discipline Committee will provide an opportunity for a Discipline hearing to resolve the issue in question within a reasonable time of the receipt of the issue.

## **1.12 RULES OF DEPORTMENT**

- a. To foster reasonable behavior, to enhance sportsmanship and to make competition a developmental experience, the SSHL requires and expects its players and Fans to meet minimum standards of conduct.
- b. The members of this League will not condone nor encourage harassment, abuse, bullying or misconduct on or off the ice.
- c. CHA behavior modification penalties will be implemented. In exceptional circumstances, the Vice- President & President may impose additional penalties.
- d. In any team situation, in or around ice surfaces, dressing rooms or arenas, proper behavior is expected of the SSHL players and coaching staff.
- e. SSHL members must not post harmful statements on social media sites. Comments or remarks of an inappropriate nature which are detrimental to a Team, the SSHL, League, or an individual will not be tolerated and will be subject to disciplinary action. All members, volunteers and players must adhere to the social media policy as laid out by HNB
- f. The use of any form of cell phone, camera, video camera, camera phone, or any other personal digital accessory capable of photographs is prohibited in any recreational facility change rooms during any SSHL sanctioned event.
- g. Coaches and managers are expected to strenuously enforce this guideline in each category from Initiation to Senior. (The standard of what is acceptable is what is deemed acceptable in the presence of anyone).
- h. Consumption of alcoholic beverages or drugs (including cannabis), tobacco (vape pens) by players or coaching staff in a game or practice situation, or arriving inebriated in such a situation, is grounds for immediate dismissal.

## **1.13 FINANCIALS**

- a. League Revenue – Ticket Sales, Flex Passes, Game Day, League Sponsors, League Fundraising. All funds will be placed in General operating funds.
- b. Team Revenue – Team Sponsorship, Local Sponsors, Chase ace sales, other fundraisers. Teams keep 90 percent of these raised funds. Remaining 10 percent goes to SSHL Legacy fund.
- c. League expenses – Insurance, HNB fees, banking, administrative, Game Day (Ice, Facility rental Security, ticket sales staff/ service group)

- d. Team Expenses – all other expenses including but not limited to player and team Fines, Practice Ice, Travel (see travel expense guidelines), equipment ETC.
- e. Surplus/ Deficit – League revenue – League expenses = Surplus or Deficit
- f. Revenue Share – all surplus funds less next seasons HNB fees will be paid out at year end meeting.

Team payout – sponsor and or operator can recoup out of pocket expenses for things they have provided to the benefit of the players.  
Examples: Equipment, expenses, team meals etc.

Remainder of funds would be provided to players to be used as the group decides.

- g. All teams are required to submit a payout plan or detailed expenses to SSSL that includes information on how money was spent or will be distributed to team players, staff, and sponsors.
- h. SSSL will make revenue share payments at year end meeting to all teams that have an approved payout plan. Any team that has not had a payout plan approved by league will be paid upon approval.
- i. Legacy Fund – This fund will be used for league initiatives decided by teams and BOD via an approved and passed motion. SSSL will place the 10 percent raised under 1.13 b – teams' revenue into this account. Further, any surplus in League account above \$ 20,000 at year end will be deposited in this account.

## **1.14 COMPETITION**

- a. Game time is recommended to be 7:30 p.m. unless otherwise arranged during the development of the League Schedule.
- b. Scheduled games can only be rescheduled by mutual consent of the teams involved, provided the game is played within 10 days, and coordinated through the President with emailed confirmation. The home team is responsible for notifying the Director of Player Safety with a minimum of 48 hours for rescheduling. A fine of \$250, to be paid within seven (7) days to the league, will be assessed against the canceling team if the game is not played within 10 days. If a game is cancelled due to weather or road conditions, a four (4) hour window prior to the scheduled game start time will be used to determine if the game will be played (i.e. by 3:30 p.m. for a 7:30 p.m. game). Determination of cancellation will be decided by the two teams involved, the President, and the Director of Player Safety.



- c. If mutual consent cannot be obtained, the team that wishes to cancel is subject to a fine of \$250 to be paid within seven (7) days to the league, no matter the reason for the cancellation. The fine of \$250 will be forwarded to the opposing team by the Director of Finance to defray costs incurred. Failure to co-operate in the best interest of the League could result in further fines for both teams at the discretion of the President as appropriate under the circumstances. If cancellation is due to the weather, the team which was assessed a fine can appeal for a rebate in whole or in part with written and sufficient evidence to convince the President to issue a rebate. (All postponed games must be rescheduled to be played before the end of the league schedule.)
- d. Teams will wear white sweaters for home games and dark sweaters for away games for the entire season.
- e. Scoring shall be 2 points for a win, 1 point for an over-time loss or shoot-out loss.
- f. Overtime will be played during the regular season consisting of one 5-minute sudden death overtime period. This overtime shall immediately follow a 2-minute rest at the conclusion of the third period, with teams retaining the same end of the rink. The format will be 3 on 3.
- g. If still tied after 5 minutes, a shoot-out shall take place. Three (3) shooters from each team shall be named, who shall shoot in turn. If still tied after 3 shooters, a sudden-death format shall take place, with the visiting team shooting first. When a sudden-death shoot-out format is needed, each team will have had an equal number of scoring opportunities. Original 3 shooters from each team are not eligible to shoot again till each player on the bench has had a shot. Shootout scoring shall not count in the player statistics. Team scoring in the standings shall be 2 points for a shoot-out win and 1 point for a shoot-out loss.
- h. Overtime will be played during the playoffs consisting of 20 minute sudden death overtime periods until such time as a winner is determined. Intermission shall precede all overtime play.
- i. The SSHL does not have or enforce the "curvature of the stick" measurement rule.
- j. SSHL has following awards Regular Season (Scoring leader & first team all star selection) Playoffs(MVP)
- k. Teams cannot cancel regularly scheduled games with the intention of reducing costs of home games. Failure to honour the team commitment to the League, fans, and corporate sponsors to play the full number of agreed upon league games will result in the team bond being forfeited and the team will be suspended indefinitely. Reinstatement of the

offending team will require a two-thirds vote by the Governing Body at the Annual Meeting, with no reimbursement of the bond being considered.

- l. All home games must be played in the location designated by SSHL on schedule at the beginning of the season. Requests to alter this in any way requires a two-thirds vote by the Governing Body. Any change in game location must be done a minimum of 7 days prior to game time.
- m. All other rules governing SSHL play shall be those of the Hockey Canada and Hockey New Brunswick rule books.
- n. Faceoffs following single penalties to one team will be held in the offending team's end.
- o. The league has adopted the no-change icing rule

## **1.15 PLAYER/TEAM TRAVEL AND EXPENSES**

The SSHL does not allow teams to pay players. We recognize that player expenses can be reimbursed.

### *SSHL Expense Reimbursement Policy*

- a. Teams are free to reimburse players who have spent their own money for Hockey-related expenses. When players receive an expense reimbursement, typically they won't be required to report such payments as wages or income to CRA.
- b. These types of reimbursable expenses tend to occur when players travel for practice or games but can be associated with other activities related to their participation, including, for example, certain purchases of hockey - related supplies or equipment.
- c. Teams are required to track and report to VP finance all reimbursed expenses. League will monitor to ensure fair and proportionate expenses are paid to players in an equitable manner.
- d. If teams are found to be abusing or misusing this policy knowingly, they may be sanctioned by President. Sanctioned teams may appeal President's decision to full BOD.

### *Team Travel Policy*

Teams will be provided the following subsidies to assist in travel.

Southern Senior Hockey League (S.S.H.L)

50- 100 km \$750.00

Over 100 km \$1000.00.

SSHL can pay via invoice or Advance team funds 24 hours prior to game via etransfer. Please note: teams are required to have 12 players dressed to qualify for travel subsidy.

## **LEAGUE ORGANIZERS' CODE OF CONDUCT**

I will do my best to see that all players are given the same chance to participate, regardless of gender, ability, ethnic background or race.

I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.

I will distribute the Fair Play codes to spectators, coaches, athletes, officials, parents, and media.

I will ensure that coaches and officials are capable of promoting Fair Play as well as the development of good technical skills and I will encourage them to become certified.

I will ensure that discussions held in the course of meetings and/or discussions of league organizers are kept in strict confidence.

I understand that as a SSHL league organizer, I will support SSHL in general, its players, coaches, officials, volunteers, and Board of Directors through both my actions and my communications.

*I WILL LEAD BY EXAMPLE BY BEING A POSITIVE ROLE MODEL*