

Souris Minor Hockey Association Constitution

Part 1 Souris Minor Hockey Association Constitution

The name of the association shall be known as the Souris Minor Hockey Association (SMHA)

Objectives

The major goals of the SMHA are:

- To provide an opportunity for all players to develop their hockey skills according to their individual ability
- To provide a fun, safe and enjoyable youth program
- To develop good sportsmanship in players, coaches, managers and members associated with the SMHA, by encouraging respect for rules, respect for opponents, respect for officials and their decisions, and maintaining self control at all times.
- To develop the character of all participants.

Executive

The executive of the SMHA shall be made up as follows:

- President
- Past President
- Vice President
- Secretary
- Treasurer
- Registrar
- Officials Coordinator
- Equipment Manager
- Ice Convener

The total board of the SMHA can be up to a total of eleven (11) members – 9 executive members and up to 2 members at large. Each team will be encouraged to have a representative on the board. All executive members and members at large have the right to vote at general meetings.

Terms of Office

- a. The term of office of each board member shall be for two years. Members at large are expected to assume an executive position following their first two year term.
- b. There shall be an annual meeting each spring before June 1st to elect the following year's Executive and they are to take office by June 1st. The new Executive shall appoint any Executive positions not filled at the annual Meeting.
- c. Every family who has a child registered in SMHA in attendance at the Annual General Meeting shall be entitled to one vote per family at the Annual General Meeting.
- d. The board of directors will be elected at the AGM, and in order to provide continuity of membership on the board one half of the directors shall be elected at each AGM. The newly elected board will take office on June 1st.

Even Years

Secretary
 Treasurer
 Officials Coordinator
 Equipment Manager
 Member at Large (1)

Odd Years

President
 Vice President
 Registrar
 Ice Convener
 Member at Large (1)

Duties of the Executive Members

- a. **The President** shall
 - a. be responsible for all aspects regarding the operation of the association;
 - b. preside at all meetings;
 - c. sign cheques or approve e-transfers on behalf of the association, after they are prepared by the Treasurer;
 - d. not vote except in the case of a tie, he/she shall cast the tie-breaking vote;
 - e. ensure that the meetings are conducted in accordance with Robert's Rules of Order;
 - f. exercise the authority of the association in the event of an emergency, subject to the ratification by the entire Executive within a reasonable length of time;
 - g. be the spokesperson for the Association as a member of the SMHA Executive.
- b. **The Past President** shall attend all meetings and act in an advisory capacity, with the right to vote.
- c. **The Vice President** shall perform the duties of the President in the latter's absence or on request and shall then have all the rights and powers of the president.
- d. **The Secretary** shall
 - a. issue notices of all meetings;
 - b. maintain minutes of all meetings, records and directories except financial records
 - c. post a copy of the minutes of board meetings outside the minor hockey office.
- e. **The Treasurer, is a position that is eligible for an annual monetary honorarium as determined by the board no later than the end of the current year's hockey season. , shall**
 - a. receive and record all accounts receivables and payables by SMHA;
 - b. ensure that the required fees have been paid or arranged to be paid by preparing cheques or e-transfers for the President's signature, or approval, collect any deferred fees, and administrative fees (recovery of NSF charges, late registration fees, cancellation fees etc.) associated with registration;
 - c. submit a monthly financial report at scheduled Executive meetings, Annual, and General meetings;
 - d. prepare a budget for submission to the first meeting of the executive each year;
 - e. maintain financial records which are subject to independent audit at the end of the fiscal year.
- f. **The Registrar, a position that is eligible for an annual monetary honorarium as determined by the board no later than the end of the current year's hockey season, shall**
 - a. be responsible for the preparation, administration and supplies for the registration of SMHA Players;
 - b. ensure that all those registered qualify for play in the SMHA and that the required documentation is presented at the time of registration;
 - c. Forward all Sportpay invoices to the Treasurer ;
 - d. ensure completion of all requirements and regulations to having SMHA players 'carded';
 - e. ensure removal of uncertified Coaches from Rosters by December 1st deadline.

- g. **The Ice Convener** shall be responsible for the distribution and scheduling of ice times for all teams associated with SMHA for practices, league games and tournaments. Any additional ice time made available to SMHA shall be distributed on a fair and equitable basis among the teams.
- h. **The Equipment Manager** shall be responsible for all SMHA hockey Equipment; specifically, the purchase of equipment, maintaining an up to date inventory, repairs and cleaning approved by SMHA Executive, and shall provide to the president a complete inventory of all equipment held as of the last day of each fiscal year.
- i. **The Officials Coordinator, a position that is eligible for an annual monetary honorarium as determined by the board no later than the end of the current year's hockey season, ,** shall
 - a. through the aid of clinics, train and supply a sufficient number of Officials to satisfy the demands of the association;
 - b. be responsible to appoint properly certified, qualified Officials for all tournament, regular, exhibition, and playoff games;
 - c. be responsible to propose a Officials fee schedule to the executive for approval.
- j. **Members-at-Large (2)** – Voting members, one of whom will be appointed to count cash in the presence of another board member and make the cash deposit. Details of the deposit will then be given to the Treasurer.

Ad Hoc Position

The Board-Coach-Team-Official Liaisons (2)

1. act as a liaison between SMHA teams and the board, responsible for bringing concerns of teams forward to the board and reporting board decisions back to teams;
2. act as a Official representative on the disciplinary committee;
3. act as a conflict liaison between Officials and Team Officials.

Coach Development/Liaison:

- a. Volunteer position
- b. A non-voting, volunteer board member, who would attend meetings when applicable
- c. Works with coaches in providing any materials that they require
- d. Plan all clinics related to coach development
- e. Assist coaches in developing practice plans if required
- f. Arrange coach mentors if requested
- g. Advise the board on general things involving the program (Not specific incidents)
- h. Work closely with Hockey Manitoba Coach Development Coordinator and/or Regional Coach Development Coordinator
- i. Sounding board for coaches if they have player specific issues

Quorum

A quorum shall consist of the president plus 50% of the board.

Meetings

Regular board meetings are held on a monthly basis. Meeting dates will be at the call of the chair. The president may call an emergency board meeting at any time by giving 24 hours notice by telephone, text message or email to all members.

SMHA meetings are open to members of SMHA; the board reserves the right to decide whether or not guests shall be excluded from discussion and/or during voting.

Committees

The SMHA may have the following standing committee structure **as appointed by the board**:

- a. Coach Selection Committee
- b. Development Clinic Committee – E.g.: Body Contact clinics, Breakfast Club, etc
- c. Fund Raising
- d. Wind Up
- e. U15 Tournament
- f. Picture
- g. Nominating
- h. Hockey Day

SMHA is also required to have representatives on the following committees of other organizations:

Southwest Rural Hockey League (2)

Hockey Manitoba (2)

Rural Manitoba Female Hockey League (RMFHL) (1) ** if we have 1 or more female teams

Souris Minor Hockey will pay mileage for 1 vehicle for any SMH board member to attend regional, league or provincial meetings at provincial employee mileage rates.

Finances

A bank account shall be opened in the name of the association. The Treasurer will prepare cheques or etransfers on behalf of the SMHA, to be signed by the President or Vice President in the absence of the President.

All major purchases will be made by invitational tender with the approval of the Executive.

Miscellaneous

- a. The rules of play and equipment shall be in keeping with the Hockey Canada including any By-Laws of Hockey Manitoba
- b. SMHA will affiliate with and accept the Constitution and By-Laws of the Hockey Manitoba.
- c. Amendments or alterations can only be made to the Constitution at the Annual Meeting of this Association, after specific notice in writing of 60 days to the President, and then only by a two-thirds majority of the voting members. The President shall communicate such proposed amendments or alterations to each member 45 days prior to the Annual Meeting.

Part II Souris Minor Hockey Association By Laws and Policies

Registrations

- a. The SMHA will set registration fees and registration cut off dates for each year.
- b. All registration fees shall be paid in full at the time of registration, payment plans may be established year to year by the SMHA.
- c. The SMHA deadline for late registrations will be no later than January 1st of each current year. Any player wishing to register after this date shall request permission from the board in writing. Players accepted by the board after the Jan. 1 deadline will be charged 50% of the regular fee plus roster fee (unless the player moves to Souris from another town and is carded, together with a transfer and written release by the organization he/she comes from, as per Hockey Manitoba regulations).
- d. Player movements must be approved by the SMHA.
- e. The SMHA will levy a late fee of \$100 to any previously registered SMHA player, U9 age or older, who registers after the designated registration deadline.
- f. The Board of Souris Minor Hockey will decide following registration, the make-up of the teams for that year.
- g. Parent Meeting Votes – Should a parent vote be required The President of SMHA will not accept Absentee Votes

U13/U15

- a. For the ages of U13 and up, if registration numbers dictate enough players for 2 or more teams the teams will either be split in a tiered fashion **or** two equal teams.
- b. If split is tiered, the “A” team will register in an exhibition season and the “B” team may register in either the SWRHL or the Brandon House League.
- c. If the split is equal, a 3rd and 4th roster team format will be offered to provide an optimal competition structure to play outside of regular SWRHL.
 - i. Both the 3rd and 4th roster teams will be given the opportunity to play in Tournament of Champions. The 3rd roster team will play in B provincials (or the Hockey Manitoba category that SMH is in at the time of selection) and the 4th roster team will play in the C provincials (or the next lower Hockey Manitoba category that SMHA is in at the time of selection).
 - ii. The 3rd and 4th roster teams will enter in a level higher than the 4th roster team and the 4th roster team will enter in a lower level (or as per the current Hockey Manitoba category rules that SMHA is in at the time of selection) have their own practice schedule, enter tournaments, and have exhibition games outside of the SWRHL throughout the playing season. All 3rd and 4th roster practices and games will not conflict with regular SWRHL play.
 - iii. Evaluations for the tiering of teams or 3rd and 4th roster of the players for the purpose of selecting the teams will be done by an independent 3-person selection committee as selected by SMHA President or other delegate as determined by the SMHA board in the event of family member conflict with President. The selection criteria will be set by the board and provided to the committee in advance of the evaluation.
 - iv. No selection committee member shall be an immediate family member of any player being evaluated.
 - v. Tryouts will be held early in the season following registration and will follow the pathways as outlined by Hockey Manitoba..

- vi. Method of selection and evaluation by this committee will be done over two practices attended by all players at each practice with a drill schedule given to coaches, and over one inter-squad game.
- vii. Additional costs (ice rental/team fees/tournament costs) for all players who play on a 3rd or 4th roster team will be assessed at the time of its registration.
- viii. Any Alternate Players for the 3rd Roster Team must have tried out for the 3rd Roster Team and be of the age tier of the bracket for that level of hockey; 4th Roster Alternate Players may select from the age bracket or tier below, no tryouts were held for this team.

U11

- a. Following registration, if numbers warrant 2 teams, the teams will be divided up to make 2 or more equal teams. The assigned coaches for the age group will be responsible for selecting the teams and ensuring they are as equal as possible
- b. A 3rd Roster Team will then be chosen to represent Souris Minor Hockey in the Tournament of Champions as well as provincials. Tryouts will be completed no later than ten (10) days prior to Provincial Team entry deadline with the evaluation of the players completed by an independent 3-person selection committee. No member of the committee shall be an immediate family member of any player being evaluated. Evaluation criteria to be provided to the committee by the board in advance of the evaluations.
- c. If enough players are available for 2 teams both the 3rd and 4th roster teams will be given the opportunity to play in Tournament of Champions or an alternative tournament. The 3rd roster team will play in B provincials (or the Hockey Manitoba category that SMH is in at the time of selection) and the 4th roster team will play in the C provincials (or the next lower Hockey Manitoba category that SMH is in at the time of selection).
- d. Additional costs (ice rental/team fees/tournament costs) for all players who play on a third or fourth roster team will be assessed at the time of its registration.

U9 and U7:

- a. Following registration, if enough registrants for two or more teams, the registered players will be divided up to make two (or more) equal teams. The assigned coaches for the age group will be responsible for selecting the teams and ensuring they are as equal as possible.

Refund Policy

- a. Players requesting a registration refund shall be given the refund on the following basis.
 - Prior to the start of the season – 100% less admin fee
 - Prior to December 31st – 50%
 - After Jan 1st – no refund
- b. In the event of a major player injury resulting in the player missing a substantial portion of the schedule, the SMHA, upon written request of the parents may consider a refund beyond the above limits.
- c. No refunds for any players under suspension from the SMHA, Hockey Manitoba or Hockey Canada.

Coaches

- a. Each year the SMHA board will develop and approve a coach/manager handbook for the current hockey year.
- b. The coach selection committee shall be responsible for receiving and reviewing applications for coaching positions and making recommendations of acceptable coaching applicants to the board, the SMHA will select the Head Coach, the Head Coach will be responsible for selecting 1-2 Assistant Coaches and Team Manager. Entire staff must be approved by SMHA, if they fit, at the next board meeting.
- c. SMHA will cover the cost of rostering one head coach, two assistant coaches, and a manager for all teams. Teams who wish to have any additional coaches/managers on their roster will be responsible for the rostering fee, following approval by the board.
- d. One of the rostered coaches or managers on each team must hold safety certification.
- e. Any coach who does not possess the required certification shall not be allowed to roster with any SMHA team until proper certification is obtained, coaches will be given till December 1st to obtain required certification.
- f. Any fines levied by Hockey Manitoba to SMHA, may become the responsibility of the originating team.
- g. Any requests for AP players are to be made from coach to coach initially; then requesting coach to parent.

Ice

- a. The board under the direction of the Ice Convener determines practice times.
- b. Teams may have to share the ice surface because of numbers of players/team as well as the number of teams in SMHA.
- c. There may be a rotation of missed practices later in the season as play-offs begin. The ice convener will try to keep these as even as possible.
- d. The ice convener will schedule ice for all practices and games.
- e. Ice time for practices is supplied through registration fees for each team until league and provincial play-offs are finished. Once play-offs are completed, teams must purchase practice ice.
- f. Teams may be assessed an additional fee as determined by SMHA to cover additional ice costs.

Tournaments & Travel:

- a. Dates for team tournaments will be set by the Ice Convener. U15 team will host the U15 Tournament of Champions (TOC), U9 will host the Ultimate Hockey Championship (UHC). U18, U13 & U11 will each get one 2 day tournament; U7 will get a 1 day tournament. Should 2 teams exist as any age group the Ice Convener and Executive will determine if each team is awarded a tournament or joint tournament is to be held. Flexibility in setting dates is limited, Ice Convener may be able to offer more dates if availability if they exist.
- b. UHC & TOC will be SMHA controlled tournaments, as profits assist in decreasing registration fees. Tournament entry fees go directly to Souris Minor Hockey (minus 3 or 4 entry fees or equivalent dollar value per age group to cover Host team entry fees to other tournaments), profits from all other fundraising efforts (ex- 50/50, raffle table, pick a player, etc.) done during these tournaments will be split evenly with equal portions to SMHA and Host team with a maximum portion to the Host team being \$100 per player, should the Host team portion be greater than the maximum, the Host team may request SMHA Executive approval for exemption to the maximum with rationale for the additional funds are required.
- c. U7, U11, U13 & U18 Tournaments – Tournament entry fees go directly to Souris Minor Hockey, profits from all other fundraising efforts (50/50, raffle table, pick a player etc) done during the tournaments,

team portion retained shall not exceed \$100 per player, any surplus shall be remitted to SMHA to assist in covering the cost of the tournament, should the host team portion be greater than the maximum, the host team may request SMHA Executive for approval for an exemption to the maximum with rationale for the additional funds that are required.

- d. Each Host Team, (with the exception of TOC & UHC) may use up to the equivalent of 1 entry fee that can be used for tournament costs, including tournament sanctions fee. Funds would be advance with float at the beginning of the season. Itemization of use of funds and any unused funds would be payable upon completion of the tournament with all other proceed submitted. TOC may spend 50% of an entry fee, plus the expense of forwarding the winning teams entry fee to TOC Brandon, plus the Rural TOC host invoice to Brandon TOC. UHC may use up to two (2) entry fees provided the tournament is 24 teams, if under 12 teams than one (1) entry fee.
- e. Transportation of teams to out of town games is the responsibility of the parents. All drivers must be at least 18 years of age.
- f. All team travel out of the Hockey Manitoba jurisdiction must have the prior consent of the Hockey Manitoba.

Officials

- a. Two Officials are required per games or as deemed necessary by league or Hockey Manitoba guidelines.
- b. The Official Coordinator in liaison with Hockey Manitoba each year shall organize an ongoing series of Official clinics.
- c. Officials shall be at least 2 years older than the players in the game they Official.

Equipment

- a. Donations and equipment will be accepted from local businesses and organizations.
- b. The equipment manager will issue locker keys, sweaters and goal equipment to coaches, who in turn will be responsible for the same. Each team will be given a locker key(s).
- c. A list of players and sweater numbers shall be maintained by each team manager.
- d. Minor Hockey sweaters are to remain the sole property of the SMHA. A player must return the designated equipment at seasons end, or he/she will not be allowed on the ice the following season unless reasonable settlement is made.

Conflict of Interest

- a. No executive member shall be allowed to take part in a discussion or vote on any issue where he or she is involved as a parent or in a position for personal or financial gain. The member will be asked to leave the meeting until the matter is settled.

Awards night

- b. Esso Medallions will be voted on by the players of each team prior to the league tournaments. Based on given criteria they will select their fellow teammates most deserving of the award.
- c. The "keeper trophies" shall be selected by the coaches with final approval coming from the board, based on the specified criteria.
- d. Team medallions are open to all team rostered players and awards are presented only to SMH registered and paid players.

Miscellaneous

- a. The SMHA By-Laws and constitution shall be posted and remain posted in the Arena at all times.
- b. All fundraising activities must have prior consent of the Executive and a plan for the anticipated funds raised. The Fundraiser Lead will complete the attached form and submit it to the Executive for review. The Treasurer will file and follow up on Fundraising Proposal forms.
- c. SMHA will attempt to conduct preseason clinics for coaches, players and Officials.
- d. Players with a suspect concussion by the coaching staff will be required to have the medical assessment tool completed by a qualified medical professional. The injured player will also be required to attend at least 1 practice before playing any games at the discretion of the Head Coach.
- e. A yearly list with photos of current executive, coach/player/officials, shall be posted by the Minor Hockey room and in the SMH website in the complex so every member is aware of whom the executives are

Part III Disciplinary Policies

- a. Players, coaches, managers and parents shall be informed of the Associations Discipline Policy and codes of conduct before the first game of the season in the form of a hand out.
- b. Any coach involved in Minor Hockey who contributes to the juvenile delinquency of a minor in any way is prohibited from coaching for one (1) year minimum or longer as determined by the Executive.
- c. Team coaches and Managers shall be responsible for the proper behavior of players on the ice, and in the dressing room.
- d. Any players caught, while under the supervision of the coach or manager, with alcohol or non-prescription drugs shall be suspended and immediately reported by the coach or manager to the SMHA disciplinary committee.
- e. SMHA may discipline a player (whether or not the player was disciplined by Hockey Manitoba) upon consultation with the coach or manager.
- f. The disciplinary committee of SMHA shall be made up of the President, Vice President, Past President, and two Board-Coach-Team-Official Liaisons, should the Board-Coach-Team-Officials Liaisons be either President, Vice President, Past President, then the president will select another member of the executive without a conflict of interest in the matter being dealt with.
- g. Complaints may be made directly to the disciplinary committee in writing by any involved party. Complaints must be signed, and every effort will be made to keep the identity of the complainant confidential.
- h. Upon receipt of any complaint, an appointed member of the disciplinary committee will investigate the complaint, following which the disciplinary committee will meet with the coach/player/parent/official in question to discuss the complaint and reach a satisfactory agreement. Written documentation of the meeting will be kept.
- i. Upon the receipt of the second validated complaint, the coach/player/parent/official in question will meet with the disciplinary committee of the Souris Minor Hockey Association and will receive in writing a notice of instruction or correction.
- j. Upon the receipt of the third validated complaint, the coach/player/parent/official in question will meet with the disciplinary committee of the Souris Minor Hockey Association and will receive disciplinary action as recommended by the disciplinary committee and approved by the Souris Minor Hockey Association Board.
- k. Any decisions taken by the SMHA Disciplinary committee may be appealed. The appeal procedure shall be to hold a meeting between the player, Officials, coaches/managers, parents, the Official liaison, and the SMHA Executive.

- l. The Coach and Manager shall consult with parents regarding problem behavior in players.
- m. On major disciplinary problems, the coach, manager, executive or parents will carry out the Associations policies.
- n. Discipline for Hockey Canada and Hockey Manitoba infractions shall be handled as set out in their regulations.

Revised April 2024 at the SMHA Annual General Meeting.