



## **St. Laurent Minor Hockey Constitution**

The St. Laurent Minor Hockey Association is a voluntary association of members established to promote hockey at recreational and competitive levels. The St. Laurent Minor Hockey Association is a member of Interlake Minor Hockey and by virtue of affiliation Hockey Manitoba and Hockey Canada, the governing body of amateur hockey in Canada.

### **Article 1. Name**

1. The name of the association shall be known as the St. Laurent Minor Hockey (STLMH) Association.

### **Article 2. Colours**

1. The official colors of the St. Laurent Lake Monsters shall be green, white and blue.

### **Article 3. Mission Statement**

1. The mission of the STLMH is to provide participants in our minor ice hockey program with a fair and competitive hockey experience that focuses on the development of individual and team hockey skills, the practice of good sportsmanship and fair play and the opportunity to be challenged while having fun as it relates to the guidelines set forth within Interlake Minor Hockey, Hockey Manitoba and Hockey Canada.

### **Article 4. Purpose**

1. The purpose of STLMH is to organize, develop and promote minor ice hockey for members of the St. Laurent Minor Hockey Association including:
  - a) promote, govern and improve organized amateur ice hockey in the St. Laurent and catchment area, as St. Laurent Minor Hockey Association, a member of Hockey Manitoba, by the authority of Hockey Canada; and
  - b) provide an environment of fun, physical exercise, fair play, and attempt to give every player fair ice time as it relates to the codes of conduct for coaches; and
  - c) ensure the development and participation of its players in ice hockey within the league chosen as it follows the Hockey Canada guidelines; and
  - d) foster community spirit among its members, supporters, teams and spectators;
  - e) instill in all players, team officials, members, and spectators associated with the St. Laurent Minor Hockey Association good sportsmanship, correct and proper behavior on and off the ice, respect for authority and team play, as outlined in the Respect in Sports provided by Sport Manitoba.

### **Article 5. The Fiscal Year**

1. The fiscal year of the St. Laurent Minor Hockey Association shall be from April 1 to March 30 the following year.

### **Article 6. Membership**

1. The St. Laurent Minor Hockey Board of Directors shall consist of elected representatives.
2. Membership will be accorded to parents and guardians of registered players at the annual registration upon completion of the St. Laurent Minor Hockey registration process and will be valid until the next season's annual registration; hereafter called a "Member." Each registered player's parent/guardian is

- eligible to 1 vote per registered child.
3. Membership will be accorded to all registered team officials and on-ice officials with the association; hereafter called a "Member."
  4. All teams, players, team officials, on-ice officials, parents or guardians registered with St. Laurent Minor Hockey Association are subject to the Constitution, Bylaws, Policies, Procedures and Codes of Conduct of the St. Laurent Minor Hockey Association.
  5. Any member delinquent in their fees by December 1<sup>st</sup> shall forfeit membership until full payment of fees has been made as set forth by St. Laurent Minor Hockey's annual registration.
  6. Any person who fails to abide by the constitution, by-laws, policies, procedures and/or codes of conduct shall be ineligible for membership in the St. Laurent Minor Hockey Association and any of its functions and teams subject to the ruling of the board of directors upon any infraction brought to its attention.

#### **Article 7. Board of Directors**

1. The St. Laurent Minor Hockey Association shall be governed by the Board of Directors, which consists of the following:
  - a) President
  - b) Vice President
  - c) Treasurer
  - d) Secretary
  - e) Registrar
  - f) Referee In Chief
  - g) Fundraising Director
  - h) Canteen Coordinator(s)
  - i) Ice Convener
2. In the event that the president is unable to perform the required duties, the Vice President will assume the responsibilities until the next Annual General Meeting. Other board members may assume the remaining responsibilities as their time and ability allows. If positions are open following the Annual General Meeting, then the elected board will fill vacant positions.
3. The duty of the Interlake Minor Hockey representative is assigned to an elected board member after the Annual General Meeting
4. The duty of St. Laurent Community Centre representative will be assigned to an elected board member at the Annual General Meeting
5. The board shall have the authority to revoke a board members position in the event that he or she is absent for three (3) consecutive meetings, unless excused by the President or designate. A board members position may be so revoked by majority vote of a duly constituted board meeting.

#### **Article 8. Nominating Committee**

1. This committee shall consist of the President serving as Chairperson and two other board members.

#### **Article 9. Ad Hoc Committees**

1. The board may establish Ad Hoc Committees to perform certain tasks.
2. The board will appoint the members, prescribe the duties of the Ad Hoc Committee and delegate to any Ad Hoc Committee any of its powers, duties and functions except where prohibited by the Constitution and By-Laws.
3. Such Ad Hoc committees shall be dissolved upon completion of their tasks or upon being discharged from the board.

#### **Article 10. General Meeting of the St. Laurent Minor Hockey Association**

1. The President shall call a general meeting
  - a) Each year;
  - b) At his/her discretion; or

- c) Upon written request of any 50% of St. Laurent Minor Hockey Association members
2. A duly constituted General Meeting shall be a meeting:
  - a) For which notices have been posted (no less than 30 days); and
  - b) can only be scheduled once, and
  - c) The President or designate shall preside over
3. The General Meetings' purpose is to ensure that all members having interest in the St. Laurent Minor Hockey Association has the opportunity to vote on the following:
  - a) proposed amendments to the St. Laurent Minor Hockey Association Constitution and By-Laws; and
  - b) election of the Board of Directors

#### **Article 11. Board of Directors Meetings**

1. The St. Laurent Minor Hockey Association will hold regular board meetings.
2. A duly constituted board meeting shall be a meeting:
  - a) for which a quorum shall consist of 50% + 1 member of the board and only board members shall have a vote at regular meetings; and
  - b) the President or designate shall preside over the meeting and having due regard for the Roberts Rules of Order, conduct the meeting.
3. A meeting of the directors may be convened at any time by the President or Vice President and Secretary.

#### **Article 12. Voting**

1. A vote on any matter to come before a duly constituted board or general meeting shall be carried by majority vote of those present and eligible to vote.
2. There shall be no vote by proxy
3. The President in all meetings of the Board of Directors, Committees and General Meeting will participate in a vote only to break a tie.

#### **Article 13. Conflict of Interest and Confidentiality**

1. Board members are required to notify the board of a situation where a conflict of interest might exist in the execution of duties related to St. Laurent Minor Hockey Association.
2. The board shall decide whether or not the member should be excluded from the discussion and/or voting.
3. In cases in which a conflict of interest arises, the board member in conflict will excuse himself/herself from the Board of Directors or Committee meeting until the issue has been resolved.
4. Every Director of the association must respect the confidentiality of matters before the board for consideration. In the event a board member shares any confidential matters as it relates to St. Laurent Minor Hockey Association operations and its decisions, a written complaint must be submitted to the board for review. That member shall face discipline or removal from the board.

#### **Article 14. Changes to the Constitution and By-Laws**

1. The constitution and by-laws of the St. Laurent Minor Hockey Association can only be changed:
  - a) at a General Meeting
  - b) by motion made at a duly constituted General Meeting and carried by a majority of those present and eligible to vote: and
  - c) any member wanting to submit changes must do so a minimum of fifteen (15) days prior to the General Meeting and the Secretary shall circulate said notices to the St. Laurent Minor Hockey Association Board of Directors a minimum of seven (7) days prior to the General Meeting.
  - d) there shall be no vote by proxy

#### **Article 15. Banking and Finance**

1. A bank account shall be opened in the name of St. Laurent Minor Hockey Association.
2. Any Three (3) persons of the following positions shall have signing authority of the bank account:
  - a) President
  - b) Vice President
  - c) Treasurer
  - d) Secretary
3. No two (2) persons with signing authority shall reside in the same household.

#### **Article 16. Rules, Regulations and Guidelines**

1. Where the provisions of the St. Laurent Minor Hockey Association Constitution are inconsistent with the Hockey Canada Constitution and the Hockey Manitoba Constitution, the constitution of Hockey Canada and Hockey Manitoba shall prevail.
2. The rules of play and equipment will be in keeping with the Hockey Canada Association including any by-laws incorporated into the constitution.
3. In extenuating circumstances, the board will find it expedient to adopt rules, regulations and guidelines other than those contained in the constitution and by-laws, which will govern the conduct of players, coaches, referees, and others involved in the St. Laurent Minor Hockey Association
  - a) Such rules, regulations and guidelines may be adopted, rescinded or amended at the discretion of the board.

#### **Article 17. Special Rules**

1. Except with the consent of the executive, no player shall register with a team higher than his age division.
  - a. A player may move up during provincial playoffs but must not play an eighth game with the higher team unless the team with which he/she is registered has already been eliminated. The players 1st priority is their registered team.
  - b. All teams will hold a tournament and all proceeds will come to STLMH
2. All tournaments shall be set at the Fall general meeting for the hockey year (to the best of the Tournament Chairman's abilities) and all coaches must have their tournaments on these dates, with the exception of a team getting a provincial tournament. Any request changes must go through the board.
3. Where there are enough players in one division to make more than one team, evaluations will be held at the start of the season and the teams will be split into A and B teams in an effort to conform with Interlake Minor's desire to place teams in an A or B or C division at the start of the season. Independent coaching staff from neighboring associations or external non-bias 3rd party will conduct evaluations. The 3rd party will suggest how teams are split. The executive will review the suggestion and form the teams based on the suggestion. Executive decisions will be final.
4. If there is more than 1 team in a division, the board may hold an evaluation of all players and develop a "3rd Roster" for any players that want the chance to play extra hockey and play at a higher level for tournaments and Provincials. This team will be limited to the amount of tournaments played during regular league season play and cannot effect regular league team games/tournaments. A players 1<sup>st</sup> priority is to their league team roster. This 3<sup>rd</sup> roster team may have an additional fee to be determined by board.
5. STLMH shall apply for a Hockey Manitoba Provincial Hockey Tournament every year if applicable.
6. Each separate tournament, even if teams have separate tournaments on shared weekends, will be entitled to their own set of metals supplied by STLMH as long as this remains financially feasible for the association.
7. Canvassing from local businesses is not allowed for Minor Hockey Tournaments, unless the tournament is a Provincial Tournament. If a business has a tie with a team they are welcome to donate whatever they wish. Just no door to door soliciting.
8. Canvassing of business as well as any fundraising efforts must be approved by STLMH.
9. Each team, in consultation with the executive, is responsible for providing a coach, a manager (also responsible for equipment), and a team rep. A list of these shall be brought to the first executive meeting. All coaches and Managers must apply by way of checking appropriate box on registration form. The

executive shall review and evaluate all applicants for coach and manager and establish guidelines for applications and convening parents' meetings in the event an application is preferred over another or others.

10. All STLTMH tournaments must be sanctioned through Hockey Manitoba at least one week before the tournament.
11. A yearly list of current executive shall be listed on the St. Laurent Minor Hockey website, [www.stlaurentminorhockey.com](http://www.stlaurentminorhockey.com)
12. Fee schedule for boys and girls shall be divided into these groups:
  - Squirts – 6 & under
  - Novice – 7 & 8
  - Atom – 9 & 10
  - Peewee – 11 & 12
  - Bantam – 13 & 14
  - Midget – 15, 16, & 17All registration fees must be paid by December 20<sup>th</sup> and any refunds will be pro-rated. While registration fees will fluctuate from year to year the option to pay an additional \$100 to the original registration fee will be available for each child registered for Minor Hockey to cover the cost of canteen shifts (Monday to Friday only) during the hockey season. Members who register after published registration date but before final cut off date will be required to pay a late fee. This may not guarantee the player a spot on a team.
13. Bantam aged players who are affiliated players with AAA Interlake Lightening, must be properly registered with STLTMH and fees paid accordingly.
14. During IMH playoffs the coaching staff are encouraged to motivate their players by indicating to them that they will ingest extremely ripe fruit in exchange for the teams best effort.
15. The STLTMH constitution shall be made available to any interested general member.
16. The STLTMH constitution will be followed by all members as they work together for the benefit of the association and especially the young hockey players.
17. All references to gender shall be taken to mean both male and female unless the context requires reference only to one or the other.
18. It is up to the coaches and managers of each team to ensure there is a plan to maintain dressing room control at all times.
19. The constitution shall be revised every two years at the Spring Meeting, to keep it up to date. Any amendments to the constitution must be submitted in writing before the Spring Meeting so as to become part of the agenda.

#### **Article 18. Fair and Equal Play Policy**

1. Provide an environment of fun, physical exercise, fair play, and attempt to give every player fair ice time as it relates to the codes of conduct for coaches and believes that minor hockey at the community club level is played for the love of the game and even though it is a very competitive sport, the emphasis should be placed on participation and insist on fair time for every player included.



## **St. Laurent Minor Hockey By-Laws**

### **By-Law 1 – Board of Directors Authority and Responsibilities**

1. The board shall be responsible for establishing policies, general directing and is empowered to conduct the business of the St. Laurent Minor Hockey Association on behalf of its members and, subject to the limitations contained herein, to make such decisions and to carry out such actions as it considers necessary in meeting the objectives of the St. Laurent Minor Hockey Association as stated in Articles 3 & 4 of the St. Laurent Minor Hockey Constitution.

### **By-Law 2 – Formation of teams**

1. Formations of teams shall be conducted by age and/or gender (when possible) for each respective category that St. Laurent Minor Hockey enters teams to participate in.
2. In the event there is enough to enter more than one team in one age category, for league play, St. Laurent Minor Hockey will form even teams.
  - a) Siblings will be placed on the same team, unless otherwise requested by the parents
  - b) Lone female players will be given the option to play with other females
  - c) Players will be evaluated by an independent assessor and teams will be selected based on the assessment in conjunction with the Head coaches.
  - d) Assessments will be kept confidential
3. Only in special cases will a player outside of a category below be age advanced into the next higher category;
  - a) The higher category can easily absorb the player
  - b) The player has a high level of skill as determined by the evaluator and
  - c) It does not impact the current age categories formation of teams
  - d) Upon approval from the board of directors

### **By-Law 3 – Codes of Conduct**

1. The Codes of Conduct for Players, Coaches, Referees, Parents and Spectators can be found on the St. Laurent Minor Hockey website as well throughout the St. Laurent Arena;
  - a) Provide a respectable, safe and fun environment for players and referees to develop and achieve personal success without fear of bullying or abuse of any kind of intimidation
  - b) Provide a respectable, safe environment for volunteers such as board members, coaches, managers, and assigned positions without fear of intimidation, defamation, slander or harm of any form of abuse.
  - c) Provide an industry baseline expectation for its membership and spectators at its games, be it home or away.

### **By-Law 4 – Disciplinary Committee**

1. The board of directors shall review any infraction brought to its attention relating to the rules and regulations of its Constitution, By-Laws and the Codes of Conduct. The board has authority to respond in writing to any person(s) involved in any infraction within its membership, disciplinary action including / leading up to suspension as deemed necessary by the board.

### **By-Law 5 – Goalie Equipment purchased for the club**

1. St. Laurent Minor Hockey will provide goalies within its membership with pads, chest protector, stick, glove and blocker up to and including PeeWee. Exceptions may be made for new goalies above PeeWee.

### **By-Law 6 - Late Registration payment**

1. The registrar and treasurer shall advise the board of any late payments outside of the published pay guidelines set out for that registration year. A member found in arrears shall forfeit the membership and as such be in a state of “suspension” until payment is received. The player in question will also not be allowed to participate in St. Laurent Minor Hockey games, practices or events of any kind

### **By-Law 7- Coaches and Team officials**

1. Coaches and team officials shall be volunteers. All coaches and team officials must provide a criminal record check and Child sex abuse registry check. Selection criteria will be based on:
  - a) Knowledge of Hockey Canada Development Plan
  - b) Certifications obtained (Coach Levels, specialty clinics, Respect in Sport)
  - c) Experience obtained (years coached, managed Tenure, related coaching experience in all sports)
2. Coaches and team officials are responsible for understanding and knowing the Codes of Conduct, STLTMH Constitution and By-Laws, Hockey Manitoba, Hockey Canada and Interlake Minor Hockey rules and regulations. It is the coaches responsibility when entering tournaments or provincials to ensure their roster follows the guidelines for those events

### **By-Law 8 – Rosters and AP’ing**

1. The head coach requiring a player must have approval from the player’s head coach and parent/guardian.
2. Written consent from the President or Vice President is necessary to AP a player from another association. The written consent must be obtained prior to the event and must follow the Hockey Manitoba rules and regulations
3. In the event of a dispute Interlake Minor Hockey Association rules will take precedence.

### **By-Law 9- Position Responsibilities**

1. President:
  - a) shall preside over all executive and board meetings.
  - b) shall be the deciding vote in the event of a tie vote.
  - c) In the event there are vacant positions on the board, the President shall be in charge of recruiting or assembling a recruiting committee in order to fill the position(s). Until that time the vacant positions are filled, the position(s) duties shall be assigned by the President to current board members.
  - d) Responsible for calling regular board meetings.
  - e) The president’s signature is required for all player’s transfer or release signatures for the association unless unfit or unavailable to do so. The President has full authority to make decisions on behalf of St. Laurent Minor Hockey.
  - f) May have signing authority for the bank account
2. Vice President:
  - a) may sign release transfer on behalf of St. Laurent Minor Hockey only if the President is deemed unfit with reason by quorum, or has the Presidents written consent because of unavailability.
  - b) will act as “Coach Coordinator”
    - i. is responsible for recruiting coaches for all proposed teams,
    - ii. ensuring coaches certification and criteria are met.

- iii. will assign head coaches for each team.
  - iv. will receive all player complaints, investigate and summarize the complaints and report to board of directors on these issues.
  - v. will coordinate player and coach development resources.
- c) May have signing authority for the bank account

3. Secretary:

- a) shall be responsible for all St. Laurent Minor Hockey Association mail, meeting minutes and association news updates.
- b) shall also be responsible for constitution and by-law updates.
- c) shall be responsible for all advertising for the association.
- d) shall maintain the website or the duty may be assigned to another board member, who is skilled in website design and maintenance.
- e) May have signing authority for the bank account

4. Treasurer:

- a) shall be responsible for all financial transactions of St. Laurent Minor Hockey's bank account(s), deposits, withdrawals and record keeping.
- b) shall be responsible for obtaining all cheques to be cashed for St. Laurent Minor Hockey business and issuing checks for vendor services provided as approved by the executive
- c) shall have signing authority for the bank account

5. Referee in Chief:

- a) shall be responsible for all referee development initiatives, scheduling, recruiting and issue resolution with St. Laurent Minor Hockey.
- b) will be responsible for scheduling out of town referees as necessary for games.

6. Registrar:

- a) shall be responsible for overseeing and administering all player registrations, team registrations, and provincial registrations.
- b) shall coordinate with the zone registrar for roster approvals and responsible for uploading St. Laurent Minor Hockey's information necessary to the Hockey Canada Registry.
- c) shall be responsible for ensuring parent certification for Respect in Sport is obtained as well as distributing final rosters among team managers.
- d) will track any team official deficiencies and communicate with the vice president to remediate them before the deadlines set out by Hockey Manitoba.

7. Fundraising Coordinator:

- a) shall be responsible for obtaining and distributing fundraising initiatives to St. Laurent Minor Hockey's membership.
- b) shall also be responsible for obtaining and submitting monies owed to St. Laurent Minor Hockey for fundraising initiatives.

9. Canteen Coordinator:

- a) is responsible for coordinating and training for canteen shifts Monday to Friday from 5:30 to 8:30 for St. Laurent Minor Hockey events (public skating and practice) as per the St. Laurent Minor Hockey canteen strategy for that season as decided by the board of directors.
- b) will manage the purchase of supplies and services needed for the operation of the Canteen
- c) scheduling of canteen shifts Monday to Friday (5:30 to 8:30)

10. Ice Convener:



- a) shall be responsible for obtaining unused ice assigned to St. Laurent Minor Hockey with in ample time as to redistribute among St. Laurent Minor Hockey Teams or disperse unused ice as per STLMH policy.

**By-Law 10- Board Members Canteen Responsibilities**

1. Two (2) canteen checks will be collected at the same time as Registration Fees for the amounts of \$100, known as canteen check 1 and \$200, known as canteen check 2. These checks will not be cashed unless the members does not meet their canteen obligations (see Section 5 below for schedule)
2. Each Board Member will be responsible for working their canteen shifts as scheduled by the Canteen Coordinator.
3. The canteen schedule will be posted outside the canteen.
4. Board Members will be responsible for their canteen shifts and if they are unable to complete a shift they will make arrangements for the shift to be covered.
5. Failure to fulfill a canteen shift will result in STLMH cashing canteen check 1 for \$100. Failure to fulfill a second shift will result in STLMH cashing canteen check 2 for \$200.

**By-Law 11- Practice and Public Skating Supervision**

1. No child under the age of 13 will be left unattended during practice or public skating, unless parent or guardian has made arrangements with another parent/guardian present at public skating or practice to take responsibility for their child/children.