

Updated: 7 July 2023

# **SHILO MINOR HOCKEY ASSOCIATION**

## **SECTION 1**

### **BY-LAWS**

Shilo Minor Hockey Association  
By-Laws and Constitution

By-Law I - Interpretation

- 1.1 In these By-Laws and Regulations, unless the context otherwise requires, words importing the singular or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.
- 1.2 When constructing these By-Laws and Regulations, reference shall be made to the By- Laws, Rules and Regulations of Hockey Manitoba and Hockey Canada. Words and expressions used on these By-Laws and Regulations shall, so far as the context does not otherwise require, have the same meaning as would be the case when used under By-Laws, Rules and Regulations.
- 1.3 References to the “Association” in these By-Laws refers to the Shilo Minor Hockey Association (SMHA).
- 1.4 The Association shall conform and comply with the By-Laws, Rules and Regulation as set forth by Hockey Manitoba, Hockey Canada and the Canadian Forces Base Shilo Recreation Club/Activity Constitution respectively.
- 1.5 A potential or actual conflict of interest exists when commitments and obligations to the Association are likely to be compromised by that persons other interests or commitments. A conflict arises when an Executive member is or may be in a position to influence a specific hockey team by taking on a head coaching or managing position; or lead to any form of personal gain themselves or a family member, or give improper advantage to others to the Associations detriment. Certain positions, due to their nature, pose conflicts, and at no time during that member's term on the Executive can they hold any other position. Any member of the Executive Committee may request an exemption.

By-Law II - Name of the Association

- 2.1 The name of the organization will be Shilo Minor Hockey Association, hereafter referred to as S.M.H.A.

By-Law III - Purpose of the Association

- 3.1. Vision: To be a progressive Association which assists in the development of positive life and hockey skills.
- 3.2. Mission: To provide fair opportunity for positive experiences through a safe and fun environment, with strong, progressive and quality programs for all members of the hockey community.

3.3 Values and Beliefs:

- 3.3.1 We believe that honesty, integrity, and fairness must be demonstrated in all aspects of our Association.
- 3.3.2 We strongly believe that respect and open communication will be the foundation of our Association.
- 3.3.3 By demonstrating the values and beliefs of Shilo Minor Hockey Association we will be accountable and responsible to all members.

3.4 Purpose and Objective:

- 3.4.1 Promote, govern, and improve minor hockey in the community of Shilo and any surrounding areas that may be added.
- 3.4.2 To foster a community spirit among members, supporters and teams.
- 3.4.3 Increase the interest in the game of hockey in the town of Shilo.

By-Law IV - Membership

- 4.1 The members of the Association shall be the subscriber to the application, the By-Laws and Regulations and such other persons as subsequently become members of the Association in accordance with these By-Laws.
- 4.2 A person may become a member of the Association who has paid the annual membership fee and:
  - 4.2.1 Is a resident of Shilo as defined by By-Law 4.6.1, or
  - 4.2.2 Has been approved as a member by the Executive, or
  - 4.2.3 Is a member of the coaching staff, manager, referee, any volunteer position, or parent/guardians – in good standing – of a player currently registered with the Shilo Minor Hockey Association.
- 4.3 A person may become a voting member of the Association if they meet the requirements set out in 4.2, and have reached the age of eighteen years.
- 4.4 The annual membership fee shall be an amount as may be determined from time to time by resolution of the Executive Committee and approved at the Annual General Meeting (AGM).
- 4.5 A person shall cease to be a member of the Association if:

- 4.5.1 Failure or refusal to pay his or her annual membership fee, or
- 4.5.2 Upon notification in writing to the Executive of his withdrawal from membership, or
- 4.5.3 When he or she is expelled from membership in accordance with these By-Laws.
- 4.6 A Resident shall:
  - 4.6.1 Reside within the Shilo and Regional Recreational Boundary.
- 4.7 A Non Resident shall:
  - 4.7.1 Not reside within the Shilo and Regional Recreational Boundary; and
  - 4.7.2 Be subject to a Non-Resident fee, which will be determined on an annual basis by the SHMA Executive.
- 4.8 In the event that SMHA requests (or is contacted by another Association) to combine multiple community players to formulate a team at any given level, such player/players from those communities will be classified as Non - Resident. The waiving of Non-Resident fees for such an instance shall be determined by the SMHA Executive on a case-by-case basis.

By-Law V -Termination of Membership

- 5.1. Any member may resign from the Association at any time by notifying the Secretary in writing; however, an administration fee may be charged.
- 5.2 Any member who in the opinion of the Discipline Committee (assigned by the Executive), fails to maintain an acceptable standard of conduct may be asked to resign in written form after a least one previous written warning. That decision will result in the loss of voting privileges, unless the member wins a successful appeal. An administration fee may be charged.
- 5.3 Any member who, in the opinion of the Discipline Committee, fails to comply with the by- Laws and Regulations of the Association may be asked to resigned, in written form after at least one previous written warning. That decision will result in the loss of voting privileges, unless the member wins a successful appeal. An administration fee may be charged.
- 5.4 Any member who has been requested to resign may exercise the right to appeal the decision provided the written request is received by the Executive Committee within seven (7) days of the request to resign. Any member who refuses to resign on written request will be considered expelled from the Association.
- 5.5 The Executive claims the rights and interests as the Rental Contract Carrier, (if and when the Shilo Minor Hockey Association must pay for the rental of ice, meeting rooms or facilities) to bar any expelled or resigned member from any or all facilities where Association functions including meetings, games and practices are taking place for a specified period of time.

- 5.6 A member who ceases to be a member, or is expelled or suspended from the Association shall forthwith forfeit all rights and interests arising from, or Association with membership in the Association. This means the suspended or expelled member cannot coach or manage a team, hold an elected or appointed position until the suspension is served or waived on successful appeal.
- 5.6.1 The member can be suspended or expelled for a time frame deemed appropriate by the Discipline Committee to be ratified by the Executive.

By-Laws VI - Meetings

- 6.1 The Annual General Meeting (AGM) of the Association membership shall be held at the town of Shilo, in the Province of Manitoba, during the period 15 March and 30 May inclusive, in each year.
- 6.2 Meetings of the Association membership:
- 6.2.1 Shall be at the call of the President.
- 6.2.2 When required, or desired the Executive may call a meeting of the Association membership.
- 6.2.3 At the written request from one third of the Association membership, a special meeting shall be convened. The proceedings of such a meeting shall be confined to the matters specified in the request.
- 6.3 Notice of SMHA Annual Meeting or any Special General Meeting will be given in writing at least 14 days in advance of meeting.
- 6.4 Upon instruction from the President, the Secretary shall notify the appropriate members of the time and place of each meeting.
- 6.5 The President shall chair the meeting. In the event the President is unable to fulfill this responsibility, the Vice President will fill in. In the event that both the President and Vice President is unavailable, the meeting will be chaired by a member of the Executive designated by the President.
- 6.6 At any annual or special meeting of the SMHA, the following, as appropriate, will be the order of business:
- 6.6.1 Roll Call of Executive to include President, Vice President, Secretary, Treasurer, Equipment Manager, Ice Scheduler, Coach Coordinator and Registrar.
- 6.6.2 Reading of the minutes of past meetings.
- 6.6.3 Report of the President.

- 6.6.4 Report of the Vice President.
- 6.6.5 Report of the Secretary.
- 6.6.6 Report of the Treasurer.
- 6.6.7 Report of the Equipment Manager
- 6.6.8 Report of the Ice Scheduler.
- 6.6.9 Report of the Registrar.
- 6.6.10 Report of the Coach Coordinator.
- 6.6.11 Report of the Referee in Chief.
- 6.6.12 Report of any appointed Committees.
- 6.6.13 Resolutions.
- 6.6.14 Elections.
- 6.6.15 Orders and General Business.
- 6.6.16 Adjournment.
- 6.7 The President may, when deemed necessary, invite any member, or non-member to any meeting of the Association to address a particular subject on the agenda.
- 6.8 Voting on any issue arising at meetings of the Executive shall be decided by a simple majority of the eligible members present in person. Each eligible member in attendance is entitled to only one vote per issue, regardless of the number of positions they may occupy on the Executive. There shall be no proxy votes. The Chairman of any meeting is not entitled to vote on an issue, unless it is to break a tie.
- 6.9 The meetings of the Executive Committee shall:
  - 6.9.1 Be at the call of the President.
  - 6.9.2 Be held quarterly throughout the year.
  - 6.9.3 At the request of the Vice President, the President shall convene a special meeting of the Executive. The proceedings at such meeting shall be confined to the matters specified in the request.

- 6.9.4 A quorum is not less than three members of the committee not including the President.
- 6.9.5 Only those members who are part of the Executive Committee are entitled to one vote. All others in attendance at Executive Committee meetings are not entitled to vote on any matter.

By-Law VII - The Executive Committee

- 7.1 The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Equipment Manager, Ice Scheduler, Registrar, Coaching Development Coordinator, Referee in Chief and Past President.
- 7.2 The Executive shall have the power to appoint to any vacant position. The appointee will hold that office until the next AGM unless deemed otherwise by the Executive.
- 7.3 The Executive Committee shall have control of the affairs of the Association.
- 7.4 The Executive members shall be elected at the AGM by a majority vote of the membership present in person. The Executive elect will not assume powers of office until the conclusion of the AGM. Incumbent Executive members are eligible for re-election.
- 7.5 Any member of the Executive who resigns his or her office, ceases to be a member of the Association, is absent without reasonable excuse from two consecutive Executive meetings (deemed excusable by majority vote of the Executive Committee) or becomes suspended or expelled from the Association, the Executive shall declare their position vacated. The Executive Committee shall then be charged with filling the vacant position if required.
- 7.6 The Executive shall have the authority to appoint any committee as deemed necessary using both members from the Executive, general membership or non-members as appropriate.

By-Law VIII - Duties and Powers of the Executive Committee

- 8.1 The management of the affairs of the SMHA will be conducted by the Executive Committee or any sub-committee appointed by the Executive Committee.
- 8.2 The Executive Committee, acting by majority vote, will have the power to fill any vacancy which may occur in the membership of the Executive, and which vacancy may be filled until the next ensuing AGM.
- 8.3 The Executive Committee will have the power to impose and enforce penalties for violation of the constitution, By-Laws or Rules of the SMHA.
- 8.4 The Executive Committee may, by a two-thirds vote, forthwith remove from office any member of the Executive Committee for neglect of duty, or conduct tending to impair such member's usefulness.

- 8.5 The Executive Committee will supervise the collection and authorize the expenditure of funds of the SMHA provided always that funds coming into the SMHA will be allocated in accordance with the purpose so intended.
- 8.6 The Executive Committee will interpret, define and explain all provisions of the By -Laws of the SMHA.
- 8.7 The Executive Committee will adjudicate all disputes between members, which may arise during Annual Meetings.
- 8.8 The Executive Committee will appoint all delegates to attend all meetings of Hockey Manitoba, Regions and Leagues.

By-Law IX - Duties and Powers of the President

- 9.1 The President will have the power to recommend to suspend summarily, any player, coach, manager, or trainer of any team under the auspices of a member of the SMHA for improper conduct, on or off the ice, for abusive language to any official, or for any other infraction, in the sole discretion of the President, deemed to be detrimental, Such suspension to be effective until dealt with by the Discipline Committee within a reasonable period of time, as determined by the Chairman of the Special Committee.
- 9.2 No person may be elected President unless that person has served as a member of the Association for a period of not less than one year. Special conditions may allow for the executive committee to appoint a member to the position of President with less than one year served. The special conditions will be supporting vote of no less than two-thirds of the executive, and approval of the Base Commander.
- 9.3 The President, within the jurisdiction of the Association, shall:
  - 9.3.1 Be the signing officer for the Association.
  - 9.3.2 Preside and act as chairman at all meetings.
  - 9.3.3 Exercise the powers of the Executive, in case of emergency
  - 9.3.4 Discipline up to and including recommended suspension of any team, coach, manager, player, trainer, or other official connected within the Association, subject to ratification at the next meeting of the Executive.
  - 9.3.5 Generally manage and supervise the affairs and operation of the Association.
  - 9.3.6 Together with the Secretary, or other officer appointed by the Executive for that purpose, shall sign all resolutions, transfers and releases.



- 9.3.7 Shall not be a member of the coaching staff or manager of any SMHA team without majority approval of the executive.

By - Law X - Duties of the Vice President

- 10.1 No person may be elected Vice President unless that person has served as a member of the Executive for a period of not less than one year, with the exception made when there is no present Executive member able to make that commitment. In the absence of the president, or in the event of his inability to act, the Vice President shall have and exercise all the powers, authority and restrictions of the President.

By-Law XI - Banking

- 11.1 The Signing Officers of the Association for the purpose of drawing cheques on the account or accounts of the Association shall be any of the following President, Vice President, Secretary and/or Treasurer with the approval of the PSP Fitness, Sports & Recreation Director.
- 11.2 The sole mechanism for banking within SMHA will be done through Non Public Funds (NPF) Accounting, explicitly the Association's account and all team accounts.

By-Law XII - Amendments

- 12.1 No amendments to the By-Laws of the Association, whether by way of new provision, amended provisions, or to rescind any of the provisions in these By-Laws, shall be made except at the Annual Meeting, or other general meeting of the Association membership, and then only by Special Resolution. Notice of any proposed amendment or amendments must be filed with the Secretary in writing at least thirty (30) days prior to the meeting. The Secretary shall cause the contents of the resolution, or summary thereof to be posted on the SMHA Bulletin Board with the notice of the Annual Meeting, or any other general meeting at which it is proposed to consider the resolution.

By-Law XIII - Minutes of Meetings and other Books and Records

- 13.1 The minutes of the meetings of the Association and the Executive shall be taken and prepared by the Secretary. After approval of the minutes, they shall be first signed by the President and Secretary. The Secretary shall have custody of all minutes, as well as other books, records and documents of the Association.

By-Law XIV - Inspection of Books and Records

- 14.1 The President shall make available for inspection, the books and records of the Association to a member of the Executive at any time and to all other members of the Association in good standing at the Annual Meeting of the Association.

By-Law XV - Discipline Procedure and Dispute Resolution

- 15.1 General Policy- The Shilo Minor Hockey Association expects all team officials to exhibit leadership qualities that promote player sportsmanship and decorum, as well as acceptable levels of propriety, towards players, parents, opponents, game officials, and spectators.
- 15.2 As such, standards of behavior should be clearly defined and maintained throughout the season, within a climate of mutual respect. It is recognized, however, from time to time, sanctions may be necessary, from an external source, for behavior, which transgresses acceptable standards. Such sanctions may be applied to any player and shall take place using the following format: (Note: team officials, team followers, parents or members shall forfeit a verbal reprimand and instead will have discipline procedures initiated at the written reprimand level)
  - 15.2.1 A verbal reprimand.
  - 15.1.2 A written reprimand.
  - 15.1.3 A recommended suspension.
  - 15.1.4 A recommended expulsion.
- 15.2 The Shilo Minor Hockey Association through its elected or appointed officials have the authority to discipline any player, team official, team follower, parent or member. The President shall ensure that written policy or regulations exist with respect to the application of discipline that ensures that each disciplinary incident is dealt with consistently within the process set out below:
- 15.3 Three different Discipline Stages are possible, namely:
  - 15.4.1 Stage 1 - The Informal Process.
  - 15.4.2 Stage 2 - The Formal Process.
  - 15.4.3 Stage 3 - The Appeal Process.
- 15.5 Some incidents that may warrant disciplinary action are as follows:
  - 15.5.1 Profanity by players, team officials or club representatives.
  - 15.5.2 A player who receives a game misconduct, gross or match penalty.
  - 15.5.3 A coach or bench assistant who is ejected from a game.
  - 15.5.4 A team who, in the opinion of the Executive Committee, is being assessed too many penalties of a serious nature.

- 15.5.5 A team member or team follower who repeatedly brings discredit to the team and the Association, through violent, abusive, or gross behaviour, on or off the ice.
- 15.5.1 Use of alcohol or other illegal substances while representing SMHA through participation in any team activities.
- 15.5.2 A parent or guardian who exhibits conduct unbecoming to the integrity of Shilo Minor Hockey Association.
- 15.6 Two Shilo Minor Hockey Association Executive situations that will warrant disciplinary action are:
  - 15.6.1 Any elected official or appointed member of the SMHA Executive who does not attend two consecutive meetings may be relieved of his or her duties.
  - 15.6.2 Any elected or appointed member of the SMHA Executive who, by a vote of the Executive, is deemed to be doing an unsatisfactory job, shall by a 75% majority vote, of those present at the meeting, be relieved of his or her duties.
- 15.7 STAGE 1 – THE INFORMAL PROCESS
- 15.7.1 Standard Suspensions
- 15.7.2 Where the Hockey Canada current rulebook dictates a suspension for a player for a rule transgression, and game officials determine, by write-up, that such a transgression took place, the coach in consultation with the Executive Officials, as a matter of routine will implement the suspension.
- 15.8 Non-Standard Suspensions
- 15.8.1 When incidents occur which may warrant disciplinary action the coach(s) shall report the incident as quickly as possible, and at least prior to the next game, for action.
- 15.9 The Executive (Discipline Committee), and coach shall meet, investigate the incident, and determine sanctions applied. In investigating the incident, they may consult game officials, players, parents, and other observers that they may deem necessary to gain relevant facts of the incident.
- 15.10 The coach(s) implements the sanctions with the players. A file must be created and established with the Executive.
- 15.11 APPEAL OF DISCIPLINE

- 15.11.1 Notwithstanding the above, should a coach, player, or parent feel that stage 1 has not satisfactorily resolved the issue, it may be appealed to stage 2 in writing. However, stage 1 sanctions remain in effect until stage 2 is complete.
- 15.11.2 For incidents of a very serious nature, the Executive may recommend to suspend the player(s) indefinitely and proceed to stage 2.
- 15.11.3 Any appeal of discipline must occur within 72 hours of notification of the original discipline being communicated. The appeal must be in writing to the President of SHMA.
- 15.12 STAGE 2-THE FORMAL PROCESS
- 15.12.1 The Vice President on receiving a written appeal or request shall convene a Discipline Committee Meeting.
- 15.12.2 The Discipline Committee shall consist of the following: Base Commander or Appointed Official, PSP Representative, Referee in Chief, Secretary and Vice President.
- 15.12.3 The Discipline Committee shall establish a hearing and invite such persons as they deem necessary to provide information to the Discipline Committee. The Discipline Committee shall, with all dispatch, render a decision and communicate that decision to the offending party/parties. Such communication may be verbal at the outset but shall be confirmed in writing with copies logged with SHMA office via a file created for the incident.
- 15.12.4 The Vice President reports the outcome of the hearing to the President.
- 15.13 APPEAL OF DISCIPLINE
- 15.13.1 Notwithstanding the above, should a coach, player, or parent feel that Stage 2 has not satisfactorily resolved the issue, it may be appealed to Stage 3 by writing to the SMHA Secretary, requesting an Appeal to the decision. This appeal must occur within 72 hours of the decision being communicated.
- 15.14 STAGE 3 -THE APPEAL PROCESS
- 15.14.1 The SHMA Secretary on receiving a written request for an appeal shall place the item on the agenda for a special meeting of the Executive Committee, and inform, the President, Vice-president and respective coach of its receipt.
- 15.14.2 The SMHA Executive may provide up to thirty minutes of meeting time for the person making the appeal to state their case. After the statement has been given, the Executive will discuss the case in private.
- 15.14.3 The Executive Committee shall render its decision by motion, and a simple majority of those members in attendance shall suffice.

15.15 APPEAL OF DECISION

- 15.15.1 Notwithstanding the above, should a coach, player, or parent feel that stage 3 has not satisfactorily resolved the issue, it may be appealed by writing to the SMHA Secretary, requesting an appeal to the decision. This appeal must occur within 72 hours of the decision being communicated.
- 15.15.2 The SMHA Secretary on receiving a written request for an appeal shall place the item on the agenda for a special meeting of the Executive. The Secretary must inform the President and Vice President of its receipt.
- 15.15.3 The SMHA Executive may provide up to thirty minutes of meeting time for the person making the appeal to state their case.
- 15.15.4 The Executive Committee shall render its decision by motion, and a simple majority of all Executive members.
- 15.15.5 The decision of the Executive shall be final and binding on all parties, except those avenues of recourse provided by Hockey Manitoba and Hockey Canada.
- 15.16 Without restricting the foregoing, the following general guidelines apply:
  - 15.16.1 First infraction by players will normally be satisfactory concluded at Stage 1.
  - 15.16.2 Second infractions by players could proceed directly to Stage 2 under extreme circumstances.
  - 15.16.3 Infractions that involve coaches, team followers, or parents will normally proceed directly to Stage 2.
  - 15.16.4 Suspensions when applied to players shall specify:
    - 15.16.4.1 The number of games to which the suspension applies, both league and exhibition, or
    - 15.16.4.2 The time period for which the suspension applies.
  - 15.16.5 Player suspension includes no activity in bench area, prior to or after the specified games, or during the specified time period.
  - 15.16.6 Suspensions when applied to parents, members, coaches, or team followers shall normally restrict the access of those persons to dressing rooms, bench areas, and possibly spectator areas of arenas.

SECTION 2

REGULATIONS AND POLICIES

SHILO MINOR HOCKEY ASSOCIATION  
REGULATIONS AND POLICIES

REGULATION 1 - TEAM MEETING PROCESS

- 1.1 SMHA has implemented a Team Process where the coaches, parents, and players work together to set values and define their team, a team where all stakeholders are aware of the “what for and how to” of the team operations. At the beginning of each season as the new teams are formed, each team will go through this process. A signed team contract will be created and submitted to the Executive.
- 1.2 Each team will hold a mid-season meeting to take place in December of each year, allowing for review of the contract and ensure that the team is "on-track".

REGULATION 2 - MEMBERS EXPECTATIONS

2.1 PARENT EXPECTATIONS

- 2.1.1 Parents can have an effect on the performance and morals of the team members and other parents. The impact may be positive or negative it is up to the individual.
- 2.1.2 The sportsmanship of the team members and parents reflect on the team and the entire Association. The Executive and Coaches request that the parents reinforce the team member's rules and conduct themselves in a manner consistent with good sportsmanship and the philosophy of the SMHA and the team.
- 2.1.3 Each parent will support SMHA and the team their child plays on to the best of their ability. This includes providing assistance with transportation, fundraising (if team decides to), score keeping, time keeping, handing out information, appointing a parent rep to act as a spokesperson for all of the team parents, etc. It is expected that parents will contribute their "fair share" of volunteer duties on the team.
- 2.1.4 Act as worthy ambassadors of SMHA and the community of Shilo while attending out-of- town games with their son/daughter.
- 2.1.5 Not interfere or harass Coaches, Managers, on and off ice Officials by:
- 2.1.6 Not shout any instruction to any child from the stands, only shout positive encouraging remarks. Instruction should come from the coaches only.
- 2.1.7 The referees are trying to do the best job they possibly can. They are human and are going to make mistakes. From time to time, the coaching staff will talk to the referees. Please refrain from derogatory comments directed at the officials.

- 2.1.8 It is each team's responsibility to do the best job possible in equalizing ice time. Ice times may not be equal in each and every game but over the course of a long season, it equals out. Winning is secondary to the development of each child's hockey skills, teamwork, camaraderie and positive attitude. However, it does not make sense to lose a game by not trying our best to win the game. This could involve having certain players on the ice more often than normal to do this. In addition, power plays and penalty killing by some teams could lead to some unequal ice time. If you have a concern, please discuss it with the Coach in accordance of the 24 hour rule.
- 2.1.9 Always wait 24 hours before making any comments that are critical. Then if there is still a problem, talk to the coaching staff privately, not publicly. Please do not talk about the problem in front of your child. If results are not satisfactory, see By-Law 19 Grievance Procedures.
- 2.1.10 Never be critical of other players' hockey skills. i.e.: "He shoots too much"; "He's not a team player"; "He has good skills but no knowledge of the game", etc.
- 2.1.11 Parents can enter the dressing room to tie their child's skates. When this task is completed (it should only take a few minutes), please leave the dressing room promptly. The coach will specify when the players are expected to be ready to take the ice.
- 2.1.12 Please arrive for practices and games at least 30 minutes ahead of the scheduled time, unless otherwise instructed by the Coach.
- 2.1.13 Please notify the coach if your player is unable to attend a practice or game.
- 2.1.14 Please keep an eye on the team members' siblings. Be sure they are behaving and not running around the rink. The rink will not tolerate unruly children and may remove them from the rink. The rink is not a baby-sitter.
- 2.1.15 Parents and members must sign and adhere to the social media policy as outlined by Hockey Manitoba.
- 2.1.16 As per 4.1.2, Parents must complete or have a current valid Respect in Sport (RIS) certificate number prior to December 1st. This number shall be provided to the team manager and will be verified by S.M.H.A registrar.
- 2.1.17 All parents (Regular, Ordinary, and Associate), are equal upon entry to Shilo Gunner Arena. Rank and Employment status do not hold value within the SMHA.

## 2.2 TEAM MEMBER EXPECTATIONS

- 2.2.1 Team members are expected to follow these rules. Discipline for violation of any of these rules will be handled in a consistent manner and equitable to all members regardless of abilities.
- 2.2.2 Team members are expected to:



- 2.2.2.1 Act in a sportsman-like manner at all times, on and off the ice. Conduct that will not be tolerated include:
- 2.2.2.2 Abusive language directed at coaches, teammates, teammates parents, officials, or members of other teams.
- 2.2.2.3 Throwing of equipment in anger.
- 2.2.2.4 Intentionally attempting to injure another player whether is it a teammate or an opposing player
- 2.2.2.5 Intentionally ignoring instructions.
- 2.2.2.6 Disruptive horseplay.
- 2.2.3 Be on time for practices and games. If a member cannot attend, every effort must be made to notify one of the coaches or manager. Players who do not practice may not play.
- 2.2.4 Coaches will ensure that all players are wearing all mandatory protective equipment, in good repair, worn as recommended by the manufacturer. Coaches will not permit a player on the ice if he/she is not fully equipped.
- 2.2.5 Players must sign and adhere to the social media policy as outlined by Hockey Manitoba.

### 2.3 COACHES & BENCH STAFF EXPECTATIONS

- 2.3.1 Hockey MB requires Child Abuse Registry Checks be completed and submitted each season for any person over the age of 18, who is a Coach, Manager, Leader, Safety Person or Trainer of any team endorsed by Hockey Manitoba.
- 2.3.2 PSP requires all persons interacting with children and youth to have a criminal reference check with vulnerable sector screening. CRCs are valid for 5 years from date of completion.
- 2.3.3 Coaches and Bench Staff must complete or have a current valid Respect in Sport (RIS) certificate number prior to December 1st. This number shall be provided to the team manager and will be verified by S.M.H.A registrar.

## REGULATION 3 - CODE OF CONDUCT

### 3.1 PURPOSE

The Code of Conduct has been developed to achieve a number of objectives including:

- 3.1.1 To uphold and advance the vision and mission of SMHA.

- 3.1.2 To provide a clear definition of the expectation that SMHA has for members who represents SMHA.
- 3.1.3 To ensure that individuals representing SMHA exhibit conduct and behavior which reflects favorably on SMHA, the league the team plays in, and all others associated with SMHA.
- 3.1.4 To ensure the health and safety of all involved, including SMHA Executive, fellow competitors, spectators and the public.
- 3.2 APPLICABILITY
- 3.2.1 The Code of Conduct will apply to all members of the Association including all carded players, coaches, managers, trainers and other team representative, Executive, and any other individual who the general public has reason to believe represents SMHA.
- 3.2.2 This Code of Conduct applies at all times while representing the Association or a team in the Association. An individual is representing SMHA and/or the team at all times while involved in games, practices, or other team functions and including all travel associated with participation in the functions.
- 3.3 SPECIFIC RULES
- 3.3.1 The following rules shall apply universally to all representatives of SMHA when they participate in SMHA activities on or off the ice.
- 3.3.2 In situations where players travel or room with their families during SMHA functions (Particularly out-of-town tournaments and games), these rules may be modified at the discretion of the coaching staff. Any modification shall not have the effect of lessening the intent of the Code, but only to make application of the Code more practical under specific circumstances. In such situations, the head of the family may wish to assume responsibility for the behavior of the player and must so advise the head coach or manager. The player must still adhere to the broad principles underlying these rules and in all instances; the Head Coach is ultimately responsible for enforcement of the Code.
- 3.3.4 The following rules are in addition to rules of play established by the Hockey Canada, Hockey Manitoba, the League and other such bodies having jurisdiction over the performance of Individuals involved in the game of hockey:
- 3.3.5 Representative of the SMHA shall conduct themselves properly at all times as to not in any way discredit the reputation of the Association, the team, or fellow players. This includes but is not restricted to the following:
  - 3.3.5.1 Shall exhibit good sportsmanship in all circumstances.
  - 3.3.5.2 Shall refrain from verbal or physical abuse of officials, other participants, and fans.

- 3.3.5.3 Shall obey the rules and regulations of all governing bodies and shall cooperate with their enforcement.
- 3.3.5.4 Shall refrain from using profane language.
- 3.3.5.5 Shall refrain from taunting other participants.
- 3.3.5.6 Shall in general be required to act in a manner that would reflect well on the image of the individual, the team, and S.M.H.A.
- 3.3.6 No representative shall engage in rowdiness, hooliganism, excessive profanity or similar anti-social acts.
- 3.3.7 While travelling, S.M.H.A. will not tolerate any fraternization between teammates, parents, members' coaches or third parties.
- 3.3.8 No representative shall violate curfews established while traveling. In this regard, it shall be the responsibility of the Head Coach to ensure that curfews are established while traveling and that they are communicated to all Representatives, giving regard to the age of the individuals involved and the schedule for the events. The Head Coach's decision regarding the establishment of curfews shall be final.
- 3.3.9 It shall be a breach of the Code of Conduct to have knowledge of a situation or event which constitutes a breach, and to condone the action through continued participation in the general events surrounding the breach, or for failing to take reasonable efforts (including reporting the activity to appropriate team officials) to attempt to stop the incident.
- 3.3.10 Breaches of the Rules of Hockey may result in disciplinary action as breaches of this Code of Conduct. This is particularly true when the Rules of Hockey dealing with misconduct, gross misconduct and intent to injure are breached.
- 3.3.11 The following actions are deemed to be Major violations of the Code of Conduct:
  - 3.3.11.1 Shall engage in any activity, which constitutes a breach of the Criminal Code of Canada.
  - 3.3.11.2 Shall illegally possess, consume or distribute alcohol or drugs and shall not participate in any public activities while under the influence of these substances.
  - 3.3.11.3 Shall engage in any activity, which constitutes an endangerment to the lives, health or safety of himself or others, or results in the destruction or defacement of public or private property.
  - 3.3.11.4 Unreasonable application of the rules of the Code of Conduct may in itself constitute a breach of the Code. Complaints of unreasonable application of the Code of Conduct must be made in writing to the SMHA Executive.

### 3.4 CONSEQUENCES

- 3.4.1 In dealing with breaches of the Code of Conduct the matter under consideration should be dealt with as quickly as possible under the circumstances giving consideration to both the actual and potential risks, which were created by the breach of the Code.
- 3.4.2 In the event of a Major Breach of the Code of Conduct, the individual(s) shall be immediately suspended from participation in any SMHA functions until dealt with by the Discipline Committee within a reasonable period of time, as determined by the Chairman of the Special Committee.

### 3.5 CONTRACTS OF STAKEHOLDERS

- 3.5.1 SMHA has developed a Code of Conduct agreement for Parents, Players, Coaches, Managers, Officials, and Executive. The agreement states that the person agrees to follow the rules of SMHA to the best of their abilities and follow the fair play codes.
- 3.5.2 The Executive and all SMHA coaches and managers must sign this agreement. In event of issues with a parent, the parent(s) may be asked to sign a contract at that time.

### 3.6 BOARD ORIENTATION

- 3.6.1 After the election meeting and AGM that are held in the spring, an orientation will be set for Executive of the next hockey season, and all Executive members must attend. Before any Executive member can act in any official capacity representing SMHA, they must first have attended this to become familiar with By-Laws, Regulations, Procedures, and Roles and Responsibilities and to sign the above-mentioned contract. Should any Executive member be unable to attend this orientation, they will need to contact the President to set a time before the next hockey season will start to go through their orientation.

## REGULATION 4 - FAIR PLAY CODES

### 4.1 PARENTS/MEMBERS

- 4.1.1 I will not force my child to participate in hockey. I will remember that my child plays hockey for his/her enjoyment, not for mine. I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence. I will teach my child that doing one's best is as important as winning; so that my child will never feel defeated by the outcome of a game. I will make my child feel like a winner every time by offering praise for competing fairly and trying hard. I will never ridicule or yell at my child for making a mistake or losing a game. I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents. I will never question the officials' judgment or honesty in public. I will support all efforts to remove verbal and physical abuse from the children's hockey

games. I will respect and show appreciation to the coaches who give their time to coach hockey for my child.

- 4.1.2 Parents/Members must complete or have a current valid Respect in Sport (RIS) certificate number prior to November 1<sup>st</sup>. This number shall be provided to the team manager and will be verified by S.M.H.A registrar.

## REGULATION 5 - ACCELERATION OF PLAYERS

### 5.1 OBJECTIVE

- 5.11 To provide for a hockey player who has demonstrated exceptional ability during player evaluations to play above his normal age level.
- 5.1.2 To maximize the development of his abilities by advancing him/her to the division which best enhances his/her development as a hockey player.

### 5.2 ELIGIBILITY

- 5.2.1 A player to be considered under this policy is one who must demonstrate “extraordinary attributes” compared to his peer hockey group including, but not limited to, the following:
  - 5.2.1.1 Hockey skills.
  - 5.2.1.2 Physical maturity.
  - 5.2.1.3 Psychological and emotional maturity.
  - 5.2.1.4 Attitude.
  - 5.2.1.5 Desire.

### 5.3 IDENTIFICATION

- 5.3.1 The identification of the eligible hockey player shall include, but not be restricted to, the following criteria:
  - 5.3.1.1 The player demonstrated exceptional past performance of his hockey ability.
  - 5.3.1.2 In the opinion of the coaches of the higher division teams in consultation with other coaches, etc. the player meets the criteria outlined in Section 5.2 above.
  - 5.3.1.3 Any other relevant criteria that may be pertinent in the evaluation of a hockey player according to the definition stated in Section 5.2 above.

5.3.1.4 It shall be clearly explained to the accelerated player and his parents that it is conceivable that the player may not be called upon, to play a regular role and therefore not benefit from the amount of game time he might normally expect, particularly at the start of the season. In order to avoid a misunderstanding along the way, a "worst case" picture should be presented in order that the player and his parents may make an informed decision as to that season's expectations.

#### 5.4 ACCELERATION COMMITTEE

5.4.1 The acceleration committee will be appointed as required by the SMHA Executive and will consist of not less than three member of the SMHA Executive including the Vice-President. This committee shall be empowered to consider and approve recommendations for the acceleration of the hockey player. The committee shall also be empowered to draw upon any resource available to assist it in making its decisions. This committee shall be empowered to consider and render a final decision on the recommendations for the acceleration of the hockey player.

### REGULATION 6 - PLAYER MOVEMENT

6.1 No player movement will be allowed after teams are set. All access to players will be done through the affiliation process.

### REGULATION 7 - AFFILIATION

#### 7.1 PURPOSE

7.1.1 To provide players to replace those unable to play due to injury, sickness, or non-team suspension only.

7.1.2 To provide an opportunity for the Affiliate Player to gain exposure and experience at the higher level of competition.

#### 7.2 GUIDELINES

7.2.1 Affiliate teams are not farm clubs for the higher division teams.

7.2.2 The coach of an Affiliate Player is expected to agree to the use of the Affiliated Player any time it does not interfere with a scheduled game of the Players team. Permission must be obtained from the Coach of the Affiliate Player for each game he/she is to play. If the Coach is unavailable, the Executive should be contacted. Any conflicts in this area should be brought immediately to the attention of the Executive for prompt resolution.

7.2.5 Only properly Affiliated Players can be used in League, Playoff, Provincial, Tournament or exhibition games covered under Hockey Manitoba rules.

7.2.6 Affiliation paths will be determined at the commencement of each season taking into account relevant circumstances of the time.

ALL AFFILIATES MUST BE FILED WITH THE HOCKEY MANITOBA ZONE REGISTRAR AND APPROVED COPY RECEIVED BACK BEFORE AFFILIATED PLAYER MAY BE USED.

7.2.7 SMHA teams would access affiliate players only through the SMHA clubs, operating within the "Shilo Zone", as defined by the individual leagues for the season.

REGULATION 8 - REGISTRATION FEES

8.1 All registration money must be paid (or acceptable arrangements made with the SMHA Executive Committee) by October 31 annually. The SMHA Executive will set the registration fees on a yearly basis.

8.2 All registration refunds will withhold \$25 minimum.

Refunds of registration fees will be given for players who quit SMHA according to the following schedule:

Date Player leaving	Refund Amount
Up to 30 Sept	100%
1 Oct - 15 Oct	50%
After 15 Oct	0%

8.2.2 Exceptions will be made to players with extenuating circumstances such as moving away, or hockey injuries that prevent the player from playing the rest of the season. Refund amounts will be determined by SMHA Executive. NOTE that no refunds shall be given out after January 1.

8.2.3 SMHA supports the theory that all players be given a chance to play hockey. Any new player wishing to register late, must contact the registrar for approval and registration forms. Any player coming will be evaluated and placed on an appropriate team. Players that register late due to moving or posting will be required to pay the registration and any other mandatory fees according to the following table, all other late registrations will pay regular season fees:

Date of player registering	Registration Amount
Up to October 31	100%
Nov. 1 - Nov. 30	90%
Dec. 1- Dec. 31	75%
Jan 1-Jan. 10	60%

- 8.2.4 Any player wishing to register after Jan 10 will require approval from Hockey Manitoba.
- 8.2.5 Early registration discount shall be applied until no later than August 31<sup>st</sup>. See Annex “A” for Current annual fees.

#### REGULATION 9 - ICE ALLOTTMENT

- 9.1 The Ice Scheduler shall be responsible for arranging ice for all league requirements as well as regular practices within the SMHA ice timings provided by the Gunner arena. Ice timings are subject to change as per the special events schedule of the arena.
- 9.2 If any team is unable to use their ice slot, the manager should firstly turn it back to the Ice Scheduler. The ice scheduler will then distribute this ice throughout SMHA on an equal basis and keep a record of this distribution. This may be audited by the Executive committee at any time.

#### REGULATION 10- NUMBER OF GAMES AND TOURNAMENTS

- 10.1 SMHA reserves the right to set a maximum number of games that any one team will play during a hockey season. This will be set at the beginning of each hockey season within a reasonable limit keeping in mind that these players are still children. Each team will set their yearly guidelines during the team building process.

#### REGULATION 11 - TRAVEL PERMITS

- 11.1 Travel permits are subject to Manitoba Hockey rules and regulations.
- 11.2 SMHA is required to send three representatives to the Annual Hockey MB Season Opener in order to qualify for Provincials. The goal of Hockey Manitoba’s annual Season Opener conference is to provide information, resources and specific takeaways for minor hockey associations and volunteers that can be utilized to grow and develop the game. Therefore \$1000.00 will be allocated from the yearly budget to accommodate the SMHA representatives’ travel expenses.
- 11.3 SMHA is required to attend league meetings otherwise receive a fine of \$125.00 from Hockey Manitoba and \$100.00 from Southwest for every missed meeting. SMHA will provide a \$50.00 gas allowance for each meeting, paid to their representative to attend these meetings.

#### REGULATION 12 - EQUIPMENT AND JERSEYS

- 12.1 All equipment will be handed out to the teams via the equipment Manager. All SMHA equipment will be stored in the equipment room between hockey seasons.



- 12.2 The team management is responsible for the return of all equipment assigned to the team in a clean and timely fashion to the Equipment Manager. A date for the return will be set each year by the Equipment Manager and communicated to the team managers near the end of each hockey season. Any equipment not returned to SMHA will be the financial responsibility of that particular team.
- 12.3 All equipment supplied by the SMHA will remain the property of the SMHA subject to specific rules put forward from time to time by the SMHA Executive. The SMHA Executive will undertake disposal of all SMHA equipment. Team players will not inherit any equipment, sweaters, etc. If any equipment loaned out is viewed by the coaches as “unsafe”, they should contact the SMHA Equipment Manager for assistance.
- 12.4 Players are expected to maintain upkeep of their issued jersey(s) with proper care throughout the season and return them to the equipment manager at the completion of the season. A jersey deposit of \$75.00 will be required from each player prior to being issued their team jersey(s). If at the end of the season they are returned in good condition the deposit shall be returned in full to each player. Should a jersey not be returned or is in poor condition, the deposit may be forfeited to SMHA.

#### REGULATION 13 - ABUSE AND HARASSMENT

- 13.1 SMHA is committed to a hockey program that promotes and honours the values of fun, respect, and positive development for all participants.
- 13.2 SMHA has defined unacceptable behavior as: **An individual is considered to** be displaying unacceptable behavior if they are verbally, physically, or sexually harassing and/or abusing a game participant (player, coach, official, volunteer, or spectator).
- 13.2.1 A common example of this type of behavior would be a spectator who shouts or gestures to harass or abuse a participant in a way that the participant becomes aware of the intent of the activity.

#### REGULATION 14 - PLAYER RELEASES/TRANSFERS

- 14.1 Releases can only be approved by the President of the Shilo Minor Hockey Association. Releases will not be approved until after registration has been completed to allow the executive to assess our player numbers for each division. Release and transfers will be supported by SMHA when the one of the following conditions apply:
- 14.1.1 If there is not enough players to form a SMHA team in the requesting player's respective division;
- 14.1.2 If a female player is of age to play contact hockey (U15) and requests to play on a female team;

- 14.1.3 If there is more than sufficient number of players in that division to form a team(s) and a player requests a transfers. The decision will be made with the following considerations: Is the transfer to an area where the player is enrolled in school? Has the player been previously transferred to this region?

#### REGULATION 15 - LEVEL AND DIVISION STRUCTURE

- 15.1 The following is the level and division structure. It is also subject to age realignment as per Hockey Canada.
- Under-7 (U-7): ages 4-6
- Under-9 (U-9): ages 7&8
- Under-11 (U-11): ages 9&10
- Under-13 (U-13): ages 11&12
- Under-15 (U-15): ages 13&14
- Under-18 (U-18): ages 15, 16& 17

#### REGULATION 16 - EXHIBITION AND TOURNAMENTS

- 16.1 Any costs incurred from exhibition and/or tournament games must be approved by the SMHA President. A request to hold an exhibition game or tournament can be put forward by the teams' coaching staff or manager, to the President for review. Upon approval, the team is responsible for submitting their budget request for any costs or referee fees to the President. All funding requests should be made with as much notice as possible otherwise the funding for the exhibition/tournament cannot be guaranteed. Appropriate time must be given for review and for the President to seek approval from the PSP Recreation Manager.
- 16.2 All game sheets for tournaments and exhibition games must be filed with the appropriate league coordinator or Zone Chairman.
- 16.3 The coaching staff of the team is fully responsible for all actions of the team while traveling pursuant to the SMHA Code of Conduct, Regulation #3. Coaches in conjunction with the parents must have the players fully organized. If coaches are not prepared to take full responsibility for all functions of the team, then participating in the event should not be considered.

#### REGULATION 17 - TEAM FINANCES

- 17.1 Each team is responsible for reviewing the budget allocated to them from the league, and if additional funds are required, the team is to conduct appropriate fundraising throughout the season, or submit a request for funds that were not forecasted in their budget.

- 17.2 No purchases by or on behalf of any team shall be made in the name of SMHA. SMHA will not be liable for any debts incurred by any team. Money advanced to, or given to, any team for any reason from SMHA will require receipts and accounting as to how the money was used and may only be used for team purposes.
- 17.3 All funds raised by the team by independent fundraising activities shall only be used for the Benefit of that team, its coaching staff and players. No person may use the team name or the SMHA name for the purpose of fundraising other than for the specific use as stated at the team-building meeting.
- 17.4 Fundraising is a key element of the financial sustainment of all SMH teams. Any team funds raised must be given to the league treasurer, who will deposit funds into the team account through NPF Accounts. A team budget for expenditure must be presented to the SMHA Executive and approved by the PSP Recreation Manager.
- 17.5 Withdrawals made from the team accounts must be consolidated within 30 days. All receipts/remaining funds MUST be provided back to NPF within this time frame.
- 17.6 Profits from 50/50 are to be deposited following each game. Amount, date and team must be included on the envelope and deposited directly into the safe.
- 17.7 Any funds raised by the team during the season must be used prior to the AGM to allow for all SMHA accounts to be consolidated by NPF. This includes team windup/end of season party.

#### REGULATION 18 - PLAYER DRIVING

- 18.1 While driving to any out-of-town games, players must not drive themselves.

#### REGULATION 19 - DRESSING ROOM ETIQUETTE

- 19.1 It is the responsibility of the coaching staff to ensure dressing rooms are kept in good condition. Should damage occur, the team at fault will be held responsible for all charges levied against SMHA. To ensure that you are not paying for someone else's damage, coaches/managers should check the dressing room BEFORE players enter and AFTER they leave. If you find any damage, contact a rink attendant and have it noted.

#### 19.2 GUIDELINES FOR DRESSING ROOM OF MIXED TEAMS

- 19.2.1 Female athletes are to obtain the dressing room key from the arena office. Distribution of the key is being handled on an "honour" system and the key must be returned after each use. If at any time, the honor system is abused. i.e.: key is lost or not returned, then further security measures will be taken.

- 19.2.2 Female athletes should dress and undress in a separate dressing room where possible.
- 19.2.3 After dressing, female athletes should be able to enter the dressing room. The coaching staff will ensure a rule exists to support the situation and that adequate supervision is available at all times.
- 19.2.4 A body suit, or T-shirt and shorts, may be acceptable dress and then the balance of equipment could be put on in the dressing room. All players in the dressing room must be in an acceptable state of dress upon her entry. At no time should a female player enter if ANY player is in an unacceptable state of dress, including the female player.
- 19.2.5 Post game should allow 5-10 minutes for the coach to address players and then have female(s) leave for their own dressing room/washroom.

## SECTION 3

# PROCEDURES AND PROCESSES

SHILO MINOR HOCKEY ASSOCIATION  
PROCEDURES AND PROCESSES

PROCEDURE #1 - COACHING SELECTION

- 1.1 Coaching Selection Process:
  - 1.1.1 All vacant coaching positions will be advertised.
  - 1.1.2 Coach applicants must supply a complete, typed resume including coaching history, coach certification level, position and level applied for.
  - 1.1.3 A one-year mentorship will be required for first year coaching applicants.
  - 1.1.4 Mid-season and year-end evaluation files of SMHA coaching candidates from previous years will be reviewed.
  - 1.1.5 Ensure reference checks have been completed on first year coaching applicants. The Coaching Selection Committee shall consist of the following:
    - Two impartial volunteers
    - Coaching Coordinator
  - 1.1.6 Coaching Selection Committee develops a standard set of coaching interview questions and Ranking Process. (See Ranking Process)
  - 1.1.7 A meeting of all applicants will be organized to explain Coaches Criteria and the Coach Selection Process.
  - 1.1.8 Applicants will be individually interviewed.
  - 1.1.9 Review and analyze ranking of coaching applicants with the Coaching Selection Committee.
  - 1.1.10 The coaching coordinator is to maintain confidentiality of all applicants ranking.
  - 1.1.11 A meeting will be required to review and sign coach's contract.

PROCEDURE #2 - COACH EVALUATION

- 2.1 Files will be built for coaches based on all evaluation information. These files will be kept in the possession of SMHA. All information in these files is strictly confidential. All coaches will go through the evaluation process each year.

PROCEDURE #3 - COACHING CRITERIA

- 3.1 Coaches shall be obligated to conform to and enforce the rules and regulations contained in the SMHA "Regulations and Policies" section of document
- 3.2 Coaches must encourage clear, open and consistent communication amongst you, assistants, managers, and parents/parent groups.
- 3.3 It is mandatory for coaches to actively participate in the Initiation Program (where applicable) and Team Meeting process, see Regulation# 1.
- 3.4 Follow the Team Meeting program philosophy, including monthly parent meetings, see Regulation #1.
- 3.5 Establish team rules and exercise discipline in a fair, consistent and reasonable manner
- 3.6 Build a positive relationship with all players.
- 3.7 Cultivate the respect of athletes in order to provide a positive influence, not only in the hockey aspect, but also in their personal growth and development Coaches shall encourage good sportsmanship, discipline and team/community spirit.
- 3.8 Motivate, provide encouragement and build players confidence.
- 3.9 Consistently display high personal standards and project a favorable image of hockey and coaches, including being an ambassador of SMHA.
- 3.10 Refrain from public criticism of fellow coaches, athletes, officials and volunteers.
- 3.11 Abstain from the use of alcohol or drugs while involved in any Hockey Manitoba or SMHA event including travel and lodging unless all responsibilities have been directly handed off to another recognized coach, parent, or guardian.
- 3.12 Refrain from the use of profane, insulting or offensive language.
- 3.13 Ensure the safety of all athletes.
- 3.14 Ensure all players are properly registered with SMHA prior to involvement in any team activity.
- 3.15 Must be highly committed and organized.
- 3.16 Utilization of the entire coaching staff is paramount to the successful development of the entire team.

- 3.17 Provide player development, patience, understanding and positive feedback.
- 3.18 Receptive to new ideas and suggestions.
- 3.19 Better yourself by attending clinics, seminars, etc.
- 3.20 Head coach and/or assistant coach must actively participate in all SMHA coaching development clinics.
- 3.21 It is mandatory that all Coaches follow Hockey Canada coaching regulations.



## SECTION 4

# ROLES AND RESPONSIBILITIES

SHILO MINOR HOCKEY ASSOCIATION  
ROLES AND RESPONSIBILITIES

1. PRESIDENT

1.1 Chairman of meeting responsibilities include:

1.2.1 Is responsible for achieving results while maintaining harmony and order during meetings.

1.2.2 Be familiar with all items on an agenda and the reason for their discussion at the meeting.

1.2.3 Confirm that meetings have been duly called and properly constituted.

1.2.4 Start and finish (or adjourn) the meeting according to the schedule.

1.2.5 Introduce guests or observers at the beginning of the meeting.

1.2.6 Ensure that all members are given full opportunity to express their opinions.

1.2.7 Conduct the meeting in an orderly way, according to SMHA's By-Laws and current rules for Association meetings.

1.2.8 As per 2.3 of the Regulations and Policies, ensure all members who require it, have obtained:

1.2.8.1 A current Criminal Record Check which must also include the Vulnerable Sector Check; and

1.2.8.2 A Child Abuse Registry Check

1.2.9 Limit discussion to the matters with the scope of the meeting and decide when there has been sufficient debate on each motion.

1.1.10 Call for votes.

1.2.11 Declare the results of voting.

1.2.12 Ensure that proper minutes of the meeting are kept. Sign the minutes of the previous meeting which he/she presided

1.2.13 Understand and adhere to any By-Laws and Rules and Regulations in the context of how they relate to SMHA.

1.2.14 Attend league meetings in the absence of the coaches/managers.

1.2.15 Ensure the Association is being run in accordance with the Vision and Mission Statements.

- 1.2.16 Co-ordinate year-end review of By-Laws and Policies and Procedures for the Association and ensure recommendations and implementations for change /improvements are implemented.

## 2. SECRETARY

### 2.1 Meeting responsibilities:

- 2.1.1 Send out the notice of meeting and agendas to all those who are entitled to attend. The agenda should be prepared by the Secretary after discussion with the President.
- 2.1.2 Confirm a location for the meeting and ensure that it is properly set up prior to the meeting.
- 2.1.3 Ensure that all reports are received for photocopying and circulation prior to the meeting.
- 2.1.4 Bring all materials that may be needed to the meeting this includes previous minutes and any reports.
- 2.1.5 Take notes of the meeting, capturing the ideas expressed, decisions made and actions taken.
- 2.1.6 Read aloud any documents, which may be required.
- 2.1.7 Carry out any actions arising from the meeting, which pertain to the Secretary.
- 2.1.8 Attend all Executive meetings. If unable to attend designate a person to take notes.
- 2.1.9 Handle all correspondence as necessary.

## 3. VICE PRESIDENT

- 3.1 The Vice-President is a member of the Executive Committee.
- 3.2 Ensures the duties of the Executive are within the Policies and Procedures of the Association.
- 3.3 Works closely with each Executive member as required.
- 3.4 Ensure that all SMHA programs, By-Laws, Vision and Mission statements, and Policies and Procedures are being adhered to.
- 3.5 Represents Shilo Minor Hockey at appropriate league meetings.
- 3.6 Coordinate year-end review of policies and procedures with coaches/managers and make recommendations for changes.

- 3.7 Be familiar with all items in the agenda and the reason for their discussion at any meeting.
- 3.8 Be familiar with the duties of the President and be able to take his place when he is unavailable.

4. TREASURER

- 4.1 Prepare the next year budget with different scenarios pertaining to number of kids, costs, and registration fees.
- 4.2 Be present at all registration nights, and if unavailable have someone act in your place.
- 4.3 Ensure all payments are received for each player.
- 4.4 Keep accurate record of fees and expenses.
- 4.5 Deposit fee payments on a monthly basis to NPF accounts.
- 4.6 Collect all outstanding fees and NSF's.
- 4.7 Submit invoices for payment to NPF accounts on a timely basis.
- 4.8 Prepared financial statements to be reviewed at each monthly meeting.
- 4.9 Treasurer position will be held by a PSP representative.

5. ICE SCHEDULER

- 5.1 To ensure SMHA's ice is scheduled and allotted fairly.
- 5.2 Approximately July/August time frame submit tentative ice requirement to PSP. This is to include the number of teams, practice and game slots for each and total amount of ice required. Submission of conditioning camp and Hockey School slots for September.
- 5.3 Provide managers/coaches with ice schedule and a special events schedule.
- 5.4 Make up practice schedule for each group showing available ice and special events weekends so there is no confusion.
- 5.5 On special event weekends there is no ice available unless arena or Ice Scheduler advises otherwise.
- 5.6 Year-end review of responsibilities/processes and recommendations for changes.

6. EQUIPMENT MANAGER

- 6.1 Is responsible for supplying teams with jerseys, pucks and any necessary equipment.
- 6.2 Ensures the equipment and jerseys are in good condition and replace as necessary.
- 6.3 Maintains adequate inventory control over jerseys and equipment.
- 6.4 Ensures the equipment room is organized and secure.
- 6.5 Ensures stop signs are on all the jerseys.
- 6.6 Ensure the purchase of new jerseys follow SMHA's policies and procedures.
- 6.7 Collect the jerseys and equipment at the end of the season.
- 6.8 Attend coaches/managers meeting and explain role.
- 6.9 Year-end review of responsibilities/processes and recommendations for changes.

7. REGISTAR

- 7.1 At coaches/managers meeting give out team rosters. Explain the process clearly and emphasize the need to complete the job CAREFULLY and QUICKLY. Copies of rosters should be kept by the Managers.
- 7.2 Send all completed rosters to Zone Registrar before first game played. Included with these should be any birth certificates not previously sent and any releases or cards from other Associations. Keep copies of these for SMHA records.
- 7.3 Register any late registrants (i.e. players moving into the Shilo) by contacting the coach of the level and confirming that there is room available and passing on any information to new player.
- 7.4 Year-end review of responsibilities/processes and recommendations for changes.
- 7.5 As per 4.1.2 of the Regulations and Policies Section, ensure one Parent from each family has a completed/current valid Respect in Sport (RIS) certificates prior to Dec 1<sup>st</sup> deadline, as per Hockey Manitoba rules.

8. COACHING COORDINATOR

- 8.1 Purpose is to ensure coaching selection are followed and handled in a confidential manner. To develop and maintain coaching programs.
- 8.2 Duties:
  - 8.2.1 Coordinates coaching applications.
  - 8.2.2 Ensure reference checks are completed.
  - 8.2.3 As per 2.3 of the Regulations and Policies, ensure all Coaches, Bench staff and other volunteers who require it – of any team endorsed by Hockey MB – have obtained a current Criminal Record Check which must also include the Vulnerable Sector Check
  - 8.2.4 As per 2.3 of the Regulations and Policies Section, ensure all Coaches, Bench staff and other volunteers who require it, have a completed/current valid Respect in Sport (RIS) certificates prior to Dec 1st deadline, as per Hockey Manitoba rules.
  - 8.2.5 As per 2.3 of the Regulations and Policies Section, ensure all Coaches, Bench staff and other volunteers who require it – of any team endorsed by Hockey MB – have a completed Child Abuse Registry Check at the start of each season.
  - 8.2.6 Gather and maintain pertinent information on coaches.
  - 8.2.7 Assist in setting up coach selection committee.
  - 8.2.8 Organize coaches meeting to explain coaching criteria and process for coaching selection.
  - 8.2.9 Set up coaching interview questions and ensure all committee members have copies.
  - 8.2.10 Coordinate coaching interview times and sit in on all coaching interviews.
  - 8.2.11 Review and analyze coach ranking ensuring confidentially.
  - 8.2.12 Set up and schedule coaching clinics with Hockey Manitoba.
  - 8.2.13 Develop and maintain coach mentor program.
  - 8.2.14 Review team practices and assist coaches in developing better practices.
  - 8.2.15 Promote and coordinate coaching certification.
  - 8.2.16 Coordinate mid-season and year-end coach evaluations.
  - 8.2.17 Perform year-end review of responsibilities/processes and any recommendations for change.

9. TEAM MANAGER

- 9.1 Assist in organizing the initial team meeting as soon as possible after the team is selected.
- 9.2 Ensure that a travel permit is in place, if required.
- 9.3 Assist in the planning and coordination of any home tournaments.
- 9.4 Ensure the aims and objectives of SMHA are being met and followed.
- 9.5 Ensure that when team is not using the ice as per schedule, which is returned to the Ice Scheduler.
- 9.6 Ensure that the most up to date League/exhibition schedule is provided to the Referee in Chief.
- 9.7 Ensure that trained time keepers, score keepers and penalty box attendants are in place prior to the start of all home games and home tournaments.
- 9.8 Organize exhibition games and tournaments as agreed upon at the initial team meeting.
- 9.9 Ensure that copies of all league game sheets are kept and filed as on league requirements. Also, ensure that copies of all exhibition games are properly kept.
- 9.10 If applicable, organize bus transportation and all applicable player hotel/motel accommodations for away games and tournaments. Ensure both buses and rooms are left in the condition they were before the team arrived.
- 9.11 Work with the team parent volunteers to ensure that all outstanding team debts are paid in full prior to dissolution of team bank account at the end of the season. Likewise, ensure that applicable parent fees are collected prior to completion of the season.
- 9.12 If a team wishes, some responsibilities listed above may be taken over by another parent, who in turn will work closely with the team manager.
- 9.13 In conjunction with team managers ensure all game sheets are sent to appropriate personnel at the conclusion of tournament.
- 9.14 It is the Team Manager's responsibility to work between coaching staff and parents to ensure proper communication while observing the 24 hour rule as necessary.
- 9.15 Manage fundraising efforts and collect funds from parents to be turned into the Treasurer immediately. This includes managing the 50/50 for home games.

- 9.16 Coordinate team events and parties with the head coach and volunteers.
- 10. REFEREE IN CHIEF
  - 10.1 Ensure referees and linesmen are in place for all home games.
  - 10.2 Submit referee payment requests to the Fitness, Sports and Recreation dept of PSP.
  - 10.3 Ensure that all SMHA referees are certified.
  - 10.4 Submit information for all new referees to the Regional Referee in Chief.
  - 10.5 All new referees with undergo an evaluation at least once during their first season.
  - 10.6 Submit Request for Evaluation to the Regional Referee in Chief.
  - 10.7 Referee in Chief is responsible for ensuring that experienced referees are paired with those who are less experienced in or to provide mentorship and learning/teaching opportunities among SMHA referees.
- 11. PAST PRESIDENT
  - 11.1 Can attend SMHA Executive meetings with invite from the current President
  - 11.2 Will assist the current President with roles and responsibilities
  - 11.3 The Past President is ineligible to vote



# SECTION 5

## FORMS

**SHILO MINOR HOCKEY ASSOCIATION**  
**Code of Conduct - Executive Members**

As a member of the Shilo Minor Hockey Association I agree to:

- Make decisions for the good of all players, parents, members and the Association.
- Help create an atmosphere where there is a high level of cooperation and trust.
- Put my personal differences aside so that I can work with others towards a common goal, knowing that each person must support the group consensus.
- Respect the dignity of others and ensure that I am criticizing the idea presented rather than the person presenting them. Personal attacks are unacceptable.
- Be knowledgeable, well organized and research facts, as well as listen to each and every person before making a decision.
- Carry out the duties assigned to the best of my abilities, with the experienced helping the inexperienced. I will ensure that the task is clearly understood, accepted and completed.
- I agree to follow the Social Media Policy as outlined by Hockey Manitoba.

**OATH OF CONFIDENTIALITY**

While I am working with the Shilo Minor Hockey Association, I realize that I might become privy to information relating to players or coaches that should not be repeated outside of the Executive. I, the undersigned, understand that the information that I encounter in the course of my work is of a confidential nature. If I am found to be in violation of this policy, I may be required to step down from the Executive and my position may be vacated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SHILO MINOR HOCKEY ASSOCIATION  
FAIR PLAY AGREEMENTS FOR COACHES AND MANAGERS

As a Coach/Manager for SMHA I \_\_\_\_\_ agree to adhere to the following:  
(Print clearly)

- Always play within the rules and never argue with the officials.
- Remember that players are there to have fun.
- Provide plenty of positive and constructive encouragement as this is the best way for players to learn.
- Teach my athletes to respect officials and teach them that they are an important part of the game. We should not question their honesty and integrity.
- Encourage positive values and integrate those values into the operation of the team.
- Applaud the value and effort of all coaches and officials.
- Remember that players learn from my behaviour and agree to conduct myself in a respectful manner and show no favouritism. I am expected to be a positive role model within Shilo Minor Hockey Association.
- Fair play and good sportsmanship start with the coach and parents.
- If I am selected as a coach. I understand that my resume and subsequent evaluations will be kept on file for future use by the Shilo Minor Hockey Association.
- Any monies I collect on behalf of the team (i.e.: 50/50, donations, additional player fees for outside tournaments etc.) shall be deposited to the Executive Treasurer and a receipt obtained. Note: Any funds withdrawn for team expenses may require additional processing time through NPF accounts.
- I will be responsible for ensuring that tournament sanctions (i.e.: home tournaments) are submitted in a timely manner in order to avoid late fees. Approved sanctions shall be displayed in a visible area within the arena during the event.
- I will follow the Social Media Policy as outlined by Hockey Manitoba.
- I will complete the Respect in Sport course as outlined by Hockey Canada.
- Should an issue arise: injuries, suspensions, inappropriate conduct (either by a coach, manager, parent, member or player) I agree to keep the Executive informed so that appropriate action may be taken!

Signature \_\_\_\_\_

Date \_\_\_\_\_

SHILO MINOR HOCKEY ASSOCIATION  
Code of Conduct for Players

I \_\_\_\_\_ agree to the following rules and expectations set forth by SMHA below:  
(Print clearly)

- I will encourage all players to have fun and subscribe to our motto, Hockey for a Lifetime.
- Attend practices and show up on time.
- Let the coach know when I am unable to attend a game or practice.
- Dress appropriately for games and practices.
- Remember that I am representing Shilo Minor Hockey Association and I will behave respectfully.
- Use clean and courteous language at all times.
- Not put down or ridicule any members of my team.
- Wear all my mandatory equipment every time I step on the ice or in the players' box.
- I shall be respectful to officials and not argue calls that are made.
- I agree to follow the Social Media policy as outlined by Hockey Manitoba.

If I do not follow these rules, the coach or Association has the right to discipline me in a manner appropriate to my age and the situation.

TEAM: \_\_\_\_\_.

Signature of Player: \_\_\_\_\_ Date: \_\_\_\_\_.

ADOPTION

These By Laws were adopted at the Annual General Meeting of the SMHA held on 25 April 2023.

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Mrs. P. Mason  
SMHA President  
Date:

Recommended/Not Recommended

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J.C. MacKenzie  
Manager FS&R  
Date:

Approved/Not Approved

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D.R. Cronk  
Lieutenant-Colonel  
Base Commander  
Date: