

Flin Flon Minor Hockey Association Constitution
2011

Whereas the Flin Flon Minor Hockey Association Inc. (FFMHA) is a voluntary association of members and individuals, designed to promote hockey in the surrounding areas;

And whereas members and individuals participating in the activities and games sponsored by the FFMHA have confidence in the judgement of the Executive and Board of directors of FFMHA;

And whereas it is declared that one of the purposes of these Constitutions, Bylaws, and Regulations shall be to confer upon the FFMHA Executive and Board of Directors all the powers of a fully self-governing organization;

Now therefore be it enacted:

ARTICLE ONE

- a) This organization shall be known as the "Flin Flon Minor Hockey Association Inc."
- b) That the objectives of the minor hockey association are to promote, govern, and improve organized minor hockey in Flin Flon as a division of the governing body of Hockey Manitoba by authority of the Canadian Hockey Association:
 - *to foster among its members, supporters, and teams a general community spirit
 - * to maintain and increase the interest in the game of hockey
 - * to have and increase a general care, supervision, and direction over the playing interests of its Teams and players in a safe, sportsman-like and fair play environment.

ARTICLE TWO

Amendments and alterations can be made to the constitution only at the Annual General Meeting of the association, after a specific notice in writing to the executive and then only by a two-thirds (2/3) majority of the members voting.

Such notice in writing must be received by the FFMHA Executive secretary who shall inform the President of the Association and he/she shall communicate all such proposed amendments of alternations to each and every member at the Annual Meeting.

The date and location for the Annual Meeting will be published along with the last cut-off date for submissions of proposed amendments or alterations, well in advance of the Annual Meeting in the local newspaper.

ARTICLE THREE

The governing of the Association shall be carried out under the direction of the President with the Executive officers and Board of Directors in accordance with the constitution and bylaws.

That where the provision of the Constitution, Bylaws, or Regulations are inconsistent with the Constitution of the Canadian Hockey Association and Hockey Manitoba, the CHA and Hockey Manitoba Constitutions, Bylaws, and Regulations shall apply.

ARTICLE FOUR

The Association shall consist of:

- a) All the hockey clubs who operate under the jurisdiction of the Association and who comply with the Requirements of its constitution, bylaws, and regulations
- b) Executive members
- c) Other elected and appointed officials
- d) A quorum for the Executive meeting shall consist of a minimum of eight members
- e) the President shall call regular meetings of the Executive Officers during the season

ARTICLE FIVE

The FFMHA shall have jurisdiction over all minor hockey in Flin Flon, Manitoba and shall allow participants as set out in Article Six, who would be deemed eligible by boundary restrictions set out by Hockey Manitoba.

FFMHA shall be a member of the Norman Regional Minor Hockey Association, the Hockey Manitoba Association, and the Canadian Hockey Association.

ARTICLE SIX

The FFMHA shall be open to membership from the following

- a) All girls and boys residing in Flin Flon, MB
- b) All girls and boys residing in Creighton, SK
- c) All girls and boys residing in Denare Beach, SK
- d) All girls and boys residing in the municipality; Big Island, Bakers Narrows
- e) All girls and boys residing in eligible out-lying areas whose centres do not provide a program for them in their category of play

ARTICLE SEVEN

A copy of this Constitution, Bylaws, and Regulations shall be presented to each parent, coach, and referee at the FFMHA fall registration sessions

FLIN FLON MINOR HOCKEY ASSOCIATION BY-LAWS
2011

By-Law One

- a) The Executive officers shall consist of the Past-President, President, Vice-President, Secretary, and Treasurer
- b) The Executive directors shall consist of the Registrar, Referee in Chief, and Coordinators of; Hockey development, Novice, Atom, Peewee, Bantam, Midget, Female hockey, Timekeeper and Referee, Bingo, Coach Coordinator, Special Events, Ice Scheduler, and Equipment Manager.
- c) The executive officers and directors shall be elected at the AGM and serve a designated one year term

By-Law Two

- a) The executive officers shall appoint all honorary members
- b) The executive officers and directors shall have control of the affairs of FFMHA and shall have power to fill any vacancy which may occur in its numbers, and to amend or alter the regulations of the association and of any house league or championship competition
- c) The executive shall have the power to suspend or discipline any coach, manager, player, trainer, referee or other official connected with the association.
- d) Any clause in the by-laws may be clarified and defined at any time by majority vote of quorum at any meeting of the executive.
- e) At any Annual, Special, or Board meeting FFMHA may adopt, amend, revise, or repeal by-laws or regulations for the governance of the Association upon the affirmative majority vote of the members present. No decision shall be made which shall constitute a breach of any by-law, regulation, or playing rule.

By-Law Three

- a) The Annual meeting of the Association shall be held no later than two weeks after the Hockey Manitoba Annual General Meeting.
- b) All meetings of the Executive Officers and Directors shall be at the call of the President, except as outlined under item (c) below.
- c) At the request of three Executive members, the President shall call a special meeting. No subject shall be discussed or considered at any special meeting except that specified in the notice.

By-Law Four

- a) The following shall be eligible to vote at the Annual Meeting:
 - 1. Immediate Past President
 - 2. Executive Officers
 - 3. Elected and appointed officials
 - 4. Coaches and managers of FFMHA teams
 - 5. Parents or legal guardians who have a child registered with FFMHA
 - 6. Association members may not vote by proxy
- b) Nominations: Members shall have the privilege of nominating a representative for each office of the association at the Annual Meeting.
- c) Those to be elected are as outlined in by-law one, items (a) and (b)

By-Law Five

The **President**, within the jurisdiction of the Association, shall have all the powers of the President of the Brach, and without limiting the generality of the foregoing, shall have the power to:

- a) Sign as a principal signing officer of the Association
- b) Preside all meetings
- c) Exercise the powers of the Executive in case of emergency.
- d) Suspend clubs or players, subject to ratification at the following meeting of the executive
- e) Sit on all committees as an ex-officio voting member

The **Vice-President** in the absence of the President or in the event of his/her inability to act, shall have and exercise all of the powers of the President and shall at all times be an ex-officio voting member of all committees. The Vice-President shall be one of two signing officers of the Association.

The **Secretary** shall:

- a) Keep an accurate record of the proceedings of the Association
- b) Notify the Officers and Directors of the time and place of meetings
- c) Publish the notice of the Annual General Meeting at least three weeks before the meeting
- d) Perform such duties as shall be necessary for the good and welfare of the Association

The **Treasurer** shall:

- a) Keep a record of all monies received and disbursed
- b) Present at each meeting a report of year to date statements of the Association
- c) Be one of two signing officers of the Association

The **Coordinators** shall:

- a) Ensure that coaches in their division receive the rules and regulations of FFMHA
- b) Provide at all Director's meetings, a verbal (or written report if absent) on their division for the period ending
- c) Report any request to FFMHA Executive; any requests for movement of players in their division
- d) View games in their division to determine the balance of strength of teams in their division
- e) Upon consultation with coaches, be responsible for determining whether or not an equalization draft will be necessary in their division
- f) Act as a liaison between player, coach, and parent when requested

HOUSE LEAGUE REGULATIONS

By-Law Six

Registration

Flin Flon Minor Hockey Association Division Categories as of December 31 of the current year:

- a) Hockey Development – players 5 and 6 years old (and up)
- b) Novice – players 7 and 8 years old
- c) Atom – players 9 and 10 years old
- d) Peewee – players 11 and 12 years old
- e) Bantam – players 13 and 14 years old
- f) Midget - players 15, 16, and 17 years old

All players requesting to move down a category must first begin with their proper age group. Overage application must be made to Hockey Manitoba once the player has been evaluated by the Division Coordinator and team coach.

All players requesting to move up a category must first begin with their proper age group. Letter of request must be written to FFMHA once the player has been evaluated by the division coordinator and team coach.

Draft of House league

Prior to draft, procedure must be approved by FFMHA through the division coordinator

Fees/Registration Refunds

The FFMHA will refund registration fees upon application to the Association under the following considerations:

- Withdrawal for medical reasons with a doctor's certificate
- Transfer to another community outside FFMHA jurisdiction
- Withdrawal for any other reason will be considered by the Board on a case by case basis until November 15 of the current hockey season
- No applications will be considered after January 10 of the current hockey season
- A \$35 handling fee will be charged when requesting a refund after November 15th of the current hockey season

Flin Flon Minor Hockey Association requires a volunteer and fundraising commitment from each family registered with the Association. The period in which the requirement should be fulfilled is from September 1 – August 31 of the following year which coincides with the hockey year. A volunteer cheque dated February 14th of the current hockey season of a value to be determined by the board on an annual basis will be required per family. No exceptions.

Fees must be paid by Oct 30th of the current hockey season. Players with outstanding fees will not be allowed on the ice as of November 1st.

By-Law Seven

- a) No registered FFMHA player can play outside the perimeter of the Association; other carded or rostered clubs
- b) No registered player can be on the ice without being fully dressed in CHA approved equipment

By-Law Eight

- a) FFMHA house league games are to consist of one 15 minute time slot for the first period, and two 20 minute time slots for the second and third period.
- b) Equal ice time is to be allotted to all players. Teams may use line system of three forward lines and two defense lines, rotating players as required.
- c) Double shifting is not allowed when a team has 10 or more skaters. When less than 10 double shifting to be rotated. The underlying guiding principle is coaches are not to jeopardize or undermine through any action other than for discipline reasons, Minor Hockey philosophy of equal ice time for all players.
- d) A power play may be used in the last shift of the game, providing the double shifting rules are applied players on the last shift of game (power play) from 2:00 minutes to conclusion of game were not on the ice from the 4:00 minute to the 2:00 minute mark.
If a player replaces a goaltender, he will be allowed to double shift.
- e) Skaters may be brought up from the division below at the discretion of the division coordinator

- f) Lateral borrowing of goaltenders shall be allowed only when in consultation with coaches and coordinators. This will only apply due to illness, injury, or the absence of the goaltender from town.
- g) Lateral movement of players shall only be permitted upon the approval of the FFMHA Executive via the division coordinators and coaches.
- h) Home teams shall go into their box after the game has concluded and wait until the visitors have left the ice surface.
- i) House league teams shall be allotted the time recommended by the CHA and Hockey Manitoba of one practice for every two games played.

By-Law Nine

- a) All FFMHA house league teams shall be permitted to travel out of town once per hockey season. This trip shall not conflict with scheduled league games and must be approved by FFMHA. Further travel to be reviewed in advance upon request.
- b) All house league teams shall be permitted to host a visiting team once per hockey season if scheduling permits and must be approved by FFMHA.
- c) No fundraising permitted by house league teams.

By-Law Ten

- a) All FFMHA teams shall only play games against oppositions that are duly carded and registered with CHA.

By-Law Eleven

- a) The FFMHA hockey skills development program will be for all five and six year old players. The players shall receive a minimum of twenty - one hour on ice instruction in hockey skills per season.
- b) This program shall have no scheduled games and no individual awards. Scrimmages only will be allowed.

COACHES DUTIES

By-Law Twelve

- a) All FFMHA coaches must be duly certified according to Hockey Manitoba and CHA guidelines.
- b) All FFMHA bench personnel must undergo RCMP Criminal Records Check before being certified to coach in the minor hockey system.
- c) Rostered coaches and trainers who are members in good standing of FFMHA will be reimbursed 100% of their paid clinic registration fees and travelling costs upon successful completion of coach or trainer certification courses. This is dependent on the financial stability of the FFMHA. receipts must be submitted before reimbursement.
- d) Coaches shall be responsible for the distribution of sweaters to their players and then collection at the end of the season, at which time they will turn same over to their coordinators coaches must ensure that once sweater number is issued to a player, the player must wear that sweater number all season.
- e) Coaches shall be responsible for the conduct of their players in the dressing room prior to and following games or practices, on the ice, and in the player's box during the games.
- f) Coaches shall at all times conduct themselves in an orderly manner with their players and also on the ice with the officials. Profanity is not acceptable by FFMHA standards.
- g) Coaches shall, as soon as possible, report any team player problems, problems with officials, or parents to their coordinator.

- h) Coaches should report to their coordinators the name(s) of any player(s) who consistently misbehave or miss scheduled games. Coaches considering or using disciplinary action should discuss same with coordinators
- i) Coaches shall not cancel or postpone games or practices without contacting their coordinator. If a coach will have to miss a scheduled game or practice; it will be their responsibility to find a registered alternate and report same to coordinators
- j) Coaches are required to attend or send a representative of their team to any coaches meetings called by the coach coordinators of FFMHA
- k) Coaches must encourage players to be dressed and ready to play 15 minutes before game time.
- l) Coaches must ensure that the players have a complete set of protective gear before going on the ice surface.
- m) Teams are allowed a maximum of five team officials in the players' box at all times.

OFFICIALS DUTIES

By-Law thirteen

- a) Officials shall conduct themselves in a manner that is laid out in the National Referee Certification program. Officials' duties are outlined in the Hockey Manitoba handbook.
- b) At least two (2) on ice officials shall work each game with the exception of Novice games which may be played with one (1) on ice official.
- c) At the conclusion of each game, all officials will sign the game sheet. Any instances requiring a written report to the discipline committee shall state all relevant occurrences leading up to the report.
- d) All match penalties shall be immediately reported to the President of the association and the referee in chief.
- e) Referees shall shake hands with coaches prior to the commencement of each game.
- f) The officials have the power and responsibility to expel from the rink an unruly parent or spectator. Should the expelled person fail to leave the arena upon request, said official is empowered to call the game and order all players off the ice.

DISCIPLINE POLICY

By-law fourteen

- a) All coaches and players shall be responsible for their conduct from the time they enter until the time they leave the arena. Suspensions or penalties will be given for abusive conduct as covered below, or as deemed necessary by the FFMHA executive.
- b) Any coach, manager, or trainer ejected from the game will receive an immediate and indefinite suspension until a hearing of the discipline committee has taken place. Such incidents are to be reported immediately to the president of FFMHA.
- c) Suspensions will be given under Section 1 of Hockey Manitoba's Minimum Suspension guidelines
- d) Any suspended player cannot be in the players' box at any time.
- e) Recourse of appeal to FFMHA in writing within 48 hours. Coach, player, and parents must appear before the discipline committee.
- f) Any suspension that cannot be served before the expiration of the season must be served at the start of the next season.
- g) Season fees are not refundable to any player receiving a suspension

By-law fifteen

The discipline committee shall consist of the following executive members;

- President
- Vice president
- Referee in chief
- Division coordinator

Any combination of three of the above shall be allowed to hold an appeal when directed to do so by the president of FFMHA.

By-law sixteen

- a) Anyone acting as a coach protesting a game must do so at the time of the incident and inform the official of said protest. Said protest shall be recorded on the game sheet at the time of protest.
- b) All protests must be filed with the coordinator or with the president in writing within 48 hours after the game. The protested club will be notified in writing by the association secretary and they will have 48 hours to file their defense in writing. On the advice of the president, a meeting of the executive shall be called. Interested parties will be notified of the time and place of the meeting.
- c) the decision of the executive committee shall be final and recorded with the secretary.

By-law seventeen

- a) The FFMHA executive reserves the right to relieve a coach or manager from any level or category of coaching should they deem necessary. Such person will be duly informed prior to their release from the association and informed of the reason(s) why this step has been taken.
- b) Discipline of any team official will require a quorum of executive members present.
- c) Recourse of appeal to FFMHA in writing within 48 hours
- d) At no time shall a member of FFMHA interfere with players, team officials, or game officials during a game situation. The only exception to this bylaw shall be in risk management intervention.

VERBAL OR PHYSICAL ABUSE OF OFFICIALS

By-law eighteen

That any parent, spectator, observer, or coach who enters the sanctity of the officials or referees dressing room or further approaches said referees or officials while he/she is arriving at or leaving the arena and verbally/physically accosts said official or referee shall immediately suspended from entering the area (Whitney Forum or Sportex) during a FFMHA sanctioned event for the balance of the season. Further, said party shall be requested to attend a special meeting with the FFMHA executive called at the discretion of FFMHA. Further that the FFMHA shall monitor games at the arenas and anyone verbally abusing officials may be asked to vacate the arena immediately.

REPRESENTATIVE TEAM REGULATIONS

By-law nineteen

- a) All team personnel must be authorized by FFMHA executive prior to going on the ice
- b) No unregistered personnel shall be allowed on the ice
- c) At all times the teams shall be responsible to the association for all their actions and shall be run by the selected coaches.

- d) Coaches shall at all times be responsible for the safety and conduct of their clubs and players both on and off the ice. Same applies to assistant coaches and managers.
- e) Teams may only compete in sanctioned tournaments or exhibition games against carded or rostered teams under the jurisdiction of CHA
- f) All representative teams must compete in Hockey Manitoba Provincials
- g) All teams shall provide a copy of prospective tournaments they are travelling to as well as obtaining permission for any fundraising activities. Teams must comply with Flin Flon/Creighton bylaws and lottery license rules.
- h) All AA and A teams shall be required to obtain proper travel permits prior to leaving for exhibition and tournament play. All travel permits must be arranged by FFMHA at least 14 days out of province prior to departure.

REP TEAM GUIDELINES

1. Maximum number of tournaments in each age category may be added to by majority vote of parents by secret ballot on each rep team. Atom – 4 PeeWee-5 Bantam and Midget – 6
2. Meals to be \$33/day/coach or the going rate as designated by Hockey Manitoba
3. One room for coaches unless agreed otherwise by parents
4. Transportation and expenditures– majority rules for each team. Decision will be made by secret ballot of the parents of the players on the team.
5. All children in Atom and Peewee will stay with a parent or guardian
6. Parent information form must be handed out prior to tryouts
7. Coaches must submit tournament list to minor hockey
8. Rep coaches are to encourage house league hockey

REPRESENTATIVE TEAM SELECTION COMMITTEE

By-law twenty

- a) Coaches of rep teams will be selected by FFMHA executive for the season in which these coaches will be functioning
- b) The coach selection committee will be chosen by the president and consist of a minimum of 3 board members and one citizen who meets FFMHA approval.
- c) The interview/selection criteria will be developed by utilizing Hockey Manitoba Guidelines along with criteria developed by FFMHA
- d) The selection committee will make a recommendation to the FFMHA board for approval. In the case that this recommendation is not approved by the executive, their rejection must be accompanied by the rationale for the rejection
- e) If a member of the selection committee has a conflict of interest with one or any applicant applying for a coaching position, the president of the association shall appoint an alternate
- f) Returning coaches must submit a new application each year.

By-law twenty one

- a) Each AA and A team shall designate a secretary treasurer who shall carry out team funding and accounting duties. The person shall be someone other than the team manager. The secretary treasurer shall be duly elected by the parents of the rep team players.
- b) The secretary treasurer shall be responsible for the complete accounting of all the team's financial affairs, such as the recording and depositing of the funds received, paying team bills, filing receipts, and providing monthly statements to the FFMHA executive
- c) Team bank accounts shall be established at the chartered bank or credit union of the teams choice. All cheques must have two signatures, one of which must always be the secretary treasurer, the other may be the coach or the manager of the team
- d) A written monthly income and expense statement shall be filed with FFMHA not later than the 15th day of the following month. Blank forms will be provided by the association and must be completed entirely. If a statement is not handed in, that team will be suspended from ALL play (including practice) until statement obligations are met.
Copies of receipts and bank statements must be included, originals to be kept by the secretary treasurer. The final statement shall be due 30 days after the end of the season.
- e) Copies of the expense statement shall be made available to all team parents monthly.
- f) Team accounts shall be finalized at the end of the season.