

Birtle Minor Hockey Association CONSTITUTION (Revised April 2023)

That where the provisions of this Constitution, By-Laws, or Regulations are inconsistent with the Constitutions, By-Laws, and Regulations of Hockey Canada and Hockey Manitoba, Hockey Canada and Hockey Manitoba Constitution, By-Laws and Regulations shall prevail.

1. **The Organization** shall be known as Birtle Minor Hockey Association hereinafter referred to as the "Association".
2. **The Purpose** of the Association shall be to operate a Minor Hockey Program in the Town of Birtle, and the surrounding district as designated by the Manitoba Hockey Association.
3. **The Members** of the Association shall consist of all parents/guardians of children, registered with the Birtle Minor Hockey Association, coaches and managers immediately involved with Birtle Minor Hockey and signed with M.A.H.A cards.
4. The **Executive** officers of the association shall be President, Vice President, Secretary, and Treasurer. The **President** shall direct the work of the Association, the **Vice President** shall take the place of the President and assume the duties of the President in the President's absence. The **Secretary** shall record and keep the minutes of all meetings, assume the responsibility of all correspondence and keep all files. The **Treasurer** shall pay all bills, keep all accounts, receive all monies, arrange for audits and generally assume responsibility for all financial matters. The **Past President** shall also act as an officer of the Association. To ensure all correspondence or other information is turned over to new president and to guide new President with duties associated with position.
5. The Executive shall be made up of the officers. An executive member wishing to resign must do so in writing to the President and a general meeting must be called to elect a new member. If a member resigns before this term is completed, a new member will be elected to finish that term.
6. In order to carry out the work of the Association, there shall be a committee structure as follows

PERSONNEL COMMITTEE: Three of the Executives

This Committee Shall

- (1) Bear responsibility to ensure each team has a coach, assistant coach and manager
- (2) Act as liaisons between coach and parents
- (3) Be responsible for public relations

EQUIPMENT & SUPPLIES COMMITTEE: One Executive & Two Coaches

This Committee Shall

- (1) Decide on equipment and supply needs: ensure they are at the rink
- (2) Buy necessary equipment and supplies
- (2) Arrange for maintenance and replacement of equipment

MEMBERSHIP COMMITTEE: One Executive(Registrar/Secretary/Treasurer)

This Committee Shall

- (1) Keep the roll of members and ensure team staff has proper training requirements.
- (2) Assume the responsibility for the registration of players
- (3) Notify all members of annual meetings.

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7. The officers shall be nominated from the floor and elected by majority vote of the general membership. Where there is more than one candidate for each position, voting shall be done by secret ballot. A nominating committee shall be setup to ensure a slate of Officers. Elected Officers shall server a **two year Term**.
8. By-Laws of the Association shall be agreed to and altered by a two-thirds majority vote of the members present at any annual or general meeting.
9. Notice of General and Annual meetings shall be given by publication of notice in local newspaper, not more than 30 days or less than 10 days prior to meeting.
10. The Executive shall meet as deemed necessary by the President.

FINANCIAL:

1. Fees for the hockey players will be approved by the membership at the annual meeting. All fees to be paid to a member of membership committee on registration day.
2. If a child withdraws, after the hockey program is started, no monies will be refunded, with the exception of one month limit for U7 and U9
3. Any two signatures consisting of the treasurer and one other of President, Vice President, Secretary are required on cheques issued by the Association.
4. The fiscal year will be August 31st to correspond with the Hockey Season.
5. In the event of disbanding Birtle Minor Hockey Association; the Executives to decide upon dispersal of funds.

REGISTRATION

1. Registration each year will be taken on a date agreed on by the Executive. Failure to register on this date will incur a late surcharge as determined by Minor Hockey Executive.
2. Only children for whom registration has been paid may attend the Hockey Programs.

BY-LAWS OF THE ASSOCIATION

PLAYERS:

1. All players will play hockey in their community if a team is available in their age group. Except as stated in By-Law No.2.
2. All transfers of players to another community team will be decided by the Executives of the Association together with the coaches and managers of the team the player is involved with.
3. All players must wear proper equipment as required by M.A.H.A regulations, or they will not be allowed to play hockey,
4. Any player who continuously disrupts or does not attend practice regularly may have his name removed from the hockey roster or be subject to other disciplinary action. This decision shall be made by the Executive, Coach and Manager of team involved.

COACHES AND MANAGERS:

1. Coaches and Managers will be responsible for organizing all practices and exhibition games.
2. Tournament dates will be decided by the Executive together with coaches and managers. Tournament fees will be determined by the coaches and managers of each team.
3. Provided a player meets his or her obligation in the above Players No. 1-4, the coach shall be obligated to ensure that the player plays regularly in all games and tournaments in which his or her team participates.

TEAM PERSONNEL:

Coach/Assistant Coach

1. Be responsible for providing the best possible experience for boys and girls under their charge.
2. Be responsible for ensuring that all boys and girls are properly supervised while under their care.
3. Set up practices and games as determined by ice times and league schedules.
4. Notify Equipment & Supplies committee of any required equipment / uniforms needed, repairs, etc.
5. Responsible for collecting all equipment and sweaters immediately after the last game of the season and return them to your locker, washed and hung on hangers provided. Have repairs done as needed. Notify Equipment & Supplies committee upon completion.
6. Work closely with the team manager in scheduling/budgeting for the team.

Team Manager (Parent) Note* for combined teams there may be a co-manager.

1. Set up a parent rotation schedule to work the door, the kitchen and time keeper's box.
2. Work closely with the coach(s) in scheduling/budgeting for the team.
3. Be responsible for providing parents or guardians of all players' information regarding practices, games, tournaments, worker schedules etc..
4. Provide Association's Referee in Chief with game schedule for the season including exhibition games and home tournament; and communicate with Referee in Chief on a regular basis.
5. Ensure that the game sheet is filled out correctly with the corresponding game from the league schedule on the game sheet. This is to be submitted to league statistician the day of or following day of league game.

Parent Representative (One designated for each team)

1. Shall be the liaison between the parents of the team and the coaches.
2. Shall assist in resolving team disputes and concerns.
3. In accepting to be the Team Parent Rep, must remain calm, neutral and without bias when trying to resolve disputes or conflicts that arise throughout the season. Any Conversations you have with parents and Coaches regarding concerns brought up should remain confidential and only between the parties involved unless it involves the rest of the team. Keep the lines of communication open at all times and try all attempts at resolving team conflict at the team level.

Move number 3 down to number 5.

4. May act as co-manager for combined teams.
5. Shall bring the concerns of the parents directly to the Executive Committee through the President or Vice President.

Team Treasurer (One designated for each team)

1. Responsible for getting team float of \$150 from the Association Treasurer and security of the money for duration of the season. Control the cash box and making deposits of team revenue on a per game basis.
2. Must have float money to door worker minimum 1 hour before game time. Inform door worker of their responsibility to sell 50/50 tickets prior and during the game. Money is to be kept separate from door admission money.

DUTIES OF REFEREE IN CHIEF:

1. To provide Birtle Minor Hockey with referee for all home games for all age groups throughout the hockey season. Upon receiving game schedules from all Minor Hockey Managers.
2. Prepare a list of referees to submit to a member of the Executive for distribution to Coaches/Managers of each team.
3. Mentor new and existing referees.

GENERAL POLICIES OF THE ASSOCIATION

Registration:

All players must register at Registration night. As of the fall of 2015 registration is to be done online. This is important as it determines the number of players in each age group and provides sufficient time for teams to be organized prior to start of league play. It will also help the Equipment & Supplies Committee determine what equipment is needed. A player not registered by the registration date will be assessed an additional charge of \$50.00. The only exception to this rule is if a player should move to the community or have to join our Association to form a team after registration.

Security Deposit:

All players will be required to write a postdate cheque for \$75.00 dated April 1st per child registered as a deposit on the jersey's. This policy is to ensure that team jersey's are returned at the completion of the respective season. Or to Waive security deposit, have team jerseys distributed prior and collected by team personnel after each game.

Tournaments:

Hockey tournament entry fees will be reviewed and set at the Annual Fall Meeting for each age group. Guidelines are as follows: U7 \$_____, U9_____, U11_____, U13_____, U15_____, U18_____, High School _____.

Teams are to use the guideline of participating in a number of tournaments equivalent to number of teams hosted at home tournament.

Trophies, Awards and Prizes for participating players will come out of the tournament funds.

Kitchen:

Every parent that registers his or her child with Minor Hockey also takes on an obligation to work in the rink kitchen during Minor Hockey's designated work period.

Coaches:

If there are two people wishing to head coach a particular age group then the parents of the players involved in that team will vote by secret ballot for their choice of head coach. If a tie vote, the Executive will make decision based also on a secret ballot. Families with more than 1 player on the team will get 1 vote per player on the team.

Fair Play:

Being a non-profit community organization, Birtle Minor Hockey Association's purpose is to promote and stress Fair Play. Our job as members is to produce good athletes, but more importantly good people. Fair play embodies the principles of integrity, fairness and respect. When an athlete puts forth their best effort within their ability, they will be rewarded with Fair play. Fair play emphasizes the following: respecting the rules of the game; respecting officials and accepting their decisions; maintaining dignity under all circumstances. These principles apply in all circumstances and they apply to everyone in sport; athletes, coaches, officials, parents and spectators. The athletic skills our athletes learn from us may be used only for a few years; the attitudes they develop towards themselves and others will last a lifetime.

Clarification of Minor Hockey Funding Allocation to teams:

1. All monies made by each individual teams at games & tournaments (gate, raffle, 50/50 etc) may be used by that team to pay tournament entry fees. To be known that all teams shall take the measures not to finish season with a financial deficit.
2. Any team raffle outside of tournament raffle must be pre-approved by Birtle Minor Hockey Executive.
3. Monies raised (other than the \$20.00 tournament fees) are not to be used for anything other than tournament entry fees (eg. Clothing, accommodations, team windups, equipment, meals etc).
4. All coaching, goalie equipment purchases must be approved by Birtle Minor Hockey Executive.
5. All team surplus money and float money must be deposited by team treasurer at end of the season.
6. Combined teams may have to issue bills to joint Association for their share of tournament fees which may have been split 50/50 or whatever was decided amongst Association Presidents.
7. Windup Parties are the financed by Team Personnel, parents and participants.

Birtle Minor Hockey Constitution

Coach & Parent Policy

The type of relationship between coach and parents strongly influences the amount of enjoyment an athlete will derive from participation in sports. In recent years there has been much discussion about the interaction between parent and coaches. In some cases, friction has developed to a point where some children have quit sports. In other cases parents have pulled their children out of sports.

Birtle Minor Hockey has developed the following guidelines for coaches and parents:

- Each year prospective coaches and managers for teams will submit their applications to the Birtle Minor Hockey Executive by a pre-determined date. The application should include their coaching experience, coaching philosophy and the team they wish to be responsible for.
- Parents of the players on a team will have a meeting as soon as possible chaired by the President after registration at which time team staff will be discussed. A Team Treasurer and Parent Representative will be selected.
- Birtle Minor Hockey Association Bullying, Harassment & Abuse Guidelines will apply.

Coaches Must:

- Discuss their coaching philosophy with the parents at the beginning of the season. Parents must know the objectives and goals of the team. First and foremost, the game must be fun for all players. Winning is important but not at all costs. All players must be given a fair chance to participate and improve.
- Be willing to teach new skills at practice. An attempt should be made to schedule at least one practice per week. Minor Hockey believes that practices are for learning and developing skills with games being a chance to test acquired skills.
- Emphasize that they will be reinforcing the ideals of good efforts, team play and good sportsmanship at all times.
- Be a role model for the parents and players alike. This means refrain from using alcohol while at team events. Swearing at any time is to be discouraged.
- Have completed & be aware of the necessary certification required for the level you are coaching.

Parents Must:

- Be supportive and respectful of other teams, officials, and coaching staff
- Not to be too quick to criticize. Analyze the situation before making any rash statements.
- Not get involved in waiting room gossip or "personal politics"
- Take their legitimate concerns to their parent representative for resolution.
- Not smoking or drinking alcohol at playing area, bench, time box or dressing rooms.
- Parents must read & sign a copy of the BMHA Parent Code of Conduct when registering their child.

Poor Parent/coach relationships are usually the result of inadequate communication. Coaches and parents should work together to ensure that players have fun and develop skill. Winning will then come naturally.

