



LANGENBURG MINOR HOCKEY ASSOCIATION

CONSTITUTION & BYLAWS

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SECTION 1: CONSTITUTION

Article 1. Name:

- a) This organization shall be called the **Langenburg Minor Hockey Association**.
- b) The Abbreviation for this Association shall be **LMHA**.

Article 2. Objective & Purpose:

- a) To initiate, promote and organize the sport of Hockey and Power Skating in Langenburg and district in order that youth may develop physically, socially and mentally.
- b) To develop an appreciation of the game and a respect for it's rules among players, parents, coaches and other interested persons.
- c) To promote leadership and sportsmanship among the participants by demonstrating these qualities to the participants.
- d) To provide direction and assistance in developing coaches and officials to carry out an effective program.
- e) To provide an opportunity for all who are interested in Hockey and Power Skating to have equal opportunity to participate.
- f) To ensure every level is available for those wishing to play from Initiation, Novice, Atom, Pee Wee, Bantam and Midget.
- g) To foster, promote and conduct sport activities in the interests of other sporting bodies – Provincial and Federal governing bodies. ie. SHA Programs, Hockey Canada
- h) That every new member shall receive a copy of the LMHA Constitution and ensure all members will have access to a copy.

Article 3. Membership and Voting Privileges:

a) Membership

1. A membership in the LMHA may be gained by being the Parent or Guardian of a registered participant in the Association or any other person voted onto the Executive.
2. Membership shall be for the current Hockey/Power Skating season.
3. There shall be no membership fee to join the LMHA.

b) Voting Privileges

1. Voting privileges are extended to Association members only as indicated in Article 3. A (1).

2. Voting privileges at the Annual or Special Meetings will be limited to all parents of duly registered children, appointed coaches, managers and Executive members.
3. Voting privileges at General meetings will be limited to Executive members only. The President will only vote in the case of a tie.
4. A member may be suspended or re-instated by a 2/3 majority vote at a special or annual meeting.
5. One vote per hockey family.

Article 4. Executive Officers and Duties:

a) Executive

The executive of the LMHA shall be: President, Vice President, Past President, Secretary & Website Coordinator, Treasurer, Equipment & Uniform Manager, Fundraising Coordinator, Referee Coordinator, Registrar, Manager or Designate from each team.

b) Duties:

1. President:

- a. To call and chair the annual meeting and all other meetings that pertains to Hockey and Power Skating.
- b. Shall be an ex-officio member of all committees.
- c. Interpret the LMHA Constitution, enforce the statements and decide on its meaning should there be a controversy.
- d. To conduct meetings in accordance with Article 7 (f) unless agreed by a majority of the members present.
- e. Shall exercise, in addition to the powers conferred upon them by the constitution, all the powers and duties of the executive with it is impossible, in case of emergency for them to obtain a vote of their executive.
- f. Work with the Rec. Director to coordinate Ice time and to assign open ice equally among all teams.
- g. Coordinate the Ice time scheduling meeting at the beginning of the season.
- h. To be the official representative of the LMHA on any MHL or SHA matters or to appoint a member to do the same.
- i. To maintain communication with parents, coaches and other officials and to aid in the resolution of problems that arise.

2. Vice President:

- a. Shall perform the duties of the President in the Presidents absence.
- b. Shall undertake such added responsibilities as may be assigned by the President.

3. Past President:

- a. To provide advice and guidance to the Executive in the operations of the Association.
- b. To work on committees or tasks assigned by the President.

4. Secretary:

- a. Shall record, distribute and maintain all the minutes of the general membership and Executive meetings.
- b. Shall perform other duties referred to them from time to time by the president or executive.
- c. Be the website administrator.
- d. Collect all money from registration and provide to treasurer for deposit.

5. Treasurer:

- a. Shall receive all funds of the association and issue receipts.
- b. Shall deposit and disperse such funds in the manner prescribed by the Association.
- c. Submit books for audit when instructed to do so.
- d. Shall provide and maintain a projected budget for all general meetings and to include up to date expenses and incomes.
- e. To have the financial records and statements of the Association reviewed annually for acceptance at the General Meeting.
- f. To have signing authority for financial accounts along with one of either the President or the Vice President.
- g. Forward all applicable registration fees to SHA, MHL or tournament fees.

6. Registrar:

- a. Lead player registration and coach application process.
- b. Register all team rosters with SHA, MHL and Hockey Canada as required.
- c. Ensure all out of town players are released and registered properly.
- d. Collect and track criminal record checks as required.
- e. Track team staff qualifications and report to have qualifications by required deadlines.

- f. Provide a copy of the LMHA Constitution to all new members and each team manager at the beginning of each season.
- g. Learn the requirements and registration process of entering Provincials.
- h. Provide support to any coaches wanting to register their team for Provincials and review their applications.
- i. Remind all appropriate contacts of important dates.

7. Equipment & Uniform Manager:

- a. To prepare an annual report for equipment purchase for Executive approval.
- b. To obtain quotes for purchase of equipment.
- c. To purchase equipment that is approved by the Executive.
- d. To maintain records of the equipment that is owned by the Association.
- e. To distribute equipment owned by the Association and to ensure equipment is returned at the end of each season. In the case where two teams are involved a mutual meeting of Coaches will be arranged and equipment will be dispersed together.
- f. To ensure equipment is stored appropriately and repaired as required.
- g. Order and maintain pucks. – disperse to each coach at the beginning of each season. Each team is then responsible for returning the same number of pucks at the end of the season.
- h. Order Name bars once list has been submitted by each team manager.

8. Referee Coordinator:

- a. To ensure qualified referees are assigned for all minor hockey games
- b. To handle any disputes arising from a game.
- c. To arrange for training and development of referees.
- d. To collect game sheets from lock box in Ref Room and use to reconcile the monthly pay schedule before forwarding to treasurer.
- e. Must be aware and follow the SHA and MHL rules and regulations
<https://sha.sk.ca/officials/resources/rule-book>
<https://cloud.rampinteractive.com/majorhockeyleague/files/mhl%20constitution%20%282014-10-20%29.pdf>

9. Fundraising Coordinator:

- a. To ensure that all fundraising under the LMHA has the prior approval of the executive.
- b. Create and disperse sponsorship packages throughout the community at the beginning of the season.
- c. Work together with the Treasurer to ensure fundraising budgets are set and met.

10. Team Managers or Designate:

- a. Provide team update at each meeting. If designate is unavailable to attend, then written report can be forwarded to any member of executive prior to the meeting.
- b. Communicate any applicable information to team from Executive.
- c. This position concludes when the next seasons rep's have been established for the team you are representing.

Article 5. Playing Rules:

The Playing Rules of the LMHA shall follow the playing rules set out by Hockey Canada, SHA and Major Hockey League.

<https://sha.sk.ca/officials/resources/rule-book>

<https://cloud.rampinteractive.com/majorhockeyleague/files/mhl%20constitution%20%282014-10-20%29.pdf>

Article 6. Code of Conduct (Parents and all team staff):

I will:

- 1) Support my players with positive encouragement.
- 2) Respect and adhere to the ideals, policies and rules determined by Hockey Canada, SHA, LMHA and my players' team.
- 3) Maintain self control at all times.
- 4) Encourage my player to attend as many games and practices as reasonably possible in a timely manner. Notify the coach/manager ahead of time of absences.
- 5) Respect facilities, either home or away, in which my player is privileged to play.
- 6) Show respect for the decisions, judgment and authority of officials.

- 7) Show respect for the feelings and accept the capabilities of my player, my player's teammates and players on the team.
- 8) Practice teamwork with all parents, athletes and coaches by supporting the values of discipline, loyalty, commitment and hard work.
- 9) As a parent, I will not coach or instruct my player or any other players at practices, games or team functions (from the stands or any other areas) or interfere with the coaches.
- 10) Refrain from expressing my opinion of the coaches or players in front of my own player.
- 11) As a member, I understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials and or any other player will not be permitted.
- 12) Refrain from yelling at or threatening referees, opposing players or coaches, before, during or after games or practices.
- 13) Refrain from demonstrating frustration or anger after a loss or poor performance.
- 14) Not abuse/harass any other person.
- 15) Demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my player, other athletes, parents, officials and the coaches.
- 16) Accept defeat gracefully.... Love the game above the prize.

Parent to Parent Relationships:

As a team (Parents, coaches and players) it is everyone's responsibility to create a positive team dynamic that will show leadership and respect, starting with the parent to parent relationships. Parents need to lead by example. As a parent, if you have an issue with a coach, manager or fellow parent, conduct a meeting away from the team. Address the issues at hand and agree on a solution to the problem. Do not get into the habit of having silent majority (a small group of parents who have issues and say nothing in public).

As a parent remember that everything you say on the way home from the rink is heard from the passengers in your car. If you have issues with the coaches or parents on the team, try not to voice these opinions when your child is around. There is nothing more disheartening for a child, than to hear his/her parent cutting down members of the team.

Remember- if your team has open communication and you use common sense when issues prevail, the matter will be resolved in a professional manner.

Parent to Coach Relationships:

Each parent should let those empowered to coach, coach. There may be times in each season when the team is losing, but do not lose fact of the matter, that winning means nothing, and that skill acquisition and fun, are at the forefront of an enjoyable season. If the players are having fun and improving skills, then the coach needs to be commended for a job well done. If you have a problem with the coach, do not go to other parents to discuss. Go to the Coach involved and discuss the issue at hand.

LMHA Harassment & Bullying Policy:

LMHA is committed to providing a caring, friendly and safe environment for all hockey participants so they can learn the game of hockey and the skills necessary to participate in the game in a fun, positive and secure atmosphere. Harassment & bullying of any kind is unacceptable and will not be tolerated during any practice, game or other LMHA sanctioned event associated with our hockey program. If harassment or bullying is reported to any parent or player, they should immediately report the incident to their respective coach, team manager or designate. If the issue continues the Manager or Team designate must bring it forth to the rest of LMHA Executive who will ensure the complaint is investigated and dealt with promptly and effectively. This means that *anyone* who knows that harassment or bullying is taking place is expected to report the incident, as indicated previously.

Article 7. Alcohol Policy:

The use of alcoholic beverages or illicit drugs by team officials or players prior to, during, or after LMHA official games and or trips is strictly prohibited and will be subject to disciplinary action by the LMHA pending an investigation and review of the facts or outcomes.

Article 8. Social Media Policy:

LMHA will follow and enforce the SHA Social Media & Networking Policy

<https://sha.sk.ca/members/association-resources/social-media-polic>

Article 9. Conflict Resolution:

1. Problems arising within teams should first be dealt with within the team in the absence of players. A 24-hour cool-off period after games is highly recommended before discussing problems with the coach or manager. If no resolution is possible, then a member of the Executive should be contacted.
2. The Executive shall have the authority to take disciplinary actions with any team, player, coach, manager, referee or individual.

Article 10. Meetings – General, Special & Annual:

- A) The Annual meeting of the LMHA shall be in September of each year on a date fixed by the Executive with another bi-annual meeting held in April.
- B) A Special general meeting of the LMHA may be called by the President as they deem necessary but will call a Special meeting when requested to do so by at least 20 members requested in writing.
- C) Notice of a general meeting shall be given to all members by means of posters, advertisements, individual notices or phone calls as may be decided in the general meetings.
- D) Executive Meetings will be called by President as deemed necessary.
- E) Quorum:
 - a. Annual & Special Meetings – 20 members shall constitute quorum.
 - b. General Meeting – 2/3 of executive represents shall constitute quorum.
- f) All Registration Fees shall be voted upon by the membership at a Annual meeting.
- g) General Meeting AGENDA: See Appendix 1
- h) Annual General Meeting AGENDA: See Appendix 2
- i) Bi-Annual General Meeting Agenda: See Appendix 3

Article 11. Amendments:

Amendments to this constitution and bylaws of the LMHA shall be made available to the membership ten days prior to the Annual or Bi-annual meeting. The changes will then be brought forth to be voted on by the membership and only will be accepted by a 2/3 majority vote.

SECTION 2: BY LAWS

1. Time and Method of Electing Officers:

- a. All Executive Positions other than Team Representatives will be a two year term with ½ of the terms up for election on opposite years. Even calendar years President, Registrar, Referee Coordinator and Fundraising positions will be up for election. Odd calendar years; Vice President, Treasurer, Secretary and Equipment & Uniform Manager will be up for election. Past President will be held by the prior President. If no prior President is available then the position will be vacant. Elections will take place at the Fall Annual General Meeting.
- b. Team Representatives will be a one year term and will be someone appointed to attend each general meeting. If no one is available to attend, then a written report shall be provided to another member of the executive prior to the meeting.

2. Time and Place of Meetings:

- a. The executive shall determine the first meeting date and place and duly notify the membership by appropriate means.
- b. Further meeting dates shall be established by the membership at the first general meeting.

3. Dismissal – Executive & Coaches:

- a. The LMHA may by resolution, remove any member from the executive before the expiration of their term of office and elect or appoint another person in their place.
- b. Any Executive member of the LMHA may be dismissed by two-thirds quorum at a general meeting.
- c. Any team staff may be dismissed by two-thirds of a team membership at a Special meeting arranged with executive and team representation.

4. Separate Money Accounts:

- a. All fundraising shall be approved by the Executive and all funds collected shall be forwarded to the Treasurer.
- b. No teams shall have their own separate money accounts.

5. Teams: Players

1. As members of the LMHA they are responsible for keeping their Home & Away dressing room clean and intact. Each team will be held accountable for any damages.
2. At the beginning of each season, the Executive may set guidelines for discipline.

3. Players will make every effort to attend all practices and games. Players will notify the team coach or manager in advance if they are unable to attend games or practices. Players who continually miss practice may have game ice time reduced at the discretion of the head coach.
4. Players are responsible for LMHA equipment assigned to them.
5. Harassment of game officials by players will not be tolerated and will be dealt with by LMHA.
6. Players trying out for a higher-level team must register with LMHA on the registration date in order to maintain their eligibility to be on an LMHA team in the event that the tryout is unsuccessful.
7. The LMHA Executive must receive a letter from a player/parents stating an intention to discontinue participation in the LMHA.
8. Affiliate players may practice with the team for which they are affiliated so long as it does not affect their regular team's games or practices. If affiliated players are attending practice all AP's should be invited. This decision will be left up to the player and their parents/guardians.
9. All players must be fully equipped while on the ice with CSA Approved equipment.
10. Players will comply with their coaches guidelines.
11. Players travelling to an away game must be driven by a parent, guardian, team official or a responsible adult.
12. A players first commitment will be to their regular team.

a) Affiliated Players:

1. Players from one team may be affiliated with one other team according to SHA regulations; the affiliation process shall be handled in such a way as to be as fair as possible to all players.
2. A Coach may invite an affiliated player to play with his or her team when illness, absence or some unforeseen event causes a team to be short of players. Affiliates are not to displace a team's regular players.
3. Coaches and managers are expected to cooperate with one another in the affiliation process; where agreement cannot be reached, the decision of the LMHA shall be followed.
4. If the player and his parents ask that the player's name be removed from the list of affiliates, that wish shall be granted.
5. In every instance, the player and the player's parents and coach must be notified of the intention to affiliate him or her.
6. A coach has the right to refuse a request to affiliate any one of their players within 36 hours before a game
7. It shall be the responsibility of the team Manager that affiliation lists are correct and complete, to submit them to the SHA and LMHA before any affiliated players play. Affiliated players lists cannot be changed after January 10th of the current season.
8. It is the coach's discretion on which players they deem capable to affiliate and add to their AP list. They must start with the second year players from the level below first. If the second year players that are deemed capable are not available they may select first year player or players.

9. The official scorer shall request that all affiliated players, or players playing up, who are dressed for the game be designated on the game sheet by the use of the symbol "A.P." after their name.
10. It is strongly recommended by LMHA that affiliated players be rotated if possible. The position the affiliated player is asked to fill may effect this decision
11. Midget and Bantam - Only can call affiliates up if you have less than 13 skaters to a maximum of 13 skaters.
Peewee - Regular Season League & Exhibition-Only can call affiliates up if you have less than 10 skaters to a maximum of 10 skaters League Playoffs- Can affiliate up to 13 skaters
Atom – Down- Only can call affiliates up if you have less than 10 skaters to a maximum of 10 skaters.
12. Affiliating a Goalie- If you only have ONE goalie you have the choice to affiliate. The affiliated goalie must only start a game when the regular goalie is either unavailable or unfit to play.
13. If there are two teams that need to split AP's then the coaches shall organize a meeting to split AP players evenly.

b) Player Releases from LMHA:

1. The LMHA will follow SHA player release procedures.
2. The LMHA will follow MHL Constitution concerning player concessions.
3. The LMHA Executive will manage the transfer of players from one age group to another if a shortage of players exists.
4. It is not the intention of LMHA to let some players play on more teams than one while registered players do not have the equal opportunity to participate.

c) Scheduling Games and Practices:

1. League games take priority and should not be cancelled to accommodate tournament or exhibition games unless arrangements have been made with all teams involved.
2. Any changes to the posted ice schedule must be reported to the Rec Director, Referee Coordinator and any other team that may be affected by the change. (ie Cutting into another teams practice team).
3. Each team is responsible for advertising their Home games & Tournaments.
4. Each team shall be responsible for cancelling any unused scheduled Ice time to the Rec Director as soon as possible to allow other teams to utilize the time or to avoid unnecessary expenses to the organization.
5. March Ice time will be dependent on playoff and provincial schedules. Practices will be scheduled until the end of February and then March schedules will be booked according to the League, Playoff and Provincial schedules.

6. If a teams season is completed it is their responsibility to let the Rec Director know so remaining practices can be made available to other teams. Additional Ice time needs to be approved by LMHA Executive prior to scheduling any further practices or games.

6. Fees:

- a. The Fees and registration date will be established at the Bi Annual Spring meeting for the upcoming Hockey & Power Skate season.
- b. Players must be registered on-line by September 10th.
- c. A late fee of \$50 per registrant will be applied if registering past due date (excluding new residents).
- d. Registration fees must be paid by the last Friday of October. (Special exceptions may be granted by full executive).
- e. Any refunds will be granted on a pro-rated basis upon written application to the Executive. SHA Insurance fee is non refundable. Special circumstances such as season ending injury or other medical condition or relocation will be considered.

7. Out of Town Players:

Players from outside the LMHA as defined by SHA may be members of teams providing:

- a. They do not take the place of local participants who wish to play.
- b. They pay all necessary fees for registration. Late registrations will be approved by LMHA Executive and prorated if necessary.
- c. The LMHA also recognizes the implications inflicted upon neighbouring associations.
- d. All families are required to fulfill their volunteer duties as part of the team which include: Kitchen (see Kitchen Duties Article 19), Clock, Door, Jersey, Tournament or Fundraising as deemed necessary.
- e. All out of town players will be approved prior to registration by majority vote by the affected Team.

8. Combining Centers:

Combining two or more centers to create one or more teams, the following will apply:

- a. Out of Town registrants will register with their home organization and a Combined Team will be formed and will follow SHA Regulations.
- b. Scheduling of Home games must be determined by the Combined Team and be approved by the LMHA Executive prior to the MHL Schedule meeting.
- c. All Game expenses, incomes and coordination will be the responsibility of the Host center.
- d. All Game/Team/Kitchen volunteer duties will be determined by the Combined Team and approved by the LMHA Executive. Regular duties still apply to LMHA Registrants.

9. Splitting Teams:

- a. In situations where the number of players registered for organized league play exceeds the maximum number allowed per team by SHA or a number deemed unmanageable by the Association Executive, the group of players shall be split to form two separate teams.
- b. In cases where the split group is to participate in organized league play within the same league, the primary objective of the split will be to ensure that the teams are equally balanced and the skill sets of one team are closely matched to that of the other, this may also include the skill of coaches, assistant coaches and/or team managers. Family arrangements may be given consideration.
- c. The process for splitting shall be overseen by the Executive. The split shall be conducted in a manner where an objective assessment of all players is completed, preferably on-ice, through a joint effort of the coaches involved and a neutral third party who has proven knowledge of hockey. The third party shall be appointed by the Executive.
- d. If the team includes a child of an Executive member, that member must abstain from participating in the splitting process unless acting solely in a coach capacity.
- e. LMHA Executive preference is to have the two teams entered into separate divisions. LMHA President will make this request to the MHL as per their regulations.
- f. Equipment will be dispersed equally by the Equipment & Uniform Manager along with Coaches at one mutual meeting.

10. Tournaments:

- a. Home – the association encourages each team to organize and participate in one home tournament per season. It may be in conjunction with another team at a different age level.
- b. Away – Participation – the association supports the concept of teams to participate in other tournaments providing:
 - i. The Association will pay for entry of away tournaments not to exceed a predetermined amount set by the Association which will be set at the annual meeting.
 - ii. IP, Novice, Atom & Pee Wee teams will schedule a tournament time at the scheduling meeting. If teams aren't able to host a tournament then they will not be provided any tournament funds to attend away tournaments.
 - iii. Team Member parents are approached before any registration is forwarded.

11. Equipment & Uniforms:

- a. The LMHA shall supply suitable uniforms to all team members.
- b. The LMHA recognizes that team uniform requirements differ among age levels.
- c. Team members must supply their own CSA Approved personal equipment; the exception being goalies who will have gloves and pads supplied if required.

- d. All equipment must be returned to the LMHA through the coaches or managers within one month following conclusion of the sport. Individuals will be charged a pro rated (3/4, 1/2, 1/4)
- e. Goalie equipment will be supplied until Atom without a caution fee. A caution fee is established for goalie equipment for Pee Wee, Bantam and Midget. The fee is set up yearly at the annual meeting. Skates, sticks, pants, helmets and accessories are the responsibility of each Goalie. With the exclusion that a stick will be provided for Atom and Novice.
- f. Pucks will be dispersed to each team at the beginning of the year. They will receive 2 bags of pucks each consisting of 20 pucks. Teams will be responsible to take their pucks to and from each practice and game. Teams will be responsible to hand in 40 pucks and 2 bags at the end of each season.
- g. That the coach and manager be responsible for handling of hockey sweaters and that they be kept in the team garment bag when not in use.

12. Referees/Linesmen:

- a. The LMHA commits itself to a well developed program of improved officiating.
- b. The LMHA encourages those interested in officiating to attend clinics each year for the improvement of their officiating and makes possible allowances covering their attendance as follows:
 - i. Register fees in full.
 - ii. A one time referee equipment expense to a maximum of \$75 per referee.
- c. Only statements from yearly carded individuals acting as referees will be authorized for payment.
- d. Payment schedules of all officials shall be established at the first general meeting of the LMHA each season.
- e. LMHA will pay officials the same rates as Hockey Sask recommends yearly

13. Insurance:

All registered players, coaches, managers and executives are covered by SHA. LMHA pays insurance fees for coaches, managers and trainers on the bench.

14. Provincials:

- a. The LMHA encouraged teams to participate in Provincials.
- b. All regulations as outlined by SHA governing these playdowns shall be followed and enforced by the coach, manager.
- c. Entry fees shall be paid for by the LMHA. Any late fees will be the Team's responsibility to pay.
- d. If there are two local teams combining to make one Provincial team, the combined team selection shall be conducted in a manner where an objective assessment of all players is completed with an on-ice tryout. A joint effort of the coaches involved and a neutral third party

who has proven knowledge of hockey will evaluate and select the team. The third party shall be appointed by the Executive.

- i. All team staff will submit in writing their request to participate with the Provincial team. If there are more than required team staff applicants, the following steps will be completed to determine the positions:
 - ii. The Executive will inform the applicants
 - iii. Executive will communicate with all applicants separately to determine philosophies.
 - iv. Executive will then select the appropriate applicant(s) to fulfill the Team Staff duties.
 - v. Any executive members that will have a conflict of interest (team representative of current year, immediate family member or applicant) must remove themselves from all discussion and voting procedures.
 - vi. If the staff from both teams come to a mutual agreement the above procedure does not apply.
- e. Provincial Gate Admission please see “Collection Guideline & Admission Rates”
- f. Communicate and work with the Registrar to ensure application is correct and submitted on time.
- g. If there are any out of town players, teams will work with the Equipment Manager to provide Team Jerseys and Socks and ensure its returned at the end of Provincials.

15. Committees:

Committees may be established from time to time under the direction of the President to carry out the affairs of the association as outlined in this statement.

16. Team Staff:

- a. All Coach & Bench staff must have the most current qualifications to be on the bench as per SHA qualifications. We will assist with this in any way possible.
- b. One head coach, maximum of three assistants and one team manager will be allowed per team per season. Any additional coaching staff will need to be applied for to the LMHA Executive.
- c. Minimum of 2 team staff need to be on the bench at all times.
- d. All fines received for failure to get proper coaching certifications for their respective age group will be passed back to the individual who did not have the proper certification for payment.
- e. All team staff are required to submit a Criminal Record Check with Vulnerable Sector Section. Once completed it will be valid for three years as per Hockey Canada. The Association will provide a letter for each volunteer to take to the local detachment to be completed along with their Team Staff application. Upon completion the Executive will review all returned forms. Every volunteer once accepted, is obligated to inform the LMHA Executive if he/she is charged, tried or convicted of any offence under the Criminal Code or under provincial or federal statutes, if that offence is relative to a position of trust held by the individual.

- f. All team staff will complete the Online Registration form. If there is more than one applicant to Head Coach or more than 3 to Assistant Coach in regular season and provincials, the following steps will be completed to determine the Coaching positions:
 - i. The Executive will inform the applicants
 - ii. Executive will communicate with all applicants separately to determine philosophies.
 - iii. Executive will then select the appropriate applicant(s) to fulfill the Coaching duties.
 - iv. Any executive members that will have a conflict of interest (team representative of current year, immediate family member or applicant) must remove themselves from all discussion and voting procedures.

1. Coaches:

- a. Have pre-season meeting with assistant coach(s) & manager to outline and discuss plan and set goals for upcoming season.
- b. Conduct pre-season parent meeting outlining what your plans, goals & expectations are for the group during the upcoming season. It is important to discuss the “team” rules that you will be expecting all players and parents to follow. Discuss the need for volunteers to help with the various jobs on the team. I.e.: door and clock shifts. The number of games & tournaments you plan on playing should be discussed early in the season so all parents are aware of dates that need to be kept open and the amount of commitment needed during the upcoming season. Coaches will communicate the possible use of on-ice volunteers.
- c. Build season practice plan. This can be done on a practice by practice basis but it is very helpful and important to come to each practice session prepared on what you are going to work on at your practices. We encourage the use of Hockey Canada’s coaching books to help plan your practices. They are available for all age groups.
- d. At the first practice it is important to discuss the plan & goals you have for the season with your players. They all need to know what your expectations are and what the rules are going to be. It is important that after you lay out your expectations and rules that you be consistent with every player throughout the whole year. Setting “team” goals can be a positive motivator for all calibre players.
- e. Coaches will approve on ice volunteers. It’s the Executives recommendation that on-ice volunteers will be from an older age category.
- f. Attend league scheduling meeting with your manager to schedule your team’s league games for the season.
- g. Conduct – refer to Article 6.
- h. LMHA highly recommends that an individual only Head Coaches one team per season.

2. Managers

- a. Pay Out of town refs after game.
- b. Drop off one copy of game sheet into Ref Coordinator box in Ref room.
- c. Submit game sheets after completed game to MHL or SHA (Provincial games)
- d. Organize and schedule parents to work Clock, Door and Jerseys.
- e. Clear communication with Rec Director in regards to all scheduling.
- f. Organize with Equipment Manager to receive team equipment and Jerseys at beginning and end of the season.
- g. Attend League and Ice Scheduling meeting with coach.
- h. Prepare game sheet.
- i. Educate team on proper game sheet completion.
- j. Communicate effectively with team through preferred method. Ex. Team snap, ramp, etc.
- k. Ensure all unused Ice time is cancelled through the Rec Director as soon as possible.
- l. LMHA highly recommends that you only manage one hockey team per season.
- m. For additional information please see Managers Handbook.

17. Grievance Procedures:

In order for a complaint to be valid, it must be presented to the President in writing and signed by the Individual or party submitting the complaint. All complaints are to be dealt with promptly and confidentially among the Executive. While it is recognized some complaints will require time to investigate; complaints should generally receive a response within 10 days of the submission date or received date if mailed.

18. Amending Bylaws:

Amendments to this constitution and bylaws of the LMHA shall be made available to the membership ten days prior to the Annual or Bi-annual meeting. The changes will then be brought forth to be voted on by the membership and only will be accepted by a 2/3 majority vote.

19. Kitchen Duties:

All LMHA members must work in the kitchen or pay a fine set by the Langenburg Community Development Board (LCDB). A schedule will be made and divided equally by the number of members. Each year the convenors rotate and are responsible to get the schedule of hockey

and curling games taking place during their time frame and schedule workers. Instructions are inside the cash box for deposits.

If you cannot commit to work your shifts, it is your responsibility to find someone to work it for you, not the Convenors. Convenors will provide a list of people and contact numbers that can be hired at your expense to cover the shift for you. Workers must be paid at least minimum wage.

20. Adoption:

This statement of Constitution and Bylaws was adopted at Langenburg, Saskatchewan on Monday September 24th, 2018.

APPENDIX 1: General Meeting Agenda

1. Call to order
2. Acceptance of agenda
3. Minutes of last meeting
4. Business from minutes
5. Presidents Report
6. Treasurers Report
7. Committee Reports
 - a) Fundraising Coordinator
 - b) Secretary & Web master
 - b) Equipment & Uniform Manager
 - c) Referee Coordinator
 - d) Registrar
 - e) Team Reports
8. Old Business
9. Correspondence
10. New Business
11. Other
12. Next Meeting
13. Adjournment

APPENDIX 2: Fall Annual General Meeting Agenda

1. Call to order
2. Acceptance of Agenda
3. Minutes of Last AGM
4. Presidents Report
5. Financial Report
6. Election of Officers
7. Appointment of Auditor
8. Constitution Amendments
9. Other Business
10. Next AGM Date

APPENDIX 3: Spring Annual General Meeting Agenda

1. Call to order
2. Acceptance of Agenda
3. Minutes of Last Bi-Annual General Meeting
4. Reports:
 - a. Presidents Report
 - b. Secretary/Website Report
 - c. Treasurers Report
 - d. Fundraising Report
 - e. Equipment & Uniform Report
 - f. Referee Report
 - g. Registrar Report
 - h. Team Reports
5. Registration Fees
6. Other Business
7. Next AGM Date