

# CONSTITUTION OF WINKLER MINOR HOCKEY ASSOCIATION



Start with a Dream, Achieve your Goals, Flyers for Life

# **CONSTITUTION OF WINKLER MINOR HOCKEY ASSOCIATION (WMHA)**

## **Table of Contents**

Mission Statement	3
Flyer Values	3
Article 1 – General Provisions	3
Article 2 – Purpose	3
Article 3.-AmendemenProcess	4
Article 4.-Organization	4
By-Law 1 – Composition of the Executive	5
By-Law 2 – Executive Officers' Duties	5
By-Law 3 – Meetings	5
By-Law 4 – Voting	5
By-Law 5 – Election of Executive Members	6
By-Law 6 – Life Members	6
By-Law 7 – Specific Duties of Officers	6
By-Law 8 – Order of Business	10
By-Law 9 – Executive Committee Addition	10
By-Law 10 – Codes of Conduct	10

## **Flyers Mission**

Start with a Dream, Achieve your Goals, Flyers for Life

## **Flyer Values**

*WMHA and all of its participants will agree to and promote the following Flyer values:*

- Safety
- Good sportsmanship and fair play
- Truth, honesty and integrity at all times
- Development of hockey skills and knowledge
- Value of hard work, determination, the pursuit of excellence and success in all activities
- Promotion of teamwork, and the belief that what a group can achieve as a whole is greater than that which can be achieved by individuals
- Community involvement

## **Article I – General Provisions**

- a. The name of the organization will be “Winkler Minor Hockey Association’
- b. The association will be part of the Pembina Valley Minor Hockey League
- c. The association will be under the authority of Hockey Manitoba

## **Article II – Purpose**

The objectives of this organization are:

- i. To foster, promote and encourage Minor Hockey in the city of Winkler
- ii. To promote good citizenship and sportsmanship
- iii. To provide every player who registers with the association, with an opportunity to play organized hockey in a league according to his/her age and ability
- iv. To establish and maintain teams for the various categories within its jurisdiction and to conduct play-off competition to decide a winner of each category; and to develop teams in each division to represent the association in provincial and tournament competition
- v. To be responsible for all Minor Hockey from Timbits up to and including Juvenile levels in the city of Winkler, under the supervision of Hockey Manitoba
- vi. To do all such other things as are incidental or conducive to the attainment of the objectives and the exercise of the powers of the association

### **Article III – Amendment Process**

The constitution of the Winkler Minor Hockey Association cannot be altered except at an annual meeting and notice of the proposed alteration shall be given to the secretary in writing at least one month before the day of the meeting, and the secretary shall immediately notify the Executive Committee of the proposed changes. Notice of the proposed amendments shall be sent to the members of the association. An amendment to this constitution can only be made at an annual meeting by a two-thirds majority of the members voting thereon.

### **Article IV – Organization**

- a. The membership of the association will consist of:
  - i. Parents or guardians of all players registered for any of the teams under its jurisdiction
  - ii. Coaches and managers of all teams under its jurisdiction
  - iii. Life members
  - iv. Executive members
  - v. Other appointed officials
- b. One-half of the members of the Executive shall be elected at each annual meeting for a term of two years
- c. The appointment of the Executive Officers shall be made within the Executive at its first regular meeting of the year and shall be subject to the following provisions:
  - i. A nomination shall be accepted for the office of President only if that person has served in the Executive during one of the two years prior to his/her nomination
  - ii. A nomination shall be accepted for the office of Vice-President only if that person has served on the Executive during one of the two years prior to his/her nomination.

### **BY-LAW 1 – COMPOSITION OF THE EXECUTIVE**

The Executive shall consist of fourteen (14) elected members plus the past president.

### **BY-LAW 2 – EXECUTIVE OFFICER’S DUTIES**

The Executive shall have the power to:

- i. Control the affairs of the Association
- ii. Fill and/or assign any vacancy that might occur in its membership
- iii. Amend or alter regulation of the Association
- iv. Suspend or discipline any Executive member, coach, manager, player, referee or other official connected with the association

### **BY-LAW 3 – MEETINGS**

- a. The Annual Meeting of the Association is to take place in the month of April of each year. It shall deal with elections, constitutional changes or special items of business decided by the Executive. The duties of the new Executive are to commence within thirty days of the said meeting.
- b. All meetings of the Executive shall be at the call of the President, except as outlined under item “c” below.
  - i. A quorum for the Executive meetings shall consist of fifty percent or more of its members. A quorum is required for the transaction of business at any and all Executive meetings
  - ii. The President shall call regular Executive meetings during the entire year, and as often as deemed necessary during the hockey season
- c. At the request of three Executive members, the President shall call a special meeting. No subject shall be discussed or considered at a special meeting except that specified in the notice

### **BY-LAW 4 – VOTING**

- a. The following will be eligible to vote at Annual Meetings:
  - i. All parents or guardians of all players registered for any of the teams under the jurisdiction of the Association
  - ii. All coaches and managers for each team under the jurisdiction of the Association
  - iii. Elected Executive members
  - iv. Life members
- b. Each eligible person attending the Annual Meeting will have one vote
- c. A quorum for the Annual Meeting will consist of the eligible members present
- d. Only elected Executive members will be eligible to vote at Executive meetings

## **BY-LAW 5 – ELECTION OF EXECUTIVE MEMEBERS**

- a. A slate of candidates shall be presented at the Annual Meeting by the Nomination Committee consisting of the Past-President, President and Vice-President. Further nominations shall be accepted from the floor.
- b. Voting shall be by secret ballot
- c. Candidates receiving the highest number of votes will be declared elected

## **BY-LAW 6 – LIFE MEMBERS**

Life membership is the highest honor that can be bestowed by this Association and should be awarded only for very distinctive service to the Association. Life Members shall be nominated by the Executive and elected at the Annual Meeting by a two-thirds majority of the members voting.

## **BY-LAW 7 – SPECIFIC DUTIES OF OFFICERS**

All specific roles/duties of the executive committee members are assigned and agreed upon by the current executive committee. The position of President needs to be voted in by a majority vote of the then current executive committee.

### **Past President:**

The Past President is a member of the Executive Committee and will assist the current President as required. The person who has most recently held office as the President will automatically assume the position of Past President upon election of successor. Exception to this would be taken if the President resigned or was removed of their duties as President. Should the most recent President be unable or unwilling to serve as Past President, Executive can appoint immediate predecessor. The Past President will be entitled to receive notice of and attend meetings, however, will not be entitled to vote.

### **President:**

- Exercises the powers of the Executive in case of emergency
- Has authority to act in the name of, but within the jurisdiction of the Association
- Signs as one of the signing officers of the Association
- Presides at all meetings
- Suspend teams or players subject to notification of the next meeting of the Executive
- Sits on all Committees as an ex-officio voting member

### **The Vice President:**

- In the absence of the President, or in the event of their inability to act, will have and exercise powers of the President
- May assume other duties as designated by the President
- Will assume position of or delegate a Liaison for each WMHA team

**The Secretary:**

- Keep an accurate record of the proceedings of the Association and Executive meetings
- Make meeting minutes available to WMHA members
- Notify Executive of the time and place of meetings
- Post notice of the Annual Meeting on various WMHA Social Media platforms two weeks prior to the meeting
- Conduct official correspondence of the Association such as bulk email communication upon receiving direction from Executive
- Advertise registration
- Manage and update WMHA Website
- Manage and continually update WMHA Social Media Platforms

**The Treasurer:**

- Keep record of all moneys received and disbursed
- Make available all bills for payment to the Executive
- Create and implement a budget for each hockey season
- Track 50/50 sales and deposits, prepare report for MLGCA
- Disburse funds to team Managers as required
- Present a report at each Annual Meeting
- Be one of the signing officers for the Association
- Assist in registration of players and such other duties as necessary or as designated by the Executive

**The Coaches Committee Chair:**

- Recommend the appointment of coaches, managers and other personnel required to operate teams
- Have authority to temporarily suspend those deemed incompetent or undesirable to run a team, however, the Executive makes the final decision on all head coaching positions. The Executive is to hold a hearing within one week of the time of suspension to rule on the suspension and to take, if necessary, further disciplinary action including dismissal
- Act as liaison between the Coaches and Executive
- Provide assistance to Coaches through clinic and instructional material
- Call meetings of Coaches and Managers when deemed necessary
- Provide or update a list of rules and regulations for all Coaches and Managers
- Ensure all Coaches, Managers, and Safeties have the proper credentials and records of such according to Hockey Manitoba
- Ensure all teams get every parent, player, coach, and manager to agree to and sign a copy of the Code of Conduct for his/her position

**The Scheduling Committee Chair:**

- Work out a suitable ice-scheduling scheme with the Recreation Director of the City which will include adequate pre-season training time, regular practice time, league, exhibition, and playoff game time
- Ensure all re-scheduling of ice-time, cancellation and exchanges be made through him/her
- Upload all home games on the SI Play App
- Ensure RIC is informed of all WMHA home games
- Approve all ice time used by teams under the Association's jurisdiction

**The Equipment Committee Chair:**

- Responsible for the recording, handling, storage, repairing, cleaning and inventory of equipment, lockers, supplying of keys, trophies/medals and jerseys
- Responsible for the distribution and end of season collection of all WMHA equipment
- Submit a list of equipment requirements and, when authorized, be responsible for the purchase of same
- Responsible for organizing the sale of used equipment, if deemed advisable, at either the beginning or end of season

**The Fundraising Committee Chair:**

- Responsible for all WMHA fund raising
- Solicit funds from other sources and by other means such as deemed necessary by the Executive
- Ensure all Licenses and Ticket Raffles have been applied for and are in place for season
- Ensure all Sponsors are recognized in arena through use of signage, Social Media platforms as allowed and or Website

**The Referee-in-Chief:**

- Through the aid of clinics, train and supply a sufficient corps of referees to satisfy the demands of the Association
- Responsible to appoint properly qualified referees for all regular, exhibition and playoff games and these appointments will be final. PVMHA has the right to place officials for playoff series as they require
- Propose a referees' fee schedule to the Executive for approval
- Authorize payment only for referees who are properly appointed for a particular game
- Should be informed immediately by the Manager or Coach of the home team if a referee misses a game or arrives late
- Will appoint a referee other than from his regular corps when he cannot secure the services of any of the regular referees or for special reasons considered in the interests of the Association



- Train and instruct timekeepers provided by the team for games as required
- Has authority to suspend or dismiss a timekeeper and to temporarily suspend a referee deemed incompetent or unsuitable. The Executive shall hold a hearing within one week of the time of suspension of a referee to rule on the suspension and to take further disciplinary action including dismissal if necessary
- Provide or update a list of rules and regulations

**The Registrar:**

- Organize and arrange Minor Hockey registration in September of each year
- Ensure public registration announcement made on WMHA Social Media platforms in September
- Complete roster for each minor hockey team and forward to Hockey Manitoba
- Process additions/deletions of players/coaches for team rosters and forward to Hockey Manitoba
- Provide each minor hockey team with official roster and AP lists when these are available
- Apply to Hockey Manitoba for provincial play down entries as requested
- Complete both insurance and team applications before forwarding to Hockey Manitoba

**The Booth Liaison:**

- Responsible to have a Booth Manager assigned for the year
- Ensure that the Booth is cleaned, stocked and ready for the season
- Priority to source local community providers first where possible
- Responsible for all lease agreements, permits, licenses or inspections to be completed
- Mediate any issues which may arise during the functioning of the booth

**The Tournament Committee Chair:**

- Together with Executive, schedule designated tournaments for the hockey season
- Create invitations and distribute same to other Minor Hockey Associations in Manitoba
- Register teams and collect fees
- Responsible for scheduling all home tournaments draws
- Assist, train, and/or delegate responsibilities to the host team's Managers
- Contact local Hotels to book blocks of rooms for home tournaments
- Attend or have an authorized decision maker at all tournaments to mediate
- Purchase sanctions (one per tournament) from Hockey MB for all WMHA hosted tournaments
- Approve out of town tournaments attended by any teams under the jurisdiction of their association, subject to the Executive's approval

**Player Development:**

- Review, develop and implement Development plans together with Coaches Committee
- Consult Hockey Canada Long Term Development Model (LTPD) as required
- Research and Liaise with Regional and or Provincial LTPD as required
- Engage Coaches Committee to create practice plans that best suit all divisions of WMHA
- Identify and where possible implement clinics and enhanced services
- Develop and monitor WMHA Evaluation criteria

**Female Player Representative:**

- Promote and recruit Female Hockey players
- Correspond with PVMHA Female Council to obtain information and direction as required
- Arrange for Coaches and Managers for any WMHA hosted Female team
- Communicate all Female Hockey opportunities with parents and players as they become available

**BY-LAW 8 – ORDER OF BUSINESS**

The following order of business shall be observed at all meetings:

- a. Reading of Minutes from last meeting and/or special meeting(s)
- b. Business arising out of Minutes
- c. President's Address
- d. Committee Reports – **Financial** – (Treasurer, Booth Liaison, Fundraising, Tournaments)  
**On Ice** – (Coaches Committee, Player Development, Female Player Rep, Equipment, Ref-in-Chief)  
**Off Ice** – (Registrar, Scheduler, Secretary)
- e. Resolutions, general or new business
- f. Adjournment

**BY-LAW 9 – EXECUTIVE COMMITTEE ADDITIONS**

- a. The Executive shall have the authority to add such duties as it deems necessary for any member of the Executive or any of its Committee Chairs. Such additions would be regarded as temporary and could be modified or deleted without a constitutional change
- b. The Executive shall also have the authority to approve additional committee chairs for such responsibilities as they shall decide

**BY-LAW 10 – CODES OF CONDUCT**

WMHA is dedicated to following the Codes of Conduct for the parents, coaches, players, officials, executive committee, and spectators that are attached to By-Law 10 in this document. All Codes of Conduct must be signed by the appropriate person (parents, players, officials, etc) before that individual is allowed to fulfill his/her assigned role for that hockey season. All Codes of Conduct will be posted in our arena(s).

### **CODE OF CONDUCT FOR PARENTS**

- I will not force my child to participate in hockey
- I will remember that my child plays hockey for his or her enjoyment, not 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 / event
- 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 belittle my child for making a mistake or losing a competition
- 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 not question the official's judgment or honesty in public
- I will support all efforts to remove verbal and physical abuse from children's hockey activities
- I will respect and show appreciation for the volunteer coaches who give their time to provide hockey experiences for my child

### **CODE OF CONDUCT FOR COACHES**

- I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations
- I will teach my players to play fairly and to respect the rules, officials and opponents
- I will give all players my best instruction and support
- I will not ridicule or belittle my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves
- I will make sure that equipment and facilities are safe and match the players' ages and abilities
- I will remember that participants need a coach they can respect. I will be generous with praise and set a good example
- I will obtain proper training and be willing to upgrade my coaching skills
- I will work in cooperation with officials for the benefit of the game

### **CODE OF CONDUCT FOR PLAYERS**

- I will play hockey because I want to, not just because others or coaches want me to
- I will play by the rules of hockey, and in the spirit of the game
- I will control my temper - fighting and "mouthing off" can spoil the activity for everybody
- I will respect my opponents
- I will do my best to be a true team player
- I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important
- I will acknowledge all good plays/performances - those of my team and of my opponents
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect

### **CODE OF CONDUCT FOR OFFICIALS**

- I will make sure that every player has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules
- I will avoid or put an end to any situation that threatens the safety of the players
- I will maintain a healthy atmosphere and environment for competition
- I will not permit the intimidation of any player either by word or by action. I will not tolerate unacceptable conduct toward myself, other officials, players or spectators
- I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual player
- I will handle all conflicts firmly but with dignity
- I accept my role as a teacher and role model for fair play, especially with young participants
- I will be open to discussion and contact with the players before and after the game
- I will remain open to constructive criticism and show respect and consideration for different points of view
- I will obtain proper training and be willing to upgrade my officiating skills
- I will work in cooperation with coaches for the benefit of the game

### **CODE OF CONDUCT FOR SPECTATORS**

- I will remember that participants play hockey for their enjoyment. They are not playing to entertain me
- I will not have unrealistic expectations. I will remember that players are not professionals and cannot be judged by professional standards
- I will respect the officials' decisions and I will encourage participants to do the same
- I will never ridicule a player for making a mistake during a game. I will give positive comments that motivate and encourage continued effort
- I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials
- I will show respect for my team's opponents, because without them there would be no game
- I will not use bad language, nor will I harass players, coaches, officials or other spectators

### **CODE OF CONDUCT FOR WMHA EXECUTIVE COMMITTEE**

- I will do my best to see that all players are given the same chance to join a team, regardless of gender, ability, ethnic background or race
- I will absolutely discourage, any sport program from becoming primarily entertainment for the spectator
- I will make sure that all equipment we provide and facilities we use are safe and match the athletes' ages and abilities
- I will make sure that the age and maturing level of the participants are considered in program development, rule enforcement and scheduling
- I will remember that play is done for its own sake and make sure that winning is kept in proper perspective
- I will distribute the Code of Conduct forms to all coaches, players, officials, and parents and post them in our arena(s) including the Code of Conduct for spectators
- I will make sure that coaches and officials are capable of fulfilling their assigned roles/duties promoting good sportsmanship as well as the development of good technical skills
- I will ensure that all coaches and officials have the proper accreditation and training as per Hockey Manitoba guidelines
- I will try my best to fulfill the roles and duties that are assigned to me by the President of WMHA and/or the executive committee
- I will do my best to attend all WMHA executive meeting and inform the President in advance if I cannot be in attendance
- I will attempt to be a good example of one holding to and abiding by the Codes of Conduct, Mission Statement, and Core Values of WMHA always keeping the focus on the betterment of the whole organization ahead of any one individual or team

**Discipline action if the Codes of Conduct are not adhered to will include the following:**

- In the following disciplinary actions, the term “incident” is defined as any action of non-compliance within the Codes of Conduct as reported by parents, coaches, officials, players, or executive members to the executive committee. Each incident will be reviewed, validated and forwarded to the WMHA executive for a final decision and that decision will be viewed as final
- WMHA reserves the right to bypass steps listed in the disciplinary action or any portions thereof if the incident is deemed extremely excessive and a serious detriment to the WMHA and its members

**For parent and player Code of Conduct violators:**

- The first reported incident (\*) of non-compliance with the Code will result in a written warning from the WMHA executive:
- The second reported incident will result in suspension from your child’s hockey games and practices for a period not to exceed 3 games
- period not to exceed 3 games
- The third incident will result in suspension from your child’s hockey games and practices for the remainder of the hockey season
- Failure to adhere to suspensions as indicated in numbers 2 and 3 will result in suspension of your child from the WMHA organization for an indefinite period of time

**For coaches and officials Code of Conduct violators**

- The first reported incident (\*) of non-compliance with the Code will result in a written warning from the WMHA executive. (For officials, all incident reports will be handled in conjunction with the Referee-In-Chief.)
- The second reported incident will result in suspension from coaching/officiating for a period not to exceed 3 games
- The third incident will result in suspension from coaching/officiating for the remainder of the hockey season
- Failure to adhere to suspensions as indicated in numbers 2 and 3 will result in suspension from the WMHA organization for an indefinite period of time

**For spectators Code of Conduct violators that do not have a child registered in WMHA**

- The first reported incident (\*) of non-compliance with the Code will result in a written warning from the WMHA executive
- The second reported incident will result in suspension from attending any WMHA games for a period not to exceed 3 games
- The third incident will result in suspension from attending any WMHA games for the remainder of the hockey season

**For WMHA executive committee Code of Conduct violators:**

- The first reported incident (\*) of non-compliance with the Code will result in a written warning from the WMHA executive
- The second reported incident will result in termination from the WMHA executive committee for the remainder of his/her term

**Reviewed and revised: March 23, 2020**

**Approved by the membership at the annual meeting 2020**