

ELKHORN MINOR HOCKEY CONSTITUTION

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**ELKHORN MINOR HOCKEY ASSOCIATION**

Upon approval of this document, and its adoption in a manner approved by the Elkhorn Minor Hockey Association, it shall thereafter be referred to as the **“CONSTITUTION”.**

The term **“ELKHORN MINOR HOCKEY ASSOCIATION”**, refers to all parents and/or guardians who have players registered with the Association, and any members of the **“BOARD”**, whether or not said persons have players registered within the Association.

The term **“BOARD”**, refers to the Association Executive, Coaches, Coordinators, and other persons as appointed by the Board and provided by this constitution.

The terms **“RESOLUTION”** and **“MOTION”** are considered to be similar in meaning, although it is recognized that, by their nature, Resolutions are generally longer.

It is the Association’s main purpose to follow the guidelines stipulated by Hockey Manitoba. By doing so, the Association assures itself that it is covered to the fullest extent by insurance. Where the provisions of EMHA constitution are inconsistent with the Hockey Canada Constitution and Hockey Manitoba Constitution, the constitution of Hockey Canada and Hockey Manitoba shall prevail.

**BY-LAW #1**

Pertaining to the general operation of the Association.

**1.1 OBJECTIVES:**

1. a. To promote hockey at recreational and competitive levels.
2. b. To promote skill development alongside sportsmanship, fair play, commitment, dedication, team play, responsibility, and effort.
3. c. To encourage members to work together for the achievement of common goals.
4. d. To make every attempt to maintain an affordable fee structure that encourages continued membership.

**1.2 MEMBERSHIP**

a. Any parent or legal guardian who has a child or children registered with the Association shall be considered to be a member of the Association.

b. The general membership may also include others whom the Board has invited to join their Association.

c. A membership shall run from the date of registration for the current year, to the date of registration for the next hockey season.

**1.3 TERMINATION OF MEMBERSHIP**

a. A membership ceases to exist upon:

i. The death of a member;

ii. The written resignation of a member;

iii. The removal of all of a member’s children from the Association by disciplinary action of the Board or Hockey Manitoba;

iv. Missing 3 consecutive board meetings

v. The expulsion of a member by disciplinary action of the Board or Hockey Manitoba

**1.4 ACTIONS OF MEMBERS**

1. a. All members are responsible for their actions as they serve as representatives of the Association. Any member of the Board, who intentionally contravenes any policy of the Board, shall be asked to explain the action at the next meeting or at a special meeting if the situation warrants it.
2. b. All members are expected to support the decisions made by the Board, even if any of those decisions may not support the independent opinion of any particular individual(s).
3. c. If the actions of any member(s) constitute grounds for expulsion from the Board,
4. BY-LAW #1.5 shall apply.

**1.5 EXPULSION OF A MEMBER**

a. The Association may expel any member whose conduct is detrimental to

the Association, as outlined in the EMHA Code of Conduct provided:

i.The member is given written notice at least seven days prior to the meeting at which the said conduct is discussed.

ii. The member is invited to the meeting to present his/her point of view.

iii. The decision is made by the Board as a result of a vote.

iv.The member is notified within seven days about the result(s) of the meeting.

b. The length of the expulsion shall be determined by the Board.

c. A member may appeal an expulsion, as long as written request appealing an expulsion is made within

1. **1.6 SUSPENSIONS**
2. a. The board reserves the right to suspend any member of the association pending a hearing. Any individual being suspended shall be notified by telephone and email, advising the reason(s) for suspension.
3. b. Any team, player, coach, manager, or game official may be suspended for conduct not warranted by EMHA Code of Conduct.
4. c. Any team or person referred to in (b) may have terms and conditions imposed with respect to the future conduct of the said person or team.
5. d. Reasonable written notice of a suspension shall be given as follows:

i. Team suspension: notice given to coach and manager

ii. Individual suspension: notice given to individual and ref-in-chief

iii. Player Suspension: notice given to individual and ref-in-chief

iv. Game official; notice given to individual and ref-in-chief

1. e. The board may request any team or individual to appear before it. Failure to report, or appear, without valid reason, shall result in disciplinary action against the person and/or team.
2. f. At least 24 hours’ notice will be given for suspension Hearings unless all parties concerned waive this requirement.
3. g. Suspensions incurred as a result of incidents occurring in games, shall be imposed according to the rules designated by Hockey Manitoba. The Association reserves the right to impose additional penalties as deemed necessary. It is the responsibility of coaches and managers to ensure that player suspensions are served according to the penalties impose. Any manager or coach who purposely plays a suspended player shall be automatically suspended until the matter can be reviewed by the board or its designated committee.
4. **1.7 APPEALS**

a. Unlike the expulsion of an Association member, suspension may be incurred

by a coach, coordinator, Board Member or an appointed representative of the

Board. In these cases, written appeal of a suspension must occur within seven

(7) days of receiving a notice of suspension.

b. Where possible, the Appeal committee shall arrange a hearing within seven

days of receiving a notice of appeal. Subsequent to such a meeting a

decision shall be rendered within three (3) days.

c. Appeal Committee shall be established at the beginning of each season to

deal with all written appeals.

1. d. Committee shall be composed of a combination of 3 of the following:

i. Past President of EDCC

ii. Past EDCC members whom no longer have children involved

iii. A community member whom is interested in any level of hockey

iv. In the event that none of the above people are available, the Board may form a committee of 3 board members as voted on by the board

**1.8 MEMBERSHIP MEETINGS**

a. The general membership shall be invited to a meeting in the fall and spring of the current hockey season. Notices of such meetings shall appear no less than 14 days, nor no more than 30 days before the meeting date.

b. Notices shall appear via email from Sport engine

c. Any member wishing to submit an item for the agenda, must do so 10 days prior to the meeting

d. Proxy votes are not allowed

e. Any changes to the constitution must be presented at the Spring meeting then will be voted upon at the Fall meeting.

**1.9 VOTING**

a. Every motion submitted at a meeting shall be decided by a simple majority.

b. At any meeting, unless a poll is demanded, a declaration by the chairperson that the motion has been carried or carried unanimously or by a particular majority, or lost or not carried by the particular majority, shall be conclusive evidence of the fact, without proof of the number of proportion of votes in favor of or against the motion.

c. Members are expected and required to vote, but may, on occasion, abstain. If the frequency of abstention is considered to be extreme, the Board may suspend or expel a member if said member cannot satisfactorily explain the reason(s).

d. Each family is represented by ONE vote; if the vote is held electronically, the ballot will be sent to the primary contact within the registration system.

**1.10 POLLS**

Polls may be demanded at any time, and said demand may be withdrawn any time prior to the actual taking of the poll. The taking of a poll may be requested by any voting member of the Association. The chairperson of the meeting has the right to determine the manner in which the poll shall be taken. Upon polling, each family is entitled to one vote, and the result of the poll becomes policy

**1.11 OMISSIONS AND ERRORS**

The accidental omission to give any notice, or any error in a notice not affecting the substance of a meeting, does not invalidate any action taken at any meeting held pursuant to such notice, or prevent the holding of such a meeting.

**1.12 QUORUM**

A quorum for the transaction of business at the fall or spring meeting shall be 6 members. The quorum will be that number attending the meeting unless fewer than 6. If fewer than quorum numbers are present, then no meeting shall take place.

**1.13 BUSINESS**

a. At the fall and spring meetings, the order of business shall include, but is not restricted to, the following:

i. President’s Report

ii. Financial Report

iii. Executive Reports

iv. Coordinator Reports (Ref, Ice Scheduling, Sport engine, Caretakers)

v. Old & New Business

vi. Other Business

It shall be the prerogative of the President to allow the omission of certain reports, depending on the circumstances.

b. All attempts shall be made, where possible and agreed upon, to schedule all regular meetings at the first meeting of business.

**11. ATTENDANCE**

It is strongly encouraged that a guardian from each family be in attendance for the Semi-Annual meetings along with any parent meetings throughout the season.

**BY-LAW #2**

**Pertaining to the amending of the EMHA Constitution**

1. a. All Motions shall be presented at the spring AGM
2. b. A discussion should be had to debate the pros and cons of each motions, with those in attendance.
3. c. No motions will be voted on at the AGM. All motions will be sent out to the members of the association via online polling system to determine the fate of each motion.
4. d. Each poll will be given a 48 hour time limit to complete.
5. e. The results of each motion will be presented to the association via email within

**BY-LAW #3**

**Pertaining to the composition of the Board, duties and responsibilities.**

**1. COMPOSITION OF THE BOARD WITHIN EDCC**

a. The Executive shall consist of the following: President, Vice-President, Secretary and Treasurer. Only one family member per household shall be on the executive. Each member of the Executive is entitled to one vote, but the President may only vote in the case of a tie.

b. Up to a maximum of five Members-at-Large may be appointed to the Board, and each is entitled to vote. These members can be part minor hockey, figure skating or minor ball.

c. If a Board member occupies two positions, and only one of those positions is entitled to a vote, that person may only cast one vote.

d. If a board member misses three consecutive meetings, that person will be removed from the board with a replacement to be found.

e. Any board member going out of town for board related business will be paid mileage according to Hockey Canada’s guidelines.

**2. LENGTH OF EXECUTIVE TERM**

a. Each Executive position shall be a three-year commitment. Members are only allowed to do 2 back to back terms

b. If an Executive member notifies the Board that he/she will not or cannot serve the remainder of their term, the Board is obliged to release that individual and commence searching for a replacement.

c. Executive members shall be selected in the following manner:

i. A Nomination Committee shall prepare a list of names prior to the spring meeting. At that meeting, a request for further nominees shall be made, and if there are any, those names shall be added to those already secured.

ii. The chair of the Nomination Committee shall indicate to the assembly the names of those nominated for each Executive position. If no more nominations come forth, the President may close nominations or ask for a motion to that effect.

iii. Where there is only one nominee for a position, a show of hands shall be sufficient for the election of an Executive member. Where there are two or more candidates, the election shall be by ballot.

d. Any position vacated at the spring AGM on the board/executive must be shadowed by the previous title holder for a minimum amount of time up to the fall meeting. They do not hold any voting privileges; this is to help with the transition to the position.

**CONFLICTS OF INTEREST & CONFIDENTIALITY**

a. Board members are required to notify the Board of situations where a conflict of interest might exist in the execution of duties related to EMHA. This includes, but is not limited to, potential gain or personal involvement to the extent that judgement could be influenced. Personal involvement includes, but is not limited to, a team that his or her child plays on, a team or division on which a family member is part of the coaching staff, or any situation with which they or members of their immediate families are involved.

b. In cases in which conflict of interest arises, the Board member in conflict will remove him/herself from the discussion until the decisions are finalized.

c. Each Board Member must respect the confidentiality of matters brought before the Board for consideration.

**BY-LAW #4**

***Pertaining to Standing Committees/Representatives***

**4.1 Ice scheduler**

a. Is the Board’s representation when dealing with other persons or groups pertaining to ice time.

b. The scheduler bills a receipt to all rentals on a monthly basis

c the scheduler shall allocate ice time as fairly and equitably as possible.

d. The scheduler shall provide monthly reports

**4.2 Referee In-Chief**

a. Encourage Prospective referees to attend clinics made available through Hockey Manitoba

b. Establish a method to recruit referees.

c. Arrange referees for all games involving Elkhorn teams at home.

d. Bring a fee structure to the board for approval

e. Evaluate the performance of referees and mentor them to enhance their skills.

f. Give the treasurer a list of what each ref needs paid monthly

**4.3 Registrar**

a. Act as EMHA registrar for Hockey Manitoba

b. Ensure all coaches are properly certified and parents are compliant with Respect in Sport

c. Complete roster for each Minor Hockey team and forward to Hockey Manitoba

d. Provide each minor hockey team with official roster when they are approved

**4.4 Fundraising**

a. Organize fund raising events with Board Approval

**4.5 Other Committees**

a. The Board may also form other committees, and delegate the appropriate responsibilities, as the need arises.

**BY-LAW #5**

***Pertaining to Team Personnel***

**5.1 DUTIES OF MANAGERS**

a. Ensure that EMHA objectives are endorsed and supported by players, parents and team personnel through signing the EMHA Code of Conduct.

b. Arrange for a parent meeting at beginning of season.

c. Arrange a work list for parents for the kitchen, time box and gate for the season.

d. Communicate games and practices to team through coordination with the coach and the ice scheduler.

e. Attend meeting of game scheduling for the season

f. Arrange a home tournament for the team. This is not a solo job and is expected that the manager will ask parents for help in organizing this event.

g. Perform other duties pertaining to the operation of the team.

**5.2 COACHES**

**1. Eligibility**

a. Anyone interested in coaching (either head coach or assistant) must indicate as such on the registration.

**2. Coach Characteristics**

a. The Association recognizes the fact that it is impossible to legislate into existence all the rules and regulations pertaining to coaching. There are, however, some fundamental principles that the Association recognizes as being extremely important. The Association urges all coaches to become aware of the philosophy of the Association, and to uphold the principles upon which the Association is built. i. **Leadership:** Coaches will provide positive leadership that is consistent with the philosophy of the Association.

ii. **Communication:** Coaches will communicate effectively with players, team personnel and parents.

iii. **Teaching Skills:** Coaches should have knowledge of age appropriate skills and utilize them in practices and game situation.

iv. **Skill Analysis:** Coaches should become competent in analyzing the strengths and weaknesses of the players, and the subsequent skill building that is required.

v. **Objectivity:** Coaches should maintain a sense of objectivity, balancing participation and winning with the knowledge that the Association’s philosophy is built around skill development and participation.

vi. **Discipline:** The Association regards discipline, both team and individual, as extremely important. This includes what the players say and do both on and off the ice in their role as representatives of Elkhorn Minor Hockey. Coaches and managers are responsible for the behavior of their players. At the same time, discipline administered to players will follow EMHA Code of Conduct. (see appendix)

vii. **Role Model:** Coaches and managers must always be aware of the fact that they are role models for their players.

* + 1. iii. **Fairness:** Coaches must recognize the concept that each player must be treated as fairly and equitably as possible.
  1. 3. Coaches Selection

a. Coach application forms are reviewed by the board and will be voted on and chosen by the board

**BY-LAW #6**

***Pertaining to Team Composition and Team Selection***

**6.1 TEAM COMPOSITION**

1. Will be discussed and decided upon by the board. This will be in regards to what is BEST for EMHA.
2. In the event we have enough kids to make 2 teams of the same age group. The board will split the kids into the best scenario for EMHA
3. Where a conflict exists, a player must play for their own team first.

**6.2 AFFILIATED PLAYER**

a. All Affiliated players must come from an age group younger or a lower tier within the same age group

b. The affiliated player will be able to play up one year (ie. Must be a major in their own category)

c. Any team wanting to use an affiliate player must be missing a player(s) **and** in:

i. U7, U9 – must have fewer than 7 skaters and 1 goalie

ii. U11 & U13 – must have fewer than 10 skaters and 1 goalie

iii. U15 – must have fewer than 12 skaters and 1 goalie

d.In any situation, approval must be sought in the following order:

* 1. ix. Head coach of the team from which the player is moving
  2. x. The player
  3. xi. Player or guardian of the player

f. For a TOC & provincial roster, AP’s may be added with board approval

**6.3 OVERAGE REQUEST**

a. A parent/guardian requesting a player overage must provide their request in writing to the board by **September 1st** of each season.

b. Upon approval by the board, the parent/guardian is required to submit an Overage Application form to Hockey Manitoba for final approval

**6.4 AGE ADVANCEMENT**

a. Will not be considered upon a parent’s request due to limited numbers in EMHA.

b. Age advancement will only be considered upon the greater good of EMHA. EX. If by moving a few kids up to make a team in the community then this will be considered especially if the kids being moved up didn’t have enough to house a team within Elkhorn.

**BY-LAW #7**

*Pertaining to season operations*

**7.1 REGISTRATION AND FEES**

a. Registration fees will be reviewed annually and set by the board.

b. Fees will be determined at the time of registration and will reflect many factors such as, but no limited to, cost of ice, number of players, and number of teams. The board reserves the right from year to year, to set the cost of registration in a fair and equitable manner.

c. All players must be four years of age before the December 31st of the current playing year.

d. Refund of registration shall be as follows:

|  |  |
| --- | --- |
| 1. Date of registration – November 15th | 100% fee |
| ii. November 15th-November 30th | 50% fee |
| iii. As of December 1st | No refund |

**7.2 ICE ALLOCATIONS**

a. Each team will be allocated ice time in as fair and equitable a manner as possible.

b. Ice will be scheduled by age category when able (i.e. Younger age groups practice earlier)

**7.3 LEAGUE PLAY**

Teams in all age categories, will participate in the Parkissimo Hockey League for (co-ed) and in the Rural Manitoba Female Hockey League (female)

**7.4 TOURNAMENTS**

a. It is the responsibility of the team to host a home tournament

b. It is up to the coaches/manager to invite teams, set up draw, rules etc.

c. Provide a draw to the caretakers and ref in chief 2 weeks prior to the tournament

d. The manager will lean on the team’s parents to help out with other details of the tournament (prize table, work list, decorations etc.)

e. All entry fees will be given to EDCC. The team then can request to go to other tournaments throughout the season. EDCC will pay for the team to go to the tournaments to the amount of entry fees you brought in from your home tournament. Example you had 5 teams @ $300 = $1500. EDCC would give the team up to $1500 towards tournament entry. If you go over it is up to the team to find the money to pay towards going. Please remember if asking for sponsorship that many businesses already give sponsorship to the rink in general via the boards etc. If you go under it that money just gets put back into EDCC general funds and is not the “teams” to spend.

f. All other monies from hosting a home tournament goes back into EDCC and is not kept as “team” money

g. Teams can request from the board money to help cover the cost of Banner or Trophy

h. Teams can request to use their 50-50 proceeds to cover items wanted in a tournament.

i. All special food items must be given to the caretakers 3 weeks in advance so that they have time to order.

j. Check with board on prices of gate, food specials, etc. prior to tournament

k. Do not hesitate to ask a board member for some guidance or if you have questions about what may or may not be covered.

l. NOTE: U13 COED HOSTING TOURNAMENT OF CHAMPIONS WILL GET AN ENTRY FEE OF $400 TO GO TOWARDS A TOURNAMENT FOR THE EXTRA WORK.

**Elkhorn Minor Hockey Association**

**CONFLICT RESOLUTION POLICY PROLOGUE:**

The following procedures were developed in order to address and diffuse any concerns that may arise between parents and the coaching staff or minor hockey representative before they become confrontational.

**ROUTE TO RESOLUTION**

When a parent or guardian have a concern that they wish to have addressed, they are to wait at least 24 hours before they make that first call\*.

**NOTE: the following procedures are progressive and must be followed in order as shown below.**

1. Parents should first voice concern to team manager / coordinator unless they do not feel comfortable/or there is a conflict of interest, it is acceptable to approach any acting board member of EDCC,

2. If concerns are not settled to mutual satisfaction, EDCC president should be notified in writing, as well a written response from the appropriate team official or parent will be requested. The president will take necessary steps to resolve the concerns.

3. If this does not resolve the issue, then all correspondence from the above parties will be taken to the association and the matter will be dealt with by the current association members.

Abusive calls by parties involved will not be tolerated and will be dealt with severely.

\* EMHA “24-Hour Rule” – If any person(s) determine that any concerns, events, methodologies or conduct requires to be brought forward for attention, then that person(s) is to wait 24 hours after the event prior to initiating the contact. This “24-Hour Rule” allows for emotions to be set aside, placing the event in perspective, and enabling the opportunity for an objective evaluation and approach. The recipient of the information is then allowed 24 hours to respond, for the same purpose