



# Stonewall Minor Hockey and Ringette Association Constitution and By-Laws (Regulations)

Amendment 2 - February 2023  
Approved April 20, 2023 – SMHA AGM





# REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

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## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### TABLE OF AMENDMENTS

AMENDMENT	SUMMARY OF CHANGES	DATE
0	Original Issue	February 2012
1	Complete rewrite of regulations including consolidation of constitution and bylaws into one document. Motions from 2022 AGM incorporated where required.	February 2022
2	<ul style="list-style-type: none"><li>• Interpretation Updated</li><li>• Article 2 – Mission statement and values updated, added fair play policy from Hockey Canada.</li><li>• Article 3 – Added Director of Fundraising and Grants. Section 3.2 updated to reflect try-outs.</li><li>• Bylaw #1 - Added names to positions for Board Members, updated job description for Registrar, ice convener, Treasurer and Referee In Chief. Amended “terms of office” policy and added onboarding and expectations policy.</li><li>• Bylaw #2 – Added meeting agenda requirements.</li><li>• Bylaw #3 – Voting policy updated for special and executive meetings.</li><li>• Bylaw #4 – Changed name from evaluation committee to try-out and evaluation committee. Amended policy for committee members. Updated Disciplinary committee.</li><li>• Bylaw #5 – Heading changed to “Finance”.</li><li>• Bylaw #6 – Amended late registration and Hockey Winnipeg fee policy, added policy for player acceptance, player departure and age advancement.</li><li>• Bylaw #8 – Added AA/A1 Try-Out Policy, amended evaluations policies to reflect AA and A1 tryouts, added team target roster sizes to table and removed SMHA specific player affiliation policy and added reference to other governing bodies.</li><li>• Bylaw #9 – Amended coaching registration, certification, selection and expectations policy. Add Bench staff selection policy. Removed Head Coach tenure Policy per AGM Motion.</li><li>• Bylaw #10 – Amended fee structure policy and removed actual rates of pay which will be communicated annually.</li><li>• Bylaw #11 – Ice allotment and fee policy updated to reflect ice allotment hours for practice, league games and playoffs.</li><li>• Bylaw #13 – Extended season policy added. Hockey Operations and Tournament manual references removed.</li><li>• Bylaw #14 – Use of Logos policy clarified to include historical and currently used logos.</li><li>• Bylaw #18 – Disciplinary policies updated to reflect expectations.</li><li>• Bylaw #22 – Tournament Revenue, costs and dispersment policy added to reflect adopted practice.</li></ul>	February 2023



# REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

## INTERPRETATION

TERM	DEFINITION
<b>SMHA</b>	Stonewall Minor Hockey and Ringette Association Inc.
<b>Hockey Canada (HC)</b>	The national governing body of ice hockey.
<b>Hockey Manitoba (HM)</b>	The governing body of amateur ice hockey in the province of Manitoba, Canada.
<b>Hockey Winnipeg</b>	Has jurisdiction over all minor hockey within the city of Winnipeg as provided for in the Hockey Winnipeg Constitution and Bylaws. SMHA teams playing under the jurisdiction of Hockey Winnipeg are "Guests".
<b>Interlake Minor Hockey Association (IMHA)</b>	Has jurisdiction over all minor hockey within the Interlake Region as provided for in the Hockey Manitoba Constitution and Bylaws.
<b>Eastern Manitoba Female Hockey League (EFMHL)</b>	a voluntary organization which consists of members and individuals who actively participate in the operation of a minor female hockey league in the eastern region of Manitoba.
<b>Governing Bodies</b>	Interlake Minor Hockey Association, Hockey Manitoba and Hockey Canada
<b>Executive Officers</b>	Elected Officers of the SMHA, forming the SMHA Board of Directors.
<b>Evaluations</b>	Provides an assessment of a player's total hockey skills by an independent evaluator during the practice skate and game sessions for players not selected for SMHA AA or A1 teams
<b>Board of Directors</b>	The governing body of SMHA that meets at regular intervals for policy and decision making to manage and provide oversight of the association and its operations.
<b>Regulations</b>	Constitutional policies and supporting Bylaws governing the activities undertaken by SMHA
<b>Constitution</b>	Articles which detail the fundamental principles of SMHA.
<b>By-Laws</b>	Laws governing the performance of specific Constitutional Articles
<b>Policy</b>	A course or principle of action adopted or proposed by a government, party, business, or individual
<b>Motion</b>	A formal proposal put to a group for an official decision by vote in a meeting
<b>Ratification</b>	The action of signing or giving formal consent to a document, treaty, contract, or agreement, making it Officially valid
<b>Majority Vote</b>	During a vote, means more than half of the votes cast
<b>Social Media</b>	Websites and applications that enable users to create and share content or to participate in social networking.
<b>Pandemic</b>	A disease prevalent over a whole country or the world
<b>Trademark</b>	A symbol, word, or words legally registered or established by use as representing a company or product.
<b>Try-Outs</b>	Provides an assessment of a player's total hockey skills by a coach during practice skates and game sessions for those players/parents who wish to attempt to be selected for AA and A1 SMHA teams in a specific age group.
<b>Affiliation</b>	Officially attached or connected to an organization.



# REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

## Section 1 – Constitution

Stonewall Minor Hockey and Ringette Association Inc.





## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### ***ARTICLE 1 - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION INC.***

- 1.1 The association shall be known as Stonewall Minor Hockey and Ringette Association, incorporated under the laws of Manitoba and herein referred to as "SMHA".
- 1.2 SMHA is a member of Hockey Manitoba; the governing body of amateur hockey in Manitoba; further SMHA is a member of Hockey Canada; the governing body of amateur Hockey in Canada.
- 1.3 SMHA is governed by the following rules, ranked as listed.
  - Articles of Incorporation
  - SMHA Constitution and Bylaws
  - Interlake Minor Hockey Association (when in conflict with our own)
  - Hockey Manitoba Constitution and Bylaws (when in conflict with our own)
  - Hockey Canada Constitution and Bylaws (when in conflict with our own)
  - SMHA Procedures and Guidelines
  - Past Practices



# REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

## ARTICLE 2 - MISSION STATEMENT AND VALUES

- 2.1 Stonewall Minor Hockey and Ringette Association's Mission is to promote, encourage and develop each player, coach and volunteer within our association, while teaching life skills, game skills and the concept of sportsmanship, fair play and respect. We endeavor to demonstrate mutual respect, understanding and the principles of good sportsmanship and fair play amongst all participants in minor hockey.
- 2.2 Stonewall Minor Hockey and Ringette Association recognizes and adopts the Fair Play Code developed by Hockey Canada.
- [https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Safety-Program/Downloads/fair\\_play\\_codes\\_e.pdf](https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Safety-Program/Downloads/fair_play_codes_e.pdf)
- 2.3 SMHA and all its participants will agree to and promote the Fair Play Code and the following core values and expectations of SMHA.

### Expectations of Players

- respect all arena facilities and staff
- respect officials and their decisions
- respect the opposing team players and coaches
- respect your coaches and teammates
- take responsibility for your own actions and behavior on and off the ice

### Expectations of Coaches

- Respect all officials and their decisions
- Respect the opposing team coaches and players
- Respect your players and their parents
- Respect all arena facilities and staff
- Take responsibility for your actions and behavior, and that of your team, on and off the ice
- Teach your athletes to play fairly and to respect the rules, officials, opponents and teammates.
- Do not ridicule or yell at any players, game officials or other team officials for making (perceived) mistakes or for poor performance.

### Expectations of Officials

- maintain a professional attitude at all times
- promote the rules of the game to all team participants
- respect all participants of the game
- Respect all arena facilities and staff
- maintain open and positive communication with players and coaches

### Expectations of Parents and Spectators

- demonstrate respect for all officials and their decisions
- maintain your self-control at all times
- Respect all arena facilities and staff
- demonstrate respect for the players and coaches and do not judge them by professional athlete standards
- encourage sportsmanship, good effort and positive attitude in your child as a player of hockey



## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### **ARTICLE 3 - BOARD OF DIRECTORS / EXECUTIVE OFFICERS**

3.1 The Executive Officers, forming the Board of Directors of SMHA are the

- President
- Vice President
- Past President
- Secretary
- Registrar
- Referee -In Chief
- Ice Convener
- Director- Finance
- Director - Communications
- Director – League Operations
- Director – Male Hockey
- Director - Female Hockey
- Director – Equipment
- Director - Tournaments
- Director - SMHA
- Director – Food Services
- Director – Fundraising and Grants

3.2 The Board of Directors shall have the power to administer all the affairs of SMHA, to conduct its business and to authorize all expenditures and without limiting the generality of the foregoing, it includes the powers to:

- register all teams and players;
- establish and conduct player try-outs and evaluations;
- hear and rule on appeals;
- suspend or take other disciplinary action against any team, player, spectators or team official for violation of any of the provisions in the Regulations of SMHA;
- appoint committees as may be required to carry on the business of SMHA;
- amend, revise or repeal the Regulations of SMHA;
- determine reasonable action within these regulations for other general matters affecting SMHA and its members.





## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### **ARTICLE 4 – MEMBERSHIP**

#### 4.1 Membership of the SMHA includes:

- the Executive Officers
- all coaches and other team officials
- parents and/or legal guardians of registered players; and
- any other person as approved by the Board of Directors

#### 4.2 Members are entitled to

- receive notice of annual meetings
- attend and vote at annual meetings,
- put forth motions
- speak at annual meetings and,
- Participate in other SMHA affiliated programs and committees.

#### 4.3 Except for the Board of Directors, Members are not entitled to

- vote at executive or special meetings,

#### 4.4 Hockey Manitoba defines regional boundaries for Manitoba and Interlake Minor Hockey Association defines boundaries for regions within the Interlake. SMHA boundaries include the Town of Stonewall and surrounding area including Balmoral and Argyle.

#### 4.5 Members residing outside of this area requesting membership will be addressed on a case-by-case basis in consultation with neighboring associations and the governing bodies. In instances of dispute, the governing bodies will reserve final decision.

#### 4.6 The Board of Directors reserves the right to request a proof of residency for any member of the association.



## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### ***ARTICLE 5 - ANNUAL GENERAL MEETING***

- 5.1 Except in extenuating circumstances, the annual general meeting of the SMHA membership shall be held at the call of the President between the 15th day of March and the 30th day of April of each year.
- 5.2 All attempts will be made to have the SMHA AGM prior to the AGM for the Interlake Minor Hockey Association.
- 5.3 The annual general meeting shall be conducted in accordance with SMHA By-Laws.



## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### **ARTICLE 6 - AMENDMENTS**

- 6.1 Proposed amendments to the SMHA or its Regulations shall be presented in writing by motion at any time to [info@SMHRA.ca](mailto:info@SMHRA.ca) by any member defined in Article 4.
- 6.2 The motions in 6.1 shall be put forth by the Board of Directors at the next AGM.
- 6.3 All proposed amendments to SMHA Regulations which are upheld by vote at the AGM shall be deemed ratified and added to the SMHA Regulations.
- 6.4 Proposed amendments to the SMHA Constitutional Articles may be made by a motion at any Executive or Special Meeting but shall be subject to a vote by the SMHA Membership at the AGM for ratification before being added to the SMHA Constitution.
- 6.5 Proposed amendments to SMHA By-Laws may be made by a motion and ratified by a vote at any Executive or Special Meeting. Any motions ratified will be added to the SMHA By-Laws. No AGM ratification is required.
- 6.6 Should an amendment or change in the governing documents of Hockey Manitoba or other regulating body affect the Regulations of the SMHA, the governing documents of Hockey Manitoba or other regulating body shall prevail until such time as the SMHA regulations are amended. These specific amendments will not require ratification at the AGM and shall be done so by the Board of Directors.
- 6.7 Amendments of any SMHA regulations becomes effective at the time of ratification and remains in force until amended or repealed.



## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### **ARTICLE 7 – SEASON/FISCAL YEAR**

- 7.1 The SMHA fiscal year/season shall operate from May 1 to April 30. Only those events which are sanctioned within the season by Hockey Canada and Hockey Manitoba shall be covered by Hockey Canada's insurance program.



## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### **ARTICLE 8 - DISSOLUTION**

- 8.1 SMHA may only be dissolved by way of a motion at an Annual General Meeting.
- 8.2 Any member who wishes to bring forward such a motion, shall provide their motion in writing to [info@SMHRA.ca](mailto:info@SMHRA.ca) at least sixty (60) days in advance of the Annual General Meeting in order that notice of the motion can be provided to the membership in compliance with this article.
- 8.3 The Board of Directors shall ensure that at least thirty (30) days notice of the dissolution motion has been provided to the membership as follows:
- on the association's website; and
  - email to all registered members.
- 8.4 A motion for dissolution shall also include a mechanism to determine how the funds and assets of SMHA are to be dispersed upon dissolution.
- 8.5 A motion for dissolution shall be subject to amendment at the Annual General Meeting.
- 8.6 A motion for dissolution requires a 2/3 majority of the votes cast by the entire SMHA voting membership.



## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### ***ARTICLE 9 - PROTECTION OF THE DIRECTORS AND INSURANCE***

- 9.1 No Executive Officer of the SMHA shall be liable for the acts, neglects or default of any other SMHA member for any loss, damage or expense incurred by SMHA as a result, except by or through their own willful act of default.
- 9.2 The Board of Directors of the SMHA are insured under a Comprehensive Corporate Liability Insurance policy for Non-Profit Organizations / Associations.



## Section 2 – By-Laws

Stonewall Minor Hockey and Ringette Association Inc.





## **BY-LAW #1 – DUTIES, NOMINATIONS & TERMS OF OFFICE**

### **DUTIES**

#### **President – Geoff Corbett**

The President, shall have all the powers of the association within its jurisdiction, and without limiting the generality of the foregoing, shall have the power to:

- sign as a signing officer of SMHA;
- call and preside at all meetings;
- sit on any and all committees as non-voting member;
- vote at all executive meetings and at the annual general meeting (AGM) **only** in the event of a tied vote;
- if necessary in the circumstances, suspend teams, team officials, spectators or players on an interim basis and then refer the matter immediately to the disciplinary committee of SMHA for final determination;
- shall have all other duties and powers usually conferred upon a president;
- Address the membership at the Annual General Meeting providing a summary of the previous years events.

#### **Vice-President – Kyle Kauk**

The Vice President shall:

- At the discretion of the President, act for the President in their absence;
- preside over meetings, as directed by the President;
- Unless otherwise directed by the President, act as chair of the nominating committee;

#### **Past-President – Jeff Morden**

The Past President shall:

- At the discretion of the President, act for the President in their absence;
- perform any other duties as assigned by the President.

#### **Director – SMHA – Jeff McCallum**

The Director- SMHA shall

- Maintain the Regulations and associated documents of SMHA;
- Oversee special projects and compliance, and;
- Perform any other duties as assigned by the president.

#### **Director – Finance – Krista Kuzyk**

The Director – Finance shall:

- sign as a signing officer of SMHA;
- keep an accurate record of all monies received and disbursed.
- pay all accounts by cheque, as signed by the appropriate signing officers of SMHA;
- present a financial report to the membership at the Annual General Meeting of the SMHA membership.
- Provides and presents a financial report to the Board of Directors at least quarterly or at the request of the President.





## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### Secretary – Laura Billingham

The Secretary shall:

- Schedule Meetings and Send Invitations as per President recommendation
- record and prepare accurate agenda and minutes for all meetings of SMHA
- prepare and distribute all amendment notices and documentation as required pursuant to the Regulations.

### Registrar – Scott McFadyen

The Registrar shall:

- compile and maintain a registry of all players within the jurisdiction of SMHA
- maintain a record of each player's birth certificate
- receive, distribute and approve Hockey Canada rosters and distribute Hockey Canada documents as required.
- Ensure all required coaching certifications are completed as required by December 1st of each year and provide a report to the Director -Male and Female Hockey.

### Referee-in-Chief – Jeff Morden

The Referee-in-Chief shall:

- Create and maintain a schedule for all officials
- co-ordinate local referee clinics
- facilitate referee support and development through mentoring, mini- clinics, coaching or evaluations.
- where SMHA is mandated to provide one or more such officials, either directly through the Referee-in-Chief or through those persons delegated this responsibility by the Referee-in-Chief
- ensure that the appropriate fees, including mileage where applicable, are paid to the officials
- handle all issues arising with respect to officiating and report on the outcome of such matters to the Board.

### Director – Male Hockey – Kyle Breen

The Director – Male Hockey shall:

- provide information regarding coaching clinics and certification to prospective coaches for male hockey teams
- accept applications from prospective coaches for all male hockey teams and submit a list of applicants to the Board of Directors for approval
- conduct and chair meetings with coaches of male hockey teams as required
- work with other Board Members for the team composition process
- be available to coaches of the male hockey teams to assist them in any manner possible regarding coaching-related issues as they may arise

### Director – Female Hockey – Peter Mandryk

The Director – Female Hockey shall:

- provide information regarding coaching clinics and certification to prospective coaches for female hockey teams
- accept applications from prospective coaches for all female hockey teams and submit a list of applicants to the Board of Directors for approval
- conduct and chair meetings with coaches of female hockey teams as required
- work with other Board Members for the team composition process
- be available to coaches of the female hockey teams to assist them in any manner possible regarding coaching-related issues, as they may arise.



## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### **Ice Convener – Dave Underwood**

The Ice Convener shall:

- allocate ice time to minor hockey
- sell extra ice time in a manner approved by the Board of Directors
- Provide a report to the membership at the Annual General Meeting
- Maintain a monthly ice usage report for each team in SMHA and present said report when requested by the President.
- Work with the Director – Finance to reconcile ice bills on a regular basis.

### **Director – Food Services – Vacant**

The Director – Food Services shall:

- Provide food services at VMSC
- be responsible for the purchase of all necessary supplies
- report to the Board of Directors on the operation of the booth, as requested by the President
- When applicable, provide a report to the membership at the Annual General Meeting

### **Director – Equipment – Kyle Scrivens**

The Director – Equipment shall:

- compile and maintain an inventory of equipment
- distribute the equipment to the teams and collect the equipment from the teams at the end of the season
- ensure that existing equipment is maintained, as necessary
- purchase new equipment as required

### **Director – League Operations – Geoff Reimer**

The Director – League Operations shall:

- Attend meetings with Interlake Minor Hockey Association, Eastern Manitoba Female Hockey League (EMFHL) and Winnipeg Minor Hockey Association, as necessary to represent the interests of SMHA.

### **Director – Communications – Nicole Smallwood**

The Director – Communications shall:

- At the discretion of the President, act for the President in their absence
- maintain contact with the general membership
- prepare and distribute materials as requested and approved by the Board of Directors
- Maintain and update website as needed via TeamLinkt
- Responsible for domain renewal / registration for Website
- Maintain SMHA social media accounts
- Submit Hockey Manitoba confidentiality agreement application for SMHA users on behalf of SMHA (Director-Finance, Registrar & Director – Communications)
- Update Hockey Canada Registration fee's
- Maintain G Suite – Google Workplace, SMHA emails, email groups, shared drives, forms, google sheets
- Provide evaluation committee with registration names & groups
- Upload all SMHA teams into TeamLinkt
- Upload all SMHA City teams schedules into TeamLinkt
- Support and assist all SMHA committee members as requested / needed
- Maintain contact with the general membership
- Prepare and distribute materials as requested and approved by the Board of Directors.



## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### Director – Tournaments – Dana Scrivens

The Director – Tournaments shall:

- Co-ordinate and approve the scheduling of tournaments with the SMHA Board of Directors.
- Establish and block all related ice times with the Ice Convener for all tournaments.
- Establish tournament fees for each year.
- Establish number of teams and applicable divisions for each tournament.
- Develop and publish the online tournament registration on the SMHA website.
- Monitor Registrations until such time as a tournament chairperson is established for each tournament.
- Assist or provide guidance to tournament committees when requested/needed.
- Provide forms and templates for tournament committees.
- Establish tournament hotel contracts for travelling teams.
- Monitor tournament email accounts until such time as a tournament chairperson is established for each tournament. At that time, the chairperson retains that responsibility.
- Request a financial report from each tournament 30 days after completion of the tournament
- Provide and present all tournament financial statements to the Board of Directors.
- After a tournament chairperson is established, should issues arise during planning and scheduling of the tournament, assist in an advisory role only.
- Open and maintain bank accounts as applicable.

### Director – Fundraising and Grants – Dallas Krahn

- Plan and organize fundraisers on behalf of SMHA to help raise money to fund purchases/ projects.
- Develop long term initiatives to allow SMHA to raise money for major purchases and hockey development.
- Seek out, apply for and manage grant applications for SMHA.
- Assist SMHA teams with fundraising ideas when requested.
- Liaise with town and community on behalf of SMHA to support local events and initiatives

## **NOMINATIONS**

- Except for the Past President, Referee In- Chief, Director – Food Services and Ice Conveners, Executive Officers shall be nominated and elected at an Annual General Meeting of SMHA.
- Director – Food Services, Ice Convener and Referee In-Chief shall be appointed annually by majority vote of the Executive Officers in place, no later than July 1<sup>st</sup> each year, following the Annual General Meeting.
- The nominating committee shall seek out suitable candidates for each office.
- The nominating committee shall report its results and nominate its candidates at the Annual General Meeting.
- Nominations from the floor, brought by any member of SMHA, will be allowed at the Annual General Meeting.

## **ONBOARDING OF EXECUTIVE OFFICERS**

- When a new executive officer has been voted in, their roles, responsibilities and expectations will be reviewed with them.

## **EXPECTATIONS OF EXECUTIVE OFFICERS**

- Executive Officers will be transparent in their execution of their assigned duties and communication and ensure the privacy of all SMHA members is upheld at all times.



## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### **TERMS OF OFFICE AND EXCLUSIONS**

- Executive Officers shall hold office for a two (2) year term, which term commences at the close of the Annual General Meeting at which they were elected.
- Terms of office shall be staggered, with the election of half the officers on even numbered years and the remaining on odd numbered years.
- Any position not filled by election at the Annual General Meeting or any unplanned vacancy occurring prior to the next scheduled election for that position, shall be filled by way of appointment by the Board of Directors until the next Annual General Meeting. At that time an election shall be held to fill the vacancy for the remainder of the unexpired term.
- Resignation by a Board Member occurring before their 2-year term is complete will result in
  - A potential 2-year exclusion from holding any other board position and
  - Permanent exclusion for holding a paid position with the Board.
- Any board position currently occupied, shall not be occupied, or taken over by another person unless
  - The term is expired.
  - The person currently holding the position resigns
  - The Board of Directors has expelled that person by majority vote as deemed unfit, unable to hold the position, or who has more than two consecutive unexcused absences from executive board meetings.



## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### **BY-LAW #2 – MEETINGS**

#### **ANNUAL GENERAL MEETING (AGM)**

- Notice of the Annual General Meeting shall be given to all members of SMHA at least thirty (30) days in advance of the meeting date by the Director - Communications as follows:
  - on the association's website; and
  - email to all registered members.
- Order of business at the Annual General Meeting shall be:
  - Call to order
  - Approval of minutes of last Annual General Meeting
  - Business arising from the minutes
  - President's address
  - Reports from the Director - Finance; Director – Food Services; and Ice Convener (as applicable)
  - Other reports
  - Motions
  - Elections
  - Adjournment
- Quorum at the Annual General Meeting, required to conduct business, shall be at least sixteen (16) members of SMHA, excluding the Board of Directors.
- Voting will be conducted in accordance with By-Law #3.
- Unless the AGM is held virtually, no proxy or online voting will be allowed.

#### **EXECUTIVE MEETINGS**

- Regular executive meetings shall be held at least once in every 60 days throughout the playing season, at the call of the President.

#### **SPECIAL MEETINGS**

- Special executive meetings shall be held to discuss the following items on or near the following dates outside the playing season or when necessary, at the call of the President.
  - July 1<sup>st</sup> – Registration Dates, Fee Schedules and Elections of Director – Food Services and Ice Conveners.
  - August 1<sup>st</sup> – Evaluations

#### **MEETING AGENDA AND MINUTES**

- Special and Executive Meetings will include the following:
  - Call the meeting to order. The President/Vice-President kicks off the meeting at the designated start time.
  - Roll Call
  - Approve the agenda and previous minutes.
  - Review Action items and Discuss
  - Communication and reports from each member
  - Old business/new business/Other business.
  - Adjourn the meeting.
- Minutes will be taken and distributed by the SMHA Secretary to the Board of Directors for each of the above meetings. Minutes for an AGM shall be posted on the SMHA website.



## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### **BY-LAW #3 - VOTING**

- Except for Board dissolution, a vote on any matter to come before an AGM, Executive or Special meeting shall be carried by majority vote of those present and eligible to vote.
- AGM voting eligibility is based on one vote per registered child, and/or one vote per registered team official (in good standing) without children.<sup>1</sup>
- Executive or Special Meeting voting is limited to one (1) vote per Executive Officer. In a case where two members of the same household or parents of a registered children hold a voting position as executive officers, only one (1) vote per household/registered children will be permitted.
- Voting related to Article 8 requires a two thirds (2/3) vote of all eligible SMHA members.
- Unless the AGM is held virtually, no proxy or online voting will be allowed.
- The President in all AGM, Executive or Special Meetings will participate in a vote only to break a tie.

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<sup>1</sup> Motion 1.0 SMHA AGM April 19, 2011



## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### **BY-LAW #4 - COMMITTEES**

#### **NOMINATING COMMITTEE**

- Each year, the Board of Directors shall establish a Nominating Committee made up of three members of the Board of Directors, which will be responsible for recruiting individuals to fill board vacancies. One board member shall act as the chairperson.
- The Nominating Committee shall bring forward its slate of nominees to the Annual General Meeting.
- The chairperson shall run the nomination process during the meeting.

#### **AD HOC COMMITTEES**

- The Board may establish Ad Hoc Committees to perform certain tasks. The president shall appoint the members and delegate its duties and functions except when prohibited by the Constitution and By-Laws. Such Ad Hoc Committees shall be dissolved upon completion of their tasks or upon being discharged from the Board.

#### **TOURNAMENT COMMITTEES**

- The Board shall establish Tournament Committees to carry out SMHA tournaments. Members appointed will carry out their duties in accordance with these regulations. Tournament committees shall be dissolved upon completion of the tournament, distribution of all funds and submission of the tournament financial report to SMHA.

#### **DISCIPLINARY COMMITTEE<sup>2</sup>**

- SMHA may at any time establish a disciplinary committee, composed of at least three of the executive officers given the specific circumstances. In the case of a conflict with any of the executive officers, others shall be appointed as necessary.
- The Committee's function will be to collect all facts of complaints, hear and determine all matters requiring discipline because of violations by individuals of the regulations set by SMHA and meet as required to resolve all such matters.
- The disciplinary committee may discipline a team, player, team official, spectator, game official or other member of SMHA, for inappropriate conduct on or off the ice or violations of the SMHA Constitution, Bylaws or Code of Conduct.
- The person to which the complaint identified will be suspended from all SMHA activities until investigation is complete.
- The disciplinary committee shall meet as necessary. They will provide reasonable notice for all hearings to persons affected or involved by the disciplinary action. They will ensure privacy by selecting a neutral location and spacing out meetings accordingly, Review the completed report with the person to which the complaint identified, or others involved to allow response then to present and the findings and recommendations to the Board at that time.
- Outcome of the investigation will then be provided to all complainants in a timely manner.
- The disciplinary committee may, in its sole discretion, impose such discipline as it considers appropriate in accordance with Bylaw #18.

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<sup>2</sup> Motion 3 – 2023 SMHA AGM



## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### ***TRY-OUT/EVALUATION COMMITTEE***

- SMHA shall establish a player try/out and evaluation committee, chaired by the Vice President, and any other executive officers of their choice responsible to carry out the duties identified in By-Law #8.





## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### ***BY-LAW #5 – FINANCE***

- A bank account shall be opened in the name of the Stonewall Minor Hockey and Ringette Association.
- The President, Vice President and Director - Finance shall have signing authority for such bank accounts.
- SMHA shall require at least two written quotes for any purchases over \$1,000.00. The Board may not necessarily have to purchase the least expensive article(s), preference may be given to local business and/or sponsor.
- An external review of the SMHA financials shall be performed at minimum every two years.



## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### **BY-LAW #6 - PLAYER REGISTRATION**

#### **HOCKEY CANADA REGISTRATION**

- The Board shall set registration dates by July 1<sup>st</sup> for the following hockey season during a special meeting.
- Registration dates and fees shall be posted on the SMHA website and the membership notified by the SMHA by August 1<sup>st</sup>.
- Online registration procedures will be coordinated by the SMHA Registrar as per Hockey Manitoba requirements using the Hockey Canada Registry.
- No rosters shall be submitted later than December 1<sup>st</sup>.
- No registrations will be accepted after February 10<sup>th</sup>.

#### **ELIGIBILITY**

- All players must reside in the geographical areas defined in article 4, unless otherwise approved through SMHA or Hockey Manitoba.
- New players residing in the geographical areas defined in article 4 that were previously registered in another minor hockey association must request a transfer with the SMHA Registrar and receive approval by Hockey Manitoba.
- Player registrations must fall within the following divisions and ages (as of December 31<sup>st</sup>) that are governed by Hockey Canada and Hockey Manitoba.
  - U7 – Age 5 & 6 ,
  - U9 – Age 7 & 8,
  - U11 – Age 9 & 10
  - U13 – Age 11 & 12
  - U15 – Age 13 & 14
  - U18 – Age 15, 16 & 17

#### **REGISTRATION FEES**

- The SMHA Director - Finance and Registrar shall recommend fee schedules to the Board of Directors and the Board shall approve the registration fees by July 1st for the following hockey season.
- Additional registration fees shall be assessed to any teams playing outside of the Interlake, taking into consideration the fees charged by the other league and other such incidental costs. Hockey Winnipeg fees applicable to any team playing in Winnipeg will be paid initially by SMHA but shall be reimbursed by the team no later than December 1<sup>st</sup>.
- Fees may be paid in full or by installments by credit card only.
- Any player registering prior to December 1st shall pay the full registration fees.
- Any Player registering on December 1st or after shall pay 75% of the full registration fee.
- Failure to pay registration fee installments or full payments will result in removal of the player from the applicable team roster(s).



## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### **LATE REGISTRATIONS**

- Late registrations will only be accepted up to and including February 10<sup>th</sup>, however they shall be subject to a non-refundable \$50.00 late fee.
- No late fees will be assessed to AAA/AA players released from non SMHA tryouts due to the timing and scheduling of those tryouts.

### **REFUNDS**

- A refund may be requested in writing to the SMHA Director - Finance and Registrar up to December 31st of the current hockey season.
- Once a refund is requested, the player may not participate in any SMHA activities.
- If a player **has not** participated in any SMHA activity and a refund is requested prior to September 30th, 100% of the registration, less a \$50.00 administration fee is refunded.
- Refunds will not be issued for any form of disciplinary action including suspensions issued by SMHA or other governing bodies.
- Hockey Canada Insurance, Hockey Manitoba Registration and Interlake portions of the total SMHA registration fees are 100% non-refundable once a player has taken part in any SMHA activities.
- If a player **has** participated in any SMHA activity, the remaining registration fees (after non-refundable fees have been calculated) shall be refunded based on the date the request is received by the SMHA Director - Finance and Registrar as follows:
  - Prior to September 30<sup>th</sup>, 80% of the remaining registration fee is refunded.
  - October 1<sup>st</sup> to 31<sup>st</sup>, 75% of the remaining registration fee is refunded.
  - November 1<sup>st</sup> to November 30<sup>th</sup>, 50% of the remaining registration fee is refunded.
  - December 1<sup>st</sup> to December 31<sup>st</sup>, 25% of the remaining registration fee is refunded.
- No refunds will be issued after December 31<sup>st</sup> except in the case of a significant injury with consideration by the Board of Directors through a vote, in cases where the incident occurred before the end of the year and the player is unable to return for the balance of the season.
- Although all attempts will be made to refund the applicable portion of registration fees should hockey operations cease, SMHA will not be held responsible for any financial losses incurred due to such events beyond its control.



## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### **PLAYER RELEASE**

- Players wishing to transfer from SMHA must first apply to the SMHA Registrar following the completion of registration for the current season.
- Applications can be found on Hockey Manitoba's website: <http://forms.hockeymanitoba.ca/transfer>
- SMHA will accept and consider individual requests for transfers on a case-by-case basis in accordance with the regulations of governing bodies where the applicant has been able to demonstrate hardship should the transfer not be approved.
- If a player has an existing category/team to play on, transfers based solely on moving to a higher category, will not be approved.
- Blanket approvals will not be made.
- Applications for player transfer shall be reviewed within 7 days and the applicant notified of the decision.
- If SMHA approves the application, the application is then forwarded to our regional association and further governing bodies in accordance with Hockey Manitoba.

### **PLAYER ACCEPTANCE**

- If a player is released from their minor hockey association, upon application, SMHA may accept the player with approval from the President, Director male/female hockey and applicable head coach.
- Should the player acceptance not be approved, an official response will be provided to the player so they may move on to the next town or association.

### **PLAYER DEPARTURE**

- If a rostered player chooses to participate no longer in SMHA sanctioned activities, they shall advise the head coach in writing, return their jersey and request a refund (as applicable) in accordance with By-Law #6.

### **AGE ADVANCEMENT**

- Major age players shall be allowed to age advance on a case-by-case basis at any age group ONLY to facilitate team formation due to lack of player participants.
- Parents or SMHA Board of Directors may request age advancement of a player, the final decision to do so is at the sole discretion of the SMHA Board of Directors with written approval from the players parent.
- A player shall not be age advanced more than one (1) division.
- All age advancement will be approved by the President and Vice President via letter to the SMHA Registrar.
- Upon approval of an Age Advancement, said player will be considered "advanced age" for the duration of the current season.



## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### **BY-LAW #7 - EQUIPMENT AND JERSEYS**

#### **EQUIPMENT ROOM**

- The SMHA Director - Equipment has a key to the appropriate equipment room located in the VMSC.

#### **JERSEY AND EQUIPMENT SIGN OUT**

- Home and away jerseys, jersey bag, first aid kit, pucks and puck bag will be provided to each team at the start of the season.
- Team jerseys are not to be worn at practice.
- Use of Gatorade or other such colored drinks will stain jerseys. Costs for dry cleaning of such damage will be the responsibility of the person returning the jersey.
- Name bars may be sewn on only. No glue or adhesive is permitted.
- Each teams head coach will be responsible for signing out the above equipment and be responsible for its return at the end of the season.

#### **RETURNS**

- All equipment signed out by each teams head coach will be returned in same/similar condition as it received when directed by the SMHA Director – Equipment, but at least by April 30th of each year.
- Any member not returning their jersey/jerseys or using glue or adhesive on name bars will be charged \$85 per jersey to replace it.

#### **GOALIE EQUIPMENT**

- SMHA will supply goalie equipment (catcher; blocker and pads) to U9 and U11 teams, if required.

#### **ON ICE EQUIPMENT**

- Pylons and other training aids found in the Ice Palace and VMSC are to be returned to the proper storage area.
- If any training equipment is damaged or missing, inform the Director - Equipment so the items can be replaced.
- Additional on ice equipment such as nets or barriers required for temporary purposes such as tournaments, will be sourced by the Director- Equipment upon request from a tournament committee or Director – Tournaments.



## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### **BY-LAW #8 - TRY-OUTS, EVALUATIONS, TEAMS & AFFILIATIONS**

#### **AA/A1 TRY-OUTS & EVALUATIONS**

- The SMHA Try-Out and Evaluation Committee shall oversee the entire player try-out and evaluation process.
- Try-Out and evaluation results will only be used for the formation of teams and will not be released to the public.

#### **AA/A1 TRY-OUTS**

- Players hockey skills will be assessed by a non-parent coach (independent evaluators for parent coach) during practice skates and game sessions for those players/parents who wish to attempt to be selected for AA SMHA teams in a specific age group.
- Players hockey skills will be assessed by independent evaluators during practice skates and game sessions for those players/parents who wish to attempt to be selected for A1 SMHA teams in a specific age group.
- Players not selected for AA or A1 teams after tryouts will be subject to the evaluation process.
- Players not attending try-outs for AA or A1 teams will not be considered for those teams and must take part in evaluations.
- Players will be required to pay a fee (determined year to year) and register for try-outs when notified by SMHA.
- Except for special considerations below, Player try-outs are mandatory for those wishing to attempt to be selected for AA/A1 SMHA teams

#### **PLAYER EVALUATION**

- Players hockey skills will be assessed by an independent evaluator during the practice skate and game sessions for players not selected for SMHA AA or A1 teams.
- Will ensure that players have a reasonable opportunity of being selected to a team appropriate to their skill levels as determined during the on-ice evaluations of the current year.
- Will provide uniformity and consistency in the evaluation process such that a player and parent expectations are consistent from year to year as players move through the various levels of the association's programs
- Will form teams to maintain balanced and competitive play where the athletes can develop and participate equitably and have fun playing hockey during the season.
- Depending on the number of player registrations, Evaluations may not be required if there are only enough players available to form one team.

#### **SPECIAL CONSIDERATIONS**

- The placement of any player for any age group not attending any try -out or evaluation sessions shall be at the sole discretion of the evaluation committee.
- Players unable to attend all try-outs (AA/A1) will be handled on a case by case basis.
- Players unable to attend all evaluation sessions but wishing to try out for the highest tiered non AA/A1 team shall be subject to the following:
  - The parent or legal guardian shall advise the evaluation committee in writing as to the reason for not attending, no less than a week prior to the start of the players first scheduled try-out/evaluation session. The parent or legal guardian may be required to produce a medical certificate attesting to any illness or injury.
  - Players who do not attend all scheduled evaluation sessions, must attend the remaining sessions per the table below or player placement will be at the sole discretion of the evaluation committee.
  - Players will have their scores added and ranked accordingly only for sessions attended.

Document # SMHA 001

Amendment 2 – February 2023

Approved April 20, 2023 – SMHA AGM



## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

Age	Scheduled Sessions	Sessions Missed	Sessions required to attend
U11/U13/U15/U18	Four (4)	One (1)	1 Practice Skate & 2 Games
		Two (2)	1 Practice Skate & 1 Game
		Three (3)	1 Game

- Players unable to attend all evaluation sessions who are being placed on balanced teams, shall be placed on a team after all fully evaluated players have been placed, to ensure balance teams have been achieved as accurately as possible.
- Players seeking age advancement must do so in writing to the Board of Directors, prior to the start of evaluations.
  - Their request will only be considered after registration numbers have been reviewed on the affected teams.
  - Players may only age advance to a team at a higher age level if they are evaluated to be in the top four at the higher level.
  - A goaltender must evaluate in the top two to age advance.

### **U7/U9 EVALUATIONS**

- The Evaluation Committee will ensure balance teams are formed.
- This will be done during scheduled evaluations during September/October of each year.
- At least two (2) practice skates will be provided for each player's evaluation.
- The evaluation committee will appoint a suitable company or persons to perform the evaluations who are objective and free from conflict of interest with the players being evaluated.
- Evaluations will only be required should there be enough registrants for more than one team.

### **U11/U13/U15 TRY OUTS AND EVALUATIONS**

- The coach/evaluators responsible for the AA/A1 team try outs will ensure tiered teams are formed based on the league they will be playing in.
- The Evaluation Committee will ensure balanced teams or tiered teams are formed for non-AA/A1 teams based on the league they will be playing in.
- This will be done during September/October of each year.
- U11 Players are guaranteed four (4), one-hour skates per Hockey Manitoba U11 Player Pathway.
- U11, U13 and U15 players will be provided at least two (2) practice skates and two (2) games for each player's evaluation.
- The evaluation committee will appoint a suitable company or persons to perform the evaluations who are objective and free from conflict of interest with the players being evaluated.
- Evaluations will only be required should there be enough registrants for more than one team.



## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### **U18 EVALUATIONS**

- The coach/evaluators responsible for the A1 team try outs will ensure tiered teams are formed based on the league they will be playing in.
- The Evaluation Committee will ensure balanced teams or tiered teams are formed for non-A1 teams based on the league they will be playing in.
- This will be done during September/October of each year.
- The evaluation committee will appoint a suitable company or persons to perform the evaluations who are objective and free from conflict of interest with the players being evaluated.
- U18 players will be provided at least two (2) practice skates and two (2) games for each player's evaluation.
- Evaluations will only be required should there be enough registrants for more than one team.

### **GOALTENDER EVALUATIONS**

- The Evaluation Committee is responsible for overseeing the evaluation of all SMHA goaltenders for each player to be placed on either a balanced or tiered team as applicable by age group.
- This will be done during scheduled evaluations during September/October of each year.
- In addition to the age applicable evaluation sessions above, each goaltender will also have one additional independent goaltender evaluation session.
- The evaluation committee will appoint a suitable company or persons to perform specific goaltender evaluations who are objective and free from and conflict of interest with the players being evaluated.
- Evaluations will only be required should there be enough registrants for more than one team.

### **PRACTICE PLANS**

- Practice plans will be provided by the SMHA Evaluation Committee to any on-ice coaches for each age group in advance of evaluations.
- The practice plans will reflect the criteria being used for player evaluation and shall be used.

### **EVALUATION CRITERIA AND SCORING**

- Except for special considerations when not attending all evaluation sessions, Evaluation scoring will be the sum of all sessions added together for a final ranking score.
- Player Evaluation will be subject to the criteria based on the evaluation committees consultation with our evaluation partners.

### **TRY OUT AND EVALUATION SCHEDULING**

- Evaluations are scheduled for the following year prior to the AGM by the Evaluation Committee.
- Evaluations will be held in Stonewall or in extenuating circumstances, other communities.
- Evaluation schedules can be found at [www.SMHRA.ca](http://www.SMHRA.ca)





## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### **EVALUATION GROUPS AND TEAMS**

- Each registered player will be added to a GROUP and TEAM only for evaluations.
- The players GROUP may be different than their TEAM.
- GROUPS will be utilized for the practice skates and the TEAMS will be utilized for the games.
- All attempts will be made to ensure parity amongst TEAMS during schedule development.
- A list of GROUPS and TEAMS will be distributed to all players prior to the start of evaluations.

### **ARRIVING AT EVALUATIONS**

- Please arrive at least 30 minutes prior to your first evaluation.
- Upon arrival you will be provided with a colored and numbered pinnie.
- This Pinnie will be used for both practice skates and games.
- This pinnie is to be kept by the player until their evaluations are complete and then returned.
- Dressing rooms will be assigned.

### **EVALUATION GAME RULES**

- GAMES will be subject to rules that will be provided at each game.
- GAMES will require Two (2) volunteers to be on the OPPOSING bench from their children for the duration of the games to open doors for shift changes.
- GAMES will require Two (2) volunteers to be timekeepers.
- Referees will be used to officiate the games.

### **EVALUATION RESULTS, PLAYER PLACEMENT & THE “BUBBLE”**

- Post evaluations, the evaluation committee shall have the sole responsibility to review all results and place players onto their respective teams based on their evaluation scores, except for players (excluding goaltenders) who fall within a “Bubble”.
- The “Bubble” is defined as a “LINE” falling after the last player a respective team will roster and the total of 4 players who fall just above and below that line.
  - For example, If the team roster is 12 players, the line falls between the 12<sup>th</sup> and 13<sup>th</sup> player. Therefore, players 11, 12, 13 and 14 are the Two (2) players above and the Two (2) players below the line.
- Coaches shall be granted the discretion to choose the last Two (2) players on their roster from the “Bubble” if they so choose.
- The “Bubble” can increase in the event there are ties in evaluation scores for players within the “Bubble”.



## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### ***DIVISIONS, TIERING, ROSTER SIZE & NUMBER OF TEAMS***

- The Board of Directors will strive for the divisions, tiering, roster sizes and number of teams identified below but these may vary due to overall SMHA registration numbers and influence from Hockey Winnipeg, Interlake Minor Hockey and the EMFHL from year to year.
- SMHA requires regional approval from Interlake Minor hockey association to enter teams in Hockey Winnipeg.

AGE	DIVISION	MALE/FEMALE/CO-ED	TARGET ROSTER SIZE	EXPECTED # OF TEAMS
Under-7 (U7)	Balanced (Interlake)	Mixed	10-12	3
Under-9 (U9)	Balanced (Interlake) <sup>3</sup>	Male	10-13	3
		Female (EMFHL)	10-13	0-1
Under-11 (U11)	A1 (Winnipeg)	Male	13(2)	1
	A (Interlake)	Male	13(1)	1
	B (Interlake)	Male	13(1)	1
	(EMFHL)	Female	13(1)	2
Under-13 (U13)	AA (Winnipeg) <sup>4</sup>	Male	13-15(2)	1
	A (Interlake)	Male	13(1)	1
	B (Interlake)	Male	13(1)	0-1
	(EMFHL)	Female	13(1)	2
Under-15 (U15)	A (Interlake)	Male (Hitting)	15(2) * * Max for top tiered team	1
	A2 (Winnipeg)	Male (Non-Hitting)	15(2)	1
	(EMFHL)	Female	15(2)	2
Under-18 (U18)	AA (Winnipeg)	Female	15(2)	1
	A1 (Winnipeg)	Female	15(2)	1
	A1 (Winnipeg)	Male (Hitting)	15(2)	1
	A2 (Winnipeg)	Male (Non- Hitting)	15(2)	1

<sup>3</sup> Motion for U9 Interlake Team Only – 2016 AGM

<sup>4</sup> Motion for U13AA Team – 2021 AGM



## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### **PLAYER AFFILIATION**

- Player Affiliation rules are defined by Hockey Manitoba, Interlake Minor Hockey Association, EMFHL and Hockey Winnipeg. Teams must refer to the specific constitutions and regulations for the league in which they are playing. In the case of a conflict, the higher authority will take precedence.

### **LEAGUE AFFILIATION**

- SMHA is affiliated with the following Minor Hockey Organizations and Associations in Manitoba.
  - Hockey Manitoba (HM)
    - [Website](#)
    - [Constitution](#)
  - Hockey Winnipeg (HW)
    - [Website](#)
    - [Constitution](#)
  - Interlake Minor Hockey Association (IMHA)
    - [Website](#)
    - [Constitution](#)
  - Eastern Manitoba Female Hockey League (EMFHL)
    - [Website](#)
    - [Constitution](#)



## **BY-LAW #9 - COACHES AND BENCH STAFF**

### **COACHING REGISTRATION AND CERTIFICATION - GENERAL**

- Persons interested in coaching must submit a application to SMHA by the indicated deadline each year.
- All individuals applying for head coach must have all the necessary certifications for said positions OR must be registered to complete the certification prior to deadline and send proof to the Registrar upon completion prior to Deadline of December 1st.
- SMHA will pay the costs of certification clinics.
- Where there is only a single application for any coaching position, the applicant is not necessarily selected by virtue of being the sole applicant. The Director Male and Female Hockey will be responsible for exercising due diligence in the investigation of the sole candidate which may include but is not limited to a personal interview and reference check and will have the right to reject the applicant.
- Past performance and history with SMHA or other associations will be considered for coaching selection.
- Team performance is not suitable grounds for revocation.

### **HEAD COACH REGISTRATION AND CERTIFICATION<sup>5</sup>**

- All individuals applying for head coach must have all the necessary certifications for said positions OR must be registered to complete the certification prior to deadline and send proof to the Registrar upon completion prior to Deadline of December 1st.
- The Board, at their sole discretion, will appoint a coach selection committee of at least 3 people whose mandate will be to recommend a slate of coaches for ratification by the entire Board.  
The coach selection committee will be composed of the Director of Male and Female hockey and other individuals from the Board.
- For multiple candidates, the coach selection committee will be responsible for exercising due diligence in the investigation of the candidates which will include a personal
- interview and reference check and will have the right to reject the applicant and reopen the competition for the position.
- Past performance and history with SMHA or other associations will be considered for coaching selection.
- Executive members who are applying to coach a team, or have a spouse, relative or child applying to coach may not be on the coach selection committee for said team, nor can they be involved in the discussions or votes for the selection for that respective position.
- Recommendations will be brought forth to the Board prior to selections being final.
- The appointment of head coach may be revoked at any time during the season, but only for disciplinary reasons or to aid in an investigation in accordance with bylaw 18.
- Team performance will not be considered suitable grounds for revocation.
- Each head coach will be responsible for compliance with this Constitution on his/her team and within the organization.

### **BENCH STAFF**

- The head coach of each team can recommend persons to carry out the duties of the team manager, trainer and assistant coaches who are qualified/certified.
- The Board has the right to reject any team staff, but only for reasons of a criminal record or prior activities with the Association.
- The association will pay the certification fee for two assistant coaches, team trainer and manager.
- A team may register additional individuals as team staff but will be responsible for paying all associated fees for those individuals.
- The head coach must notify the president, registrar and the director of female/male hockey prior to making any changes to team staff during the season.

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<sup>5</sup> Motion 8 – 2023 SMHA AGM



## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### **RECORD CHECKS**

- All SMHA Board Members and any of the following team officials on the bench will agree to undergo a Criminal record, Vulnerable Sector Check in addition to a Child Abuse Registry Check every year after evaluations are completed but before November 1st.
  - Head Coaches
  - Assistant Coaches
  - Trainers
- The process to obtain a Criminal Record, Vulnerable Sector Check and Child Abuse Registry Check will be provided to the applicable volunteers by the Director – Communications.
- The review and acceptance criteria for the above checks shall be in accordance with Hockey Canada's Regulations. Volunteers who fail to meet this acceptance criteria will no longer be considered.
- Criminal Record, Vulnerable Sector Check and Child Abuse Registry Check must be original, not more than four (4) months old and the results provided by the candidate to SMHA for review. After reviewing the Criminal Record, Vulnerable Sector Check and Child Abuse Registry Check documentation will be returned to the candidate or destroyed. No Personal information will be retained by SMHA.
- Failure to provide a Criminal Record, Vulnerable Sector Check and Child Abuse Registry Check will result in immediate suspension from ALL team activities (games, practices, dressing rooms, etc.) until the appropriate documentation has been received.
- Any SMHA Volunteers listed above are obliged to inform the President if he/she is convicted of any offence under the criminal Code or under other federal or provincial statutes if that offence is relative to a position of trust held by the individual.



## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### **BY-LAW #10 - OFFICIALS**

#### **TIMEKEEPING/SCOREKEEPING**

- Timekeeping and Scorekeeping is performed voluntarily for all league and exhibition games.
- The home team shall provide two (2) mature individuals to perform all duties related to timekeeping and scorekeeping.

#### **ON-ICE OFFICIALS**

- All on-ice officials must be certified annually with Hockey Canada/Hockey Manitoba.
- SMHA will reimburse clinic fees for those officials who are a part of SMHA provided a minimum of six (6) games are officiated for the Association.
- Officials shall conduct themselves at all times in accordance with SMHA regulations and the procedures and regulations of SMHA governing bodies. Any official found in contravention shall be subject to disciplinary action in accordance with By-Law #18.
- Officials will be assigned to games based on skill, merit and availability.
- League, exhibition and tournament games will use officiating systems in accordance with the rules of the league to which the teams belong. Any change from this must be approved by the SMHA referee In-Chief.
- On-ice officials for all games will be assigned by the SMHA Referee In-Chief.
- SMHA will attempt to host a Hockey Manitoba officiating clinic each year to recruit and maintain certified referees.

#### **RATES OF PAY**

- Referee and Linesman rates are based on the league and division they officiate.
- Each year pay rates will be adjusted as required and can be obtained by contacting the Referee in Chief or SMHA may also end out an email to all officials identifying the new rates for each year.
- Pay rates apply to exhibition, league and playoff games. Rates for tournament games may vary from these fees but must be approved by the SMHA referee In-Chief.
- For games played outside of Stonewall, round trip mileage (based on your home association) will be paid at a rate determined annually by Hockey Manitoba. In cases where multiple officials are assigned to a game outside of Stonewall, a carpool should be arranged amongst the officials.
- Those not receiving mileage for driving, will be paid an hourly travel rate equal to the rate of the provincial minimum wage up to a maximum of \$30.00.
- Travel Rates will be reviewed annually prior to the start of the next season.



## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### **BY-LAW #11- ICE ALLOTMENT AND FEES**

#### **ICE ALLOTMENT AND FEES**

- SMHA Practice Ice Allotment for each age group will be as per the table below.
- Practice ice allotment will commence on the 2<sup>nd</sup> Monday of October and terminate the 2<sup>nd</sup> Friday in March, for a total of approximately 23 weeks.
- Ice time procured before or after those dates will not be paid for by SMHA and teams will be required to pay for the ice individually or be invoiced by SMHA.
- Practice times will be scheduled by the SMHA ice convenor at the beginning of the season for each team allowing them their allotment for the season prior to the ice being booked by other teams. Teams will not be expected to find their own ice for allotted practices.<sup>6</sup>
  - Failure to use the allotted practice times without cancellation will be paid for by the individual team and invoiced as necessary by SMHA.
  - Ice times may be swapped with other teams, to accommodate tournaments, games etc. as needed, provided the ice convenor is advised of the change.
- All league games are paid by SMHA.
- Home playoff games are paid for by SMHA. Should 3 or more games be required, SMHA shall pay for half the ice regardless of venue.

Division	League	Practice Ice Time (Hours)	Notes
U7	IMHA	23	Shared Ice with 1 other U7 team
U9	IMHA/EMFHL	23	Shared Ice with 1 other U9 team
U11	Winnipeg, IMHA & EMFHL	35	Full Ice (Dependent on roster size shared ice may be required)
U13	Winnipeg, IMHA & EMFHL	35	Full Ice (Teams may share ice and split costs if desired)
U15	Winnipeg, IMHA & EMFHL	25	Full Ice (Teams may share ice and split costs if desired)
U18	Winnipeg	25	Full Ice (Teams may share ice and split costs if desired)

<sup>6</sup> Motion 7 – 2023 SMHA AGM



## ***BY-LAW #12 - CONFLICT OF INTEREST***

### ***CONFLICT OF INTEREST***

- Board members are required to notify the president of situations where a real or potential conflict of interest might exist in the execution of duties related to SMHA. This includes, but is not limited to, potential financial gain or personal involvement to an extent that the board member may no longer be objective.
- Due to the nature of minor hockey, personal involvement will not include:
  - 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 unless it can be shown that the board member is in a real conflict of interest situation where objectivity cannot be achieved.
- The Board shall decide whether any Board Member that is in conflict should be excluded from any discussion and/or voting or the Board member in conflict will absent him/herself from the Board of Directors or committee meeting until the issue has been resolved.
- Every Board Member must respect the confidentiality of matters brought before the Board for consideration.
- Board Members shall not hold executive positions with SMHA if they hold positions with Interlake Minor Hockey Association, Hockey Manitoba or Hockey Canada unless it can be demonstrated to the SMHA Board of Directors that their dual roles can be performed without conflict.





## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### ***BY-LAW #13 - EXTENDED SEASON***

- SMHA Teams may elect to play extended season hockey from March 1<sup>st</sup> to April 30<sup>th</sup> and may do so using SMHA as its "Home Center".
- All Rules and Regulation applicable to extended season play must be adhered to and can be found in the most recent Hockey Manitoba Constitution.
- Prior to the teams participation in SANCTIONED extended season play, The SMHA President must sign off on all extended season rosters as prepared by the head coach or team managers.
- All costs associated with extended season play are the responsibility of the team.



## ***BY-LAW #14 - ASSOCIATION IDENTITY, LOGO & RESOURCES***

- Members are not entitled to use or represent for sale, the association, its identity, its events, trademarks, or resources for any reason unless approved in writing by the Board of Directors.
- SMHA Logos may be utilized for the creation of tasteful hockey related merchandise or apparel. This includes:
  - Tournament Logos
  - "Blues" logos
  - SMHA logos
  - All other historical logos previously approved or utilized by SMHA.



## ***BY-LAW #15 - PUBLIC HEALTH ORDERS***

### ***GENERAL***

- The Board of Directors shall ensure that all sanctioned activities under the control of SMHA adhere to all Federal and Provincial health orders.
- Failure to adhere to Public Health Orders shall result in discipline per SMHA By-Law #18.
- Should hockey operations cease due to a public health emergency and/or any federal or provincial health orders, the SMHA membership will be contacted by our governing bodies.
- Should SMHA hockey operations cease, membership teams are not permitted to travel or conduct practices or exhibition games in other jurisdictions where the same public health emergency and/or any federal or provincial health orders may not be in force, unless otherwise approved by EMFHL, Hockey Winnipeg, Interlake Minor Hockey, Hockey Manitoba or Hockey Canada.
- SMHA is not responsible for any loss, monetarily or otherwise due to public health emergency and/or any federal or provincial health orders imposed beyond its control.



## **BY-LAW #16 - CODE OF CONDUCT**

*“All players, team officials and parents must recognize that they are representatives of both our Association and our greater community. Our members are expected to take pride and recognize that their personal actions can have an impact on the reputation of the Association. We are all ambassadors of SMHA and it is critical to our success that we take pride in who we are and maintain our integrity and an honorable reputation both within minor hockey and the greater community.”*

- Members are obligated to report any behaviors which violate the SMHA Code of Conduct to their team staff (i.e. coaches, trainer or manager) who in turn is required to report it to SMHA Board of Directors. If a member is unable for whatever reason to report the issue to their team staff, they are encouraged to discuss it with another parent or member who will assist in bringing it to the attention of the SMHA Board of Directors.
- The SMHA Board of Directors may discipline or suspend any player, parent, team Official, official or spectator of a team for unacceptable conduct on or off the ice. Some behaviors have predefined consequences, all others will be reviewed on a case-by-case basis.
- Including but without limitation, the following behaviors will be subject to disciplinary review and action in accordance with **By-Law #18**.
- Any Player, Parent, Team Official, Official or Spectator who:
  - Subjects another person to sexual or physical abuse, racism, bullying, harassment or hazing
  - verbally abuses other parents, coaches, referees, players or other adults with the intent of intimidation and/or undermining the adult's authority
  - physically abuses (e.g. pushes, strikes) another person with the intent of intimidation, injuring, and/or undermining the adult's authority
  - is disruptive and continually ignores team rules regarding practice, game and dressing room conduct
  - is under the influence of an illegal substance or alcohol during any SMHA sanctioned activity
  - fails to adhere to current public health orders
  - falsifies a game report sheet
  - uses an ineligible player
  - falsifies a birth date, place of residence or a signature on a registration form
  - makes a complaint which is determined to be clearly false, malicious or frivolous.
  - retaliates or threatens to retaliate in any way against a person who has reported unacceptable conduct or investigated unacceptable conduct
  - Interferes with the conduct of an investigation
  - commits intentional or unnecessary breaches of confidentiality.
  - Fails to adhere to social media, cell phone and photo and video taking policies defined in these By-Laws.
  - commits any other intentional or malicious disregard for SMHA policies found in its Constitution or Bylaws



## **BY-LAW #17 - COMMUNICATION**

- *Complaints, Concerns, Protests or General Questions* related to an on-ice or off-ice incident, the operation of the association or its policies must be submitted, in writing to [info@SMHRA.ca](mailto:info@SMHRA.ca) or the required forms may be requested by contacting the Director – Communications.
- Upon receipt of a *complaint, concern or protest*, whether Minor or Serious in nature, the President shall defer to the Disciplinary Committee and present the recommendations to the Board, as necessary.
- Upon receipt of *General Questions*, they shall be responded to promptly and informally by the responsible Director.
- All *Complaints, Concerns, Protests or General Questions* will not be anonymous but shall be kept confidential.



## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### ***BY-LAW #18 - DISCIPLINE, PROTESTS, APPEALS & EXPULSION***

- SMHA recognizes that not all incidents are equally serious in their consequences. The process of the SMHA Disciplinary Committee investigating and/or resolving any complaint must be fair to and respectful of the rights of all parties.
- All investigations and disciplinary action shall be documented and remain on file with SMHA.

#### **GENERAL**

- SMHA will rule on all disciplinary matters unless it is determined that:
  - The disciplinary committee cannot be objective in its decisions
  - The issue involves more than just members of SMHA, or
  - A member requests the matter be handled by a higher governing body
- When deciding on appropriate discipline, consideration will be given to:
  - the nature of the relationship between the persons involved in the incident(s)
  - the age of the complainant
  - the nature and severity of the behavior committed
  - whether the behavior was an isolated incident or part of an ongoing pattern
  - whether the offender had been involved in and/or disciplined for previous incidents of unacceptable conduct
  - whether the offender admitted responsibility and expressed a willingness to change
  - whether the offender retaliated against the complainant for filing a formal complaint
  - whether any other form of penalty has been awarded against the offender for the incident(s) under any other rules and regulations
  - whether any specific form of penalty for the behavior in question has been established by Hockey Canada
  - any other factor which may be deemed relevant in the circumstances
- Discipline for Hockey Canada, Hockey Manitoba, Hockey Winnipeg, EMFHL and Interlake Minor Hockey Association infractions shall be handled as set out in that authority's regulations.
- If a player receives a suspension from Hockey Canada, Hockey Manitoba, Hockey Winnipeg, EMFHL or Interlake Minor Hockey Association, they may be suspended from SMHA activities immediately pending disciplinary committee review.
- Any discipline, other than verbal warnings shall be in writing and retained on record by SMHA.

#### **INFRACTIONS – MINOR IN NATURE**

- The SMHA Disciplinary committee may choose not to convene should the infractions be deemed minor in nature where the safety or well-being of SMHA members is not affected and they are not listed in By-Law #16. These minor infractions shall be handled in the following manner:
  - 1<sup>st</sup> Offense – Verbal warning
  - 2<sup>nd</sup> Offense – Written warning and if applicable, a written apology.
  - 3<sup>rd</sup> Offense - up to 5 game suspension
  - All Additional Offenses – shall be handled as an “infraction - serious in nature”, in the next section.
- Should a minor infraction be found to be more serious after initial investigation, then it shall be handled as serious in nature and the person subject to investigation suspended until a fair investigation is held by the Disciplinary Committee.



## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### ***INFRACTIONS – SERIOUS IN NATURE***

- The Disciplinary Committee shall convene for the specific behaviors defined in By-Law #16 or any other Infractions not listed but deemed serious in nature, where they compromise the safety or well-being of an individual.
- Serious Infractions of the SMHA Constitution, By-Laws or Code of Conduct that compromise the safety or well-being of an individual shall result in the offending person being suspended until a fair investigation is held by the Disciplinary Committee.
- Persons found to have committed serious violations of the policies within the SMHA Constitution, Bylaws or Code of Conduct not specifically listed in the disciplinary actions table below, may be subject to one or more of the following actions by the SMHA Disciplinary Committee.
  - Written Apology
  - Letter of Warning
  - Referral to counselling or appropriate educational training.
  - Loss of certain privileges of membership.
  - Suspension.
  - Fine
  - Expulsion
  - any other sanction or disciplinary action which may be deemed appropriate by the Disciplinary Committee
- Illegal Activities will be referred to the RCMP, Hockey Manitoba and Interlake Minor Hockey Association.



## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### **DISCIPLINE**

Any Player, Parent, Team Official, Official or Spectator who is found to have committed the following behaviors shall be subject to the following disciplinary action.

BEHAVIOUR	DISCIPLINARY ACTION
Subjects another person to sexual abuse, racism, bullying, harassment or hazing.	<ul style="list-style-type: none"><li>• Zero Tolerance – indefinite suspension and possible expulsion depending on the outcome of the Disciplinary Committee review</li></ul>
Falsifies a birth date, place of residence or a signature on a registration form.	<ul style="list-style-type: none"><li>• 1st offence – up to 5 game suspension</li><li>• 2nd offence – indefinite suspension and possible expulsion depending on the outcome of the Disciplinary Committee review</li></ul>
Falsifies a game report sheet or uses an ineligible player or coach.	<ul style="list-style-type: none"><li>• Team forfeits games played with ineligible player or coach.</li><li>• 1st offence – up to 5 game suspension</li><li>• 2nd offence – indefinite suspension and possible expulsion depending on the outcome of the Disciplinary Committee review</li></ul>
Verbally or physically abuses other parents, coaches, referees, players, rink or facility staff or any other person with the intent of intimidation and/or undermining an adult's authority.	<ul style="list-style-type: none"><li>• 1st offence – up to 5 game suspension</li><li>• 2nd offence – indefinite suspension and possible expulsion depending on the outcome of the Disciplinary Committee review</li></ul>
Is disruptive and continually ignores team rules regarding practice, games and dressing room conduct.	<ul style="list-style-type: none"><li>• 1st offence – Verbal Warning</li><li>• 2nd offence – Written Warning</li><li>• 3rd offence – up to 5 game suspension and possible expulsion depending on the outcome of the Disciplinary Committee review</li></ul>
Is under the influence of an illegal substance or alcohol during any SMHA sanctioned activity.	<ul style="list-style-type: none"><li>• Zero Tolerance – indefinite suspension and possible expulsion depending on the outcome of the Disciplinary Committee review</li></ul>
Fails to adhere to any current public health orders.	<ul style="list-style-type: none"><li>• 1st offence – Verbal Warning</li><li>• 2nd offence – Written Warning</li><li>• 3rd offence – up to 5 game suspension and possible expulsion depending on the outcome of the Disciplinary Committee review</li></ul>
Fails to adhere to social media, cell phone and photo and video taking policies defined in these By-Laws.	<ul style="list-style-type: none"><li>• 1st offence – Minimum 5 game suspension</li><li>• 2nd offence – indefinite suspension and possible expulsion depending on the outcome of the Disciplinary Committee review</li></ul>





## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### **GAME RELATED PROTESTS**

- Any member who wishes to protest a game related ruling may do so with the Interlake Minor Hockey Association, Hockey Winnipeg, EMFHL or Hockey Manitoba in accordance with their applicable policies.

### **DISCIPLINARY APPEALS**

- Any decisions made by the Disciplinary Committee may be appealed within forty-eight (48) hours. The appeal board shall consist of the SMHA Board of Directors; and
  - The appeal shall be in the form of a written letter, along with a one hundred dollar (\$100.00) retainer and shall be given to the President.
  - The appeal shall be reviewed within 7 days.
  - During the appeal, the person shall not participate in SMHA sanctioned activities.
  - The retainer is to be returned if any portion of the initial decisions are overturned.

### **EXPULSION**

- SMHA reserves the right to reject or revoked membership at any time to an individual who has been deemed by the Board of Directors to be in contravention of the Constitution & Bylaws or Code of Conduct and has demonstrated behavior unbecoming a member of the SMHA.
- Such action shall only result after a fair hearing of the disciplinary committee with respect to the SMHA Disciplinary Policies.



## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### ***BY-LAW #19 - SOCIAL MEDIA***

- SMHA recognizes the *social media policy* published by Hockey Manitoba. As such, the SMHA membership shall ensure the fundamentals of this policy are respected with regards to social media posts on all platforms, regarding all hockey related activities.



## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### **BY-LAW #20 -CELL PHONES & DEVICES CAPABLE OF TAKING PHOTOS OR VIDEO**

- This policy applies to cell phones or any other device capable of taking photos or videos. The potential danger of violating an individual's privacy is possible with these devices and can be utilized in inappropriate situations. The potential exists for use of these devices while others are undressing and showering in the dressing rooms.
- Except for head and assistant coaches, the unauthorized use of any form of cell phones or any other device capable of taking photos or videos is prohibited in **any facility change rooms** during any SMHA sanctioned event, whether at home or away.
- The use of cell phones or any other device capable of taking photos or videos on or near the players' bench by any individual other than head coaches and assistant coaches is strictly prohibited during any SMHA sanctioned events.
- In the event a head coach or assistant coach is required to take a phone call, they should remove themselves from the bench area provided there are other team officials remaining on the bench. Exceptions will be made for on-ice medical emergencies to call 9-1-1.
- Authorization to allow persons other than head coaches and assistant coaches to use any form of cell phones or any other device capable of taking photos or videos in any facility change rooms or on or near the players' bench for the creation of team related photos or video can only be granted by the SMHA President through a written request from the team's head coach.



## REGULATIONS - STONEWALL MINOR HOCKEY AND RINGETTE ASSOCIATION

### ***BY-LAW #21 - MEDIA RELATIONS***

- No person other than the SMHA President shall provide any type of media statements or speak on behalf of SMHA or its Board of Directors unless otherwise authorized to do so.
- In the event the President is unavailable or wishes to delegate this duty, he shall do so to another board member at their discretion.



## ***BY-LAW #22 - TOURNAMENTS***

### ***GENERAL***

- Except for policies stated in this By-Law, All SMHA sanctioned tournaments shall be conducted in accordance with the SMHA Tournament Manual.

### ***TOURNAMENT REVENUE, COSTS AND DISBURSEMENT***

- Except as stated in Appendix A of the SMHA tournament Manual for Veteran's Cup, SMHA will retain and manage 100% of the tournament revenue, costs and disbursements before, during and after tournaments.
- Once the tournament is completed and tournament finances have been reconciled, the teams will receive payment for the following:
  - Registration fees for SMHA home tournament will be paid for
  - Registration fees for one other tournament of their choice will be paid for provided the fee is the same or less than the fees to enter our SMHA home tournament.
- SMHA will be responsible to pay the following fixed tournament costs
  - Ice Fees
  - Officials
  - Medals,
  - Welcome Package contents
  - Decorations and
  - Sanctions