



# Interlake Lightning AAA Provincial Midget Male Constitution and By-Laws

## Name:

The name of this organization shall be the Interlake Lightning AAA Provincial Midget Hockey Club referred to as the Provincial Midget Team.

## By-Laws:

- The Provincial Midget Team is a non-profit organization that operates under the auspices of the Interlake Minor Hockey Association (IMHA) and Hockey Manitoba
- The team shall consist of one head coach advertised, recruited and selected by the IMHA and a minimum of one assistant coach selected by either the head coach with approval of the IMHA or IMHA, one manager selected by the head coach or IMHA and one assistant manager being the parent of a non graduating player if possible, and two parent liaisons elected by the parent group at the first team meeting. Sub committees and its members shall be set up as required with the head coach & managers approval.
- The team will provide a bank statement showing the closing balance of the previous year's team as of July 1<sup>st</sup>. The incoming team is responsible to leave the same amount of cash in the team account plus \$1,000 (or to an account maximum of \$10,000) for the next year's team to assist with start up and operating costs. Any remaining monies over and above the residual plus \$1000 (or to an account maximum of \$10,000) shall be refunded to the players in an equal amount. Suspended players are not entitled to any prorated refund over and above the refund received by non-suspended players. Any variation for this would require the approval of IMHA in writing.
- Any scholarship money donated will be kept in a separate fund, not to be used for the day to day operations of the team.
- No debt is to be left for the following year's team.
- Any amendment or change to the team's constitution shall be requested in writing to the IMHA board of directors.
- There shall be no "forward selling" of advertising commitments by the team that limits the next year's team to fundraise, without the written consent of the IMHA board. Example - Sweater ads.
- The team is required to maintain and return, in good condition, one full set of jerseys, with the other set of jerseys given out to the players at the end of the year. The set of jerseys given out will rotate every year between home and away, so that no set of jerseys returned to the team is older than 1 year old. Should any be damaged they shall be replaced by the team at the team's expense.

## Aims and Objectives of the Provincial Midget Team:

- To promote and develop hockey players at the AAA Midget level
- Membership shall be open as per the Hockey Manitoba constitution, but preference will be given to resident players of the Interlake Region
- To promote leadership for the future of the club and promote at least one parent of a non-graduating aged player to assistant manager to provide continuity for next season.
- To engage the minor hockey associations within the Interlake Region.

## Duties of the Team Manager and Assistant Manager:

- Attend the AAA Midget Hockey League AGM Meeting.
- Assist the coach in setting up the try-out camp; including booking ice, arranging referees, ordering jerseys, pucks etc.
- Arrange transportation and accommodations for players & coaching staff.
- Coordinate the year's scheduling and ice allocation for home games and practices in consultation with the coach.
- To provide a detailed list of all financial activities, such as the team budget, coaching staff salaries, fund raising, and expenses to parents of the incoming team as soon as practical but no later than November 30<sup>th</sup>. The budget is to be approved by 75% of the parents. (one player one vote)
- In case of an emergency, the manager will have the authority to make the necessary decisions that will later be discussed with the parents.
- To facilitate in providing accountability and yearly continuity for all matters that reflect the current and future success of the IMHA.
- To have parents appoint at least two parent liaisons
- Be responsible for player registration with Hockey Manitoba and the AAA Midget Hockey League.
- To establish parent committees at the first parent meeting of the year. eg finance, transportation, announcer etc
- To organize parents meetings as necessary.
- Assure on-ice officials are paid prior to the start of games.
- Communicate on a regular basis with parent liaisons and if required parents directly
- Assemble, maintain, and guard player medical information, making it available to emergency responders or medical staff in the event a player requires medical attention in the absence of the player's guardian. Medical information shall be destroyed or returned to guardian at the end of the season.
- The manager through parent reps will be responsible for ensuring that first-aid, pucks and uniforms are available at all games
- The manager has the right to assign and delegate duties to the parent group
- Parent meetings – There will be a minimum of 2 parent meetings with the coaches in attendance; the first meeting will take place on the 1<sup>st</sup> practice after the team has been picked, with the 2<sup>nd</sup> meeting taking place around the Christmas break.

## Parent Committees

- Separate Fund Raising Activities
- Gate schedule
- Laundering Jersey Schedule
- Printing of Home Game Schedule
- Social Committee
- Media and Publicity
- Online Scoring
- Minor Hockey Player Participation
- Travel
- Rooms
- Meals
- ETC

## Duties of the Parent Liaisons:

- The Parent Liaisons must be available to deal with concerns other parents have with the coaches. (May be on-ice or off-ice conduct)
- The Parent Liaisons will review the concern, and attempt to resolve. If necessary, the liaison may have to consult with the coach or set up a meeting with the coach and concerned parent. In the event that the issue is not resolved, may consult with the IMHA AAA Representative.
- In the event that one of the parent reps has a conflict of interest the second parent liaison will deal with the issue. The parent liaison with the conflict of interest shall not deal directly with the manager or coach on this issue regarding their child.
- Parent liaisons will be responsible to address objectionable conduct by a parent.

## Coaching Staff:

- The coaching staff will consist of a minimum of one Head Coach, one Assistant Coach, and a Trainer. The IMHA reserves the right to reject or dismiss any Coach, Trainer or manager.
- No parents of players are allowed to coach without the written consent of the IMHA Executive.
- The coaching staff is expected to act in a positive manner that promotes an environment for training, motivating, and developing hockey players for their future advancement above the AAA Midget level.
- The selected coaches are responsible in coordinating the try-outs (with the assistance of the managers), and the selection of all players. There shall be no outside sources of evaluation other than the preselected coaches without the written permission of IMHA.
- As long as a player's place of residency falls under the applicable HM boundaries in respect to the Interlake Region, there shall be absolutely no value or consideration placed upon the player's place of residence with respect to making or not making the team.
- Players imported from outside the Interlake Region must be approved by the IMHA, and have an appropriate approved signed release prior to participating in any team activities.
- The coaching staff must have a minimum of two (coaches to player) meetings with each player throughout the year. Preferably, one meeting will take place prior to December and the second meeting prior to February.
- The Head Coach is responsible for accepting or designating to one of the coaching staff, manager, or parent committee the responsibility for the health and well being of all players on road trips.
- Coaches are responsible for on and off ice activities for all players - Pre Games, Dry Land etc, while under their care and control.
- Coaches have the authority to establish a curfew and dress code.
- Coaches control, strategize and plan all practices..
- Coaches have the authority to discipline players. However, any suspensions over 4 games must be in consultation with the Midget AAA council and the IMHA Board of directors, with the IMHA board of directors having final authority.
- The Coaching Staff will have the discretion to or / not to, select year-end player awards. Year end awards are not a mandatory requirement.

## Player Responsibilities:

- Players are required to sign a Player Code of Ethics (Parents / guardian to endorse).
- Players must attend, to the best of their ability, all practices, games and any other hockey related functions. In the event that players are not fulfilling their attendance obligations, the coach shall inform the manager of an appropriate correction measure to be discussed and approved by the IMHA AAA Representative.
- Players are required to be involved in all fundraising activities.
- Players have to adhere to coach's rules such as dress code, curfew, and arrival times for games and practices, and on and off ice behavior/conduct.
- Players must respect their teammates, coaches, opponents, and officials.
- No smoking, no chewing tobacco, no alcohol or illegal drugs will be tolerated at any IMHA function.
- Players shall adhere to all Hockey Manitoba and Hockey Canada policies including social media, cell phones/cameras/video.

- All players, staff and parents are to report any type of abuse (physical, verbal, sexual, peer to peer, adult to juvenile) to the coaching staff, manager, Midget AAA Council or IMHA executive.

### Player Travel Policy/Understanding:

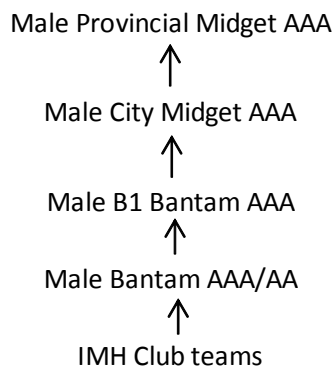
- It will be the responsibility collectively of the coaches, manager and trainer to advise the player's parent or guardian if there has been an injury during a practice or a game, immediately.
- Any circumstances that prevent a player from adhering to the Travel Policy /Understanding must be approved by the Coaches or Manager.

### Parent Responsibilities:

- All parents will be expected to participate and volunteer in a fair manner to equally distribute the work required, ensuring a good year for all.
- To actively participate in all fundraising events, as the player registration fee is only a small portion of the operating cost of the team.
- The initial minimum registration fee of \$750.00 set by the manager must be paid no later than the first scheduled parent meeting of the year, and/or prior to the player taking the ice at the first league game.
- Two other payments determined by the manager will be scheduled for November 1<sup>st</sup> and December 1<sup>st</sup>. Any other payment arrangements must be approved by the manager.
- All fees' must be paid in full by December 1<sup>st</sup>. Any parent not paid in full on December 1<sup>st</sup> will present to the executive immediately in regards to extenuating circumstances prohibiting the full payment.
- The executive has the right to remove a player from the program that does not adhere to the Payment in Full Policy.
- Parents are to report any type of abuse (physical, verbal, sexual, player to player, adult to juvenile, etc) to the coaching staff, manager, Midget AAA council, or IMHA Executive.

### Affiliation rules:

- The coach from the higher level team requiring an AP will contact the coach from the lower level team providing the AP to discuss who the lower level coach thinks should deserve/is able to AP with the higher level team. All AAA teams are required to reasonably make available AP's in order to facilitate player development. Order to AP is shown below:





# Interlake Lightning AAA City Midget Male Constitution and By-Laws

## Name:

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## By-Laws:

- The City Midget Team is a non-profit organization that operates under the auspices of the Interlake Minor Hockey Association (IMHA) and Hockey Manitoba
- The team shall consist of one head coach advertised, recruited and selected by the IMHA and a minimum of one assistant coach selected by either the head coach with approval of the IMHA or IMHA, one manager selected by the head coach or IMHA and one assistant manager being the parent of a non graduating player if possible, and two parent liaisons elected by the parent group at the first team meeting. Sub committees and its members shall be set up as required with the head coach & managers approval.
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- The team is required to maintain and return, in good condition, one full set of jerseys, with the other set of jerseys given out to the players at the end of the year. The set of jerseys given out will rotate every year between home and away, so that no set of jerseys returned to the team is older than 1 year old. Should any be damaged they shall be replaced by the team at the team's expense.

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- Assure on-ice officials are paid prior to the start of games.
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## Parent Committees

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- In the event that one of the parent reps has a conflict of interest the second parent liaison will deal with the issue. The parent liaison with the conflict of interest shall not deal directly with the manager or coach on this issue regarding their child.
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- Coaches have the authority to establish a curfew and dress code.
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## Player Responsibilities:

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- All players, staff and parents are to report any type of abuse (physical, verbal, sexual, peer to peer, adult to juvenile) to the coaching staff, manager, City Midget AAA Council or IMHA executive.

### Player Travel Policy/Understanding:

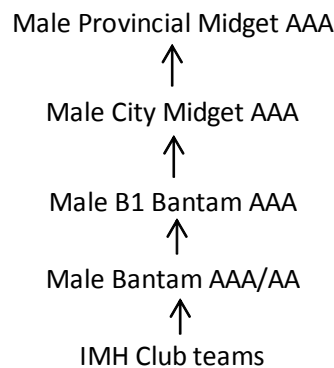
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- The initial minimum registration fee of \$750.00 set by the manager must be paid no later than the first scheduled parent meeting of the year, and/or prior to the player taking the ice at the first league game.
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### Affiliation rules:

- The coach from the higher level team requiring an AP will contact the coach from the lower level team providing the AP to discuss who the lower level coach thinks should deserve/is able to AP with the higher level team. All AAA teams are required to reasonably make available AP's in order to facilitate player development. Order to AP is shown below:







# Interlake Lightning AAA Bantam B1 Male Constitution and By-Laws

## Name:

The name of this organization shall be the Interlake Lightning AAA Bantam Hockey Club referred to as the Bantam B1 Team.

## By-Laws:

- The Bantam B1 Team is a non-profit organization that operates under the auspices of the Interlake Minor Hockey Association (IMHA) and Hockey Manitoba
- The team shall consist of one head coach advertised, recruited and selected by the IMHA and a minimum of one assistant coach selected by either the head coach with approval of the IMHA or IMHA, one manager selected by the head coach or IMHA and one assistant manager being the parent of a non graduating player if possible, and two parent liaisons elected by the parent group at the first team meeting. Sub committees and its members shall be set up as required with the head coach & managers approval.
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## Aims and Objectives of the Bantam B1 Team:

- To promote and develop hockey players at the AAA Bantam level
- Membership shall be open as per the Hockey Manitoba constitution, but preference will be given to resident players of the Interlake Region
- To promote leadership for the future of the club and promote at least one parent of a non-graduating aged player to assistant manager to provide continuity for next season.
- To engage the minor hockey associations within the Interlake Region.

## Duties of the Team Manager and Assistant Manager:

- Attend the AAA Bantam B1 Hockey League AGM Meeting.
- Assist the coach in setting up the try-out camp; including booking ice, arranging referees, ordering jerseys, pucks etc.
- Arrange transportation and accommodations for players & coaching staff.
- Coordinate the year's scheduling and ice allocation for home games and practices in consultation with the coach.
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- In case of an emergency, the manager will have the authority to make the necessary decisions that will later be discussed with the parents.
- To facilitate in providing accountability and yearly continuity for all matters that reflect the current and future success of the IMHA.
- To have parents appoint at least two parent liaisons
- Be responsible for player registration with Hockey Manitoba and the AAA Bantam B1 Hockey League.
- To establish parent committees at the first parent meeting of the year. eg finance, transportation, announcer etc
- To organize parents meetings as necessary.
- Assure on-ice officials are paid prior to the start of games.
- Communicate on a regular basis with parent liaisons and if required parents directly
- Assemble, maintain, and guard player medical information, making it available to emergency responders or medical staff in the event a player requires medical attention in the absence of the player's guardian. Medical information shall be destroyed or returned to guardian at the end of the season.
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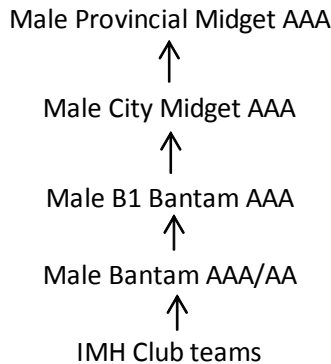
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# Interlake Lightning AAA Bantam Tier 2 Male Constitution and By-Laws (Proposed Team)

## Name:

The name of this organization shall be the Interlake Lightning AAA Bantam Tier 2 Hockey Club referred to as the Bantam Tier 2 Team.

## By-Laws:

- The Bantam Tier 2 Team is a non-profit organization that operates under the auspices of the Interlake Minor Hockey Association (IMHA) and Hockey Manitoba
- The team shall consist of one head coach advertised, recruited and selected by the IMHA and a minimum of one assistant coach selected by either the head coach with approval of the IMHA or IMHA, one manager selected by the head coach or IMHA and one assistant manager being the parent of a non graduating player if possible, and two parent liaisons elected by the parent group at the first team meeting. Sub committees and its members shall be set up as required with the head coach & managers approval.
- The team will provide a bank statement showing the closing balance of the previous year's team as of July 1<sup>st</sup>. The incoming team is responsible to leave the same amount of cash in the team account plus \$1,000 (or to an account maximum of \$10,000) for the next year's team to assist with start up and operating costs. Any remaining monies over and above the residual plus \$1000 (or to an account maximum of \$10,000) shall be refunded to the players in an equal amount. Suspended players are not entitled to any prorated refund over and above the refund received by non-suspended players. Any variation for this would require the approval of IMHA in writing.
- Any scholarship money donated will be kept in a separate fund, not to be used for the day to day operations of the team.
- No debt is to be left for the following year's team.
- Any amendment or change to the team's constitution shall be requested in writing to the IMHA board of directors.
- There shall be no "forward selling" of advertising commitments by the team that limits the next year's team to fundraise, without the written consent of the IMHA board. Example - Sweater ads.
- The team is required to maintain and return, in good condition, one full set of jerseys, with the other set of jerseys given out to the players at the end of the year. The set of jerseys given out will rotate every year between home and away, so that no set of jerseys returned to the team is older than 1 year old. Should any be damaged they shall be replaced by the team at the team's expense.

## Aims and Objectives of the Bantam Tier 2 Team:

- To promote and develop hockey players at the AAA Bantam level
- Membership shall be open as per the Hockey Manitoba constitution, but preference will be given to resident players of the Interlake Region
- To promote leadership for the future of the club and promote at least one parent of a non-graduating aged player to assistant manager to provide continuity for next season.
- To engage the minor hockey associations within the Interlake Region.

## Duties of the Team Manager and Assistant Manager:

- Attend the Eastman AA Bantam Hockey League AGM Meeting as required.
- Assist the coach in setting up the try-out camp; including booking ice, arranging referees, ordering jerseys, pucks etc.
- Arrange transportation and accommodations for players & coaching staff.
- Coordinate the year's scheduling and ice allocation for home games and practices in consultation with the coach.
- To provide a detailed list of all financial activities, such as the team budget, coaching staff salaries, fund raising, and expenses to parents of the incoming team as soon as practical but no later than November 30<sup>th</sup>. The budget is to be approved by 75% of the parents. (one player one vote)
- In case of an emergency, the manager will have the authority to make the necessary decisions that will later be discussed with the parents.
- To facilitate in providing accountability and yearly continuity for all matters that reflect the current and future success of the IMHA.
- To have parents appoint at least two parent liaisons
- Be responsible for player registration with Hockey Manitoba and the Eastman AA Bantam Hockey League.
- To establish parent committees at the first parent meeting of the year. eg finance, transportation, announcer etc
- To organize parents meetings as necessary.
- Assure on-ice officials are paid prior to the start of games.
- Communicate on a regular basis with parent liaisons and if required parents directly
- Assemble, maintain, and guard player medical information, making it available to emergency responders or medical staff in the event a player requires medical attention in the absence of the player's guardian. Medical information shall be destroyed or returned to guardian at the end of the season.
- The manager through parent reps will be responsible for ensuring that first-aid, pucks and uniforms are available at all games
- The manager has the right to assign and delegate duties to the parent group
- Parent meetings – There will be a minimum of 2 parent meetings with the coaches in attendance; the first meeting will take place on the 1<sup>st</sup> practice after the team has been picked, with the 2<sup>nd</sup> meeting taking place around the Christmas break.

## Parent Committees

- Separate Fund Raising Activities
- Gate schedule
- Laundering Jersey Schedule
- Printing of Home Game Schedule
- Social Committee
- Media and Publicity
- Online Scoring
- Minor Hockey Player Participation
- Travel
- Rooms
- Meals
- ETC

## Duties of the Parent Liaisons:

- The Parent Liaisons must be available to deal with concerns other parents have with the coaches. (May be on-ice or off-ice conduct)
- The Parent Liaisons will review the concern, and attempt to resolve. If necessary, the liaison may have to consult with the coach or set up a meeting with the coach and concerned parent. In the event that the issue is not resolved, may consult with the IMHA AAA Representative.
- In the event that one of the parent reps has a conflict of interest the second parent liaison will deal with the issue. The parent liaison with the conflict of interest shall not deal directly with the manager or coach on this issue regarding their child.
- Parent liaisons will be responsible to address objectionable conduct by a parent.

## Coaching Staff:

- The coaching staff will consist of a minimum of one Head Coach, one Assistant Coach, and a Trainer. The IMHA reserves the right to reject or dismiss any Coach, Trainer or manager.
- No parents of players are allowed to coach without the written consent of the IMHA Executive.
- The coaching staff is expected to act in a positive manner that promotes an environment for training, motivating, and developing hockey players for their future advancement above the AAA Bantam level.
- The selected coaches are responsible in coordinating the try-outs (with the assistance of the managers), and the selection of all players. There shall be no outside sources of evaluation other than the preselected coaches without the written permission of IMHA.
- As long as a players place of residency falls under the applicable HM boundaries in respect to the Interlake Region, there shall be absolutely no value or consideration placed upon the player's place of residence with respect to making or not making the team.
- The coaching staff must have a minimum of two (coaches to player) meetings with each player throughout the year. Preferably, one meeting will take place prior to December and the second meeting prior to February.
- The Head Coach is responsible for accepting or designating to one of the coaching staff, manager, or parent committee the responsibility for the health and well being of all players on road trips.
- Coaches are responsible for on and off ice activities for all players - Pre Games, Dry Land etc, while under their care and control.
- Coaches have the authority to establish a curfew and dress code.
- Coaches control, strategize and plan all practices..
- Coaches have the authority to discipline players. However, any suspensions over 4 games must be in consultation with the Eastman AA Bantam Council and the IMHA Board of directors, with the IMHA board of directors having final authority.
- The Coaching Staff will have the discretion to or / not to, select year-end player awards. Year end awards are not a mandatory requirement.

## Player Responsibilities:

- Players are required to sign a Player Code of Ethics (Parents / guardian to endorse).
- Players must attend, to the best of their ability, all practices, games and any other hockey related functions. In the event that players are not fulfilling their attendance obligations, the coach shall inform the manager of an appropriate correction measure to be discussed and approved by the IMHA AAA Representative.
- Players are required to be involved in all fundraising activities.
- Players have to adhere to coach's rules such as dress code, curfew, and arrival times for games and practices, and on and off ice behavior/conduct.
- Players must respect their teammates, coaches, opponents, and officials.
- No smoking, no chewing tobacco, no alcohol or illegal drugs will be tolerated at any IMHA function.
- Players shall adhere to all Hockey Manitoba and Hockey Canada policies including social media, cell phones/cameras/video.
- All players, staff and parents are to report any type of abuse (physical, verbal, sexual, peer to peer, adult to juvenile) to the coaching staff, manager, Eastman AA Bantam Council or IMHA executive.

### Player Travel Policy/Understanding:

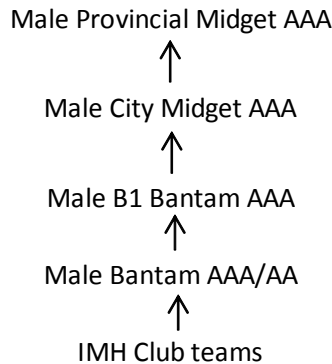
- It will be the responsibility collectively of the coaches, manager and trainer to advise the player's parent or guardian if there has been an injury during a practice or a game, immediately.
- Any circumstances that prevent a player from adhering to the Travel Policy /Understanding must be approved by the Coaches or Manager.

### Parent Responsibilities:

- All parents will be expected to participate and volunteer in a fair manner to equally distribute the work required, ensuring a good year for all.
- To actively participate in all fundraising events, as the player registration fee is only a small portion of the operating cost of the team.
- The initial minimum registration fee of \$750.00 set by the manager must be paid no later than the first scheduled parent meeting of the year, and/or prior to the player taking the ice at the first league game.
- Two other payments determined by the manager will be scheduled for November 1<sup>st</sup> and December 1<sup>st</sup>. Any other payment arrangements must be approved by the manager.
- All fees' must be paid in full by December 1<sup>st</sup>. Any parent not paid in full on December 1<sup>st</sup> will present to the executive immediately in regards to extenuating circumstances prohibiting the full payment.
- The executive has the right to remove a player from the program that does not adhere to the Payment in Full Policy.
- Parents are to report any type of abuse (physical, verbal, sexual, player to player, adult to juvenile, etc) to the coaching staff, manager, Eastman AA Bantam Council, or IMHA Executive.

### Affiliation rules:

- The coach from the higher level team requiring an AP will contact the coach from the lower level team providing the AP to discuss who the lower level coach thinks should deserve/is able to AP with the higher level team. All AAA teams are required to reasonably make available AP's in order to facilitate player development. Order to AP is shown below:







# Interlake Lightning (Ice) AAA Bantam Female Constitution and By-Laws

## Name:

The name of this organization shall be the Interlake Ice AAA Female Bantam Hockey Club. Commencing the 2017-18 season, the name of this organization shall be the Interlake Lightning AAA Female Bantam Hockey Club, referred to as the Female Bantam Team.

## By-Laws:

- The Female Bantam Team is a non-profit organization that operates under the auspices of the Interlake Minor Hockey Association (IMHA) and Hockey Manitoba
- The team shall consist of one head coach advertised and selected by the IMHA and a minimum of one assistant coach selected by either the head coach with approval of the IMHA or IMHA, one manager selected by the head coach or IMHA and one assistant manager being the parent of a non graduating player if possible, and two parent liaisons elected by the parent group at the first team meeting. Sub committees and its members shall be set up as required with the head coach & managers approval.
- The team will provide a bank statement showing the closing balance of the previous year's team as of July 1<sup>st</sup>. The incoming team is responsible to leave the same amount of cash in the team account plus \$1,000 (or to an account maximum of \$10,000) for the next year's team to assist with start up and operating costs. Any remaining monies over and above the residual plus \$1000 (or to an account maximum of \$10,000) shall be refunded to the players in an equal amount. Suspended players are not entitled to any prorated refund over and above the refund received by non-suspended players. Any variation for this would require the approval of IMHA in writing.
- Any scholarship money donated will be kept in a separate fund, not to be used for the day to day operations of the team.
- No debt is to be left for the following year's team.
- Any amendment or change to the team's constitution shall be requested in writing to the IMHA board of directors.
- There shall be no "forward selling" of advertising commitments by the team that limits the next year's team to fundraise, without the written consent of the IMHA board. Example - Sweater ads.
- The team is required to maintain and return, in good condition, one full set of jerseys, with the other set of jerseys given out to the players at the end of the year. The set of jerseys given out will rotate every year between home and away, so that no set of jerseys returned to the team is older than 1 year old. Should any be damaged they shall be replaced by the team at the team's expense.

## Aims and Objectives of the Female Bantam Team:

- To promote and develop hockey players at the AAA Bantam level
- Membership shall be open as per the Hockey Manitoba constitution, but preference will be given to resident players of the Interlake Region
- To promote leadership for the future of the club and promote at least one parent of a non-graduating aged player to assistant manager to provide continuity for next season.
- To engage the minor hockey associations within the Interlake Region.

## Duties of the Team Manager and Assistant Manager:

- Attend the AAA Female Bantam Hockey League AGM Meeting.
- Assist the coach in setting up the try-out camp; including booking ice, arranging referees, ordering jerseys, pucks etc.
- Arrange transportation and accommodations for players & coaching staff.
- Coordinate the year's scheduling and ice allocation for home games and practices in consultation with the coach.
- To provide a detailed list of all financial activities, such as the team budget, coaching staff salaries, fund raising, and expenses to parents of the incoming team as soon as practical but no later than November 30<sup>th</sup>. The budget is to be approved by 75% of the parents. (one player one vote)
- In case of an emergency, the manager will have the authority to make the necessary decisions that will later be discussed with the parents.
- To facilitate in providing accountability and yearly continuity for all matters that reflect the current and future success of the IMHA.
- To have parents appoint at least two parent liaisons
- Be responsible for player registration with Hockey Manitoba and the AAA Female Bantam Hockey League.
- To establish parent committees at the first parent meeting of the year. eg finance, transportation, announcer etc
- To organize parents meetings as necessary.
- Assure on-ice officials are paid prior to the start of games.
- Communicate on a regular basis with parent liaisons and if required parents directly
- Assemble, maintain, and guard player medical information, making it available to emergency responders or medical staff in the event a player requires medical attention in the absence of the player's guardian. Medical information shall be destroyed or returned to guardian at the end of the season.
- The manager through parent reps will be responsible for ensuring that first-aid, pucks and uniforms are available at all games
- The manager has the right to assign and delegate duties to the parent group
- Parent meetings – There will be a minimum of 2 parent meetings with the coaches in attendance; the first meeting will take place on the 1<sup>st</sup> practice after the team has been picked, with the 2<sup>nd</sup> meeting taking place around the Christmas break.

## Parent Committees

- Separate Fund Raising Activities
- Gate schedule
- Laundering Jersey Schedule
- Printing of Home Game Schedule
- Social Committee
- Media and Publicity
- Online Scoring
- Minor Hockey Player Participation
- Travel
- Rooms
- Meals
- ETC

## Duties of the Parent Liaisons:

- The Parent Liaisons must be available to deal with concerns other parents have with the coaches. (May be on-ice or off-ice conduct)
- The Parent Liaisons will review the concern, and attempt to resolve. If necessary, the liaison may have to consult with the coach or set up a meeting with the coach and concerned parent. In the event that the issue is not resolved, may consult with the IMHA AAA Representative.
- In the event that one of the parent reps has a conflict of interest the second parent liaison will deal with the issue. The parent liaison with the conflict of interest shall not deal directly with the manager or coach on this issue regarding their child.
- Parent liaisons will be responsible to address objectionable conduct by a parent.

## Coaching Staff:

- The coaching staff will consist of a minimum of one Head Coach, one Assistant Coach, and a Trainer. The IMHA reserves the right to reject or dismiss any Coach, Trainer or manager.
- No parents of players are allowed to coach without the written consent of the IMHA Executive.
- The coaching staff is expected to act in a positive manner that promotes an environment for training, motivating, and developing hockey players for their future advancement above the AAA Bantam level.
- The selected coaches are responsible in coordinating the try-outs (with the assistance of the managers), and the selection of all players. There shall be no outside sources of evaluation other than the preselected coaches without the written permission of IMHA.
- As long as a players place of residency falls under the applicable HM boundaries in respect to the Interlake Region, there shall be absolutely no value or consideration placed upon the player's place of residence with respect to making or not making the team.
- The coaching staff must have a minimum of two (coaches to player) meetings with each player throughout the year. Preferably, one meeting will take place prior to December and the second meeting prior to February.
- The Head Coach is responsible for accepting or designating to one of the coaching staff, manager, or parent committee the responsibility for the health and well being of all players on road trips.
- Coaches are responsible for on and off ice activities for all players - Pre Games, Dry Land etc, while under their care and control.
- Coaches have the authority to establish a curfew and dress code.
- Coaches control, strategize and plan all practices..
- Coaches have the authority to discipline players. However, any suspensions over 4 games must be in consultation with the AAA Female Bantam League and the IMHA Board of directors, with the IMHA board of directors having final authority.
- The Coaching Staff will have the discretion to or / not to, select year-end player awards. Year end awards are not a mandatory requirement.

## Player Responsibilities:

- Players are required to sign a Player Code of Ethics (Parents / guardian to endorse).
- Players must attend, to the best of their ability, all practices, games and any other hockey related functions. In the event that players are not fulfilling their attendance obligations, the coach shall inform the manager of an appropriate correction measure to be discussed and approved by the IMHA AAA Representative.
- Players are required to be involved in all fundraising activities.
- Players have to adhere to coach's rules such as dress code, curfew, and arrival times for games and practices, and on and off ice behavior/conduct.
- Players must respect their teammates, coaches, opponents, and officials.
- No smoking, no chewing tobacco, no alcohol or illegal drugs will be tolerated at any IMHA function.
- Players shall adhere to all Hockey Manitoba and Hockey Canada policies including social media, cell phones/cameras/video.
- All players, staff and parents are to report any type of abuse (physical, verbal, sexual, peer to peer, adult to juvenile) to the coaching staff, manager, AAA Female Bantam League or IMHA executive.

### Player Travel Policy/Understanding:

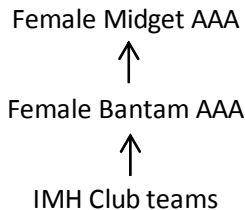
- It will be the responsibility collectively of the coaches, manager and trainer to advise the player's parent or guardian if there has been an injury during a practice or a game, immediately.
- Any circumstances that prevent a player from adhering to the Travel Policy /Understanding must be approved by the Coaches or Manager.

### Parent Responsibilities:

- All parents will be expected to participate and volunteer in a fair manner to equally distribute the work required, ensuring a good year for all.
- To actively participate in all fundraising events, as the player registration fee is only a small portion of the operating cost of the team.
- The initial minimum registration fee of \$750.00 set by the manager must be paid no later than the first scheduled parent meeting of the year, and/or prior to the player taking the ice at the first league game.
- Two other payments determined by the manager will be scheduled for November 1<sup>st</sup> and December 1<sup>st</sup>. Any other payment arrangements must be approved by the manager.
- All fees' must be paid in full by December 1<sup>st</sup>. Any parent not paid in full on December 1<sup>st</sup> will present to the executive immediately in regards to extenuating circumstances prohibiting the full payment.
- The executive has the right to remove a player from the program that does not adhere to the Payment in Full Policy.
- Parents are to report any type of abuse (physical, verbal, sexual, player to player, adult to juvenile, etc) to the coaching staff, manager, AAA Female Bantam League, or IMHA Executive.

### Affiliation rules:

- The coach from the higher level team requiring an AP will contact the coach from the lower level team providing the AP to discuss who the lower level coach thinks should deserve/is able to AP with the higher level team. All AAA teams are required to reasonably make available AP's in order to facilitate player development. Order to AP is shown below:





# Interlake Lightning AAA Midget Female Constitution and By-Laws

## Name:

The name of this organization shall be the Interlake Lightning AAA Female Midget Hockey Club referred to as the Female Midget Team.

## By-Laws:

- The Female Midget Team is a non-profit organization that operates under the auspices of the Interlake Minor Hockey Association (IMHA) and Hockey Manitoba
- The team shall consist of one head coach advertised, recruited and selected by the IMHA and a minimum of one assistant coach selected by either the head coach with approval of the IMHA or IMHA, one manager selected by the head coach or IMHA and one assistant manager being the parent of a non graduating player if possible, and two parent liaisons elected by the parent group at the first team meeting. Sub committees and its members shall be set up as required with the head coach & managers approval.
- The team will provide a bank statement showing the closing balance of the previous year's team as of July 1<sup>st</sup>. The incoming team is responsible to leave the same amount of cash in the team account plus \$1,000 (or to an account maximum of \$10,000) for the next year's team to assist with start up and operating costs. Any remaining monies over and above the residual plus \$1000 (or to an account maximum of \$10,000) shall be refunded to the players in an equal amount. Suspended players are not entitled to any prorated refund over and above the refund received by non-suspended players. Any variation for this would require the approval of IMHA in writing.
- Any scholarship money donated will be kept in a separate fund, not to be used for the day to day operations of the team.
- No debt is to be left for the following year's team.
- Any amendment or change to the team's constitution shall be requested in writing to the IMHA board of directors.
- There shall be no "forward selling" of advertising commitments by the team that limits the next year's team to fundraise, without the written consent of the IMHA board. Example - Sweater ads.
- The team is required to maintain and return, in good condition, one full set of jerseys, with the other set of jerseys given out to the players at the end of the year. The set of jerseys given out will rotate every year between home and away, so that no set of jerseys returned to the team is older than 1 year old. Should any be damaged they shall be replaced by the team at the team's expense.

## Aims and Objectives of the Female Midget Team:

- To promote and develop hockey players at the AAA Midget level
- Membership shall be open as per the Hockey Manitoba constitution, but preference will be given to resident players of the Interlake Region
- To promote leadership for the future of the club and promote at least one parent of a non-graduating aged player to assistant manager to provide continuity for next season.
- To engage the minor hockey associations within the Interlake Region.

## Duties of the Team Manager and Assistant Manager:

- Attend the AAA Female Midget Hockey League AGM Meeting.
- Assist the coach in setting up the try-out camp; including booking ice, arranging referees, ordering jerseys, pucks etc.
- Arrange transportation and accommodations for players & coaching staff.
- Coordinate the year's scheduling and ice allocation for home games and practices in consultation with the coach.
- To provide a detailed list of all financial activities, such as the team budget, coaching staff salaries, fund raising, and expenses to parents of the incoming team as soon as practical but no later than November 30<sup>th</sup>. The budget is to be approved by 75% of the parents. (one player one vote)
- In case of an emergency, the manager will have the authority to make the necessary decisions that will later be discussed with the parents.
- To facilitate in providing accountability and yearly continuity for all matters that reflect the current and future success of the IMHA.
- To have parents appoint at least two parent liaisons
- Be responsible for player registration with Hockey Manitoba and the AAA Female Midget League.
- To establish parent committees at the first parent meeting of the year. eg finance, transportation, announcer etc
- To organize parents meetings as necessary.
- Assure on-ice officials are paid prior to the start of games.
- Communicate on a regular basis with parent liaisons and if required parents directly
- Assemble, maintain, and guard player medical information, making it available to emergency responders or medical staff in the event a player requires medical attention in the absence of the player's guardian. Medical information shall be destroyed or returned to guardian at the end of the season.
- The manager through parent reps will be responsible for ensuring that first-aid, pucks and uniforms are available at all games
- The manager has the right to assign and delegate duties to the parent group
- Parent meetings – There will be a minimum of 2 parent meetings with the coaches in attendance; the first meeting will take place on the 1<sup>st</sup> practice after the team has been picked, with the 2<sup>nd</sup> meeting taking place around the Christmas break.

## Parent Committees

- Separate Fund Raising Activities
- Gate schedule
- Laundering Jersey Schedule
- Printing of Home Game Schedule
- Social Committee
- Media and Publicity
- Online Scoring
- Minor Hockey Player Participation
- Travel
- Rooms
- Meals
- ETC

## Duties of the Parent Liaisons:

- The Parent Liaisons must be available to deal with concerns other parents have with the coaches. (May be on-ice or off-ice conduct)
- The Parent Liaisons will review the concern, and attempt to resolve. If necessary, the liaison may have to consult with the coach or set up a meeting with the coach and concerned parent. In the event that the issue is not resolved, may consult with the IMHA AAA Representative.
- In the event that one of the parent reps has a conflict of interest the second parent liaison will deal with the issue. The parent liaison with the conflict of interest shall not deal directly with the manager or coach on this issue regarding their child.
- Parent liaisons will be responsible to address objectionable conduct by a parent.

## Coaching Staff:

- The coaching staff will consist of a minimum of one Head Coach, one Assistant Coach, and a Trainer. The IMHA reserves the right to reject or dismiss any Coach, Trainer or manager.
- No parents of players are allowed to coach without the written consent of the IMHA Executive.
- The coaching staff is expected to act in a positive manner that promotes an environment for training, motivating, and developing hockey players for their future advancement above the AAA Midget level.
- The selected coaches are responsible in coordinating the try-outs (with the assistance of the managers), and the selection of all players. There shall be no outside sources of evaluation other than the preselected coaches without the written permission of IMHA.
- As long as a player's place of residency falls under the applicable HM boundaries in respect to the Interlake Region, there shall be absolutely no value or consideration placed upon the player's place of residence with respect to making or not making the team.
- Players imported from outside the Interlake Region must be approved by the IMHA, and have an appropriate approved signed release prior to participating in any team activities.
- The coaching staff must have a minimum of two (coaches to player) meetings with each player throughout the year. Preferably, one meeting will take place prior to December and the second meeting prior to February.
- The Head Coach is responsible for accepting or designating to one of the coaching staff, manager, or parent committee the responsibility for the health and well being of all players on road trips.
- Coaches are responsible for on and off ice activities for all players - Pre Games, Dry Land etc, while under their care and control.
- Coaches have the authority to establish a curfew and dress code.
- Coaches control, strategize and plan all practices..
- Coaches have the authority to discipline players. However, any suspensions over 4 games must be in consultation with the Female Midget AAA League and the IMHA Board of directors, with the IMHA board of directors having final authority.
- The Coaching Staff will have the discretion to or / not to, select year-end player awards. Year end awards are not a mandatory requirement.

## Player Responsibilities:

- Players are required to sign a Player Code of Ethics (Parents / guardian to endorse).
- Players must attend, to the best of their ability, all practices, games and any other hockey related functions. In the event that players are not fulfilling their attendance obligations, the coach shall inform the manager of an appropriate correction measure to be discussed and approved by the IMHA AAA Representative.
- Players are required to be involved in all fundraising activities.
- Players have to adhere to coach's rules such as dress code, curfew, and arrival times for games and practices, and on and off ice behavior/conduct.
- Players must respect their teammates, coaches, opponents, and officials.
- No smoking, no chewing tobacco, no alcohol or illegal drugs will be tolerated at any IMHA function.
- Players shall adhere to all Hockey Manitoba and Hockey Canada policies including social media, cell phones/cameras/video.

- All players, staff and parents are to report any type of abuse (physical, verbal, sexual, peer to peer, adult to juvenile) to the coaching staff, manager, Female Midget AAA League or IMHA executive.

### Player Travel Policy/Understanding:

- It will be the responsibility collectively of the coaches, manager and trainer to advise the player's parent or guardian if there has been an injury during a practice or a game, immediately.
- Any circumstances that prevent a player from adhering to the Travel Policy /Understanding must be approved by the Coaches or Manager.

### Parent Responsibilities:

- All parents will be expected to participate and volunteer in a fair manner to equally distribute the work required, ensuring a good year for all.
- To actively participate in all fundraising events, as the player registration fee is only a small portion of the operating cost of the team.
- The initial minimum registration fee of \$750.00 set by the manager must be paid no later than the first scheduled parent meeting of the year, and/or prior to the player taking the ice at the first league game.
- Two other payments determined by the manager will be scheduled for November 1<sup>st</sup> and December 1<sup>st</sup>. Any other payment arrangements must be approved by the manager.
- All fees' must be paid in full by December 1<sup>st</sup>. Any parent not paid in full on December 1<sup>st</sup> will present to the executive immediately in regards to extenuating circumstances prohibiting the full payment.
- The executive has the right to remove a player from the program that does not adhere to the Payment in Full Policy.
- Parents are to report any type of abuse (physical, verbal, sexual, player to player, adult to juvenile, etc) to the coaching staff, manager, Female Midget AAA League, or IMHA Executive.

### Affiliation rules:

- The coach from the higher level team requiring an AP will contact the coach from the lower level team providing the AP to discuss who the lower level coach thinks should deserve/is able to AP with the higher level team. All AAA teams are required to reasonably make available AP's in order to facilitate player development. Order to AP is shown below:

