

Ste. Rose Minor Hockey Association

Club Constitution

Version 2026-1

- 1. Name:** The name of the association shall be known as “STE ROSE MINOR HOCKEY ASSOCIATION”. Herein referred to as the “CLUB”.
- 2. Purpose:** To encourage skills development, sportsmanship, enjoyment, and individual growth in accordance with the rules and regulations of the Club, Hockey Manitoba, and Hockey Canada.
- 3. Affiliation:** With Parkland Minor Hockey Association, Parkland Minor Hockey League, Hockey Manitoba, and Hockey Canada.
- 4. Governing Body:** The executive shall be comprised of:
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - Registrar
 - Signage/Sponsorship
 - Fundraising Chair
 - Team/Coach Liaison
 - Referee in Chief (Ref in Chief only if they choose to be included). Team representative(s) (coaches, managers, etc.) will be invited to participate but will not form the governing body.
- 5. Amendments to Constitution and Bylaws:** May be done only at an annual meeting.

Ste. Rose Minor Hockey Association

Club By-Laws

Section 1 – Registration:

- 1-1** Registration fees for each year will be set by the executive no later than the organizational meeting.
- 1-2** Players requesting a refund of registration fees will be subject to the following:
- Request prior to December 1st – 50% refund
 - Request after December 1st – 0% refund
- 1-3** Prior to a player being able to participate with the team, the following fees must be paid:
- Registration fees: in full payment or post-dated cheques
 - Tournament fees: each team charges their own fees
- 1-4** All fees must be paid by December 1st. Children may not participate until payment arrangements have been made, or the player will be suspended from all club activities until the fees are paid in full. Payment arrangements and postdated cheques must be handed in the first night of hockey practice.
- 1-5** No registration refund for any player under suspension.
- 1-6** Players requesting a refund prior to the beginning of the hockey schedule will be charged the insurance cost plus ten (10.00) dollars.
- 1-7** Any affiliated player shall give priority to the team he/she is registered with.
- 1-8** Players shall not be allowed to roster on any age team above their proper age division. Should there not be enough players to form a team in their proper age division, a waiver for “less than 9 players on a team” must be applied for. Any players playing “up” must be AP players. The executive will have the final decision when it comes to rostering players up or down so long as it leaves enough players on the initial team they would be playing with.

Section 2 – Meetings:

- 2-1** A quorum shall consist of fifty percent (50%) of the executive plus one (1). The president will be considered part of the membership for quorum purposes but will only be allowed to vote when a tie is registered.
- 2-2** The club shall hold a general meeting on a monthly basis from September to April.
- 2-3** The August/September meeting shall be known as the club's organizational meeting.
- 2-4** An annual meeting shall be held no later than April 30th of each year.
- 2-5** Elections for open executive positions will be held at the March wind-up. A vote will be held in the event that there are multiple nominations for executive positions. Each rostered player will receive one vote to be cast by the attending parent/guardian.
- 2-6** Special meetings may be called at any time, as deemed necessary, by the president, and/or members of the executive.

Section 3 – Financial:

- 3-1** A bank account shall be opened in the name of the club. Up to four (4) signing officers can be appointed from the governing body. Any two (2) of those appointed from the governing body shall be required to sign cheques: the treasurer and one other member of the executive.
- 3-2** A bank account may be opened in the name of each participating team. A manager, treasurer, and one other team representative will be able to sign. Only two signatures are required to sign cheques.
- 3-3** Referees pay schedule shall be reviewed and set no later than November 1st of each year.

Section 4 – Bench Staff Selection Process:

4-1 Bench staff positions, including head coaches, assistant coaches, team managers, and safety persons, shall be selected or appointed by the SRMH board of directors in accordance with the SRMH Bench Staff Selection Policy.

Section 5 – Disciplinary Committee and Policies:

5-1 The Disciplinary Committee shall be comprised of: team rep, referee in chief, president, and/or vice-president.

5-2 Any decisions made by the Disciplinary Committee may be appealed. The appeal procedure shall be to hold a meeting between the affected player, player's parents, referee in chief, team coach/coaches, and the Disciplinary Committee.

5-3 All players, coaches, parents or guardians must read, understand, and sign an appropriate "Code of Conduct" form prior to participating in any club activities.

5-4 Any parent or guardian of a SRMH player whose conduct is legitimately deemed to be disruptive and not conducive to the well-being of the game may be subject to discipline determined by the club including suspension from all club activities.

5-5 All parties must follow the 24-hour rule in regard to all concerns or disagreements between any parties involved in club activities.

- **Ste. Rose Minor Hockey "24-Hour Rule"** – if any person(s) determine that any concerns, events, methodologies, or conduct requires to be brought forward for attention, then that person(s) is to wait 24 hours after the event prior to initiating the contact. This "24-Hour Rule" allows for emotions to be set aside, placing the event in perspective, and enabling the opportunity for an objective evaluation and approach. The respondent of the information is then allowed 24 hours to reply for the same purposes. If in the event the issue remains outstanding the parties are to bring forward the issue to the club executive who will attempt to facilitate a resolution.

5-6 Any player, coach, official, or parent/guardian that attacks, ridicules, or derides any player, official, or coach in any way in person, in public, or in any form of media – traditional or social – will be subject to discipline from the club including suspension from all club activities.

- 5-7** On major disciplinary problems, the coach and/or manager shall carry out the club's policies and report such incidents to the club's executive.
- 5-8** The coach and/or manager shall consult with parents regarding problem behaviour in players.
- 5-9** Team coaches and managers shall be responsible to supervise the behaviour of players on the ice and in the dressing room.
- 5-10** The club's Disciplinary Committee may discipline a player (whether or not the player is disciplined by Hockey Manitoba) upon consultation with the team coach and manager.
- 5-11** The coach, trainer, or manager shall be the last person to leave the dressing room at all times. The last responsible person to leave the dressing room shall ensure that it is left in a neat and tidy condition.
- 5-12** Any player caught with alcohol or non-prescription drugs shall be suspended immediately and reported by the coach and manager to the SRMH executive.
- 5-13** All rostered bench staff must complete a child abuse check prior to December 1st. SRMH has the discretion to ask anybody who is in contact with the players, and who are over the age of 18, whether they are on or off the roster to complete a child abuse check. The child abuse check must be repeated every year.

Section 6 – Coach Responsibilities & Conduct

- 6-1** Each coach shall establish objectives/goals and rules for their team at the beginning of the hockey season, subject to approval of the club executive.
- 6-2** The enforcement of suspensions according to the policy guidelines and/or the decision of the club.
- 6-3** The coach and manager shall consult with the parents regarding the discipline of their child.
- 6-4** If the matter cannot be resolved between the parents and coach, the matter shall be referred to the Disciplinary Committee.
- 6-5** The coach shall strive to provide fair/equal ice time to each player on the team.

6-6 Profane language will not be tolerated within the arena complex, particularly on the bench, the ice, and in the dressing rooms, both at home and away.

6-7 Each coach will be responsible for their replacement if unable to attend practice or games. In all cases, a roster approved coach or replacement must be present.

Section 7 – Player Responsibilities & Conduct:

7-1 Attend all practices. Notify coach if unable to attend any practice(s).

7-2 Attend all games. Notify coach if unable to attend any game(s).

7-3 Exhibit good sportsmanship, especially by accepting defeat.

7-4 No verbal or physical abuse will be tolerated on the bench, ice surface, or within dressing rooms, between players, coaches, officials, parents, or fans.

7-5 All infractions not covered by the above will be dealt with by the Disciplinary Committee.

Section 8 - Parent Responsibilities & Conduct:

8-1 Arrange to have child at arena for all scheduled games and practices.

8-2 Make it their business to know all scheduled games and practices.

8-3 Parents/guardians are not allowed in the dressing rooms unless approved by the coach.

8-4 Any concerns with the coaching staff shall be brought to the attention of the team manager and/or team liaison and will be resolved by coaching staff and complainant. Complainant will follow the 24-Hour Rule (as outlined in Disciplinary Policies section).

8-5 Parents will set a good example of sportsmanship.

8-6 Parents shall be responsible for all required Hockey Manitoba sanctioned equipment and see that each child has all their equipment for each game and practice.

8-7 Any concerns with regards to referees shall be brought to the attention of the referee in chief.

Section 9 - Volunteer Roles & Job Descriptions

Every volunteer needs a "job description". This is a universal truth, for without a job description, a volunteer is uncertain what is expected of them. A volunteer may do too little, too much, or take on duties contrary to those originally expected of them. These job descriptions serve as a guideline.

All positions will be 3-year terms.

President

- Chairs all executive and general meetings.
- Acts as general coordinator of the association.
- Monitors the organization's following of all policies.
- Acts as a general liaison to the recreation department, junior hockey teams, and the Parkland Triple A U-15 and U-18 hockey teams.
- Acts as the association's public spokesperson.
- Acts as a member of the Disciplinary Committee.

Vice-President

- Carries out the President's duties in their absence.
- Performs duties as assigned.
- Assists in raising funds.
- Assists in ensuring proper continuity of the association.
- Acts as a member of the Disciplinary Committee

Secretary

- Records, distributes, and posts minutes of all regular and special meetings of the association. Has necessary correspondence circulated as required.
- Prepares an agenda for all meetings.

Treasurer

- Maintains the association's financial records accurately.
- Prepares and distributes a monthly report at all meetings.
- Prepares annual audit.
- Communicates with the signage/sponsorship person in reference to payment.

Referee in Chief (may or may not be included in governing body)

- After election, the individual elected as referee in chief must decide if they wish to be part of the governing body or not. If they are, then they are included in quorum. If not, then they are excluded. The governing board can decide if this position will receive an honorarium.
- Attends all monthly meetings (only mandatory if included in governing body).
- Meets with all local referees at the beginning of the hockey season and thereafter as deemed necessary.
- Evaluates the referees in the minor hockey program on a regular basis.
- Acts as a member of the Disciplinary Committee.
- Will appoint a committee for On-Ice Official Scholarship (SRMH will allocate \$500 each year for On-Ice Official Scholarship Fund. See Appendix A for details).

Team Liaison

- Attends all monthly meetings.
- Acts as liaison between parents, coaches, managers, and executive.
- Meets with coaches and managers at the beginning of the season to explain their duties.
- Assists coaches with registration requirements (ensuring all coaches are properly certified).
- Assists manager and/or tournament coordinator with adhering to the tournament guidelines.

Fundraising Chairperson

- Presents the club with fundraising ideas/proposals.
- Chairs fundraising projects - recruits volunteers to assist in fundraising projects.
- Coordinates with major sponsors.

Signage/Sponsorship

- Attends all monthly meetings.
- Orders new signs.
- Coordinates removal of old signs.
- Sends out letters (new sponsors, current sponsors, payment demand).
- Communicates with treasurer.
- Maintains updated sponsorship records.

Registrar

- Ensures players are registered with Hockey Manitoba.
- Ensures each team has an approved roster prior to the first game of the season.

- Communicates with team liaison to ensure all rostered members are certified by December 1st.
- Assists with tournament sanctions.
- Provides medical forms and codes of conduct.
- Coordinates with parents for overage applications and player transfers.
- Coordinates with AAA U-15 and U-18 Rangers in regard to affiliate players.

Past President

- Position will be a 1-year term.
- Attends meetings and helps to guide the new president.
- Will act in an advisory capacity only.



March 20, 2026

Brittany Gamache - President

Date



March 24, 2026

Mandy Arnold - Secretary

Date

Date of Last Revision	Revisions
March 20, 2026	• Addition of By-Law Section 4 – Bench Staff Selection Process • Addition of SRMH Bench Staff Selection Policy • Re-formatting of entire document • Minor grammatical and spelling edits

Ste. Rose Minor Hockey Association **Club Policies**

SRMH Bench Staff Selection Policy

Purpose

The purpose of this policy is to establish a structured, organized, fair, and transparent process for selecting bench staff each hockey season for each team in each age division within Ste. Rose Minor Hockey (SRMH).

Bench staff consists of:

- Head coach
- Assistant coach(es)
- Team manager
- Team safety person

This process ensures that individuals interested in volunteering for bench staff positions have an equal opportunity to be considered for these roles.

This policy also outlines the responsibilities of key bench staff roles, including team managers and safety persons, to ensure consistent team support and player safety.

This policy aligns with the player development and safety principles set out by Hockey Manitoba and Hockey Canada.

1. Bench Staff Application Process

Individuals interested in serving as head coach, an assistant coach, team manager, or safety person must complete the designated SRMH Bench Staff Application Form by the application deadline established by the board of directors each season.

The application form will include:

- A detailed application for individuals applying for the head coach position.
- A simplified application for individuals interested in serving as an assistant coach, team manager, or safety person, including contact information, position of interest, and age division.

Submission of an application does not guarantee appointment to a bench staff position.

If no applications are received for a specific role, the board of directors may reopen applications and/or actively recruit volunteers.

2. Head Coach Selection

Head coach applications will be reviewed by the SRMH board of directors.

The board will evaluate and select the head coach for each team or age division based on factors including:

- Coaching certifications and training
- Coaching and/or playing experience
- Experience working with children
- Leadership and communication skills
- Stated coaching philosophy
- Past involvement with SRMH, including demonstrated commitment to the association, adherence to SRMH policies and standards of conduct, disciplinary history, and relevant feedback from members
- Commitment to player development consistent with Hockey Manitoba and Hockey Canada principles

The successful applicant will be determined through a majority vote of the board of directors following evaluation of the applicants using the criteria listed above.

If the board of directors vote results in a tie between two candidates, the board may seek input from the parents or guardians of players registered in that division through a confidential anonymous vote.

Each family will receive one vote, regardless of how many children are registered in that division.

The results of the vote will be used to assist the board in making the final coaching appointment.

If only one head coach application is received, the board will review the application and may appoint the applicant if the individual is considered a suitable candidate.

If the board determines the applicant is not a suitable candidate, the application process may be reopened.

3. Coaching Expectations

All coaches within SRMH are expected to support the player development philosophy promoted by Hockey Manitoba and Hockey Canada.

Coaches are expected to:

- Promote skill development, effort, and enjoyment of the game

- Foster a safe, respectful, and inclusive team environment
- Encourage and demonstrate sportsmanship and respect for teammates, officials, and opponents
- Communicate clearly and respectfully with players, parents/guardians, other bench staff, and association leadership
- Support the long-term development of players rather than prioritizing short-term competitive results.

4. Selection of Remaining Bench Staff

Once the head coach has been selected for each team and/or age division, the board of directors will work in consultation with the head coach to select the remaining bench staff from the list of applicants.

The board retains final authority over all bench staff appointments.

5. Qualifications

Applicants for all bench staff positions must either:

- Already possess the required certifications established by Hockey Manitoba for their respective position, including a current Respect in Sport for Activity Leaders certification, or
- Commit to completing them before December 1st of the current season.

Course Reimbursement

- SRMH will reimburse bench staff for the cost of required certifications upon successful completion, provided proof of completion and a valid receipt are submitted to the board.

6. Team Manager

Each team is expected to have a designated team manager responsible for administrative and communication duties related to team operations.

For U7 and U9 divisions, the head coach may choose to manage the team themselves or appoint a team manager.

For U11 and older divisions, a separate team manager must be designated who is not the head coach.

When appointing a team manager, the following order of preference should be considered:

1. A parent or guardian of a player on the team
2. The spouse or partner of the head coach
3. The head coach, if no other volunteers are available

The team manager will work in coordination with the head coach and the SRMH board of directors to support team operations, primarily through administration duties including but not limited to:

- Setting and communicating team expectations to parents/guardians
- Setting up and adding players and parents/guardians to the team communication app
- Clearly communicating pertinent information to coaches and players
- Scheduling games and tournaments

7. Safety Person

Each team must have a designated safety person in accordance with the requirements and recommendations of Hockey Manitoba and Hockey Canada.

The safety person can also be a coach or manager.

The safety person is to attend all practices and games whenever possible. If they are unable to attend, they must ensure another certified safety person is present.

The safety person is responsible for promoting player safety through:

- Injury prevention
- Risk management
- Emergency preparedness
- Injury recognition and management
- Coordination of player health and safety information
- Other responsibilities as recommended by Hockey Manitoba and Hockey Canada

The safety person must ensure a fully stocked first aid kit containing the recommended supplies established by Hockey Canada is readily available at every practice and game, whether home or away.

8. Conflict of Interest

Any member of the board of directors who has applied for a bench staff position, or whose immediate family member has applied, must declare a conflict of interest and abstain from discussion and voting related to that position.

9. Conduct and Removal

All bench staff must adhere to the policies and standards established by SRMH, Hockey Manitoba, and Hockey Canada.

The board of directors reserves the right to review bench staff conduct and may remove an individual from their position if their actions are deemed inconsistent with the expectations of the association or detrimental to the safety, development, or well-being of players, officials, or other bench staff.

10. Parent Influence

The selection of bench staff is the responsibility of the SRMH board of directors.

Parents, players, or teams may not attempt to influence selections through petitions or coordinated efforts. Any feedback must be directed to the board through the appropriate channels.