

Lorette Minor Hockey Association
Constitution



Revised May 2017

Article 1

- 1.1. This organization shall be known as Lorette Minor Hockey Association, a nonprofit association. In later articles and discussions this organization will be referred to as LMH

Article 2

- 2.1 The objectives of LMHA shall be to promote, improve, and govern organized minor hockey in the community of Lorette

Article 3

The Board of Directors will consist of a minimum of four elected positions and up to a maximum of 12 elected positions. There will also be 2 appointed positions (1 referee in chief, 1 Hockey Development Coordinator). The Past President will be an eligible Director who will be an advisory member for the Executive of the Governing Board

- 3.1 All members of the Board of Directors may be Team Managers or Coaches
 - 3.1.1 Any conflict situation that includes a Board member as a coach or manager will be referred to the Board. The Board member in conflict will be excluded
- 3.2 Directors will be elected annually at the Annual General Meeting
- 3.3 Any Member of the LMHA may submit a Proposal for Amendment to the Constitution and Bylaws. It is to be submitted in writing to the Secretary at least 30 days in advance of the Annual General Meeting or presented and documented at a prior standard meeting. The proposal must be moved and seconded at the Annual General Meeting
 - 3.3.1 Any motion to amend the Constitution must be approved by at least 2/3 majority vote at the Annual General Meeting, and also at least a majority of the Directors at a Directors meeting in order to be passed
 - 3.3.2 Motions to amend the Constitution will only be considered at the Annual General Meeting.

Article 4

- 4.1 Executive | The Executive of LMHA shall consist of the:
 - 4.1.1 President
 - 4.1.2 Vice President
 - 4.1.3 Secretary

- 4.1.4 Registrar
 - 4.1.5 Treasurer
- (All of these positions will be elected)

4.2 Directors-at-Large | The Directors-at-Large may consist of the following elected/appointed positions:

- 4.2.1 Past President
- 4.2.2 Ice Convener
- 4.2.3 Equipment Manager
- 4.2.4 Fundraising Coordinator
- 4.2.5 Female Hockey Representative
- 4.2.6 Website Coordinator

The Directors-at-large will consist of the following appointed positions:

- 4.2.7 Referee in Chief
 - 4.2.8 Hockey Development Coordinator
- (These 2 positions will be appointed by The Board of Directors through a selection/appointment process)

4.3 Description of Duties:

4.3.1 President

- a. Chair all meetings of the LMHA and create meeting agendas
- b. Oversee registration, ice scheduling, and team selection
- c. Sit on Coach Selection Committee
- d. Attend all RCHL, Eastman, and CCLCC meetings or send another Board member in his/her place
- e. Oversee general administration of the LMHA
- f. Has signing authority
- g. Vote when deciding vote is required
- h. Prepare a pre-season budget to be adopted by LMHA Board
- i. Has the authority to delegate duties or responsibilities to another Board member as required

4.3.2 Vice President

- a. Shall assume the duties of the President in his/her absence
- b. Shall assist in the administration of the LMHA if called upon by the President
- c. Shall attend all RCHL, Eastman, and CCLCC meetings
- d. Act as the Coach Coordinator on the Coach Selection Committee
- e. Create selection/interview questions to be used in the coach selection interview process
- f. Form and oversee the duties of the Coach Selection Committee
- g. Ensure that parents and players complete appraisal forms of LMHA before the end of December. These may include appraisals of The Board and its processes, coaches, and managers
- h. Ensure that all coaches' post-season interviews are complete with data from the above

appraisals

- i. Schedule a minimum of 2 Coaches' meetings per season and more if required
- j. Has signing authority

4.3.3 Secretary

- a. Record and distribute all LMHA minutes
- b. Collect and present all correspondence of the LMHA
- c. Issue notices of meetings, special events, etc.
- d. Assist with registration
- e. Report scores to RCHL or other such leagues in which a LMHA team may play as required or appoint another Board member to do this
- f. Will prepare the agenda prior to Board and Coaches' meetings

4.3.4 Treasurer

- a. Provide all up to date financial records including monthly statements
- b. Complete all banking in a timely manner
- c. Collect all outstanding registration fees and NSF cheques
- d. Collect all money owed by teams including fees from tournaments, exhibition games, referee costs, and other expenses
- e. Pay all LMHA expenses by cheque only
- f. Provide financial statements and a report at the Annual General Meeting
- g. Has signing authority

4.3.5 Past President

- a. Will act in an advisory role to the President and Vice President as required
- b. The Past President may attend meetings including coach and regular Board meetings as needed
- c. The Past President may be a part of the coach selection committee

4.3.6 Referee in Chief

- a. Recruit referees for all LMHA games including tournaments and exhibition games
- b. Provide training for all referees
- c. Ensure referees are notified of all rules, updates, and changes as they are issued by Hockey Manitoba
- d. Ensure rules and guidelines provided by RCHL or other such leagues in which a LMHA team may play are followed
- e. Report all game or match penalties as required to Eastman for suspension handouts
- f. Attend all meetings for Referee in Chiefs of the RCHL or Eastman Hockey Association
- g. Record referee hours and ensure referees are paid on a monthly basis
- h. Will ensure that all monies are paid to referees by teams for exhibition games

4.3.7 Ice Convener

- a. Will schedule all practices and game times for all teams of LMHA
- b. will communicate with the CCLCC ice convener on behalf of all teams of LMHA
- c. will communicate all game ice dates, times, and changes information with the LMHA and Referee in Chief
- d. Will ensure that all Eastman and RCHL league schedulers receive all game ice dates, times, and changes

- e. The Ice Convenor shall receive an honorarium of \$40.00 per registered LMH team per season as compensation for time spent on scheduling of practices and games.

4.3.8 Equipment Manager

- a. Repair or replace any equipment provided by LMHA
- b. Distribute equipment provided by LMHA to teams as required including jerseys, goalie equipment, pucks, first aid kits, etc.
- c. Purchase Lorette Comet merchandise which is to be resold to players including socks, name bars, etc.
- d. Organize sale of Lorette Comet merchandise for players, fans, and parents including such items as jackets, hoodies, toques, etc.
- e. Organize team photo session
- f. Display Championship banners before the start of the new season.

4.3.9 Fundraising Coordinator

- a. The fundraising coordinator will oversee all fundraisers for LMHA.
- b. The fundraising Coordinator will work with individual teams when a joint fundraiser between teams and LMHA occurs

4.3.10 Hockey Development Coordinator

- a. The HDC will organize and run a variety of clinics throughout the season. Need for clinics will be assessed through coaches' meetings. Examples of clinics may include, coaching clinics, hitting clinics for Atom and Peewee aged players, goaltending clinics, and power skating clinics

4.3.11 Registrar

- a. Shall obtain and record a list of all players, teams, coaches, and safeties and submit to LMHA
- b. shall ensure that all players are properly registered on accordance with hockey Manitoba and Hockey Canada
- c. Will provide teams with copies of Hockey Manitoba approved, signed rosters
- d. Will complete and remit any Addition/Deletion forms to the Hockey Manitoba Zone Registrar
- e. Will complete and remit rosters to the Hockey Manitoba Zone Registrar
- f. Will oversee registration of new and returning players to LMHA
- g. Will make all contacts with the Eastman Zone Registrar
- h. Will collect all Criminal Record Checks and Child Abuse Registry forms that have been completed by all coaches, assistant coaches and safeties
- i. Verify that all coaches have proper certification as required by Hockey Manitoba
- j. Enforce Hockey Manitoba deadlines for coach certification, safety certification etc.
- k. Create all registration forms

4.3.12 Female Hockey Representative

- a. Represent LMHA at the Eastman Female Summit meetings
- b. Ensure LMHA female hockey teams are properly registered in their respective leagues and provincials
- c. Ensure relevant information is conveyed to coaches and managers of female teams
- d. Act as a liaison with other minor hockey associations to place LMHA girls on teams in the

- event that LMHA does not have a team
- e. Actively promote and recruit for female hockey on behalf of LMHA

Article 5

- 5.1 All members of the Governing Board in the day to day operation of the LMHA will be requested to attend Governing Board meetings
- 5.2 All members of the Governing Board will have a vote on all matters discussed at a Governing Board meeting
- 5.3 Provided there is a quorum present, all matters discussed at a Governing Board meeting shall be decided by a simple majority of the Governing Board members present. In the case of a tie, the President or his or her representative shall cast the tiebreaking ballot. A quorum shall not be less than fifty percent of the Governing Board plus one

Article 6

- 6.1 Term of Office: The Executive shall be elected at completion of term of office for their position, as the term expires, at the AGM. The Executive shall hold office for a term of two years from the date of their election to office. At the start of the 2012-2013 season, positions will be staggered to ensure that there is not a large turn over on any given year. Positions may be staggered as follows:
 - President – Even
 - Vice President – Odd
 - Registrar – Odd
 - Secretary – Even
 - Treasurer – Even
 - Equipment Manager – Even
 - Fundraising Coordinator- Odd
 - Female Hockey Representative – Even
 - Website Director – Odd
 - Ice Convenor - Even

Article 7

- 7.1 Any member of the Governing Board of the LMHA may be involved as a coach or manager of a LMHA team or other Board groups such as Ringette, the CCLCC, Figure Skating, etc. When an issue is deemed a potential conflict of interest, the Governing Board will decide if the member involved in the potential conflict is to be excused in that particular decision-making

Article 8

- 8.1 Any elected or appointed member of the Governing Board of the LMHA not conducting

themselves in a proper manner as deemed by the majority of the Governing Board will be held accountable for his or her actions and may be relieved of his or her position for the remainder of his or her term

Article 9

- 9.1 At the creation of a vacancy in the Governing Board, the remaining members of the Governing Board will fill the vacancy at their discretion
- 9.2 Any resignation must be in writing and presented to the Governing Board of the LMHA

Article 10

- 10.1 All members of the Governing Board of the LMHA must attend all regular meetings
- 10.2 Any member of the Governing Board of the LMHA who is absent without being excused by the President for two consecutive LMHA meetings may be requested to resign

Article 11

- 11.1 No more than one immediate family member can hold a position on the Governing Board of the LMHA

Article 12

- 12.1 Decisions made at LMHA meetings will be released to the public by the President or the President's appointee

Article 13

- 13.1 The Governing Board of the LMHA will take under advisement only those complaints presented in writing to the President for the next regular LMHA meeting. The person lodging the complaint may be requested to appear before the Governing Board of the LMHA
- 13.2 Anyone wanting to attend a LMHA meeting must submit a written request prior to that meeting. The agenda may not allow for changes to the meeting

Article 14 | Lorette Minor Hockey Coach Selection

- 14.1 The Vice President will be responsible for organizing the coach selection process. The process is increasingly important as our hockey system has evolved to the point where we may have many qualified coaches vying for coaching positions at every level. This selection process shall democratically select successful candidates. The LMHA Board reserves the right to appoint a coach coordinator if the Vice President is incapable of performing his or her

duties.

- 14.1.1 The Vice President will form a coach selection committee for each level as necessary. The coach selection committee shall consist of the Vice President and the President as well as an independent evaluator. The independent evaluator shall be anyone knowledgeable in hockey and hockey systems who does not have a family member in the LMHA program as a player, coach, or board member. The independent evaluator shall be nominated by the Vice president and presented to the LMHA Board prior to the selection process. The LMHA Board will elect the most suitable independent evaluator
- 14.2 Any Board member having a child at the level for which a coach is being selected will be replaced on the Coach Selection Committee by another Board member
- 14.3 The Vice President shall collect all completed applications forms from persons interested in coaching at registration time and no later than five days after registration
- 14.4 The Vice President will be responsible for the screening of the coach candidates
- 14.5 The Vice President will provide an interview form for all candidates. This form will be used by the coach selection committee to rate the interviewed candidates. This form must be presented to and approved by the LMHA Board prior to the coach selection interviews
- 14.6 The Vice President will set up interview times with all coaching candidates
- 14.7 The Vice President will inform the LMHA Board and all candidates of the results of the selection process. Results are binding and will only be reviewed if a successful candidate:
 - a. Resigns
 - b. is charged under the law or is suspended under MAHA regulations
 - c. is injured or becomes unable to perform coaching duties
- 14.8 The Vice President will release all Coach Selection Committee members once the coaches have been selected for all levels
- 14.9 The Vice President shall monitor all concerns and/or complaints regarding coaches and report these to the LMHA Board as necessary
- 14.10 The Vice President shall ensure that new coaches are enrolled in training for their levels and that existing coaches upgrade their level as required. The Vice President shall ensure that all successful coaches, assistant coaches, and safeties complete Criminal Record Checks and Child Abuse Registry checks
- 14.11
 - 14.11.1 LMHA believes strongly in the strong volunteer efforts of the LMHA coaching staffs. LMHA also believes that it is important to provide strong feedback to each coach to help them develop and to support their work as a volunteer.
 - 14.11.2 Each parent will be asked to complete a short evaluation at the end of December each season to provide feedback to their coaches. The LMHA Vice-President will

collect the results and designate a LMHA Board member to share a summary of feedback.

- 14.11.3 An evaluation format will be developed and shared with coaches at the start of every season to be completed by either parents or parents in conjunction with their child depending upon the age of the child.

Example: Ratings (1 to 5 – 5 being Excellent and 1 being poor)

1. Did your coach share his/her philosophy and the LMHA Fair Play Policy?
2. Has your child enjoyed playing on this hockey team this season?
3. Has your child learned anything new about playing hockey?
4. Has your child's skills improved this season?
5. Has your child's playing time been fair so far this season?
6. Has your child or yourself had enough opportunities to ask questions?
7. Has your coach made your experience fun this season?
8. Has your coach helped your child to maximize their potential?
9. Has your coach helped your child improve their confidence to play in any game situation?
10. Has your coach taught skills using language your child understood?
11. Did your coach teach good sportsmanship and positive teamwork skills?
12. Has your coach provided positive feedback to your child?

Article 15 | Team Selection

- 15.1 A try-out system exists within each category starting from Atom and up
- 15.2 Try-outs will consist of several sessions where players will be evaluated on a number of criteria as determined by the LMHA Board
- 15.3 An evaluation form will be completed by all evaluators using a point system. Results will be tabulated by the Board and players will be ranked. Players will then be placed on teams according to their ranking. Past coaches and assigned coaches may be asked for input on "Bubble Players" so as to complete the team selection process
- 15.4 Approximately five evaluators will be used to complete the evaluation process. Evaluators will be appointed by the LMHA Board
- 15.5 Once team selections have been decided, any concerns or requests from parents/guardians are to be addressed to the LMHA Board
- 15.6 Teams will be selected as per the team selection protocol:
- 15.6.1 After player evaluations the size of the teams will be decided by the Board and be dependent on the number of players registered in each division and as per league regulations
- 15.6.2 At the novice level, the Board of Directors will decide based on registration numbers and the number of major age and minor age players, the number of "A", "B" and "C" teams and the division of the players for those teams. Coach selection for the Novice teams may be completed prior to pre-season skates that will assist coaches

to pick players with like skills. All team rosters will be subject to Board approval. As registration numbers vary from year to year, the Board will revisit the division of the Novice players yearly and make decisions based on the best interest of the Novice players in regards to player development and in accordance to regulations and guidelines set forth by Hockey Manitoba.

- 15.6.3 Squirt teams will be divided evenly after 3 evaluation skates. Board members and squirt coaches will rank the players using a 1, 2, 3 system and the teams will be divided to be as even as possible. Team rosters must be approved by the Board

Article 16

- 16.1 The LMHA Board shall have the right to appoint sub-committees when required and dissolve that committee upon completion of its purpose. Terms of reference will be provided by the LMHA board at the formation of each sub-committee

Article 17 | Registration Fees

- 17.1 Refunds will not be given after December 31. Refunds will be prorated on a monthly basis and this will be deducted from the refund. Insurance and league fees will be included in the first registration payment with the deposit. The payment schedule will be set annually prior to registration by the Board of Directors. The payment schedule will consist of:
- 17.1.1 Insurance, Registration and Deposit (at time of registration)
 - 17.1.2 Four equal monthly installment payments will be established prior to the start of the season.
 - 17.1.3 Registrations will not be accepted unless full payment or post-dated cheques accompany registration forms. Any outstanding fees from the previous season must be remitted by cash only and current registration forms will not be accepted until all outstanding fees are paid in full

Article 18

- 18.1 Members of the LMHA are registered players and their families who reside within the boundaries of the community of Lorette

Article 19

- 19.1 Fundraising is not to be done on an individual team level during tournaments or otherwise with the exception of 50/50 draws, puck tosses, and money sticks. In the case of a silent auction, half of the money raised will go to the team who hosted the tournament and half will go to LMHA. Requests for any other fundraising at tournaments or otherwise must be submitted in writing for approval by the LMHA Board. Teams needing funds for travel costs for Provincials will require approval from the LMHA Board prior to raising funds

Article 20 | Zero Tolerance Policy

20.1 The board of directors of Lorette Minor Hockey will work diligently to ensure that all players, coaches, managers and referees are protected from verbal and physical abuse from any person involved in Lorette Minor Hockey.

Any person who displays physical abuse to above mentioned, will receive **immediate expulsion from all Lorette Minor Hockey events.**

Any person who displays verbal abusive behavior to above mentioned, will receive:

- 20.1.1 Verbal reprimand from Lorette Minor Hockey (1st incident)
- 20.1.2 Written reprimand from Lorette Minor Hockey (2nd incident)
- 20.1.3 Expulsion from all Lorette Minor Hockey events (3rd incident)
 - 20.1.3.1 Any complaints reported to the Lorette Minor Hockey board must be in written form and must be provided within 7 days of occurrence.
 - 20.1.3.2 Lorette Minor Hockey board will be responsible to act on the complaint within one week of receipt of the occurrence
 - 20.1.3.3 An occurrence report may be provided by the person who was the subject of the abuse or a witness to the abuse of another member of Lorette Minor Hockey

Article 21 | Fair Play Policy

21.1 Lorette Minor Hockey believes in the Fair Play codes as outlined by Hockey Manitoba and Hockey Canada and will work diligently to ensure that these policies are followed by its members

Article 22 | Grievances

22.1 The LMHA Board will have a policy regarding grievances or complaints. All Grievances will only be put before the board for review if they are received in written form and have identified and recognized names on the Grievance; this applies to emails as written. All discussed Grievances with the board will be identified and recognized names. This Policy will save the LMH board time and energy when faced with Anonymous Grievances. Transparency is a must in a volunteer environment.

Article 23 | Bantam AA Snipers

22.1 LMHA will ask of the Head Coach and All Assistant Coaches of the Bantam AA Seine River Snipers to fill out and Complete the same Criminal Check and Sex Offenders Check that all LMHA Coaches must complete every year and hand it in to LMHA in the same time frame as LMHA Coaches.

Article 24 | Age Advancement

22.1 In order to provide an opportunity for like-skilled players to be grouped appropriately, Lorette Minor Hockey Association accepts applications for age advancement based on a set of established criteria. The criteria take into consideration the overall make up of a player including emotional, social, and physical development as well as the skills and achievements of the player. While the majority of players may be best served by progressing normally through the established age classifications, Lorette Minor Hockey would recognize that situations may arise beyond the scope of those classifications. The Age Advancement criteria applies only to teams consisting entirely of LMH players.

Criteria:

- 22.1.1 Every player must register and play within their own division.
- 22.1.2 An exception may be considered upon receipt of a written request or completed application form for a player to “play up”. The exception will only be considered for a player to “play up” one age level. The request must specify the skills, achievement, and personal qualities of the player which lead the parent(s) to believe that such a move is in the best interest of the player. The request must also include a previous coach recommendation supporting such a move. The request must be received no later than the date of Lorette Minor Hockey registration.
- 22.1.3 The application will only be considered further if the move will not cause irreparable harm to the team at the player’s own age classification (i.e. numbers do not support moving a player).
- 22.1.4 If the application is still to be considered, the LMHA Executive will allow the player to participate in the evaluation process for the team the player wishes to be moved to. The Hockey Development Coordinator will be the liaison between the evaluation committee and the player/parent(s).
- 22.1.5 Only players in their last year of eligibility at a specific age classification will be considered for move up (i.e. major age players only). For novice age classification, minor age players may be considered to play up at the major age if the division of teams is based upon minor and major age.
- 22.1.6 Parents will be responsible for any associated costs for age advancement placement.
- 22.1.7 At the end of each year, the player must return to their own age level and re-apply to play up the following season in order to be considered to play up again.
- 22.1.8 The player’s skills and playing ability will be evaluated and players must possess the hockey skills, mental maturity, and physical attributes to play at a higher level. The player’s physical safety and emotional well-being will be considered first and foremost. The player must place in the top 5 evaluation scores at the higher age level in order to remain at that level.
- 22.1.9 Goalie positions are to be included in the Age Advancement process. The goalie must place as the top goalie in order to be considered for age advancement.
 - 22.1.9.1 Players will be eligible to play up with the older age level based on the following conditions:

- 22.1.9.2 Previous coach recommends based on the player's ability, skill level, and versatility.
 - 22.1.9.3 The benefit to the player's development outweighs the negative impact placed on the younger team's performance due to the movement.
 - 22.1.9.4 The older team player development would not be adversely affected.
 - 22.1.9.5 The age category the player to be advanced is leaving would not incur a problem with the number of remaining players that puts its viability in jeopardy as a result of the advancement.
- 22.1.10 No more than two players will be allowed to play up per team unless special circumstances make it necessary to form a team and the circumstances to be at the discretion of the LMHA Executive.
- 22.1.10.1 The age category the player to be advanced is leaving would not incur a problem with the number of remaining players that puts its viability in jeopardy as a result of the advancement.

Article 25 | Inclusive Philosophy

- 25.1 The LMHA Board of Directors believes in the Inclusion of all LMHA players including those with special needs. All players will be included and valued. All attempts will be made to ensure that each hockey season is a positive experience for all players and their families.