RIVERS MINOR HOCKEY
CONSTITUTION AND BYLAWS

OBJECTIVES

- To provide an opportunity for all players ages 4-18 to play sanctioned hockey under the bylaws, regulations, rules and procedures stated in the Hockey Manitoba Constitution.
- To adhere to all by-laws, regulations, rules, and procedures as stated in the MAHA / Hockey Manitoba constitution.
- To provide an equal opportunity for Rivers and area youth to develop their hockey skills, concepts of cooperation, and moral values, while instilling the love of the game.
- To provide with every possible opportunity to develop their coaching certifications and skills.
- To provide a safe and fun opportunity for players, coaches, volunteers, officials, and spectators to experience fellowship and community pride.
- To ensure fair play and fair competition for all age groups by promoting good sportsmanship by all stakeholders.

MEMBERSHIP AND VOTING

Any family that has at least one player registered, and with their fees paid for the previous season, or registered for the upcoming season shall be permitted to vote at the annual general meeting.

One vote shall be permitted per family and must be conducted by a parent, or guardian over the age of 18 at the date of the meeting, or any player or sibling over the age of 18 shall be allowed to vote for the family if no parent or guardian is present.

MEETINGS

Annual General Meetings

Rivers Minor Hockey will hold two annual meetings.

The Semi-Annual General Meeting will occur in the spring no more than 30 days after the end of the hockey season. Going forward in this document this meeting will be referred to as the SAGM.

The Annual General Meeting will be held every September after the pre -registration has closed. Going forward in this document this meeting will be referred to as the AGM.

Notice of these meetings will be provided by email to membership a minimum of 21 days prior to the meeting.

Structure of Annual General Meetings

Annual General Meetings are an opportunity to respond to concerns and report details regarding ideas, initiatives, and policy changes in relation to Rivers Minor Hockey

operations. Rivers Minor Hockey welcomes questions, comments, and concerns from members that are presented in the spirit of courtesy and respect to establish healthy, productive, and successful working relationships within River Minor Hockey.

Members are encouraged to inform Rivers Minor Hockey at least 7 days prior to an AGM with a written (emailed) request to the President for a topic they wish to have added to the agenda. This will provide an opportunity to have responses ready and available as best as possible.

Individual grievances and/or appeals will not be heard or discussed. Individuals may request to meet with the Executive at a regularly scheduled Executive Meeting by emailing Rivers Minor Hockey with the purpose of this request.

Executive Meetings
The executive of Rivers Minor Hockey will meet a minimum of twice per year other than the Annual General Meetings. Minutes of these meetings shall be made available upon request to any Member of Rivers Minor Hockey. The President in consultation with the executive shall call meetings as the need arises.

EXECUTIVE

Powers and Duties of the Executive Members:

1) To administer the affairs of the Association in accordance with the rules laid out by Hockey Manitoba, Yellowhead Minor Hockey, any league(s) with which Rivers Minor Hockey is currently a member and the Constitution of Rivers Minor Hockey.
2) To assist in soliciting volunteers help fill vacant positions on the executive, and individual team coaching staff.
3) In the event that positions are unfilled to assist in fulfilling the duties of open positions.
4) Develop budgets, and set fees for the season.
5) Report to and follow the direction of the membership as given by motion at the Annual General Meeting, and in accordance to the Constitution and By Laws.
6) Are required to attend meetings and act as a voting delegate on behalf of Rivers Minor Hockey when required.
7) Make themselves available to the Membership to answer questions pertaining to Rivers Minor Hockey.
8) To serve on the Riverdale Recreation Advisory Board, should you be appointed to do so.
9) Attendance at meetings though is expected. not mandatory Any executive member who misses three consecutive meetings can be removed from their position by an executive vote.

Conflict of Interest:
In a situation where a decision can directly impact an executive member or their immediate family, the executive member shall declare themselves in conflict, and the President shall determine whether they should leave the room and be removed from the voting process.

If the President is in conflict the Vice President shall take over the voting process, and determine whether the President should be removed from the voting process by making an executive vote.

Honorariums/Expenses:
Executive members are not entitled to any remuneration for a volunteer or elected position on the board.

Executive members may be reimbursed for any expenses incurred, including mileage, meals, or lodging for any meeting that they are required to attend on behalf of Rivers Minor Hockey.

This should be pre-approved by the executive prior to the expenses occurring in order to be eligible for reimbursement, and will be reviewed on a case by case basis.

EXECUTIVE POSITIONS AND GENERAL RESPONSIBILITIES AND DUTIES

Past President

1) Voting member of the executive committee in the case of a tie between other voting delegates.

President

1) Voting member of the executive on all matters
2) The Vice President will ascend to the President Role at the end of their two year term as Vice President and serve a two year term.
3) Chairs all General and Executive meetings
4) Attends all Regional and League Meetings
5) Attends Hockey Manitoba Meetings as needed.
6) Designates/Delegate authority to any member of the executive
7) Assign new responsibilities to members as necessary to ensure equitable distribution of duties
8) Serves as signing officer on all the Rivers Minor Hockey Bank Accounts
9) Oversees and supports all of the executive and organisations objectives

Vice President

1) Voting member of the executive on all matters
2) Serves a two year term in an even number year, then serves a two year term as President
3) Fulfils the President's duties when the President is unable to do so either by way of absence or in conflict
4) Assist the President in all Duties.
5) Serves as a signing officer on all Rivers Minor Hockey Bank Accounts

Treasurer

1) Voting member of the executive on all matters
2) Serves a two year term beginning in the even numbered years upon election by the membership.

3) Looks after the day to day financial management and financial reporting of Rivers Minor Hockey
4) With the approval of the executive determines all cash handling procedures, and communicates them with Team Managers
5) Provide Executive with Monthly Financial Statements during the season and at regular board meetings
6) Present Financial Report and Operating Budgets at General Meetings
7) Serves as a signing officer on the Rivers Minor Hockey Bank Accounts

Secretary

1) Voting member of the executive on all matters
2) Serves a two year term beginning in the odd numbered years upon election by the membership
3) Prepares and distributes minutes of all General and executive meetings
4) Serves as a signing officer on the Rivers Minor Hockey Bank Accounts

Registrar

1) Voting member of the executive on all matters
2) Serves a two year term beginning in the odd numbered years upon election by the membership
3) Organise and administer all registration duties prior too and during the hockey season
4) Ensures adherence to all Rivers Minor Hockey, Regional, League and Hockey Manitoba deadlines
5) Submit Hockey Manitoba Rosters

NON VOTING POSITIONS

The executive of Rivers Minor Hockey may choose to appoint individuals into additional roles on the executive to assist with the day to day operations of the association. These individuals may attend meetings but they will not have a vote on executive matters.

These roles may include but are not limited to:

1) Referee-In-Chief/Assignor
2) Communications Officer/Webmaster
3) Equipment Manager
4) Ice Time Scheduler
5) Player Development

Duties of these non voting positions, and any honorariums to be paid shall be determined by the executive and presented to the membership. Any Honorarium will need to be budgeted for and approved by the membership

BOARD MEMBER ELECTIONS

All board member nominations will take place at the SAGM in the spring. As part of the notice of Meeting the Executive will advise of the positions that will be up for Election.

Any person interested in seeking nomination for an available position can have their name brought forward in one of the following ways:

1) Submitted in writing to the Secretary or the President a minimum of 7 days in advance of the meeting, with a requirement that another member seconds the nomination from the floor.
2) Can have their name motioned AND Seconded from the floor at the meeting.

In the case where an election is needed, it will take place by secret ballot and will be administered by:

1) A member of the executive who is not up for election
2) One Volunteer member in attendance at the meeting.

Once the ballots are verified the person will be elected for their term, and the chair of the meeting will seek a motion from the floor to ratify the selection and destroy the ballots.

At the end of their 2 year term should the Vice President decide not to become the President a vote will be held for a 2 year term as President.

VACATED ELECTED POSITIONS

If an elected member of the Executive is removed or resigns their position during the term the President has the power to appoint a person to fill the position until the next General Meeting.

If the President vacates their Position then the Vice President shall fill that role until the next General Meeting. They will have the power to appoint a person as their Vice President

If the position is vacated during the first year of a two year term the President will appoint a replacement until the next General Meeting, at that time an election will be held for a one year term in that position to maintain the regular schedule of Elections as laid out in the By Laws.

FINANCIAL MANAGEMENT

Budget

The executive will prepare an annual budget and set registration fees accordingly, running on a break-even basis in an attempt to offset operating costs through player fees,and any additional events or fundraising.

The operating budget for the following season will be presented by the executive at the SAGM along with the recommended fee structure for the following season to be ratified by the membership.

Any executive purchases outside of normal operations that have not been budgeted for shall be motioned on and voted on by the executive during the season, and should be recorded in the minutes of an executive meeting.

Banking
Rivers Minor Hockey will maintain a bank account at the Westoba Credit Union to function as the bank account for Rivers Minor Hockey. All cheques and withdrawals will require two signatures from the the executive as listed in their roles and responsibilities

Savings
Operating as a not for profit, all profits earned by Rivers Minor Hockey will be invested back into the operations of Rivers Minor Hockey. Due to the nature of Hockey Manitoba's billing procedures, and the need to maintain reserves for future capital purchases such as equipment or jerseys the executive will determine the level of savings that needs to be maintained for Rivers Minor Hockey

The balance of the bank accounts and any other financial holdings such as investments or GIC's will be reported at Annual Meetings and will be available to any member that requests this information.

TEAM PERSONNEL SELECTION

Applications will be accepted on a yearly basis for the following three positions:

1) Head Coach
2) Assistant Coaches
3) Manager

Other positions within each team, such as Communications Officer and Safety, will be at the discretion of the Head Coach, pending approval by Rivers Minor Hockey

The deadline for applications will be 14 days after the player registration deadline each season. Applications will be accepted on or before the set deadline for each season through the president's email address.

The Executive will approve and appoint a head coach for each team/age category. No Executive member shall be permitted to take part in the discussion of or vote on a Team Personnel position in which he/she has applied for or is in a position for personal gain. A member in this instance will be required to leave the meeting until a decision is made.

Once Selected the head coach will select the assistant coach, manager, and any other people from the available applicants.

A variety of factors should be considered but are not necessarily restricted to the following:

1) Experience
2) Certification Level
3) Coaches fit within the objectives of Rivers Minor Hockey.
4) Coaches fit within the objectives of the level of play.
5) Organisation and planning ability.

Applications submitted past the application deadline will not be accepted, unless the Head Coach approaches the Executive with the late application. Applications submitted on or before the deadline will receive first consideration before a late application is considered.

Late applications will be voted on by the Executive, in consultation with the Head Coach. Until such time, the late applicant Is not considered a rostered coach, and is not permitted to coach on the ice. Failure to abide by this requirement will result in the late application not being considered by the Executive.

Team Personnel on the official roster will be required to obtain the necessary certifications, and pass the necessary safety checks by December 1 of each season as per Hockey Manitoba and abide by Hockey Manitoba guidelines and programs. Late applications that have been approved by the Executive will follow the same guidelines.

Coaches not gaining proper certification(s) by December 1 of each hockey season will be responsible to incur the coaching deficiency fee as set by Hockey Manitoba.

Team Personnel shall be responsible to supervise the behaviour of the players on the ice and in the dressing rooms during practices and games. It is required that parents/guardians, athletes, and all representatives of Rivers Minor Hockey maintain a level of respect and sportsmanship at all times while representing the association home and away.

Head Coaches are fully responsible for the activities of their team. Delegation of responsibilities to Team Personnel and parents/guardians is necessary and encouraged. However, ultimate responsibility and supervision of these activities rests with the Head Coach.

TEAM FORMATION

In an event that there are enough registrations for more than one team, the Executive will submit their team formation plan to the membership at the fall AGM for approval. A number of factors will be considered including the number of players, the number of available coaches and staff and whether or not there should be a third or fourth roster team for Provincial playdowns.

Team split will adhere to league regulation with regard to tiering, in the event there are two teams in the same group.If two teams are split ‘evenly’, the a 3rd roster team will be made for entry into Provincial Playdowns and Tournament of Champions. If there are enough players interested then a 4th roster will be made.

The splitting of teams, including the process with which they are split will be made by the Executive in consultation with the head coaches

In the situation where a AA team could be formed into a different league, a parent vote would be required to move such a team outside of the regular league. This parent vote would need to be initiated by the Rivers Minor Hockey Executive as part of their team formation plan

In an event that there are not enough registered players to form a team or if registrations dictate that there is a requirement to combine with another centre to form two teams, the

executive shall have the power to act without a vote from membership prior to the AGM should it be required.

AFFILIATE PLAYER (AP) POLICY

As Per the Hockey MB Rules Section 45 G):Minor Hockey Associations or Leagues may limit the use of affiliates for their own house/regional leagues. Minor Hockey Associations or Leagues may limit the use of affiliates for their own house/regional leagues. For Regional play-offs leading to Provincials and Provincials, teams may use affiliates to a maximum of 19 players.

Minimum of six regular players must be on game sheet.

1) Minor Hockey players rostered in Rivers Minor Hockey are permitted up to a maximum of 8 games as an affiliate player.
2) The 8 game maximum is the cumulative total of ALL exhibition, tournament, league play, league playoffs, provincial playdowns, and provincial tournaments.
3) AP's are NOT to be used for a competitive advantage. In the spirit of the rule, AP's are intended to fill roster spots due to absent players to facilitate the game play.
4) Exceeding the 8 game maximum requires an application to and approval by the Rivers Minor Hockey executive.
5) Players must attend their regular teams game/practice/tournament first, If they skip to attend a AP event they will be penalised. The penalty will be the event will count double towards the players AP game maximum.

Players must affiliate from a lower category within the same age division. If affiliating from a lower age division, player must affiliate from an equal or lower category. Teams may add eligible affiliate players to supplement their rosters as follows:

1) U11 & U13: up to 11 skaters and 2 goalies
2) U15 and U18: up to 15 skaters and 2 goalies

Teams first ask must be teams in the same age category before going to younger age groups. (When age groups are tiered)

Example: U13 Gold eligible AP's from U13 Silver, U13 Bronze or U11 Gold,Silver,Bronze. .
Example: U11 Silver eligible AP's from U11 Bronze OR U9 Silver, U9 Bronze.
Example: U9 Bronze eligible AP's from U7 teams from within your home association.

A team of a higher division or category may not use an affiliated player prior to receiving consent of the coach and then the parent with which the affiliated player is registered.

AP Request Procedure
AP requests MUST follow the following steps:

1) The head coach of the team requesting the AP shall contact the head coach of the team with where the player is rostered. If granted permission, proceed to step 2. If the answer is no; do NOT proceed to step 2.

2) The requesting coach may contact the parents.

Eligible AP's participating in a game with a team outside of their rostered team must indicate "AP (1 of 8)" on the game sheet for game 1, and MUST continue in this manner "AP (2 of 8)", "AP (3 of 8)", "AP (4 of 8)", "AP (5 of 8), etc" for all teams in which they participate as an eligible AP.

It is the responsibility of the Head Coach or team manager to:

1) Ensure the player is eligible when a request occurs. Players can move to a higher tier within the same age category. U11 bronze to U11 Silver or U13 Silver to U13 Gold as examples. OR a player can move from a lower age category to a higher age category but MUST be in the same tier or lower. U11 bronze to U13 bronze, U11 silver to U13 Silver, and U11 gold to U13 gold as examples.
2) Keep track of the number of games each player has participated as an AP.
3) Notify the executive when a player on your roster has reached the maximum 8 games.

Requests for unlimited AP or a variance of the 8 game rule, must be submitted to the Rivers Minor Hockey Executive and approved by the executive.

SPONSORSHIP/ADVERTISING

Rivers Minor Hockey maintains a Donor Board,and a list of local sponsors that pay to be part of the donor board annually. All corporate sponsorship and advertising requests must come from the Executive of Rivers Minor Hockey and not any team or individual.

GRIEVANCES

All grievances will be discussed and resolved by the Executive. No Executive member shall be permitted to take part in the discussion of or vote on a grievance in which he/she is involved in. A member in this instance will be required to leave the meeting until a decision is made.

It is expected that persons with a grievance wait 24 hours and try to discuss the issue with the Head Coach prior to filing a written grievance. There is zero tolerance for confronting Team Personnel in anger in front of players or complaining up in the stands to other parents/guardians during practices or games.

Persons with a grievance must submit a written summary to any member of the executive. Persons filing a grievance must wait 24 hours before filing a grievance. Following the 24 hour waiting/cooling-off period, the grievance must be filed within seven days of the incident. Grievances filed after seven days following the completion of the season will not be addressed.

The Executive will ask for a response to the grievance from the appropriate team personnel or parent, and any other people that may have been involved in the situation in order to gather information needed to handle the grievance.

Persons with a grievance can expect to receive a reply from the Executive within seven days.

AMENDMENTS TO RMH CONSTITUTION

This Constitution was adopted at the Annual General Meeting September 15, 2022, and hereby replaces any constitution or bylaws that has been written for Tri-Town Minor Hockey or Rivers Minor Hockey.