

THE PAS MINOR HOCKEY ASSOCIATION
CONSTITUTION

Last revised May 3, 2011

CONSITITUTION

PART I

The Pas Minor Hockey Constitution

1. The name of the Association shall be known as The Pas Minor Hockey Association.
2. The major goals of The Pas Minor Hockey Association are:
 - a) to provide an opportunity for all players to develop their hockey skills in accordance to their individual ability;
 - b) to provide an enjoyable youth program;
 - c) to develop sportsmanship in players;
 - d) to develop the character of the participants;
 - e) to ensure every house league player receives equal ice-time.

The teams shall be designated in leagues known as Squirts, Novice, Atom, PeeWee, Bantam, Midget, and Female.

3. The Executive shall be made up as follows: President, Past President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, and twelve (12) members at Large who shall be:

Ice Convenor, Referee-In-Chief, Equipment Manager, two Tournament Liaisons, Fundraising/Volunteer Coordinator, Registrar, Hockey Development Coordinator, Coach Coordinator, Female Hockey Coordinator and two (2) Player Advocates.
4. A bank account shall be opened in the name of the Association. In addition to the Treasurer, one of the following can sign: Secretary and/or President.
 - a) Referees will be paid.
 - b) All purchases made in the name of the Association must have approval of the Executive. All major purchases will be made by invitational tender.
5. A quorum shall consist of any five (5) members of the Executive. Only the Executive shall have a vote at regular meetings.
6. An Executive meeting may be called at any time by either the President or an Executive quorum. Any clause in the bylaws or Operational Policies may be

clarified and defined at any time by a majority vote of a quorum at any meeting of the Executive.

a) The Pas Minor Hockey Association will hold a regular Executive meeting every second month.

b) There shall be an annual meeting each year the last week of April to elect the following year's Executive to take office in May. Any Executive positions not filled at the Annual Meeting shall be appointed by the new Executive.

All minutes of meetings held by The Pas Minor Hockey Association Executive shall be forwarded to Hockey Manitoba.

That no persons under the age of 18 years of age be allowed to vote in the Annual Elections.

7. The rules of play and equipment shall be in keeping with the Canadian Amateur Hockey Association including By-Laws incorporated into the Constitution.
8. The Pas Minor Hockey Association will affiliate with and accept the Constitution and By-Laws of :
 - a) Hockey Manitoba
 - b) Norman Regional Minor Hockey Association
9. All fund-raising activities by Minor Hockey teams must have the prior consent of the Executive.
10. The Association adopts Roberts Rules or Order for the purpose of conducting meetings.
11. The Pas Minor Hockey Association will attempt to hold a Coaches Clinic every fall to promote certified coaches.
12. The Pas Minor Hockey Association should strike up a budget not later than September 30th each year.
13. **Conflict of Interest**: During discussions at Executive or Committee levels of decision making in which a member may be directly involved as a coach, manager, parent, or in a role resulting in personal gain or loss, this constitutes a conflict of interest. A member in this instance will not take part in discussion or vote, and will preferably leave the meeting until the matter is settled. If any other Executive feels that a potential conflict of interest may exist relating to a fellow Executive member, he/she shall raise this as a question and the Executive as a group should decide.

14. All “AA” Rep teams and Novice Rep team coaches are to be picked by Sept. 15th annually; and that all “A” Rep team coaches are to be picked by October 15th annually or later if not possible. A parent will be given the opportunity to be part of the coach selection for rep teams.
15. The Pas Minor Hockey Association adopts the Fair Play Code and Hockey Manitoba Development Guide as guidelines.
16. Amendments or alterations can be made to the Constitution only at Annual Meetings of this Association and then only by a two-thirds majority of the voting members present at the AGM.
17. **Amendments to the Constitution .** The TPMHA constitution may be amended by submitting of notice of motion to the President, a minimum of fifteen (15) days prior to the annual meeting. The President shall circulate said notices of motion to the TPMHA Executive a minimum of ten (10) days prior to the annual meeting and post on TPMHA website for membership information.
18. Persons who hold an Executive position and/or are a coach with The Pas Minor Hockey Association who quit, except under exceptional circumstances, not be allowed to hold a position of that same description/title the next season.
19. The Pas Minor Hockey Association has a policy regarding The Pas Minor Hockey jackets. This policy is that all persons buying a jacket must follow the same colour scheme of black being the base colour with red and white trim as decided by a write in submission. Style of jacket can be at buyer’s discretion. All purchases of Husky wear team apparel be made and approved by the board.
20. Parents to be given the opportunity to be included in coach selection for rep teams.

BY-LAWS**PART II****The Pas Minor Hockey Association By-laws**

1. Each League shall have the following governing system:

A Convenor for each league and a Coach for each team. It is desirable that the coaches not be either a Convenor or a member of the Executive.
2. a) Registration fees for each year will be set by the new Executive. All registration fees must be paid by cash or by cheque. Post dated cheques will be accepted and must be dated for the 1st of each month. All registration fees must be paid in full by December 1st of each year.
3. All teams traveling out of town must have the prior consent of:
 - a) The Pas Minor Hockey Association;
 - b) Norman Regional Minor Hockey Association
4. League points shall be two (2) points for a win and one (1) point for a tie. There will be no overtime in league play. Each league standing is to be determined by the Point System. In the event of a tie at the end of League Play, the "Win-Loss" record shall be the determining factor.
5. In League Play, all players will get equal ice time.
6. a) All match, game misconduct's, and major penalties shall be reported to the Referee-In-Chief immediately.

b) Match penalties for abuse of officials are reported to Hockey Manitoba immediately.
7. All The Pas Minor Hockey League By-laws and Constitution shall be posted on a website maintained by The Pas Minor Hockey Association and shall be updated if amended at any time.

OPERATIONAL POLICIES

PART III

The Pas Minor Hockey Association Operational Policies

1. All House League teams shall be comprised of a minimum of eleven (11) players. All Rep teams are comprised of a maximum of nineteen (19) players, with a minimum of ten (10) players.
2.
 - a) House League teams shall be drafted by a Convenor and the coaches of that league in according to the skill levels of the players as determined in skill performance drills conducted at the beginning of the season.
 - b) There shall be a two (2) week session of practice or hockey school prior to drafting teams.
 - c) Novice House League to be run as hockey development until December 1st of each season.
 - d) **Player Movements:**
 1. Squirts and Novice, all players that move to the house league above will play the entire season with these teams including representative and travelling teams. No movement backwards will be approved after 30 days in the respective league.
 2. Atom, Peewee, Bantam, all players that move to the house league above will play on their respective representative teams according to their age. No movement backwards will be approved after 30 days in the respective league.
3. Team balancing shall occur by the Convenor and the coaches on or about December 1st. If further balancing is required, it shall take place prior to January 15th. The Convenor shall chair these meetings.
4. A bi-weekly check of league standings shall be made by the Convenor in order to monitor the success of the balancing method.
5.
 - a) Major “AA” Rep teams *may* play as a team unit in a higher House League;
 - b) These teams are to abide by the rules of the higher league;
 - c) This system is to be reviewed annually;
 - d) At the discretion of The Pas Minor Hockey Association, the Bantam team will have the option of playing as a team or being disbursed amongst the Midget players.

6. A selection committee, appointed by the Executive, shall be responsible for appointing all House League Coaches and Rep Team Coaches advising recommendation of coaches to Executive for final approval.
7. For teams traveling out of province, prior permission must be obtained from Hockey Manitoba by way of travel permit, available through the Registrar. All "AA" and "A" teams shall be required to obtain proper travel permits, arranged via The Pas Minor Hockey Association Executive at least fourteen (14) days prior to attending exhibition or tournament games out of province. The only exception to this will be late invitation duly dated, presented to The Pas Minor Hockey Association Executive.
8. For transportation of teams out of town, it is the responsibility of the Coach to:
 - a) arrange to have an adequate number of vehicles that are in safe mechanical working condition;
 - b) ensure that all drivers are properly licensed, mature, responsible adults;
 - c) ensure that vehicles do not exceed the posted speed limit and travel at a reduced rate when road conditions and/or visibility are poor. (Teams should cancel a trip if highway or police reports indicate unsafe road conditions. They should be prepared to spend an extra night in the town visited, if travel conditions are poor when scheduled return to The Pas);
 - d) ensure that vehicles travel together (at least in pairs) so that assistance is available in case of car trouble. Prior arrangements should be made regarding the "coffee stops" while on long trips. All vehicles should be accounted for each stop before proceeding;
 - e) ensure that absolutely no alcohol is consumed or displayed immediately prior to or during a trip by any adult and/or player, including those adults who are not driving, but are in the company of the players.

In the case of two (2) teams traveling to the same town/city or to towns within the same vicinity, those two (2) teams may travel together, providing coaches and managers agree to this.

9. Where a player by reason of size or ability is capable of playing at a higher level than his/her ages designates, provided that player, parent(s), Convenor of higher league and one(1) Player Advocate agree and only upon completion of proper transfer form, then such player will be allowed to play at that level.
10. Two (2) referees are required per game. If NO referees are available, CAHA Rule 41K will apply.
11. An on-going series of Referees' Clinics shall be organized by the Referee-In-Chief in liaison with the Recreation Department each year.
12. All Referees must have at least Level I Certification at the end of the first six (6) weeks of the season.

13. Referees should be at least two (2) years older than the players in the game they referee, if possible.
14. The Pas Minor Hockey Association deadline for registration will be December 15th each current year. No player will be allowed to play hockey after this date unless the player moves to The Pas from another Town and is carded, together with a transfer and written release by the organization he/she comes from, as per Hockey Manitoba.
15. All Rep Team try out camps in The Pas Minor Hockey Association are to be advertised by way of the bulletin boards in the arena and through the Convenor and Coaches in the House League.
16.
 - a) All "AA" Rep Teams will hold tryouts immediately after The Pas Minor Hockey Association's 1st registration and all teams will be provided six(6) hours of ice time, if required, for these tryouts, with team selection to be completed by October 15th of each year. Exception to this being Midget "AA", whose deadline will be extended to November 1st.
 - b) All "A" Rep Teams will be provided with six (6) hours of tryout time, if required, with teams to be selected by October 31st of each year. Exception to this being Midget "A", whose deadline will be extended to November 15th.
17. The Juvenile Teams will be as it was intended to be, a team made up of Juvenile players only. If there is a Junior Team, they draw players from the Juveniles only. The only time the Juniors may be allowed to draw from the Midget League is if the Juvenile players are out of town and the Juniors are in desperate need of players. If the Juniors want a Midget player badly enough, then they take him and keep him on their team by DECEMBER 15TH.
18. A new Affiliation Agreement between The Pas Minor Hockey Association and any Junior Team will be struck up by September 1st of each current year.
19. Players, coaches, managers, and parents shall be informed about the Association's Disciplinary Policy before the first game of the season in the form of a Disciplinary Policy Manual.
20. Any Executive member (elected/appointed), any coach, any manager, any on ice/off ice official involved in Minor Hockey who contributes to juvenile delinquency in any way, shall be suspended for an indefinite period of no less than one (1) year and upon review of current Executive for re-instatement. Further to this, said person(s) shall be reported to NMHA/Hockey Manitoba.
21. Donations and equipment will be accepted from local businesses and organizations. A standard crest will be adopted.
22. All teams traveling out of town to participate in exhibition tournament play shall be required upon return to provide The Pas Minor Hockey Association Executive with their original carbon copy of the game sheets.

23. All game protests must be submitted in writing, and accompanied by a \$10.00 retainer, to The Pas Minor Hockey Association within forty-eight (48) hours after the end of the protested game. (Retainer to be returned if appeal is successful).
24. If a player misses more than three (3) consecutive games or practices, the Convenor will investigate the reason for the absences.
25. It is mandatory that players registered with The Pas Minor Hockey Association wear a BNQ specifically manufactured throat protector during any on ice TPMHA activity, whether in town or out. Players failing to do so will not be allowed on the ice. This rule will be strictly enforced by on ice officials during games and otherwise, by all Minor Hockey Coaches.
26. At no time shall a member of the Executive of The Pas Minor Hockey Association interfere with players, team officials, or game officials during a game situation. The only exception to this rule will be if a game official stops the game and motions an Executive member to the ice surface.
27. During suspension The Pas Minor Hockey Association players will not participate in **any** TPMHA ice time activities.
28. Coaches, managers, and trainers must sign a Hockey Manitoba registration card, if applicable. No more than five (5) carded officials shall be permitted in the player's box. Only carded individuals are allowed in the player's box or on the ice at any time.
29. That The Pas Minor Hockey Association authorizes the Convenor and Coaches of a League to select players to try out for Norman or Hockey Manitoba teams.

FINANCIAL POLICIES

PART IV

The Pas Minor Hockey Association Financial Policies

1. Individual teams, if they raise funds for their team, must abide by the fund raising policy described in the Constitution of The Pas Minor Hockey Association during the season and off-season.
2. Team travel submissions must be submitted to The Pas Minor Hockey Association for approval prior to trip, except in the Norman Region.
3. Conveners will issue sweaters to Coaches who, in turn, will be responsible for same. A list of players and sweater numbers shall be maintained.
4. a) Players requesting a registration fee refund shall be given the refund on the following basis:
 - September 1st to 30th – 80% refund
 - October 1st to 31st – 75% refund
 - November 1st to 30th – 50% refund
 - After December 1st - No refund.b) No refunds for any players under suspension from The Pas Minor Hockey Association.
c) No refunds will be approved unless request is made in writing and mailed to TPMHA or hand delivered to the treasurer or president.
5. The Pas Minor Hockey Association sweaters are to remain the sole property of The Pas Minor Hockey Association. A player must return their designated equipment before the AGM of the current season. If a player loses or keeps the sweater, he/she shall forfeit their sweater deposit of \$30.00 to The Pas Minor Hockey Association. No jersey belonging to The Pas Minor Hockey Association shall be altered in any way without the approval of the executive.
6. Referees per game fees shall be set annually.
7. All travel, meals, and lodging policies will apply to Executive members when traveling on Association business and they will not be paid less than that specified in the Hockey Manitoba handbook.
8. a.) When The Pas Minor Hockey Association receives a returned cheque for registration fees, the affected player(s) cannot play until all moneys owing are paid by either cash or certified cheque. Also, registrant will pay all bank charges incurred.
b.) Registrant with returned cheque will be considered a member of TPMHA not in good standing and will be suspended from all activities until arrangements for payment are made and/or payments received.

9.
 - a) Rep Team fees shall apply to block ice time posted on the calendar of upcoming weekly schedule(s).
 - b) The Pas Minor Hockey Association will expect every player on a rep team to pay the team coach or manager the required fee and that the team coach or manager pays The Pas Minor Hockey Association. This ice time team fee (determined annually by the executive) is due by December 1st of the current season.
10. All Rep Teams will be required to submit a \$100.00 deposit on “Rep Team” jerseys, refundable at the end of the current season, pending the condition of the jerseys at that time.
11. At the end of each hockey season (on or before 1st May) the Tournament Liaisons will collect ALL Tournaments and Rep Team accounts. Monies from these accounts, in excess of \$100.00, will be re-directed to The Pas Minor Hockey general fund.
12. Financial statements from All Rep Teams must be submitted to the Tournament Liaisons on 1st December; 1st February; and 1st April of the current season. (extensions may be allowed to 15th of the respective months).
13. A Loans’ Program is available as follows:
 - a) Any The Pas Minor Hockey registered “Rep” team requiring funds up front for the items listed below in (b), may be advanced up to \$2500.00 at the start of the season, to be repaid to the Association after the completion of their respective tournaments (Peewee – Kinsmen / Bantam – Burger King / Novice - Hercules etc., etc.). Receipts of All expenditures must accompany refund.
 - b) Items for which tournament funds can be used are as follows:
 - Tournament entry fees
 - Coaches costs
 - Ice time (excluding morning rep ice)
 - Referees for exhibition games
 - Travel Permits / Sanctions
 - c) Any other expenditure(s) must be pre-approved by the Tournament Liaisons.
14. Midget League:
 - a) The Pas Minor Hockey Association will continue to support the Midget Hockey League
 - b) Midget “AA” will be given a budget of \$3000.00, plus gate and 50/50 proceeds

- c) Midget “AA” will be responsible for the “financial running” of their own League, paying for All costs.
- d) Midget League bond will continue to be paid by The Pas Minor Hockey Association
15. In the event tournament funds are misappropriated – ALL team officials listed on the roster of the team in question will be suspended indefinitely and the team’s funds will be frozen. In the interim substitute team officials will be provide in order that the players may continue to play.
16. The Pas Minor Hockey will charge a Volunteer Fee for players registered within the Association. This volunteer fee shall be refunded after the prescribed number of hours of volunteer work is completed. There shall be no pro-rating of volunteer fee refunds. The fees and number of hours are as follows:

1 st Child	Determined annually by executive	15 hours volunteer time
2 nd Child	Determined annually by executive	10 hours volunteer time
3 rd Child	no fee	no volunteer time
4 th Child	no fee	no volunteer time

Volunteer refund cheques will be issued on or about December 1st, February 1st, and April 1st of the current season. The cheques can be picked up at the minor hockey office on these dates if an executive member is present. Any outstanding volunteer refund cheques will be issued at The Pas Minor Hockey AGM.

17. The Pas Minor Hockey will make available, at registration, “sign up” sheets of volunteer activities to work, in order to obtain the refundable volunteer fee(s). Example of some volunteer activities may be :

- Ticket sales
- Timekeepers (during H/L play)
- Banquet (year end)
- Coaches/Conveners/Executive
- Public Skating
- “3 on 3 “ Hockey (2 – 3 weeks in Sept.)
- Booklet (tournament)
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Any other suggestions will be coordinated through The Pas Minor Hockey Fundraising/Volunteer coordinator, prior to performing the activity.

18. Treasurer will be compensated \$250.00 per month for ensuring TPMHA books are up to date and accurate.
19. The Pas Minor Hockey will give \$3.00 of the registration of each player from Peewee, Atom, Novice and Squirts to the OCN Blizzard. In turn the OCN Blizzard will provide to each player a laminated ticket/season pass for rush tickets

at all 30 Home games. Each child must be accompanied by an adult to use their ticket. As well the ticket will give the bearer a 10% discount on all Blizzard merchandise from the Sports Hut at the GLMC

- 20 At the discretion of the current executive, referees will have their registration fees for clinics returned after completing 5 games. These fees include the Hockey Manitoba Officiating Program fees, case book, and insurance (current players are responsible for insurance through player registration). Crest included for the first time officials only.
21. Rep Teams may approach the Minor Hockey Equipment Manager to purchase name bars for their jerseys. The fee and application shall be set by the executive.

DISCIPLINARY POLICIES

PART V

The Pas Minor Hockey Association Disciplinary Policies

1. Players, Coaches, Convenors, Managers, and Parents shall be informed about the Association's Discipline Policies before the first game of the season in the form of a Disciplinary Policy Manual.
2. Team Coaches and Managers shall be responsible to supervise the behavior of players on the ice, in the dressing rooms, and on out of town trips.
3. The Pas Minor Hockey Association'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. A player is suspended until the decision of the Disciplinary Committee is made for any infraction set out in Part D - Guidelines for Suspensions in Disciplinary Policy Manual - where an injury occurs.
4. Any decisions taken by the Disciplinary Committee may be appealed within forty-eight (48) hours. The appeal board shall consist of The Pas Minor Hockey Executive.
 - a. The appeal shall be in the form of a written letter and shall be handed to the Referee-In-Chief.
 - b) The appeal shall be dealt with in a reasonable length of time.
 - c) During the appeal, players will not participate in The Pas Minor Hockey ice time activities.
 - d) Any decision may be appealed to Hockey Manitoba, if the individual is not satisfied with The Pas Minor Hockey ruling.
5. The Coach and Manager shall consult with parents regarding problem behavior in players.
6. On major disciplinary problems, the Coach or Manager carries out the Association's policies and reports such incidences to the Executive.
7. Discipline for C.A.H.A. - Hockey Manitoba infractions shall be handled as set out in the regulations.
9. Players involved in match infractions shall be suspended until a decision is rendered. Regularly scheduled house league, playoff, and tournament games missed during this time count toward the suspension.
10. Any suspensions dealt out in House League play shall be carried over to Rep Team play, as well as vice versa.

11. The Disciplinary Committee shall be made up of:
 1. Referee in Chief
 2. Convener of League
 3. President and/or Past President
 4. Player Advocate(s)
12. Any penalties involving officials will be handled as per the Hockey Manitoba rule book.
13. The Executive shall have the power to suspend or discipline any coach, manager, player, trainer, referee, or other officials connected with the association.
14. Players consuming or displaying alcohol immediately prior to a game, practice, tournament, or trip will be automatically suspended from playing until dealt with by the Disciplinary Committee.
15. Coaches, Managers, or Trainers consuming or displaying alcohol immediately prior to or while traveling, or during the day when a game is played, and after the last game of the day while they are around any player or still at the host arena, will be dealt with by the Disciplinary Committee.
16. If “Rep Team” tournament funds are being misappropriated, the Executive shall suspend All team officials listed on the respective roster, indefinitely. The Executive will be responsible for providing substitute team officials in the interim period.
17. In the last ten (10) minutes of a game, any player or team official who is assessed a game misconduct shall automatically be suspended for a minimum of the next regular league, play-off game, or seven (7) days.
18. Any player incurring a game misconduct penalty shall be ordered to the dressing room for the remainder of the game and shall be reported to the President or Referee-In-Chief for further action.
19. All suspensions must be served with the team a player, coach, or manager is rostered with. Games missed as a A/P do not count towards a suspension with the exception of those mentioned in the Hockey Manitoba handbook on page 43/44; Tier IV Rural City Affiliation, number I.

DISCIPLINARY POLICY MANUAL

ADDENDUM I

The Pas Minor Association Inc. - Disciplinary Policy Manual

Introduction

The policies outlined in this manual have been adopted by The Pas Minor Hockey Association Inc. for the purpose of establishing continuity in the administration of same by the Disciplinary Committee.

The manual, as well, is intended to provide each player, coach, manager, or other team officials, with the necessary information of how these policies will be applied and administered by the Committee for the duration of the hockey season.

PART I

Disciplinary Policies

1. Players, Coaches, Convenors, Managers, and Parents shall be informed about the Association's Discipline Policies before the first game of the season in the form of a Disciplinary Policy Manual.
2. Team Coaches and Managers shall be responsible to supervise the behavior of players on the ice, in the dressing rooms, and on out of town trips.
3. The Pas Minor Hockey Association'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. A player is suspended until the decision of the Disciplinary Committee is made for any infraction set out in Part D - Guidelines for Suspensions in Disciplinary Policy Manual.
4. Any decisions taken by the Disciplinary Committee may be appealed within forty-eight (48) hours. The appeal board shall consist of The Pas Minor Hockey Executive.
 - a) The appeal shall be in the form of a written letter and shall be handed to the Referee-In-Chief.
 - b) The appeal shall be dealt with in a reasonable length of time.
 - c) During the appeal, players will not participate in The Pas Minor Hockey ice time activities.
 - d) Any decision may be appealed to Hockey Manitoba, if the individual is not satisfied with The Pas Minor Hockey ruling.
5. The Coach and Manager shall consult with parents regarding problem behavior in players.
6. On major disciplinary problems, the Coach or Manager carries out the Association's policies and reports such incidences to the Executive.
7. Discipline for C.A.H.A. – Hockey Manitoba infractions shall be handled as set out in the regulations.
8. The Coach, Trainer, or Manager shall be the last person to leave the dressing room to ensure that it is left in a neat and tidy condition.
9. Players involved in match infractions shall be suspended until a decision is rendered. A player is suspended from the day of the infraction until the hearing is completed. Regularly scheduled house league, playoff, and tournament games missed during this time count toward the suspension.
10. Any suspensions dealt out in House League play shall be carried over to Rep Team play, as well as vice versa.

11. The Disciplinary Committee shall be made up of:
 1. Referee in Chief
 2. Convener of League
 3. President and/or Past President
 4. Player Advocate(s)
12. Any penalties involving officials will be handled as per the Hockey Manitoba rule book.
13. The Executive shall have the power to suspend or discipline any coach, manager, player, trainer, referee, or other officials connected with the association.
14. Players consuming or displaying alcohol immediately prior to a game, practice, tournament, or trip will be automatically suspended from playing until dealt with by the Disciplinary Committee.
15. Coaches, Managers, or Trainers consuming or displaying alcohol immediately prior to or while traveling, or during the day when a game is played, and after the last game of the day while they are around any player or still at the host arena, will be dealt with by the Disciplinary Committee.
16. If “Rep Team” tournament funds are being misappropriated, the Executive shall suspend All team officials listed on the respective roster, indefinitely. The Executive will be responsible for providing substitute team officials in the interim period.
17. In the last ten (10) minutes of a game, any player or team official who is assessed a game misconduct shall automatically be suspended for a minimum of the next regular league, play-off game, or seven (7) days.
18. Any player incurring a game misconduct penalty shall be ordered to the dressing room for the remainder of the game and shall be reported to the President or Referee-In-Chief for further action.
19. All suspensions must be served with the team a player, coach, or manager is rostered with. Games missed as a A/P do not count towards a suspension with the exception of those mentioned in the Hockey Manitoba handbook on page 43/44; Tier IV Rural City Affiliation, number I.

PART II

Team Responsibilities

1. Should any player or players or team officials willfully damage any property or equipment at any arena, all costs for such repairs, etc., shall be borne by the team concerned and said team player(s) or team official(s) shall be suspended from participation (Rep team and House League) until such restitution is completed.

PART III

Disciplinary Committee

A. DISCIPLINARY COMMITTEE

1. The Pas Minor Hockey Association Disciplinary Committee shall be made up of:
 1. Referee In Chief
 2. Convener of the League
 3. President and/or Past President
 4. Player Advocate(s)
2. The Committee's function will be to hear and determine "subject to appeal" all matters requiring disciplining as a result of violations by individuals of policy and regulations set by the Canadian Amateur Hockey Association, Hockey Manitoba, and The Pas Minor Hockey Association and meet as required to resolve such matters.
3. The Disciplinary Committee may suspend a team player, coach, or other team officials or game official, for unbecoming conduct by such team or person on or off the ice.
4. The Disciplinary Committee may in its discretion, impose such terms and conditions as it considers desirable with respect to the future conduct of the person or team including, for example, placing a person or team on probation requiring attendance at clinics, making restitution, giving apologies, or providing undertakings.
5. The Disciplinary Committee shall sit at such times and such places as are necessary to deal with suspensions on a timely basis.
6. Reasonable notice of a suspension hearing shall be given as follows:
 - a) If a team is subject to suspension, then notice shall be given to the Coach, Convenor of that League, and to the President of The Pas Minor Hockey Association.
 - b) If a Coach, Manager, or other team official is subject to suspension, then notice shall be given to the individual concerned and the President of The Pas Minor Hockey Association.
 - c) If a player is subject to suspension, then notice shall be given to the player concerned, to his coach, his parent(s) and the President of The Pas Minor Hockey Association.
 - d) If a game official is subject to suspension, then notice shall be given to the game official concerned and to the Referee-In-Chief.

7. The Disciplinary Committee may request any player, coach, manager, of other team official or game official to appear before it. Failure, without reasonable excuse, to appear at the time and place indicated may result in disciplinary action against the person failing to attend the hearing.
8. Notice of any hearing by the Disciplinary Committee may be given in person, or by telephone, or by letter addressed to the person to be notified or his next of kin, place of work, or school he/she is attending.
9. The Disciplinary Committee will ensure that reasonable time limits will be given to all parties requested to attend a hearing.
10. Notice of the decision of the Disciplinary Committee shall be given to all persons to whom notice of the hearing was required to be given, first by telephone, followed up by a letter.
11. The Disciplinary Committee shall retain on file within the Association, copies of all documentary evidence considered, and record names, addresses, and telephone numbers of persons having given evidence to the Committee.

B. AUTOMATIC SUSPENSIONS

1. Any player, coach, or Executive member who falsifies his birth date, place of residence, or a signature on a registration form or player card with Hockey Manitoba, or any coach or manager certifying such form, shall be automatically suspended indefinitely until a hearing by Hockey Manitoba.
2. Any player, coach, or game official who falsifies a game report sheet, shall be automatically suspended until a hearing by the Disciplinary Committee.
3. Any player or team official assessed a gross misconduct penalty for making a travesty of the game, shall be automatically suspended until a hearing by the Disciplinary Committee.
4. Any player or team official assessed a match penalty for threatening or molesting a game official, shall be automatically suspended until a hearing by the Executive of Hockey Manitoba.
5. Any player assessed a game misconduct or match penalty for directing at a game or team official, opposing player or spectator, any obscene, profane, or abusive language; or who is assessed a match penalty, shall be automatically suspended until the matter has been dealt with by the Disciplinary Committee.
6. Any player assessed a penalty for engaging in fighting or fisticuffs, shall be automatically suspended as outlined in Part D - Guidelines for Suspensions in this manual.

7. Any team using an ineligible player shall forfeit all games in which such player was used and the Disciplinary Committee shall automatically suspend the team from further competition until a hearing can be held to resolve the issue.

C. SUSPENSIONS

1. A suspension based on a number of league or playoff games, shall prohibit the suspended person from participating in any tournament or exhibition games during the suspension period and such suspension shall be enforced from one playing season to another. A violation of this rule may result in further suspensions.
2. The rules as to suspensions are intended to extend also to the conduct of players, coaches, managers, or other team officials during exhibition games or tournament games.
3. The Chairperson of the Disciplinary Committee shall report to The Pas Minor Hockey Association, President, and Executive Members the particulars of:
 - a) the suspension of any team;
 - b) the suspension of a player;
 - c) where relevant, the reinstatement of any player.

D. GUIDELINES FOR SUSPENSION

1. **NOTE:** These guidelines for suspensions are automatic suspensions to a player, a coach, or a manager, who has been penalized for said infraction. These suspensions must be confirmed by the Referee-In-Chief or President and may be taken to a hearing of the Disciplinary Committee at the discretion of the Referee-In-Chief or President.
2. **SPECIAL NOTE:** The Pas Minor Hockey Association Disciplinary Committee enforces these guidelines for suspensions. They may, in consultation surrounding an infraction, have the automatic suspension changed, and so notify the person affected of the change.
3. All indefinite suspensions are referred to the Disciplinary Committee. An indefinite suspension means that a person receiving such suspension **MAY NOT** participate in any The Pas Minor Hockey ice time activities until the Disciplinary Committee makes a ruling.

4. The suspension guidelines are minimums, and have been prepared by The Pas Minor Hockey Association and apply to all divisions of hockey within the Association's jurisdiction.

KICKING, DELIBERATE ATTEMPT TO INJURE, SPEARING, BUTT ENDING, HEAD BUTTING, HAIR PULLING, PULLING OR GRABBING FACE MASK

- 3 games (21 days) for 1st offense, no injury
- 5 games (35 days) for 2nd offense, no injury
- 5 games (35 days) or more if injury occurs

SPITTING

- 5 games (35 days) for 1st offense
- Immediate indefinite suspension for 2nd offense

PHYSICAL ABUSE OF OFFICIAL

(includes striking, hitting, pushing, touching, and attempting to trip, hit strike or push)

- Immediate Indefinite Suspension. Must be reported to the Chair of the category concerned immediately. Official game sheet and report must be sent to the Hockey Manitoba office immediately after the game.

GAME MISCONDUCT

A Player, Coach, Manager receiving a second and/or subsequent game misconduct penalty in the same game must serve a game suspension for each of these game misconduct penalties.

GROSS MISCONDUCT

(includes travesty of game and complete disrespect for Officials)

- 2 games (14 days) for 1st offense
- 3-5 games (21-35 days) for 2nd offense

**PROFANE & ABUSIVE LANGUAGE BY COACH, MANAGER OR PLAYER
(to official or others in the game)**

- 2 games (14 days) for 1st offense
- 3-5 games (21-35 days) for 2nd offense

FIGHTING

- 1st offense - 1 game suspension
- 2nd offense - 3 game suspensions
- 3rd offense - Indefinite suspension

INSTIGATOR OF A FIGHT

- 1st offense - 1 game suspension
- 2nd offense - 3 game suspensions
- 3rd offense - Indefinite suspension

Note: Any player, coach, manager, or club executive may be indefinitely suspended for conduct or action considered detrimental to hockey until his case is dealt with by the Officers of Hockey Manitoba.

WITHDRAW TEAM FROM ICE OR NOT CONTINUE GAME

Coach and Manager suspended until dealt with by Disciplinary Committee

MISCONDUCT

Players receiving misconduct, which cannot be served in their entirety, will automatically be suspended for the next regular scheduled game.

VERBAL ABUSE OF AN OFFICIAL

- 1st Offense - 2-4 game suspensions
- 2nd Offense - refer to Chairperson or Disciplinary Committee

PHYSICAL ABUSE OF AN OFFICIAL

(Includes striking or hitting, pushing, touching, and includes attempted trips, hits, strikes and pushes).

Indefinite suspension - Immediately report to Chairperson of Disciplinary Committee and send game sheets and reports to Hockey Manitoba office.

E. RESPONSIBILITIES OF A COACH

A coach's responsibilities include teaching sportsmanship, hockey skills, the game, leadership, and safe and fair play. More importantly is the responsibility of ensuring that all players are having fun and respected. These guidelines detail the expectations of a coach so that these responsibilities can be met.

- Winning is a consideration, but not the only one, nor the most important one. Care more about the player than winning the game. Remember, players are involved in hockey for fun and enjoyment.
- Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players. Be optimistic, share the joy of life.
- Be generous with your praise when it is deserved, be consistent, honest, fair and just, do not criticize players publicly, and be a more effective communicator and coach. Within the House League, equal ice time shall be awarded and enforced regardless of player ability.
- Each coach will be responsible for his or her replacement, if unable to attend practices or games. In all cases, an adult coach or replacement that is registered with The Pas Minor Hockey Association and is a certified coach must be present; otherwise said team may not play.
- Adjust to personal needs and problems of players; be a good listener; never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self esteem; teach them the basics. Believe in each player, the other coaches, and administrators.
- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players. Be prepared. Do not ask anything of your players, other coaches, administrators and parents that you do not ask and expect of yourself.
- Maintain an open line of communication with your player's parents. Explain the goals and objectives of your association and team.
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- Work to be the best coach possible.
- Be a leader. Be calm yet enthusiastically supportive of your players, coaches, opponents and referees. Be sincere in your interest in the players.
- Reward those players who are working hard as team players.
- Never use profanity or be crude in front of your players or parents.
- Never criticize your players, parents, administrators, referees, coaches or opponents.
- Be appreciative of the efforts of others.
- Always be available to listen to the concerns of your players, parents or administrators.
- Don't get discouraged.
- **To play the game is great, to love the game is greater. Remember, IT IS ONLY A GAME.**

F. PLAYER CONDUCT AND GUIDELINES

These guidelines will enrich your enjoyment of the hockey season and help you develop into a better hockey player. Hopefully you will develop an attitude around these pointers to make your season a great one!

- Respect and adhere to all ideals, policies and rules determined by Hockey Manitoba, Hockey Canada and The Pas Minor Hockey Association, and your team.
- Respect the rules of the game, opponents, officials and their decisions.
- Maintain self-control at all times.
- Attend as many games and practices as reasonably possible. Be present before games and practices in a timely manner. Notify the coach ahead of time if you will be absent.
- Respect the facilities, either home or away, in which you are privileged to play.
- Exhibit a high degree of sportsmanship, teamwork and positive attitude at all times when representing your team and the league.
- Refrain from using foul language towards teammates, coaches, officials or opponents.
- Accept defeat graciously.
- Show respect for the decisions, judgment and authority of the organizers, officials and timekeepers.
- Show respect for the feelings and abilities of the players on the other team.
- Ensure that your equipment is complete, safe and in good condition.
- **Love the game above the prize.**

G. PARENT'S RESPONSIBILITIES

These guidelines will enrich your enjoyment of the hockey season and more importantly enrich your child's experience. Hopefully you can develop an attitude around these pointers to make our minor hockey season a rewarding one.

- Do not force your children to participate in sports, but support their desires to play their chosen sport. Children are involved in organized sports for their enjoyment. Make it fun.
- Encourage your child to play by the rules. Remember children learn best by example, so applaud the good plays of both teams.
- Do not be critical of the hockey program or other players in front of your children. If you have a problem, speak directly to the Coach or board member. Any complaints with the refereeing, coach, or convening staff should be in a written form, signed by the complainant, and should never be stated verbally within the arena.
- Arrange to have child at arena on time for all scheduled games and practices as outlined by the coach or team. Make it your business to know all schedules for their child.
- All parents must stay out of the dressing room unless invited by the coaching staff.
- Do not embarrass your child or the organization by verbally abusing/insulting players, coaches, other parents, or officials. By showing a positive attitude towards the game and all of its participants, your child will benefit.

- Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups.
- Rewarding your child for individual performance undermines team play.
- Know and study the rules of the game, and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts.
- Applaud a good effort in victory and in defeat and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice; it is destructive.
- Work toward removing the physical and verbal abuse in youth sports. Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
- If you enjoy the game, learn all you can about the game, and volunteer!
- Be positive to all players, coaches, referees and parents. Welcome visiting teams and treat them as you would like to be treated.
- Remember that one of the benefits of youth activities is the opportunity that the youngsters have to get to know other adults. Be interested in the players, ask questions. Congratulate them on their effort and achievements.
- Since you are spending a lot of time with your fellow parents, treat others as you would like to be treated. Don't criticize players.
- Let the players play... Let the coaches coach.
- If you don't have anything positive or constructive to say, don't say anything at all!

GUIDELINES FOR OFFICIALS

Addendum II

The Pas Minor Hockey Association Inc. - Guidelines for Officials

1. It is the responsibility of the official to ensure that he officiates every game assigned to him or find a suitable replacement and inform the referee scheduler of such within 24 hours before scheduled game. Any official who does not show up for a game will forfeit game and a fine equivalent to the value of the missed game will be assessed.
2. Officials must treat all players, team officials, and fans with the same respect they expect as per CAHA Hockey Rules Book. Complaints outlining the nature of an official's conduct must be received in writing by the Referee-In-Chief or his delegate no later than forty-eight (48) hours following the incident. During playoffs, complaints must be filed by 12 noon of the following day.
3. Officials must avoid criticism of other referees or minor hockey officials as outlined under "Instructions to Referees" in the CAHA Hockey Rules Book.
4. All officials must be in attendance at each game assigned to them at least a half hour before game time. Coordinator(s) will advise the Referee-In-Chief of any of these infractions.

5. Referees and Linesmen are the officials representing The Pas Minor Hockey Association on the ice, and as a result, must portray an appearance of acceptable standard. They must dress in accordance with CAHA Hockey Rules Book. Pants and sweater must be clean and neat. Skates must be polished. A current Hockey Manitoba crest must be worn on the left upper chest. Beards may be worn, but must be neatly trimmed. Officials will be suspended until they comply with the regulations.
6. The Pas Minor Hockey officials must be assessed in order to maintain their present certification levels. Experienced The Pas Minor Hockey Referees will complete assessments or other persons selected by The Pas Minor Hockey Association.
7. The fee for officials will be set by the Executive and shall be set annually.
8. Two (2) referees are required per game. If NO referees are available CAHA Rule 41-K will apply.

VOLUNTEER JOB DESCRIPTIONS

Addendum III

The Pas Minor Hockey Association - Volunteer Roles and Job Descriptions

Every volunteer needs a "job description". This is a universal truth, for without a job description, the volunteer is uncertain what is expected of him or her. Without a job description, the volunteer may do too little, too much, or may take on duties contrary to those originally expected of him or her. These job descriptions serve as a guideline only. The Pas Minor Hockey Association recognized this principle and has drawn up job descriptions as follows:

SECTION A - EXECUTIVE MEMBERS

Officers missing three (3) consecutive meetings will be asked to resign from the Executive unless excused by the President.

PRESIDENT

- Signing officer of The Pas Minor Hockey Association
- Preside at all meetings
- Exercise the powers of the Executive in case of Emergency
- Suspend clubs or players, subject to ratification at the following meeting of the Executive
- Sit on all committees as an ex-officio voting member
- Represents the Association at Hockey Manitoba and Norman Regional Meetings
- Acts as a general liaison to the Recreation Department

PAST PRESIDENT

- Assists in ensuring proper continuity of the Association
- Executive duties
- Advisory capacity to executive
- Up hold the spirit and intent of the Chairman

1ST VICE PRESIDENT

- Executive duties
- Exercise duties of the President in his/her absence
- Acts as a Rep Team liaison with the Executive
- Oversees Tournament Liaisons and their duties
- Oversees player advocates

2ND VICE PRESIDENT

- Executive duties
- Exercise powers of the President in his/her absence and the absence of the 1st Vice President
- Oversees fund-raising
- Responsible for bulletin board
- Oversees the scheduling of Ice Convenor and Referee-In-Chief to ensure that no mix-ups occur
- Performs duties as assigned

ICE CONVENOR

- Executive duties
- Responsible to the 2nd Vice President for all matters pertaining to ice allocation
- Monthly report of rented ice time
- Ensures that all ice times of The Pas Minor Hockey is distributed fairly and equally
- Liaison with the Recreation Department to obtain a share of any extra ice time
- Maintain records of ice time used by The Pas Minor Hockey and how it was used
- Performs duties as assigned

SECRETARY

- Executive duties
- Responsible to the President
- Makes arrangements for all meetings
- Takes minutes at Executive meetings or when necessary
- Undertake needed correspondence
- Pick up The Pas Minor Hockey Mail

TREASURER

- Receive and record all accounts payable by the Association and with the approval of the Executive, pay all such accounts
- Make payments by cheque, the signing officers being in all cases a minimum of two (2), being the Treasurer and either the President or Secretary
- Keep proper books of accounts and make them available to the Officers at any time on request
- Prepare and review an annual operating budget for the Association program
- Prepare for the Executive approval an annual player membership fee for all players under the jurisdiction of the Association
- Receive all expenses from game officials handling games under the direction of the Association for the approval of the Executive
- Have books checked if question arises

PLAYER ADVOCATES

- Will attend Disciplinary meetings
- Responsible to the 1st Vice President
- Involved with player's placement
- Liaison with parent, Convenors, and coaches

REFEREE-IN-CHIEF

- Executive duties
- Prepares a list of referees, their addresses, phone numbers, and certification level
- Carries out the Association's policies relating of officiating
- Obtains Level I Referees for House League games
- Assigns tournaments games to referees with Level II (or higher) Certification
- Liaisons with the Recreation Department in organizing officiating clinics
- Distributes Rule Books
- Acts as a member of the Disciplinary Committee
- Responsible to the 2nd Vice President
- Responsible to the Provincial Referee-In-Chief

EQUIPMENT MANAGER

- Executive duties
- Maintains a current equipment inventory
- Ensures that all equipment owned by the Association is properly cleaned or repaired when necessary
- Ensures that players have sweaters and goal equipment as required
- Responsible for trophy case
- Responsible for applying THE PAS MINOR HOCKEY decal and Stop Signs to jerseys
- Responsible for collection of sweaters from Convenors at the end of the season

HOCKEY DEVELOPMENT COORDINATOR

- Executive duties
- Responsible for Hockey Initiation Program (HIP)
- Liaisons with the Recreation Department in organizing coaching clinics
- Duties as assigned

FUND RAISING / VOLUNTEER COORDINATOR

- Executive duties
- Responsible for monthly financial report
- Responsible to the 2nd Vice President for all motions related to fund raising and finance
- Oversees all fund raising activities by Minor Hockey Teams (House League and Rep Teams)
- Responsible for acquiring licenses for all raffles
- Responsible for coordinating volunteers; volunteer hours; volunteer activities

TOURNAMENT LIAISONS (2 POSITIONS)

- Executive duties
- Responsible to the 1st Vice – President
- Ensure that financial statements are received from ALL Rep teams and presented to Executive at the first meeting after the due dates (December 1st; February 1st; April 1st)
- At end of season collect ALL monies from the Rep team accounts for redirection to The Pas Minor Hockey general fund.
- Establish and maintain Loans Program for Rep Teams to utilize if necessary.
- Authorize expenditures of Rep Teams in excess of the preauthorized expenditures for tournament funds.
- Monitor expenditures to ensure appropriate use of tournament funds; any misappropriation by team(s) to be reported immediately to President or 1st Vice – President for action.

REGISTRAR

- Attend Annual Registrar's meeting
- Carding The Pas Minor Hockey players with Hockey Manitoba
- Advisory capacity to Executive
- Issue travel permits to Rep Teams for out-of-province tournaments
- Insurance Claims
- Provide updated listings of players in each league.

COACH COORDINATOR

- Recruit coaches
- Contact person for prospective coaches
- Distribute and collect applications
- Fill Rep Team coaching positions by April 30th annually
- Create and chair committees for screening, interviewing, and recommendations to the Executive for final approval
- Contact successful and unsuccessful candidates
- Provide new coaches with their initial instructions
- Ongoing evaluation of coaches

FEMALE HOCKEY COORDINATOR

- Executive duties
- Responsible for female hockey programs
- If necessary, liaisons with other association to organize female clinics, tournaments etc.
- Other duties as assigned

SECTION B - These positions are all appointed by The Pas Minor Hockey**CONVENOR:**

Squirts
Novice
Atom
PeeWee
Bantam
Midget
Girls (should their be a girls team)
Juvenile

- Responsible for selecting house league teams
- Convenes the team balancing meeting(s)
- Coordinates all games playing in the House League
- Ensures that all games start on time
- Monitors the Association's policies relating to House League Play
- Coordinates the compiling and posting of statistics for his/her league
- Obtains timekeepers and score keepers for all games
- Responsible for distribution of hockey sweaters at the beginning of the year and collecting them after the last game from coaches
- Attend at least one (1) meeting per month

HOUSE LEAGUE COACH

- Teaches basic fundamentals with emphasis on skating
- Ensures that players are aware of proper equipment requirements
- Ensures that all players know and play by the rules
- Ensures that all players receive equal ice time
- Obtains and returns goal equipment to the Equipment Manager
- Ensures that all players are aware of game and practice times
- Supervises players in the dressing room prior to and after games
- Attends coaching clinics
- Reports player injuries (in practice and games) to the Executive
- Records player's names and jersey numbers, and forwards to Equipment Manager

REPRESENTATIVE TEAM COACH

- Teaches hockey fundamentals and game strategies
- Ensures that players are aware of proper equipment requirements
- Ensures that all players know and play by the rules
- Supervises players in the dressing room prior to and after games
- Ensures that all players are aware of game and practice times
- Chooses players for the team, giving all players of an appropriate skill level the opportunity to “try-out” for the team
- Supervises the on-ice and off-ice behavior of players during road trips
- Reports player injuries (in practice and games) to the Executive
- Attends coaching clinics
- Representative must have a level of coaching certification
- Must ensure there are two (2) persons (coach and/or trainer) behind the bench at the start of the game.

REPRESENTATIVE TEAM MANAGER

- Acts as the team’s spokesman in liaison with Executive and parents
- Makes team travel arrangements for out-of-town games with The Pas Minor Hockey Association’s approval
- Monitors team fund raising and spending
- Must submit a monthly financial report to the Executive
- Must submit a financial statement to the Tournament Liaisons on 1 December / 1 February / and 1 April of current season
- Assists the coach as required
- Managers or teams playing on road trips shall telephone the game results back to The Pas immediately after the game
- Reports player injuries to the Executive
- At the discretion of the coaching staff, in conjunction with parents, ensures that the players uphold their academic standings
- The team manager shall submit a photo and/or write up of exhibition and tournament play to the paper and radio upon completion.