

By-Laws of St. Boniface Minor Hockey Association
UPDATED AUGUST 2023

1. DEFINITIONS AND ABBREVIATIONS

- 1.1. SBMHA shall mean St Boniface Minor Hockey Association which is the geographical boundaries of the member community centers
- 1.2. WMHA shall mean Winnipeg Minor Hockey Association
- 1.3. WEFH shall mean Winnipeg East Female Hockey
- 1.4. HW shall mean Hockey Winnipeg
- 1.5. HM shall mean Hockey Manitoba
- 1.6. HC shall mean Hockey Canada
- 1.7. GCWCC shall mean Greater Council of Winnipeg Community Centres
- 1.8. CC shall mean Community Centre
- 1.9. Reference to minor hockey, leagues, categories, or divisions shall be those as defined by HW.

2. TEAM NAMES

- 2.1. Male/ Co-ed A level teams will be named St Boniface Seals followed by a colour in the following rotation:
 - 2.1.1. Red, White, Black, Grey
- 2.2. U7 and U9 House teams will be assigned team numbers prior to the season and can select an appropriate team name.
- 2.3. Female teams with WEFH will be named directly with the WEFH association.

3. COMPOSITION OF COMMUNITY CENTRE REPRESENTATIVES

- 3.1. SBMHA will use the following guidelines to determine the number of representatives from each CC:
 - 3.1.1. For each 1-200 hockey players registered - one representative
 - 3.1.2. For each 201-400 hockey players registered - two representatives
 - 3.1.3. For each 401-600 hockey players registered - three representatives
 - 3.1.4. For each 601-800 hockey players registered - four representatives

By-Laws of St. Boniface Minor Hockey Association

3.1.5. For each additional 200 players registered, an additional rep with a maximum equal to the total of all other Community Centre Reps and a minimum of one.

4. AFFILIATED MEMBERS

- 4.1.** The St. Boniface/ Transcona Railcats AA Hockey Club shall be considered an affiliated member and shall be accorded the privileges conferred to the community centers.
- 4.2.** WEFH female hockey teams represent a partnership between St. Boniface and Transcona hockey associations. For operating purposes the female program in this partnership will be referred to as Winnipeg East Female Hockey and team names will be selected from the names Stars, Shooting Stars and Saints.

5. FEES AND PAYMENT OF FEES

- 5.1.** SBMHA will determine player fees for each level/age of minor hockey, as well as the dates for the registration period (normally the month of August).
- 5.2.** Each team entered in competition in SBMHA shall pay annual registration fees.
- 5.3.** In the cases where a player is applying for financial assistance for registration fees, SBMHA will help support the player/family as required.

6. REPRESENTATION AND VOTING

- 6.1.** All members of SBMHA shall be entitled to attend all SBMHA meetings.
- 6.2.** Each Executive Officer, except for the President, and each Board Member and Community Centre representative shall be entitled to vote at all annual, special and regular board meetings.
- 6.3.** General Members, as appointments or staff, are not entitled to a vote.

7. DUTIES AND RESPONSIBILITIES OF OFFICERS, BOARD AND GENERAL MEMBERS

- 7.1.** The President shall:
 - sign as a signing officer for the SBMHA.
 - preside at all meetings of the SBMHA.
 - exercise the power of the executive in case of emergency situations.
 - set dates and locations for Annual Meetings and Board Meetings.
 - convene special meetings and Executive Meetings as required.
 - act as the SBMHA representative to HW and HC.
 - sit on all committees as an ex-officio non-voting member.

By-Laws of St. Boniface Minor Hockey Association

- suspend (in consultation with any two members of the Executive) teams, team officials, players, officials and spectators as necessary and shall report such suspensions at the next meeting of the SBMHA and also to HW.
- prepare and submit a year-end report at the Annual General Meeting.
- receive an honorarium, value to be determined annually by the SBMHA.

7.2. The Vice President shall:

- perform the duties of the President in the absence or disability of the President and such other duties as the Board may determine.
- sign as a signing officer for the SBMHA.
- sit on the Coach Selection and Team Formation Committee.
- prepare and submit a year-end report at the Annual General Meeting.
- receive an honorarium, value to be determined annually by the SBMHA.

7.3. The Past President shall:

- assist the Executive and Board in rendering decisions.
- assist the President in forming a nominating committee.
- chair elections at the AGM.

7.4. The Treasurer shall:

- prepare an annual operating budget for the SBMHA.
- advise and assist the Executive to set all fees necessary to administer SBMHA's budget.
- receive all monies payable to the SBMHA and keep same on the deposit in a chartered bank as directed by the Executive of the SBMHA.
- coordinate with the bookkeeper to record all accounts payable and receivable to the SBMHA.
- work with the bookkeeper to make all required payments from SBMHA by cheque containing two Executive signatures within an appropriate timeframe.
- make recommendations to the Executive for the distribution or disbursement of any excessive funds held by the SBMHA.
- arrange for the preparation of the audited Annual Financial Statement to report on at the SBMHA Annual General Meeting.
- receive an honorarium, value to be determined annually by the SBMHA.

7.5. The Secretary shall:

- issue notices and agendas for all meetings.
- record minutes of all SBMHA meetings and distribute as required.
- keep an up-to-date contact record of all SBMHA board members and/or their representatives.
- review annually the SBMHA constitution and by-laws and make any recommendations for necessary amendments.
- work with committees and the Executive to record and manage all approved SBMHA policy and procedure documentation.
- receive an honorarium, value to be determined annually by the SBMHA.

7.6. The Registrar/HCR Administrator shall:

- set dates for general hockey registration.
- keep a record of all SBMHA registrations and shall have a complete accounting of

By-Laws of St. Boniface Minor Hockey Association

players by age, team category and community center to be presented at the Annual Meeting.

- update the Hockey Canada Registry (HCR) annually with fees.
- provide registration reports to SBMHA committees and age convenors as necessary (including late registrations).
- process transfer requests with HW.
- register all SBMHA teams in accordance with HW regulations.
- make copies of all team rosters for SBMHA.
- chair committee to review requests for transfers and age advancements.
- sit on the SBMHA Budget and Finance Committee.
- direct the Treasurer to process any refunds of fees.
- direct the Treasurer to provide the Community Centers with club fees collected on their behalf.
- determine the eligibility of all coaches and managers on team lists and facilitate and record any necessary checks.
- check team rosters against registrations for deficiencies and report to SBMHA.
- receive an honorarium, value to be determined annually by the SBMHA.

7.7. The Ice Director shall:

- negotiate and arrange with the City of Winnipeg, Community Services Department and with others for ice allotment required by the SBMHA.
- assign ice as required for all SBMHA programs.
- assign ice as required by HW for direct entry teams league and playoffs.
- prepare playoff schedules for WMHA for the categories hosted by the SBMHA.
- receive an honorarium, value to be determined by the SBMHA.

7.8. The Development Director shall:

- coordinate age-appropriate development programs within the SBMHA for players.
- coordinate programs and/or clinics to aid in the development of SBMHA coaches.
- prepare and submit a budget for player development, coach development and evaluation programs.
- work with program directors to coordinate and plan pre-evaluation skating opportunities.
- chair the SBMHA Evaluation/Development Committee.
- receive an honorarium, value to be determined by the SBMHA.

7.9. The Equipment Director shall:

- prepare and submit an equipment requirements document and cost sheet to be included in the SBMHA budget.
- publish a team equipment policy and maintain that it is up to date.
- order, organize and distribute all equipment to teams as required.
- order, organize and distribute all equipment and pinnies as required for evaluation purposes.
- maintain accurate inventory on all equipment.
- collect equipment at the conclusion of the season.
- coordinate opportunities for members to purchase SBMHA and/or SEALS gear from third-party suppliers.
- receive an honorarium, value to be determined by the SBMHA.

By-Laws of St. Boniface Minor Hockey Association

- 7.10.** The Website and Communications Director shall:
- develop and distribute all SBMHA public communication to general membership.
 - maintain the website and all social media platforms used by the SBMHA.
 - coordinate all TeamSnap team and development set ups by working with directors to provide training.
 - solicit content for social media, website and e-newsletter from SBMHA Board and membership.
 - assist SBMHA committees and board members with communication items including surveys, posters and forms.
 - manage the SBMHA brand, including logo standards.
 - assist in the planning, execution and promotion of any special events.
 - assist the President with any positive public relations opportunities for the SBMHA.
 - respond as needed to general inquiries to the info@sbmha.ca email address.
 - receive an honorarium, value to be determined by the SBMHA.
- 7.11.** The Female Hockey Representative shall:
- oversee all aspects of female hockey in SBMHA that are governed by HW Female Council.
 - represent the SBMHA at all HW Female Council Meetings.
 - co-chair WEFH board along with representative from Transcona Minor Hockey Association; and liaise between SBMHA and WEFH.
 - manage all aspects of female hockey playoffs as hosted within the SBMHA.
 - sit on necessary committees related to female hockey in SBMHA.
- 7.12.** The AA Council Representative shall:
- oversee all aspects of the AA program for SBMHA.
 - represent the SBMHA at all HW AA Council meetings.
 - consult with the Executive of SBMHA on all matters pertaining to age advancement, the number of AA teams and any variants being sought at AA Council and Female Council.
 - appoint and chair necessary committees for the operation of SBMHA AA Hockey.
- 7.13.** The Introductory Program (IP) Director shall:
- create introductory age-appropriate skating and hockey development plans for U7 and U9 players.
 - recruit and train volunteers to facilitate programming.
 - obtain ice times from Ice Director and create group schedules for registered players.
 - assist U7 and U9 convenors as requested with team formation.
 - sit on the SBMHA Evaluation/Development Committee.
 - provide assistance to SBMHA with other development opportunities for players as requested.
- 7.14.** The U7 Director shall:
- consult with the Ice Director to ensure all ice required for the program is booked.
 - review rules and regulations for U7 hockey and recommend changes to SBMHA as required.
 - oversee team formation for all U7 players.
 - recruit coaches for all U7 teams.

By-Laws of St. Boniface Minor Hockey Association

- organize and distribute necessary materials to all U7 teams (including jerseys, coaching information, etc).
- act as the primary contact for U7 coaches and parents with questions and concerns and escalate with the SBMHA board as needed.
- assist with the organization of March Meltdown.
- assist the IP Director as requested.

7.15. The U9 Director shall:

- consult with the Ice Director to ensure all ice required for the program is booked.
- review rules and regulations for U9 hockey and recommend changes to SBMHA as required.
- oversee team formation and coach recruitment for U9 house program.
- organize and distribute necessary materials to all U9 teams (including goalie equipment, jerseys, coaching information, etc).
- act as the primary contact for U9 coaches and parents with questions and concerns and escalate with the SBMHA board as needed.
- assist with the organization of March Meltdown.
- assist the IP Director as requested.

7.16. The U9A-U11A Program Director shall:

- represent U9A and U11A teams with HW.
- coordinate pre-evaluation skates for all players as required by HM.
- organize evaluation skates with the assistance of the SBMHA Development Director.
- sit on the SBMHA Coach Selection and Team Formation Committee.
- ensure teams and players are registered properly with the Registrar.
- be responsible for the distribution of rules and information from HW and SBMHA to team officials.
- help oversee any aspects of Direct Entry Hockey Playoffs hosted within the SBMHA.
- act as the primary contact for U9A and U11A coaches and parents with questions and concerns and escalate with the SBMHA board as needed.

7.17. The U13-U18 Direct Entry Program Director shall:

- represent direct entry U13, U15 and U18A teams with HW.
- organize evaluation skates with the assistance of the SBMHA Development Director.
- sit on the SBMHA Disciplinary/Suspension Committee.
- ensure teams and players are registered properly with the Registrar.
- be responsible for the distribution of rules and information from HW and SBMHA to team officials.
- help oversee any aspects of Direct Entry Hockey Playoffs hosted within the SBMHA.
- act as the primary contact for U13, U15 and U18 coaches and parents with questions and concerns and escalate with the SBMHA board as needed.

7.18. The Community Centre Representatives shall:

- act as a liaison between the SBMHA and the Community Centre they represent.

By-Laws of St. Boniface Minor Hockey Association

- help with recruitment of additional community centre representatives as needed.
- help procure CC space as requested for the SBMHA for events, clinics and/or meetings.
- assist with SBMHA events and activities as required, including evaluations and playoffs.
- sit on SBMHA Committees as requested.

7.19. The Referee in Chief shall:

- assist and report to the HW Referee in Chief with regard to officials' programs.
- attend all WHMA Referee in Chief meetings and distribute necessary information to SBMHA officials.
- create and coordinate recruitment and development plans for SBMHA officials.
- monitor and assess the development of SBMHA officials and provide feedback to officials regarding their development and assessments.
- respond to written complaints of on-ice officials.
- recommend on-ice officials for advancement or promotion.
- sit on the SBMHA Disciplinary/Suspension Committee.
- receive an honorarium, value to be determined by the SBMHA.

7.20. The Referee and Timekeeper Assignor shall:

- assign officials and timekeepers for all league, playoff, exhibition and tournament games played within the SBMHA that are appropriate to their skill level.
- maintain records of assignments.
- maintain records of on-ice officials and timekeepers who have missed scheduled assignments and reasons for their absence.
- ensure officials and timekeepers have received proper payment.
- assist the SBMHA Referee in Chief with recruitment and development as requested.
- receive an honorarium, value to be determined by the SBMHA.

7.21. The Members at Large shall:

- assist with SBMHA events and activities as required, including evaluations and playoffs.
- assist SBMHA Directors, Chairs and Convenors with their duties as requested.
- sit on SBMHA Committees as requested.

8. DUTIES AND RESPONSIBILITIES OF SBMHA COMMITTEES

To meet the needs of the SBMHA, committees are formed at the beginning of the fiscal year (or as necessary) for important SBMHA activities that affect players, coaches, officials and general members. The following are standing SBMHA committees, but there may be other ad hoc committees that are used throughout the year. Each standing committee lists the minimum membership of the committees; however, any member of the board may request to sit on any committee by making a request to the SBMHA President or Vice President.

8.1. The SBMHA Budget and Finance Committee

- reviews the SBMHA Financial Policy and makes any necessary recommendations for updates.
- proposes annual budget for hockey operations in April.

By-Laws of St. Boniface Minor Hockey Association

- assists board members with gathering quotes and making cost projections for special projects.
- members to include:
 - Treasurer
 - Past President
 - Registrar
 - Up to 3 other members

8.2. The SBMHA Coach Selection and Team Formation Committee

- reviews the SBMHA Coach Selection and Team Formation policies and makes any necessary recommendations for updates.
- reviews coach applications for A level coaches and make recommendations to the SBMHA for head coaches following player evaluations.
- reviews coach applications for U7 and U9 ages and passes along applications and recommendations to age convenors.
- offers and promotes coaching development opportunities with HW and HM.
- coordinates reviews and feedback to coaches within SBMHA.
- required to meet during registration and team formation period and make report to the board at January meeting to make recommendations for following year's process.
- members to include:
 - Vice President
 - U9A-U11A Program Director
 - 2 Community Centre Representatives (from different CCs)
 - Up to 3 other members

8.3. The SBMHA Disciplinary/Suspension Committee

- reviews SBMHA Disciplinary/Grievance Procedure and makes any necessary recommendations for updates.
- reviews complaints and/or appeals to determine next steps.
- reports disciplinary action as necessary to HW and HM.
- provides updates at monthly meetings regarding discipline and suspensions administered or recommended.
- members to include:
 - President
 - Referee in Chief
 - U13-U18 Direct Entry Program Director
 - up to 3 other members

8.4. The SBMHA Evaluation/Development Committee

- plans all SBMHA evaluation sessions, including the utilization of contracted organizations and/or volunteers if necessary.
- reviews evaluation data and provides information to the SBMHA Coach Selection and Team Formation Committee.
- plans the development program for the following year, including recommendations for the Introductory Program and recommendations for age or position specific training opportunities that SBMHA can offer.
- prepares a review of evaluation processes, including any recommendations and budget requirements for the following year, at November board meeting.

By-Laws of St. Boniface Minor Hockey Association

- prepares a review of development program, including any recommendations and budget requirements for the following year, at April board meeting.
- members to include:
 - Development Director (chair)
 - IP Director
 - U9A-U11A Program Director
 - up to 3 other members

9. SBMHA POLICIES

9.1. SBMHA will create policies as necessary for processes or procedures.

9.2. Policies may be amended at any SBMHA meeting by motion requiring a 2/3 majority vote of members.

9.2.1. Proposed amendments must be submitted in typewritten form, with rationale, to the President a minimum of fourteen days prior to the meeting; these proposed changes will be distributed to the Board Members prior to the meeting to review.

10. CONFLICTS OF INTEREST

10.1. On any occasion in which a Board Member, or a spouse or dependent of a Board Member, has a personal, material or other substantial interest in any contract or transaction to which SBMHA is a party, it is hereby deemed that the Member has a conflict of interest and shall disclose such interest immediately to SBMHA. The Member shall refrain from speaking to or voting on the matter.

11. FINANCIAL INFORMATION

11.1. No person will incur an expense or commitment on behalf of SBMHA without prior approval of the Board.

11.2. All funds raised by or on behalf of, or under the auspices of SBMHA must have prior approval of the Board.