

Yellowhead-Hockey



Constitution and Bylaws

Updated April 16, 2019

Article #1 Name

- a) The Association shall be known as Yellowhead Hockey

Article #2 Objectives

- a) To encourage and foster Minor Hockey at all levels within the region.
- b) To promote and encourage true sportsmanship, fair play, good citizenship, friendly competition, enjoyment, and full participation: not only for the team members but also for coaches, managers, parents and association officials.
- c) Yellowhead Hockey will foster the belief that "It shall be the prerogative of every child to have an equal opportunity to play and participate."
- d) Yellowhead Hockey will abide by the rules and regulations of the Hockey Canada and Hockey Manitoba except where stated otherwise herein.

Article #3 Membership

- a) Yellowhead Hockey shall be open to Minor Hockey Associations within the boundaries as prescribed by Hockey Manitoba
- b) Yellowhead Hockey Executive shall consist of the elected representatives.
- c) The President of each local Association shall be a member of Yellowhead Hockey .
- d) All Associations shall submit to the Yellowhead Hockey Executive a list of their Associations Executive.
- e) All Associations shall submit a copy of their constitution to Yellowhead Hockey at the annual meeting and provide an update of all changes.
- f) All teams, players, coaches in the Yellowhead Region registered with Hockey Manitoba are subject to the bylaws, constitution and dues of Yellowhead Hockey.
- g) All Associations shall forward a copy of all their registration papers (rosters, add/delete forms) to the regional treasurer with the appropriate Regional registration fees.

Article #4 Yellowhead Hockey Executive

- a) Yellowhead Hockey Executive shall consist of the:
Director, Vice Director Development, Vice Director Female, Secretary/Treasurer, North Representative, East Representative, South Representative, West Representative, Officials Co-ordinator, Coach Coordinator
- b) Any elected Yellowhead Hockey Executive member missing more than two (2) consecutive meetings without just cause shall be relieved of their duties. At this time, should it ever occur, the current Executive shall have and maintain the right to appoint a suitable replacement for the said position and shall hold the said position for the duration of the season, at which time Executive elections are held.

- c) Elections shall alternate from year to year
 - o Even Years - Director, Secretary/Treasurer, North Representative, South Representative, Referee Co-ordinator
 - o Odd Years - Vice Director Development, Vice Director Female, Coach Co-ordinator, East Representative, West Representative

All positions are for two year terms.

Article #5 Meetings

- a) Location of Yellowhead Hockey Fall Annual, Semi Annual and Annual General Meetings shall be Hamiota MB, at 7:00pm.
- b) Notice of meeting for Yellowhead Hockey shall be issued at least three (3) weeks prior on the region Website.
- c) There shall be a minimum of three (3) Yellowhead Hockey meetings. All meetings to be held prior to ~~the~~ Hockey Manitoba's Annual General, Semi- Annual, and Fall board meetings. The meetings shall be deemed mandatory for all voting members of Yellowhead Hockey or alternate. Any Member Association not attending the entire meeting without prior approval shall be fined \$100.00 with all fines collected going towards regional development programs.
- d) Attendance at the Fall meeting shall be mandatory for all local Registrars or registration forms will be withheld until proper arrangements have been made. Associations not attending shall be responsible to cover any and all costs associated with registration.
The registration meeting shall be deemed mandatory for all Association Registrars or alternate unless prior notification has been made and approved by the Board. Any Association not attending the entire meeting without prior approval shall be fined \$100.00 with all fines collected going towards regional development programs.
- e) That award nominations be sent in to the Vice Director Development before the deadline date be the only nominations for awards. There are no nominations from the floor.
- f) All active MHAs including existing amalgamations will have one (1) vote and each member of the Executive will have one (1) vote. A simple Majority Vote is needed to carry a motion. The AAA Midget Male Chiefs, the AAA Midget Female Chiefs, the AAA Bantam Male Chiefs and the AAA Bantam Female Chiefs will be members without voting privileges. The AAA Teams will be expected to provide reports at all Regional meetings either by team representative, via proxy or by submitting a written report to the Regional Director.

Article #6 Amendments to the Constitution

- a) Yellowhead Hockey constitution may be amended by submitting of notice of motion to the Yellowhead Director, a minimum of thirty (30) days prior to the annual general meeting. The Director shall circulate said notices of motion to Yellowhead Hockey Executive and Association presidents, a minimum of fourteen (14) days prior to the annual meeting.
- b) At the annual meeting, a Notice of Motion to the Constitution requires a 2/3-majority vote of the Yellowhead Executive.

Article #7 Constitutions, Bylaws and Regulations

That where the provisions of this Constitution, Bylaws or Regulations are inconsistent with the Constitutions, Bylaws and Regulations of the Hockey Canada and Hockey Manitoba, the Hockey Canada and Hockey Manitoba Constitution, Bylaws and Regulations shall prevail.

Yellowhead Hockey BYLAWS

Bylaw #1 Banking and Finance

- a) Yellowhead Hockey shall maintain its accounts in a Chartered bank or Credit Union.
- b) All withdrawals or cheques shall require the signature two (2) of the following:
Director, Vice Director Development, Vice Director Female or Secretary/Treasurer.
- c) A financial statement will be provided at the Fall, Semi- Annual, and Annual General Meetings in writing by the Secretary/Treasurer.
- d) All expenses shall be directed to the Secretary/Treasurer at a meeting for approval prior to payment.
- e) The Secretary/ Treasurer shall provide an audited financial statement, if the majority of Yellowhead Hockey Executive requests it at the Annual General meeting. The auditor(s) shall be appointed by Yellowhead Hockey Executive.
- f) All Members Associations and all AAA teams shall be assessed a fee of \$6.00 per registrant - player/ coach/ manager/ trainer by Yellowhead Hockey at the Fall meeting.

Bylaw #2 Expenses for Yellowhead Hockey Executive

- a) A fee per registrant shall be set up and utilized to cover the expenses for operating Yellowhead Hockey.
- b) Expenses of Yellowhead Hockey elected Executive shall be paid according to Hockey Manitoba guidelines

Bylaw #3 Duties of the Board of Directors

a) It shall be the duties of the Director to:

- i) Preside at all meetings of Yellowhead Hockey
- ii) Perform such further and other duties as pertaining to the Hockey Manitoba office and generally carry on the business of Yellowhead Hockey.
- iii) Co-sign all cheques and vouchers with Secretary/Treasurer.
- iv) Perform duties assigned by Hockey Manitoba handbook.
- v) Provide a written report at all meetings.
- vi) Report to Chair of Minor hockey
- vii) Be responsible for the supervision and general conduct of all minor hockey in the region.
- viii) Be responsible for the discipline of players, coaches in accordance with the Hockey Manitoba suspension guidelines.
- ix) Provide a written report to the Fall, Semi- Annual and Annual General meetings of Hockey Manitoba.

- x) Ensure that the constitution for the Region is updated and submitted to Hockey Manitoba annually.
- xi) Ensure Regional playoffs are conducted within the Region in accordance with Hockey Manitoba regulations.
- xii) Represent the Region at all Hockey Manitoba Meetings.
- xiii) Represent Hockey Manitoba at local Minor Associations as required.
- xiv) Ensure that the Regions membership is aware of Hockey Manitoba programs and provide information to the Region membership as to how they may access such programs.
- xv) Keep a full record of the names, addresses, and phone numbers of Yellowhead Hockey Executive and the Presidents of all Yellowhead Hockey Associations and circulate such lists to all Yellowhead Hockey Executive and Associations.
- xvi) Conduct the correspondence; keep copies of all letters written and files of all letters received.
- xvii) Attend Minor Council Meeting at the Hockey Manitoba Fall Meeting, Semi Annual Meeting and the Annual General Meeting.

b) It shall be the duties of the Vice Director Development to:

- i) Attend Hockey Manitoba's Fall Meeting, Semi Annual Meeting and the Annual General Meeting
- ii) Be responsible for interpretation of Hockey Manitoba and Hockey Canada regulations.
- iii) Co-ordinate activities in the Region.
- iv) Provide written report at all Yellowhead Hockey meetings.
- vi) Assist the Regional Director as required. In the absence of the Regional Director, he/she shall have all authority and perform the duties of the Regional Director.
- v) Provide a written report to the Fall, Semi Annual and Annual General meetings of Hockey Manitoba.
- vi) Attend Hockey Manitoba's Fall Meeting, Semi Annual Meeting and the Annual General Meeting and be Yellowhead's representative on Hockey Development Council (HDC).
- vii) Coordinate, schedule and approve all Provincial regional playoffs in cooperation with Regional Director.
- viii) Coordinate Yellowhead Hockey annual Awards program
- ix) Coordinate, schedule and approve all Male regional development programs.

c) It shall be the duties of the Vice Director Female to:

- i) Attend Hockey Manitoba's Fall Meeting, Semi Annual Meeting and the Annual General Meeting
- ii) Be responsible for interpretation of Hockey Manitoba and Hockey Canada regulations.
- iii) Provide a written report to the Fall, Semi Annual and Annual General meeting of Hockey Manitoba.
- iv) Co-ordinate Female activities in the Region.
- v) Provide written report at all YRMHA meetings.
- vi) Assist the Regional Director as required. In the absence of the Regional Director and the Vice Director Development, he/she shall have all authority and perform the duties of the Regional Director.
- vii) Attend Female Council Meeting at the Hockey Manitoba Fall Meeting, Semi Annual Meeting and the Annual General Meeting.
- x) Coordinate, schedule and approve all Provincial regional playoffs in cooperation with Regional Director.
- xi) Coordinate, schedule and approve all Female regional development programs.

d) It shall be the duties of the Secretary/Treasurer to:

- i. Receive all monies of the Association and deposit same to the credit of Yellowhead Hockey as and when received in such chartered bank as may be designated.
- ii. Pay all accounts as authorized by Yellowhead Hockey
- iii. Maintain a record of all receipts and expenditures.
- iv. Co-sign all cheques with the Director.
- v. Have all books subject to inspection of the Director at all times, and shall produce them whenever required by Yellowhead Hockey Executive.
- vi. Collect all Yellowhead Hockey registration fees.
- vii. Provide a written report for all Yellowhead Hockey meetings.
- viii. Collect all regional fees as approved by Yellowhead Hockey board.
- ix. After every meeting distribute a copy of all minutes to all Yellowhead Hockey Executive members and Associations within one month of meeting

e) It shall be the duties of the Coach Co-ordinator to:

- i) Attend Yellowhead Hockey meetings.
- ii) Organize and co-ordinate all Initiation, Coaches, Intermediate Level and Trainers clinics in the Region.
- iii) Help promote all Hockey Manitoba programs in the Region.

- vi) Provide Hockey Yellowhead a written report at all meetings.
- v) Assist Hockey Manitoba Coach Development Committee with the promotion, development and implementation of Hockey Manitoba Programs.
- vi) Assist the Regional Director of Minor Hockey with all matters that relate to implementation and maintenance of Hockey Manitoba programs in the Region.
- vii) Make all team officials aware of the coach model and its requirements. Also make them aware of the requirements for all future seasons as well.
- viii) Update Region on current resource materials available from the Hockey Manitoba office.

f) It shall be the duties of the Officials Co-ordinator to:

- i) Attend all provincial Referee meetings called by the Hockey Manitoba Referee in Chief.
- ii) Assign all Regional certification and recertification clinics in the spring of each year with the Regional Minor Hockey Associations.
- iii) Organize and attend all Regional supervisors' workshops for the supervision program.
- iv) Provide for ongoing development and evaluation of all Officials in Yellowhead Hockey.
- v) Communicate all information that is received from the various workshops and meetings back to community assignors, league assignors, Regional and league Executives.
- vi) Develop and manage a Regional Officials Development Committee.
- vii) Hold meetings (as required) with all community and league assignors to discuss Regional and Provincial concerns in relationship to Hockey Canada and Hockey Manitoba rules and policies.
- viii) Help all community Referee in Chiefs with the assessment program, co-ordinate and perform assessments on Regional Officials.
- ix) Develop and co-ordinate all Officials activities within the Region such as clinics, evaluations and supervisions.
- x) Attend Regional meetings and work with all partners within the Regional boundaries.
- xi) Report to the Provincial (branch) Referee in Chief on a regular basis.
- xii) Attend meetings called by the Provincial Referee in Chief
- xiii) Provide Yellowhead Hockey a written report at the Fall meeting, Semi Annual meeting and Annual General meeting.
- xiv) Co-ordinate the Regions Referee in Chiefs and be a contact person for all referees in the Region.
- xv) Be the Regions Officials Supervisors Co-ordinator.

Bylaw #4 Officials

All Officials used in Yellowhead Hockey shall be duly registered with the Hockey Canada.

Bylaw #5 Minimum Suspension Guidelines

Yellowhead Hockey Suspension Guidelines- as per the Hockey Manitoba Handbook

Bylaw #6 Suspension Regulations

- i) Balance of season - will be carried over to the next season where there are less than the number of games or days left for a player, coach, manager to finish a suspension in the current season.
- ii) Games/ days indicate the number of regularly scheduled games in house league or tournaments before the suspension.
- iii) All suspensions in Regional tournament games must be reported to the Director.
- iv) All suspensions in local association exhibition games, house league games and regularly scheduled games shall be dealt with by the local association but the Director must be notified immediately.
- v) All suspensions by all centers must be reported to the Director immediately following the game. Any player, coach, manager receiving a match penalty under guidelines #1-7 is suspended immediately until the suspension has been dealt with by the Director of the region or Hockey Manitoba.
- vi) Centers can toughen the policies of the Hockey Manitoba/Hockey Yellowhead but cannot weaken them.

Bylaw #7 Yellowhead Hockey Committees

Disciplinary	Director as per the Hockey Manitoba Handbook.
Registration	Director, Vice Director Development, Vice Director Female, Area Representatives (North, South, East, West)
Appeals/Protests	Director, Vice Director Development, Vice Director Female, Area Representatives (North, South, East, West)
Administration	Director, Vice Director Development, Vice Director Female, Secretary/Treasurer.
Awards Committee	Vice Director Development, Vice Director Female, Officials Coordinator, Coach Coordinator, Director.
Officials Committee	Regional Officials Coordinator, Association Officials to be determined by Officials Coordinator.
Player Development	Male Development Programs - Vice Director Development, 2 Area Reps and Director.

Female Development Programs - Vice Director Female, 2 Area Reps and Director.

Yellowhead Council Male – 4 Program Advisors (appointed by Yellowhead Executive), Parent Committee Chairperson, Team Manager and member of the Yellowhead executive. Only the Parent Committee Chairperson and the Team Manager can be a parent on this council. (Program Advisors will be the same personnel for both Male and Female.)

Female – 4 Program Advisors (appointed by Yellowhead Executive), Parent Committee Chairperson, Team Manager and member of the Yellowhead executive. Only the Parent Committee Chairperson and the Team Manager can be a parent on this council. (Program Advisors will be the same personnel for both Male and Female.)

Bylaw #8 Yellowhead Hockey Development Programs

Applications will be accepted for Head Coach, Assistant Coach, and Regional Evaluators for all development programs.

Development programs to include:

- a) Rising Stars Teams (minimum of 2) – Male (Major Peewee)
- b) Female Peewee Prospects Team (1) (Minor and Major Peewee)
- c) Director's Cup Prospects Team (1) – Male (Minor Bantam)

Selection to be made by a committee consisting of Director & Vice Director Development, Vice Director Female and the 4 Area Reps in cooperation with Coaching staffs.

Parents of eligible players should not be chosen for bench personnel.

Parents of eligible players shall be considered for bench personnel if no suitable applicants are forthcoming.

It shall be the duties of the Region to:

- a) Appoint a Regional Co-ordinator (Vice Director) and to choose a Head Coach.
- b) To assist the Head Coach in selecting an assistant coach, manager and trainer.
- c) Provide administrative and financial support as available.

It shall be the duties of the Head Coach to:

- a) Assist in selection of Assistant Coaches from applicants.
- b) Assist in selection of a Manager from the applicants.
- c) Assist in the selection of a Trainer from the applicants.

- d) Co-ordinate scouting of players.
- e) Co-ordinate evaluation of players.

It shall be the duties of the team officials to:

- a) Provide written reports on
 - Numbers at the tryout camp from each community.
 - Where chosen players are from in the Region.
 - Finances.

Expenses

- The Region shall not directly fund these programs. The funds are to come from the players themselves or from sponsorship. The region will coordinate the collection of fees and will help set a budget for the program.
 - Any monies left over will be held over for the next year.
 - The Region will not be responsible for any financial loss.