

Constitution of the Carrot River Minor Hockey Association

(Revised April 2021)

- Article #1 the organization shall be named the Carrot River Minor Hockey Association hereinafter known as CRMHA.
- Article #2 the organization shall be the governing body of Minor Hockey in Carrot River and shall govern within the framework of the Saskatchewan Hockey Association.
- Article #3 the organization shall include but not limited to the following objectives:
- a) To administer the operation of minor hockey in Carrot River for residents of Carrot River and the RM of Moose Range #486
 - b) To foster and promote minor hockey in Carrot River, to assist in the promotion of minor hockey and to promote, supervise and administer all competitions for minor hockey within the jurisdiction of the CRMHA.
 - c) To encourage all participants of the CRMHA activities to have fun, be responsible, to strive for excellence and achieve their full potential.

Regulations:

Membership in this Association shall be available to any individual upon compliance with this Constitution, the bylaws and regulations of the CRMHA and SHA. The CRMHA reserves the right to deny membership to any individual who is not a resident of the Town of Carrot River or the RM of Moose Range #486.

Governing Body:

The governing body of this Association shall include: an Executive consisting of the immediate Past President, President, Vice President, Secretary, Treasurer, Registrar and a minimum of four Directors. Other personnel may be appointed at the discretion of the Executive and may serve on the Executive. The Executive may appoint sub committees responsible for specific tasks such as an equipment committee. The Executive shall oversee and facilitate the viability of the Association.

Officers:

The Past President shall automatically assume a position on the Executive and shall acquaint and assist the President with his/her duties.

The President shall be an elected member of this Association. When possible the President shall have previously served as the Vice President in the Association. Having has his/her election to President confirmed at the Annual General Meeting; the President shall be the head of the Executive, guide all Policy and chair all meetings. The President may investigate legislation pertaining to the Association and be an ex-officio member of all committees.

The Vice President shall be an elected member of this Association. Having had his/her election to Vice President confirmed at the AGM, the Vice President shall become familiar with all policies of the Association so that he/she may assume the duties of the President in his/her absence.

The Secretary shall be an elected member of this Association. Having had his/her election to Secretary confirmed at the AGM, the Secretary shall maintain minutes of all meetings and carry out the necessary correspondence for the CRMHA.

The Treasurer shall be an elected member of this Association. Having had his/her election to Treasurer confirmed at the AGM, the Treasurer shall be responsible for receiving and distributing all monies under the jurisdiction of the CRMHA. The Treasurer shall keep appropriate accounting records and prepare financial reports as requested by the Executive, including an Annual Statement to be presented at the AGM. The Treasurer will receive an Honorarium in the amount of \$500 to be received at the AGM for the year of service; honorariums will be reviewed yearly at the AGM.

The Registrar shall be an elected member of this Association. Having had his/her election to Registrar confirmed at the AGM, the Registrar shall be responsible for receiving the player registrations and coaching applications. The Registrar is responsible for registering and insuring individuals with SHA by the end of September each year. The Registrar is responsible for sending all required documentation to the NEMHL as required and requested. The Registrar will be responsible for managing the Logger Hockey email and ensuring all Board members are sent applicable correspondence. The Registrar will notify the Board when any complaints are filed to be addressed immediately and provide the necessary documentation to support such complaint to the Board.

The Referee-in-Chief is a non-Executive, elected member of the Association. Having had his/her election to RIC confirmed at the AGM, he/she is responsible for overseeing all Officials, scheduling of Officials for home games, Concerns or Complaints. The RIC may refer to the Code of Conduct policies as adopted by CRMHA. The RIC must have a valid Senior Officials Qualification to hold this position. CRMHA will reimburse the RIC any fees required to be properly qualified. The RIC will also receive an Honorarium in the amount of \$500 to be received at the AGM for the year of service; honorariums will be reviewed yearly at the AGM.

Directors shall be elected members of the Association. Having had their election to the Board of the CRMHA confirmed at the AGM, the Directors will serve the CRMHA in a variety of roles and capacities and will assist when called upon by other members of the CRMHA Board.

Committee:

The Equipment Committee shall be appointed by the Board of the CRMHA. The Equipment Committee shall ensure each team has safe goaltender equipment and sufficient game jerseys. Equipment Committee shall make recommendations to the Executive for the purchase and/or repair of all equipment including game jerseys owned by the CRMHA. The CRMHA may upon request reimburse the Equipment Committee members for out of pocket expenses incurred in discharge of their duties and service to the members of the Association. The Equipment Committee will distribute teams all equipment and jerseys each season. Goaltender equipment will be provided to the Pee Wee Division and down.

Meetings:

The CRMHA shall hold an AGM each year. All other meetings shall be held on dates called by the Executive or President. The President shall arrange the time and place of all meetings. Five members of the Executive shall constitute a quorum at any Board Meeting. Signing Officers shall be the President or another Board Member and the Treasurer. All members in attendance will vote on matters that require a vote to take place.

Amendments:

Any member of the Association of the CRMHA Board may propose amendments to any portion of this document. Amendments must be approved at the AGM by a majority of those in attendance. Approved amendments take effect immediately.

Registration / Roster:

- a) Prior to becoming a member of any CRMHA team, each player must complete a registration form and submit it to CRMHA for review. The registration form must be signed by a parent or guardian and the respective registration fees must accompany the registration form.
- b) Players shall play on one team only unless consent is received from the CRMHA permitting a player to play regularly with more than one team. This does not restrict a player from playing with a higher category team subject to SHA regulations or League rulings. Any player releases are authorized solely by the decision of the CRMHA Board and will follow prior unanimous approval of the parents or guardians and the coaches of both divisions concerned.
- c) Player Release- Releases will be granted by the CRMHA board if a player is trying out to play a higher level or if a player no longer resides within the boundaries of CRMHA (according to SHA rules)
- d) Releases to play at the same level will be looked at on a case by case basis and are subject to a majority vote by the CRMHA board.

- e) Team rosters shall be determined by coaches in consultation with other team officials. Teams shall be selected so that an equal competitive level can be maintained and so that every player is granted similar playing time opportunities. Players who indicate a desire to play outside their category shall make their intention immediately known to the Board. If required the Board will convene a meeting of the coaches and player's parents to determine the placement of the player for the season.

Affiliated Players Policy:

Player Affiliation - AP'ing is a way to help out a team when they are short in numbers.

- i) The Saskatchewan Hockey Association AP form must be completed and submitted prior to any AP's being used
- ii) The AP'ing coach must have approval from the AP's parents as well as their regular Coach
- iii) Tournaments and Provincials are exceptions as CRMHA
- iv) does not influence rosters in these situations

Playing AP players

- i) Players AP'd are to be played evenly throughout the season
 - a. Ex – 5 players AP'd all should get called up for an equal number of games
- ii) Under **NO** circumstance does the AP team take priority over their regular team
- iii) Under **NO** circumstance does an AP player be used as a substitution
- iv) Each AP is allowed to play a maximum of 7 regular season game
 - a. If more than 7 games are required the CRMH Board is to be notified to assess the need
- v) If the AP policy is being abused, CRMH has the right to cease the use of AP's

Signage Policy

Teams who are provided Championship Title Banners from the NEMHL and SHA will automatically be approved by CRMHA and displayed in accordance with the Rec Board Policy in a timely manner. Championship teams will also be provided an accompanying standardized banner provided by CRMHA which will display players' names and numbers as well as coaching members. It is the expectation that any, and all, signage, banners, memorabilia be submitted to CRMHA prior to ordering or displaying in the arena for approval by the Board. The CRMHA will follow the policy of the Rec Board for displaying items accordingly. Any team that receives a tournament banner may request it be displayed in the lobby of the arena for one year. After one year it will be returned to the team

Team Officials:

Team Officials shall include but not be limited to coaches, assistant coaches, managers, trainers and coordinators. Board approval must be met in order for a Team Official to hold more than one position on any team.

Team Officials are responsible for all equipment used – inclusive of jerseys, goaltender equipment, etc. and the cleaning and maintenance of the said equipment and jerseys. Team Officials shall ensure that all players are properly attired with the required uniforms and protective equipment. Game sweaters are to be worn for games only; players are to provide practice uniforms for practice sessions.

Team Officials are responsible for ensuring that all CRMHA equipment and uniforms are collected at seasons end.

Team Officials are to ensure that certified personnel such as SHA trained coaches and SHA trained safety personnel as prescribed by SHA are in attendance and on the bench for all games and practice sessions.

Team Officials are to provide concession help, timekeepers, 50/50 sales and on ice officials for all home games.

Team Officials have a strong influence on their player and should conduct themselves accordingly.

Team Officials are immediately responsible for the discipline of their players on and off ice behavior.

Team Officials will ensure that there will not be any alcohol, drugs, tobacco or vaping products used in the Carrot River arena by players and team officials and/or in any private vehicle used to transport players while under the auspices of the CRMHA.

Team Officials are required to have a meeting with parents/guardians prior to the commencement of the regular season. CRMHA objectives, as the Team Officials, the Code of Behavior and other issues regarding the teams' welfare and upcoming season should be discussed at such meetings.

Team Officials are expected to teach systems of team play and fair play as prescribed by SHA and CRMHA.

Team Officials are encouraged to organize one home tournament per season and to organize additional team fundraising events for the purpose of financing team activities such as tournament entries or windup functions.

Other:

Problems arising within a team should first be dealt with within the team. A 24 hour cooling off period is recommended prior to discussing any problem with a Team Official. Person(s) in conflict / disagreement must meet to attempt to resolve the issue prior to involving the CRMHA Executive. Thereafter, if a resolution is not possible or otherwise achieved the Executive may then be contacted for involvement.

Coaching applications are due July 31st of each year. The CRMH board will choose a head coach from the submitted applications prior to the fall organizational meeting. The CRHM Board will notify the coach of their acceptance and let them know potential team numbers. If no applications are received an email will be sent out to the parents of the team notifying them no applications have been received. Prior to a coach being assigned by the team this person will need to be approved by CRMHA.

Constitution of the Carrot River Minor Hockey Association
Code of Behavior (Parents & Spectators)

Whereas the CRMHA's purpose is to provide a safe environment where children can play hockey, have fun, learn discipline, respect and tolerance while displaying tolerance and co-operation, the following guidelines for parents and spectators' behavior apply.

Parents/Guardians:

Duties and expectations of the parents/guardians in the CRMHA shall include but not limited to the following:

- To maintain and promote the CRMHA Code of Behavior
- To be supportive of the child and have realistic expectations
- To have players at the arena in sufficient time as directed by Team Officials for games and practices
- To notify Team Officials when a player will not be able to attend a game or practice
- To attend and participate in team meetings
- To attend and participate in the CRMHA AGM
- To assist with the transportation of players to out of town games
- To assist the CRMHA with fundraising activities

Parents & Spectators:

Because the parent or spectator role in Minor Hockey is to support and encourage the players while cooperation within the Minor Hockey environment, there will be zero tolerance for the following behaviors:

- Taunting opposing players
- Becoming involved in conflict with opposing players and spectators
- Criticizing coaches or players in a way deemed detrimental to the enjoyment of the game
- Criticizing, taunting or berating an official engaged by CRMHA
- Offering unsolicited advice on coaching strategy to players in the dressing room unless engaged as a coach or manager
- Cheering in a way that demeans any of the participants in the game
- Becoming involved on the playing surface unless in the official capacity as a trainer or beckoned to the playing surface by a coach through concern for an injury

Breaches of the Code of Behavior:

Will be dealt with by the CRMHA Board by utilizing the following procedure:

- A complaint will be made in writing
- The Board will investigate and contact the individual to hear their version of the incident
- If the complaint is deemed unwarranted the matter will be dismissed

- If the complaint is deemed warranted the offender will be notified in writing of the consequences which may include the following:
 - Probation for the remainder of the season
 - Suspension of the offender from the playing surface, viewing area and dressing rooms for the remainder of the season
 - Banishment from the arena for the remainder of the year
 - Removal for the offender's child from the CRMHA for the remainder of the year

Appeal Procedure:

Anyone suspended by the CRMHA will be granted an appeal. The appeal will take place at the convenience of the CRMHA Board and will include the offender, the Board of CRMHA, and in the case of a player, one parent. The CRMHA Board may reduce the consequence, dismiss a previous finding, or impose probationary or other terms. The decision at the appeal will be final.

Constitution of the Carrot River Minor Hockey Association

Code of Behavior (Player)

Because the Player's role in Minor Hockey is to play to the best of his/her ability and to learn discipline, cooperation and sportsmanship, zero tolerance will apply to the following behavior:

- Fighting, taunting, using profanity toward other players, parents or spectators anywhere in the arena
- Behavior in the dressing room which is detrimental to the emotional or physical well-being of other players in the dressing room
- Refusal to follow directions or rules set out by the team as long as those rules follow the General Guidelines set out by CRMHA
- Damaging any facilities that the team plays in during the season
- Using any alcohol, tobacco, drugs or vaping while engaged in any activity of the CRMHA
- Any on ice behavior deemed contrary to the goals of CRMHA
- The use of racist language while engaged in any activity of the CRMHA

Breaches of the Code of Behavior:

Will be dealt with by the CRMHA Board by utilizing the following procedure:

- The Board will investigate and contact the individual to hear their version of the incident
- If the complaint is deemed unwarranted the matter will be dismissed
- If the complaint is deemed warranted the offender will be notified in writing of the consequences which may include the following:
 - Probation for the remainder of the season
 - Suspension of the player from any CRMHA activities including games, practices, meetings, the team dressing room from 1 – 10 days

- Suspension from all CRMHA activities for not less than 10 days but not more than 30 days
- Suspension of the player from all CRMHA activities for the remainder of the season

Appeal Procedure:

Anyone suspended by the CRMHA will be granted an appeal. The appeal will take place at the convenience of the CRMHA Board and will include the offender, the Board of CRMHA, and in the case of a player, one parent. The CRMHA Board may reduce the consequence, dismiss a previous finding, or impose probationary or other terms. The decision at the appeal will be final.

Constitution of the Carrot River Minor Hockey Association
Code of Behavior (Coach)

Coaching Qualifications:

All coaches shall obtain the required coaching accreditation as prescribed by SHA

Coaches affiliated with CRMHA shall recognize the following guidelines:

- Act with integrity in performing all duties with your players, their parents and the Association. Players need a coach they can respect.
- Strive to be well prepared so that coaching and teaching duties are carried out with competence. Teach players to play fairly, respect the rules, officials and opponents.
- Act at all times in the best interest of the development of your players as whole persons. Provide equal instruction, support and playing time.
- Maintain the highest standards of personal conduct. Support the principles of fair play, encourage players to do their best, instill in your players a positive attitude toward competition and remember that all players play to have fun.
- Accept and support the role of the officials in providing judgement to ensure that games are conducted fairly and according to established rules. Work in cooperation with officials for the betterment of the game.
- Be cognizant of players' equipment and all facilities to help ensure player safety. Report player equipment concerns to parents immediately.
- Remember that players have other interests and obligations
- Treat fellow coaches with courtesy, good faith and respect.

Zero tolerance will apply to the following behaviors:

- Fighting, taunting, using profanity toward other players, parents or spectators anywhere in the arena

- Behavior in the dressing room which is detrimental to the emotional or physical well-being of other players in the dressing room
- Refusal to follow directions or rules set out by the team as long as those rules follow the General Guidelines set out by CRMHA
- Damaging any facilities that the team plays in during the season
- Using any alcohol, tobacco, drugs or vaping while engaged in any activity of the CRMHA
- On ice behavior deemed contrary to the goals of the VRMHA
- The use of racist language while engaged in any activity of the CRMHA
- Criticizing, taunting or berating an official engaged in CRMHA

Breaches of the Code of Behavior:

Will be dealt with by the CRMHA Board by utilizing the following procedure:

- The Board will investigate and contact the individual to hear their version of the incident
- If the complaint is deemed unwarranted the matter will be dismissed
- If the complaint is deemed warranted the offender will be notified in writing of the consequences which may include the following:
 - Probation for the remainder of the season
 - Suspension of the coach from any CRMHA activities including games, practices, meetings, the team dressing room from 1 – 10 days
 - Suspension from all CRMHA activities for not less than 10 days but not more than 30 days
 - Suspension of the coach from all CRMHA activities for the remainder of the season
 - Suspension of the coach from all CRMHA activities indefinitely at the discretion of the CRMH Board.

Appeal Procedure:

Anyone suspended by the CRMHA will be granted an appeal. The appeal will take place at the convenience of the CRMHA Board and will include the offender, the Board of CRMHA, and in the case of a player, one parent. The CRMHA Board may reduce the consequence, dismiss a previous finding, or impose probationary or other terms. The decision at the appeal will be final.

Constitution of the Carrot River Minor Hockey Association
Code of Conduct (Officials)

- 1.1 Each official is responsible to carry out their duties and assignments in a manner that will gain, for officiating and officials, the respect they deserve. Any negligence in this regard shall be considered a serious offence.
Disciplinary action will be taken against a member who:
- 1.1.1 Fails to appear for an officiating assignment having been duly notified;
 - 1.1.2 Arrives late for an officiating assignment; (20 minutes before scheduled game time)
 - 1.1.3 Dresses in a sloppy, dirty or careless manner;
 - 1.1.4 Habitually argues with players and coaches;
 - 1.1.5 Reports for an assignment under, or suspected to be, under the influence of alcohol or drugs.
 - 1.1.6 Acts in a manner unbecoming of a professional official.

2 ARRIVAL FOR ASSIGNMENTS

- 2.1 Officials should attempt to be at assigned games one-half (½) hour before the scheduled start of the game.
- 2.2 When officials are not present at the rink twenty (20) minutes prior to the game time, the officials present will contact the RIC by phone.
- 2.3 For purposes of the application of 1.1.2, an official is considered late for their officiating assignment if they are not present twenty (20) minutes prior to the scheduled start time of the game.
- 2.4 If an official knows of being late this timeline can be reduced or discipline avoided by contacting the RIC by phone or contacting the officials present.

3 MISSED ASSIGNMENTS AND DISCIPLINARY ACTION

- 3.1 If an official misses or is late for an assignment that official shall be subject to disciplinary action consistent with the disciplinary policy unless they are granted special consideration by the RIC due to extenuating circumstances.
- 3.2 Upon review of the situation if disciplinary action is warranted such disciplinary action will be assessed in the following progression;

OFFICIALS LATE FOR AN ASSIGNMENT

- 1st Offence Warning from the RIC
- 2nd Offence ½ Game Fee
- 3rd or subsequent offence, Full Game Fee plus potential suspension

OFFICIALS WHO NO-SHOW

- Officials Who No-Show for An Assignment will incur a \$15 assignment fee as well as
- 1st Offence Warning from the RIC
- 2nd Offence ½ Game Fee
- 3rd or subsequent Offence Full Game Fee plus potential suspension

Disciplinary Action for Abuse of Officials

- i) Carrot River Minor Hockey Board Member – Will automatically be removed from the Board
- ii) Team Official – 1st Offense - 3 game suspension (includes penalty imposed by Officials)
2nd Offense – 5 game suspension (includes penalty imposed by Officials)
3rd Offense – Removal from Bench Position
- iii) Spectators - 1st Offense – Written Warning
2nd Offense - 1 Month Suspension from the Rink
3rd Offense – Suspension from the Rink for the Season

Concussion Policy

If a suspected concussion occurs, it is the responsibility of a team official to immediately remove the player from participation in the hockey activity. A team official is responsible to monitor the player with a suspected concussion until a parent/guardian is contacted and present.

If there is doubt a concussion has occurred it should be assumed that it has. The player must be evaluated by a medical doctor or a nurse practitioner as soon as possible. The head coach must fill out an accident report and forward to the CRMHA Board.

The written documentation from the medical assessment must be presented to the head coach and forwarded to the CRMHA Board BEFORE any play can resume.

Shared Players Insurance

Shared players across multiple associations will be required to pay insurance costs and participate in any fundraising.

Suggested Procedure for Completing Team Roster (Appendix A)

See attached Appendix A - Suggested Procedures for Completing Team Roster