



## Part I

### Dauphin Minor Hockey Association Constitution

1. The name of the Association shall be known as Dauphin Minor Hockey Association (DMH).
2. The major goals of the Dauphin Minor Hockey Association are:
  - i) to provide an opportunity for all players to develop their hockey skills;
  - ii) to provide a safe and enjoyable youth program
  - iii) to develop good sportsmanship in players and parents
  - iv) to develop the character of the participants
  - v) to attempt to give every player equal opportunity to participate
  - vi) to ensure all coaches are properly certified

The teams shall be designated in divisions known as: Initiation, Novice, Atom, Pee Wee, Bantam and Midget.

Within each division, teams may be created to play as house or rep teams within local leagues (ie. Parkland Minor Hockey League, Parkissimo, etc.)

3. The Executive shall be made up as follows: President, Past President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President, Treasurer, Fundraising Director and Player Advocate.
  - a) An Executive position term shall be 2 years based on the election protocols
4. A bank account shall be opened in the name of the Association.
  - a) Two of the following officers will be required to sign cheques: Executive Director, President, 1<sup>st</sup> Vice President, or Treasurer.
  - b) Referee fees will be set by the Executive on an annual basis.
  - c) All purchases made in the name of the Association must have the approval of the Executive. All major purchases will be made by invitational tender.
  - d) Pre-signing cheques shall not be permitted under any situation
5. A simple majority of voting executive members need to be present to establish a quorum. A quorum shall consist of any five (5) members of the Executive. Only the Executive shall have a vote at regular meetings.
  - a) The Constitution of DMH cannot be altered except at an Annual General Meeting and the notice of the proposed alteration shall be posted to the website at least two

weeks before the day of the meeting. An amendment to this Constitution can only be made at an Annual Meeting by a majority of the members voting thereon.

## 6. Election Protocol

- a) Executive member positions are for a two year term with alternating years for positions. Such that President, 2nd Vice President, and Fundraising are elected in odd years and 1st Vice President, 3<sup>rd</sup> Vice President, Treasurer, and Player Advocate, are elected in even years.
  - a) If an existing Executive member wishes to be a candidate for a position elected in an alternate year, they must provide resignation notice from their position a minimum of 4 weeks prior to the AGM.
  - b) If an executive member is to resign, be asked to step down, or other reason not be able to fulfill their duties, the position shall be filled until the next Annual General Meeting by a majority of the remaining executive.
- b) To be eligible to run for an executive position, a candidate must fill out a letter of interest identifying which position they wish to fill complete with 5 nominating association members' signatures and return it to the DMH association office 3 weeks prior to the Annual General Meeting. This information will be provided in the advertising of the AGM on the website and the local newspaper.
- c) A time limited presentation (5 minutes) by each candidate will be made at the AGM to describe why they have applied for the executive position, what they wish to accomplish for DMH, and why the membership should vote for them.
- d) Election sequence
  - a) Where only one person has applied for a position, a vote of general acceptance will be made at the AGM. If no one opposes, the position will be filled by acclamation.
  - b) Where two or more applications are made for a position, a balloting system will be in place.
    - i. When only two applications are made, a simple majority of voting members in attendance will decide the winning candidate.
    - ii. When more than two applications are made, a ranked voting system shall be imposed in the balloting process. In this method, the third and lower placed applicants votes will re-distributed based on voters ranking to the top two applicants to obtain a simple majority of voting members in attendance.

7.
  - a) DMH shall hold a regular Executive Meeting once a month.
  - b) An Emergency Executive Meeting may be called at any time by either the

President or an Executive quorum by giving 24 hours notice by telephone to all members. A special meeting may be held without any notice, provided all members are present.

- c) Directors will be asked to resign from the Executive if:
    - i. Missing three consecutive meetings without notification of the president/1<sup>st</sup> Vice President or,
    - ii. Found not to be fulfilling their duties as outlined in the By-Laws or,
    - iii. found to be willfully malicious to the creditability of DMH;
  - d) There shall be an Annual General Meeting each Spring before April 1<sup>st</sup> to elect the following year's Executive to take office during the first scheduled executive meeting in April where past Executives pass on their portfolio's to the new Executive Members. Any Executive positions not filled at the annual general meeting shall be appointed by resolution at the next regular scheduled meeting of the new Executive.
7. The rules of play and equipment shall be in keeping with the Hockey Canada including any By-Laws incorporated into the Constitution.
8. DMH will affiliate with and accept the Constitution and By-Laws of:
- a) Hockey Manitoba
9. That the Association adopts Roberts Rules of Order for the purpose of conducting meetings.
10. DMH will attempt to conduct preseason clinics for coaches and referees.
11. DMH should strike a budget not later than October 15<sup>th</sup> of each year.
12. The boundaries of the DMH shall encompass the boundaries of the City of Dauphin, Rural Municipality of Dauphin and the Rural Municipality of Ochre River.

## Part II

### Dauphin Minor Hockey Association By-Laws

1. DMH President may not hold any other position within the association. All coaches at all levels will be approved by the Executive. Each team within a division shall have the following governing system:

There shall be a Head Coach, an Assistant Coach and a Manager for each team. All head coaches are to be appointed by the Executive by review of the accepted coach application form issued by DMH. Assistant coaches will be approved by the executive and offered to the head coach for selection.

- a) Conflict of Interest

No Executive Member shall be allowed to take part in the discussion of, or vote on any issue where he/she is involved as a parent or in a position for personal gain. A member in this instance will be required to leave the meeting until the matter is settled. If any other Director 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 whether a conflict exists.

2.
  - a) Registration fees for each year will be set by the new Executive.
  - b) All registration fees shall be paid in accordance to with DMH payment plan.
    - i) Full payment is required to be paid by November 15; If fees are not paid in total by this date, the player may no long take part in any DMH practices or games.
    - ii) If requested, the registration fees may be broken into 3 separate payments with the final dated as per (i)
    - iii) Fees paid by other organizations must be received as per (i)
    - iv) Alternate payment methods may be made with the boards approval and may be subject to an administration fee
  - c) Refunds of player registrations will be determined as follows:
    - i) Full refund if player quits prior to Parkland Minor Hockey fees and insurance being paid;
    - ii) 50% refund if participation stops prior to December 31;
    - iii) 0% refund after January 1;  
  
Players requesting a registration fee refund shall be given the refund on the following basis: prior to December 31 – 50% refund; after January 1 – 0% refund;
    - iv) No refunds will be provided to suspended players;

3. In League Play, all players will get equal ice time. In Rep Play, the coach will endeavor to provide all players equal ice time for skill development (see addendum 1: Point 7: Responsibilities of a Coach)
4.
  - a) All match penalties shall be reported by the referee(s) to the Parkland Regional Director, the Referee-In-Chief of DMH and the Vice President of the division immediately following a game.
  - b) Match penalties for abuse of officials are to be reported by the referee(s) to the Vice President Rural City – Hockey Manitoba, to the Referee-In-Chief of DMH and the Vice President of the division immediately following the game.
  - c) It is the responsibility of the Team Coach to report on (a) and/or (b) to DMH when this occurs outside Dauphin.
5. All DMH By-Laws and the Constitution shall be available in the DMH office at all times, on the website and shall be posted and remain posted in the Arena at all times.
6. League play will take priority at all times over any A or AA tournament or exhibition game participation.

### **Part III**

#### **Operational Policies**

1. All House League teams shall be comprised of a minimum of ten (10) players. All Rep Teams are comprised of a maximum of nineteen (19) players, with a minimum of twelve (12) players at the Executives discretion.
2. League teams shall be drafted by an independent Selection Board, together with a minimum of 3 of either the President, 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> Vice President according to the skill levels of the players as determined in skill performance drills/games conducted at the beginning of the season by the Selection Board.  
  
Rep Teams shall be drafted by an independent Selection Board, pursuant to a rating procedure of 1 being the highest and 5 being the lowest. The Selection Board shall then present their ratings to the President, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Vice-Presidents. All players assessed as being a “1” shall form part of the AA team in that league, unless numbers do not allow or if requested by the parent/guardian. A child ranked as a 5 cannot be placed on the AA team. The Head Coach of that AA team will then be consulted to review the ranking and the Head Coach will be allowed three (3) additional picks for his or her team. If the Head Coach does not wish to follow the rating, another AA Head Coach may be sought.
3. All players may be assessed additional fees as determined by their respective teams to cover additional expenses. All Rep Team players may be assessed an additional fee by DMH as determined by the Executive to cover additional ice costs.

- i) If additional fees are not paid prior to the first tournament, the player will not be permitted to play.
  - ii) Any player accepted as a double rostered player shall be assessed a maximum of 75% the set registration fee for that age level in addition to their regular registration fees.
4. For teams traveling out-of-province, prior permission must be obtained (by travel permit) from Hockey Manitoba.
5. One Referee is required at Initiation games while two referees are required per game at the Novice, Atom and Pee Wee levels and three being required for Bantam and Midget levels.
6. An on-going series of Referee's Clinics shall be organized by the Referee-In-Chief each year.
7. All Referees must have at least Level 1 Certification at the end of the first six (6) weeks of the season.
8. Referees shall be at least two (2) years older than the players in the game they referee.
9. The DMH registration will begin with online registration on August 15<sup>th</sup> with the deadline for registration being October 15<sup>th</sup> each year. Players registering after this date will be assessed a \$40 late fee and only be allowed to register after consultation with the affected coaches to ensure that there is room on an age appropriate roster. The only exception is a player moving in to the DMH area from another community. Registration fees for late registrants shall be pro-rated with a minimum of 50% of the full registration fee being assessed. Players registering after rating for rep teams shall be placed on the A team.
10. All coaches must have proper certification by December 1<sup>st</sup> of the current season. If certification is not obtained, the coach will not be permitted to continue to be on the ice or bench until certification is achieved.
- 11.
11. All coach applicants shall complete the Coach application form provided by DMH prior to August 1 of the league year. In the event that two or more applications are received for the same position, interviews shall be held by the Executive.
12. Players, coaches, managers and parents shall be informed about the Association's Discipline Policy before the first game of the season in the form of a Disciplinary Policy Manual.
13. That any Coach involved in Minor Hockey who contributes to juvenile delinquency in any way be prohibited from coaching for one (1) year.
14. Donations and equipment will be accepted from local businesses and organizations

through the sponsorship program to ensure proper recognition of the sponsor.

15. A standard crest and jersey style will be adopted for all Provincial/Rep teams to represent DMH.
16. House league teams will continue to use jerseys provided from sponsoring businesses and organizations.
17. Any head coach of a house league team will not be permitted to apply as head coach of the A/AA team in that division. Any head coach of an A/AA team will not be permitted to apply as head coach of a house league team in that division. Head coaches of any given team may apply to be an assistant coach in their respective division.
18. All coaches shall be subject to (at DMH expense):
  - i) Criminal Records check
  - ii) Child abuse registry check
  - iii) Coaches will be asked if they are willing to submit to a non-prescription drug test at any point throughout the season

## Part IV

### Financial Policies

1. Individual team fundraising shall not be allowed outside of an organized program developed and administered by DMH. Funds raised by Individual teams shall use the funds to offset team costs such as tournament fees, group travel expenses (ie. Bus rental), but shall not cover team apparel, individual travel expenses, hotel costs or other not related team expenses. Any remaining funds at the end of the season shall be remitted to DMH for the benefit of the association.
2. A Team Financial Report and all tournament reports must be received annually by the DMH. This statement must be turned in to the Treasurer by March 30<sup>th</sup> of each year. Failure to do this could mean the suspension of all players and management from said team for the following season.
3. The Executive Director will issue sweaters to Coaches who, in turn, will be responsible for same. A list of players and sweater numbers shall be maintained by each team to allow for potential sweater damages to be tracked.
4. Minor Hockey sweaters to remain the sole property of DMH. A player must return his designated equipment before he is allowed on the ice for the next season. If a person loses or steals the sweater, he pays for it next season.
5. Referees per-game fees shall be paid as set by the Executive in accordance with guidelines established by Referee-in-Chief and Executive Director on an annual basis.
6. All travel, meals and lodging policies will apply to Executive Members when travelling on Association business and approved by the Executive.
7. In the event that a non-parent is the head coach of any team within DMH, it is strongly recommended that the team funds be used to offset the costs to the coach.

## Part V

### Disciplinary Policies

1. Players, coaches, 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, Assistant 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. Any player who consumes alcohol or uses non prescription drugs before, during or after any practice, regular league, exhibition, tournament or provincial game shall be suspended indefinitely pending appeal to the DMH Discipline Committee.
4. Any coach who consumes alcohol or uses non prescription drugs before, or during any practice, regular league, exhibition, tournament or provincial game shall be suspended indefinitely pending appeal to the DMH Discipline Committee.
5. DMH Discipline Committee may discipline a player (whether or not the player is disciplined by Hockey Manitoba) upon consultation with the team Coach and Manager.
6. Any decisions taken by the Discipline Committee may be appealed. The appeal procedure shall be to hold a meeting between player, referees, coaches, parents and the Discipline Committee.
7. The Coach and Manager shall consult with parents regarding problem behavior in players.
8. On major disciplinary problems, the Coach and Manager shall carry out the Association's policies and reports such incidents to the Executive.
9. Discipline for Hockey Canada – Hockey Manitoba infractions shall be handled as set out in the regulations.
10. The Coach, Assistant Coach or Manager shall be the last person to leave the dressing room at all times. The last responsible person to leave the dressing room shall ensure that it is left in a neat and tidy condition. Any fines assessed by a community or recreation commission due to damage or cleaning costs of an arena, or dressing rooms will be the responsibility of the offending team.
11. Players involved in major infractions shall be suspended until the Discipline Committee makes its decision.
12. Any suspensions dealt out in House and/or League play shall be carried over to the Rep Team play, as well as vice versa.
13. The following are suggested guidelines for gross misconducts:
  - 1<sup>st</sup> offence – 2 games suspension
  - 2<sup>nd</sup> offence – 4 games
  - 3<sup>rd</sup> offence – 8 games

This guideline shall apply to both House League and Rep play. The foregoing are minimum suspensions. Where the offence is of a more serious nature as to warrant a longer suspension (i.e. deliberate attempt to injure) the Discipline Committee has the

right to impose such further suspension as it deems necessary. Players receiving a match penalty shall be suspended indefinitely from all game play and will be dealt with as in Part II, Article 3.

14. The Discipline Committee shall be made up of a minimum of 3 of: President and/or Past President, 1<sup>st</sup>, 2<sup>nd</sup> or 3rd Vice Presidents,.

## **Part VI**

### **Volunteer Roles and Job Description**

Every volunteer needs a “job description”. This is a universal truth, for without a job description, a 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 DMH recognizes this principle and has drawn up job descriptions as follows:

#### **President (Executive Member)**

1. Chairs all executive and general meetings of DMH.
2. Oversees all activities approved by the board and carried out by respective directors.
3. Ensures each director is aware of assigned responsibilities and provided necessary information to fulfill their duties. Assigns new responsibilities to board members as necessary and attempts to ensure an equitable distribution of duties among all directors.
4. Acts as a general liaison to the Dauphin Recreation Services, Parkland Minor Hockey Association, Hockey Manitoba, Parkland Minor Hockey League and any other organizations requiring information from, or coordination with.
5. Ensures consistency in application and implementation of all DMH policies and bylaws in board decisions.
6. Acts as the public spokesperson for DMH.
7. Co-ordinates the acquisition of all hockey equipment, team sweaters, etc. with minor hockey staff and ensures board approval prior to any purchase.
8. Oversees the preparation of an annual budget in conjunction with the treasurer and two other board members for approval by the board and is a signing officer to the DMH bank account
9. Ensures DMH constitution, bylaws and policies are reviewed and updated as necessary by the board.
10. Assigns tasks to other board members as required to fulfill duties of paid positions if those positions are not filled; or if due to inadequate training, to keep the operations of DMH continuing, until the positions are filled and staff is adequately trained.
11. Contacts potential members of the Selection Board in each season for each division and provides practice schedule. Meets with Selection Board, together with 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Vice Presidents to select teams.

#### **Past President (Executive Member)**

1. Advisory capacity to executive.
2. Upholds the spirit and intent of the constitution and by-laws.

#### **First Vice President (Executive Member)**

1. Carries out the President's duties (chairs meetings, etc.) in his/her absence.
2. Oversees selection (advertising, review of applications, etc.) of PeeWee, Bantam and Midget team coaches and ensures board approval is obtained for said Team coaches, assistant coaches and managers.
3. Acts as the Team liaison with the board and provides guidance and assistance as necessary to PeeWee, Bantam and Midget Teams to ensure board policies and bylaws are followed.
4. Ensures all Team managers and coaches at said levels are aware of annual meetings and a written summary with a financial report is provided for each team.
5. Acts as a signing officer for the DMH bank account.
6. Meets with the Selection Board, together with the President and 2<sup>nd</sup> or 3<sup>rd</sup> Vice-President to select teams.
7. Ensures Team reports and tournament financial statements are provided by each team by March 30<sup>th</sup>.

### **Second Vice President (Executive Member)**

1. Carries out the First Vice President's duties and President's duties (chairs meetings, etc.) in their absence.
2. Oversees the selection and board approval of coaches at the Initiation, Novice and Atom Levels.
3. Acts as the primary league contact for the board in Initiation, Novice and Atom leagues and oversees the activities of said leagues.
4. Ensures league teams in said leagues are rated in a fair and equitable fashion by the Selection Board in each division and teams are as balanced as possible prior to commencement of league play.
5. Meets with the Selection Board, together with the President and 1<sup>st</sup> or 3<sup>rd</sup> Vice President to select teams.
5. Ensures all Coaches are encouraged to attend pre-season meeting and the year-end annual meeting.
6. Ensures team reports and tournament financial statements are provided by each team by March 30<sup>th</sup>.

### **Third Vice President (Executive Member)**

1. Carries out the First and Second Vice President's duties and President's duties (chairs meetings, etc.) in their absence.
2. Oversees the selection and board approval of coaches for the Female Teams at all Levels.
3. Acts as the primary league contact for the board for all the Female leagues and oversees the activities of said leagues.

4. Ensures league teams in said leagues are rated in a fair and equitable fashion by the Selection Board in each division and teams are as balanced as possible prior to commencement of league play.
5. Meets with the Selection Board, together with the President and 1<sup>st</sup> or 2<sup>nd</sup> Vice President to select teams.
5. Ensures all Coaches are encouraged to attend pre-season meeting and the year-end annual meeting.
6. Ensures team reports and tournament financial statements are provided by each team by March 30<sup>th</sup>.

### **Treasurer (Executive Member)**

1. Ensures complete financial records and statements are maintained for DMH and acts as a signing officer for the DMH bank account.
2. Ensures all invoices, debts, etc., are approved by board and paid within necessary time periods (picks up mail regularly)
3. Acts as liaison and primary contact with Bank for all business associated with DMH.
4. Deposits profits from all fund raising activities and registration fees.
5. Prepares and gives monthly and year end statements for board and annual general meeting.
6. Assist in preparation of an annual budget and monitors board approved expenditures for consistency with established budget levels.

### **Player Advocate (Executive Member)**

1. Parent or past parent of a player in DMH wishing to assist with the running and decision making process of the organization.
2. Act as liason between team officials, parents and players and the DMH Executive.

### **Fundraising Director (Executive Member)**

1. Coordinates, organizes and ensures completion of all fund raising activities approved by the board which include the following:
  - i) Countryfest 50/50 draw
  - ii) program advertising
  - iii) annual conditioning camp
  - iv) others as approved by the board
2. Provides a financial report to board on each fund raising activity with recommendations for future changes as necessary. Submits profits to Treasurer of DMH.

3. Oversees and coordinates the fall conditioning school prior to the start of league play.
4. Ensures long term sponsors are utilized by divisional Convenors/managers for home tournaments, assists in obtaining new sponsors as necessary and ensures appropriate recognition is given for sponsorships.

### **Referee-In-Chief (Non-Executive Member) – Paid Position**

1. Coordinates the registration and training of necessary numbers of referees each year to facilitate league and tournament play for DMH programs.
2. Ensures completion of a referee's clinic each fall and appropriate registrations are submitted to Hockey Manitoba
3. Monitors performance of referees on a random basis in each division and completes performance evaluation for all referees.
4. Acts as a liaison between referees and board and assists referees in completing all games reports, etc. as required by Hockey Manitoba or the board.
5. Maintains an updated list of all registered referees and their level.
6. Assists as requested in obtaining referees for league and tournament play.
7. Ensures referees are paid in accordance with fee schedule established by DMH.
8. Recommends a fee schedule for referees on an annual basis for board approval.

### **Executive Director (Non-Executive Member) – Paid Position**

Duties include:

#### **Administrator**

1. Services required for approximately 1000 to 1200 hours throughout the year.
2. Maintain DMH office by dealing with emails, phone and fax messages and photocopying
3. Prepare for annual DRS Leisure Mart (early September)
4. Balance and maintain referee bank cheque account, contact Treasurer to replenish account as required
5. Hours of work for general duties, division practices, games, tournaments etc., will be determined through negotiation with DMH Executive
6. Communicate and take directives from Executive members as required by them to fulfill their specific board position
7. Record any and all hours worked on behalf of DMH and report to Executive on a monthly basis
8. Submit reports and field questions from the board members at Executive meetings as requested
9. Attend Executive meetings and act as functioning recording secretary. Meeting minutes to be posted in the DMH office, on the website and emailed to the Executive within 2 weeks of the meeting.
10. Maintain professionalism and remain impartial, matters of high priority or indifference to be forwarded to appropriate persons at Manitoba Hockey or the DMH Executive dependant on request
11. Maintain filing system for all necessary paperwork

12. Coordination of all coaching clinics and Conditioning Camp.

### **Registrar**

1. Registration preparation for upcoming season
2. Registrations processed as per Hockey Manitoba Constitutions and entered into DMH database
3. Fees collected for registrations and balanced prior to handing over to the Treasurer
4. Provide divisional lists as required to Vice Presidents and then to Coaching Staff after approved
5. Prepare rosters as per Hockey Manitoba Constitutions
6. Initiate player additions, deletions, transfers and overages/under, etc.

### **Ice Convenor**

1. Allocation of ice for the season for all associated hockey leagues and practices that DMH is involved in locally
2. Work in co-ordination with DRS and DMH coaching staff to book ice and provide necessary resources for the season
3. Compile, distribute and post all practice and game schedules. (ie. Website and on each of the display boards at each rink)

### **Rink Attendant**

1. Maintain DMH inventory database (ie. All Jerseys, goalie equipment, first aid kits, pucks, etc)
2. Sign out of equipment in fall and retrieval in spring
3. Sign out Goalie equipment from youngest to oldest as required
4. Track equipment in need of replacement or repair
5. Provide game sheets as needed
6. Provide Referee-In-Chief with game and tourney schedules
7. Pay referees on a biweekly basis based on the amounts given by the Ref-In-Chief or his delegate

### **Publicity & Website**

1. Arranges and coordinates all newspaper and radio articles providing information or public relations for DMH.
2. Advertises notice of general meetings of the association a minimum of two weeks in advance using local media.
3. Creates and updates the DMH website each season.

### **Team Coordination**

1. Responsible for recruiting a tournament chairperson from each of the divisions (Initiation, Novice, Atom, PeeWee, Bantam and Midget). Provide instructions and assistance for setting up division tournaments.
2. Coordinate prize donations for each division for dispersal at tournaments.
3. Coordinate with treasurer to provide start up funds for a division tournament.

## **House League Coach**

1. teaches basic fundamentals with emphasis on skating
2. ensures that players are aware of proper equipment requirements
3. ensures that all players know and play by the rules
4. ensures that all players receive equal ice time
5. obtains and returns goal equipment to the Equipment Manager
6. ensures that all players are aware of game and practice times
7. supervises players in the dressing room prior to and after games
8. attends coaching clinics
9. reports player injuries (in practice and games) to the Executive

## **A and AA Coaches**

1. teaches hockey fundamentals and game strategies
2. ensures that players are aware of proper equipment requirements
3. ensures that all players know and play by the rules
4. supervises players in the dressing room prior to and after games
5. ensures that all players are aware of game and practice times
6. gives all players of an appropriate skill level the opportunity to “try out” for the team
7. supervises the on-ice and off-ice behaviour of players during road trips
8. reports player injuries (in practice and games) to the Executive
9. attends coaching clinics

## **Team Manager**

1. acts as the team’s spokesman in liaison with coaches and parents
2. makes team travel arrangements for out-of-town games with DMH approval
3. monitors team fund raising and spending
4. assists the coaches as required
5. managers of teams playing on road trips shall telephone the game results back to Dauphin immediately after the game
6. reports player injuries to the Executive
7. close all team bank accounts at the end of the year and return any remaining funds to DMH. No account should be carried forward year to year.

## **Selection Board**

A Selection Board consisting of three (3) persons who do not have a child in the DMH shall be appointed by the Executive to evaluate each child in each division according to skill level (1 being the highest and 5 being the lowest). The coaches selected for a division shall run the evaluation sessions as practices while the Selection Board rates each child. The Selection Board shall then present their findings to the President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President and 3<sup>rd</sup> Vice-President select the teams accordingly.

**Dauphin Minor Hockey Association Policy Manual**  
**Addendum 1**

*Responsibilities of a Coach*

1. Behaviour of players and assistance on and off the ice and on out-of-town trips.
2. If a player is to be suspended, the vice president of the appropriate league is to be notified and be prior to the game.
3. The enforcement of suspensions according to policy guidelines and/or the decision of the DMH Executive.
4. Each coach shall establish rules and regulations for his team at the beginning of the year, subject to the approval of the Executive of DMH.
5. To report any cases of alcohol or drug abuse by a player to the DMH Executive immediately.
6.
  - a) The coach and manager shall consult with parents regarding the discipline of their child.
  - b) If the matter cannot be resolved between parents and coach, the matter shall be referred to the Discipline Committee.
7. During league play every effort shall be made to provide equal ice time for all participants regardless of their individual skills or ability. Coaches at A and AA levels may from time to time limit playing time for reasons other than discipline, which may include but is not limited to power plays and penalty kills. This, however, shall only be done after consultation and agreement with the players and parents at the beginning of the season.
8. Profane language will not be tolerated within the arena complex, particularly on the bench, the ice and within the dressing rooms.
9. Each coach will be responsible for his or her replacement if unable to attend practices or games. In all cases, an adult certified coach or replacement must be present.
10. Infractions not covered by the above shall be dealt with by the Discipline Committee.

*Player Conduct*

All players with DMH shall be responsible for the following:

1. Attend all practices unless excused by the coach for a valid reason.
2. Attend all games unless excused by the coach for a valid reason.

3. Exhibit good sportsmanship, especially by accepting defeat.
4. No verbal or physical abuse will be tolerated on the bench, ice surface or within the dressing rooms.
5. Infractions following the final whistle in a game, will be dealt with “as a gross misconduct”.
6. Verbal exchanges between opposing benches will not be tolerated, i.e. taunting opposing players when they are penalized and/or during line changes for any reason.
7. All infractions not covered by the above will be dealt with by the Discipline Committee.

### Parents' Responsibilities

Arrange to have child at arena on time for all scheduled games and practices.

1. Make it their business to know all schedules for their child.
2. All parents must stay out of the dressing rooms unless invited in by the coaching staff.
3. Any complaints with the refereeing, or coaching staff should be in written form, signed by the complainant and should never be stated verbally within the arena.
4. Parents should set an example of good sportsmanship, cheering for both sides and applauding all good plays.
5. Parents should be responsible for all required Hockey Manitoba sanctioned equipment and seeing that each child has all his equipment for each game or practice.

### Revision

Annual General Meeting - May 6, 2009

Annual General Meeting – April 19, 2010