



**Dauphin  
Minor Hockey**

Dauphin Minor Hockey Association

Policies and Procedures

2017/2018



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## **CONSTITUTION**

### **Article 1: Name of Organization**

1.1 This organization shall be known as Dauphin Minor Hockey Association (DMHA).

### **Article 2: Association Boundaries**

2.1 The boundaries of the DMHA shall encompass the boundaries of the City of Dauphin, Rural Municipality of Dauphin, and the Rural Municipality of Lake Shore.

### **Article 3: Objectives**

3.1 The major objectives of DMHA are:

- To provide an opportunity for all players to develop their hockey skills
- To provide a safe and enjoyable youth program
- To develop good sportsmanship in players and parents
- To develop the character of the participants
- To attempt to give every player equal opportunity to participate
- To ensure all coaches are properly certified

### **Article 4. Government of the Association**

4.1 DMHA shall be governed by a Board of Directors, with a President, Executive, and Directors as outlined in the association By-Laws. The operations as governed by the Board of Directors will be for the sole purpose of furthering the association's objectives.

### **Article 5. Meetings**

5.1 DMHA will host an Annual General Meeting prior to June 1st of every year. The purpose of the AGM will be to: elect the Board of Directors, review the organizational financial statements, and review and vote on proposed constitutional and by-law document changes

### **Article 6. Amendments to the Constitution**

6.1 Amendments of the Constitution of DMHA can only be proposed and voted on by the General Membership at an Annual General Meeting. The passing of the amendment can only be made with a majority vote of the members attending the AGM. Proposed amendment(s) must be received by DMHA no later than 21 days prior to the Annual General Meeting date. The notice of the proposed amendment(s) shall be posted to the website at least 14 days prior to the day of the meeting.

### **Article 7. Affiliations**

7.1 DMHA will affiliate with and accept the Constitution and By-Laws of Hockey Manitoba and Hockey Canada.



## **BY-LAWS**

Be it enacted and it is hereby enacted as a bylaw of the DAUPHIN MINOR HOCKEY ASSOCIATION (HEREIN AFTER CALLED the "ORGANIZATION"), as follows:

### **By-Law 1: Registered Office**

- 1.1 The registered office of the Organization shall be at such place(s) in the association boundaries (as listed in the Constitution) as the Directors of the Organization may decide; usually the Organization's physical address.

### **By-Law 2: Membership**

- 2.1 Membership will be accorded to the parent(s) and/or guardian(s) that are listed on the registration form of registered players. A player is considered registered upon completion of the DMHA registration Form. This membership will be valid until the next registration; hereafter called a "Member"
- 2.2 Membership will be accorded to all registered coaches, managers, team officials, and on-ice officials with the Association; hereafter called a "Member"
- 2.3 Any member may resign from the Organization by writing, and the resignation becomes effective upon acceptance by the Board of Directors.
- 2.4 A member may be expelled from the Organization if they are found to be delinquent in their fees, or who fails to abide by the Constitution and By-Laws of the Organization. No member shall be expelled without being notified of the charge or complaint against them and without first having been given the opportunity of being heard by the Board of Directors at a meeting called for the purpose.

### **By-Law 3: Fiscal Year**

- 3.1 The fiscal period of the Organization shall terminate on the last day of March in each year, or on such other date as the Members may, by resolution, determine.

### **By-Law 4: Membership Meetings**

- 4.1 The Annual General Meeting shall be held prior to June 1st, on a day named by the Board of Directors, and 14 days' notice of such meeting shall be given to every member of the Organization.
- 4.2 The Board of Directors or 5% of the members of the Organization may requisition the Directors to call a Special General Meeting of the Organization for any purpose stated in the requisition. It shall be the responsibility of the Board of Directors to ensure that 14 days' notice of such meetings shall be given to every member of the Organization.
- 4.3 Every notice of the Special General Meeting shall state the nature and the business of the meeting.
- 4.4 Questions arising at any meeting of the Organization shall be decided by a majority of votes. In the case of an equality of votes, the chairperson shall call a second vote. In the event of the second vote resulting in an equality of votes, the resolution shall be lost.
- 4.5 The quorum for the transaction of business at any general meeting of the Organization shall be the same as the quorum of regular Board meetings of the Organization.



- 4.7 Every member shall be entitled to one vote at the general meetings; no voting proxy will be permitted.
- 4.8 The rules of procedure at general meetings of the Organization shall follow Roberts Rules of Order.

**By-Law 5: Board of Directors**

- 5.1 DIRECTORS: The affairs of the Organization shall be managed by a Board of Directors consisting of a minimum of 5 Directors, and a maximum of 9 Directors; each having one vote, and of whom a majority shall constitute a quorum.
- 5.2 QUALIFICATIONS OF DIRECTORS:
  - a. Each of the Directors shall be, at the time of their election and throughout the term of office, a member of the Organization in good standing.
  - b. No Director may be an employee of the Organization.
  - c. A Director may not be a member of the immediate family of a paid employee of the Organization.
  - d. A limit of six (6) Director seats will be available for members who hold team staff positions (Head Coach, Assistant Coach or Manager), however, only two (2) Director seats can be held by a team staff member from each age category (Initiation, Novice, Atom, Peewee, Bantam and female hockey).
- 5.3 ELECTION: The Directors shall be elected at the Annual General Meeting of the Organization and shall hold office for 2 years, unless removed. The election may be a show of hands unless a ballot is requested.

2 year positions:	<u>Even Years</u> President Treasurer Policies Director Tournament Director Communications Director	<u>Odd Years</u> Vice-President Secretary Fundraising Director Hockey Development Director
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- 5.4 The Past-President will be considered a non-voting member of the Board until such time as the current President is succeeded. The Past-President will be welcome at all Board meetings.
- 5.5 REMOVAL: The members of the Organization may, by resolution passed by majority of the votes cast at a general meeting of which notice specifying the intention to pass such resolution has been given, remove any Director before the expiration of their term in office, and may, by a majority of votes cast at a meeting, elect any other qualified member for the remainder of the original term.
- 5.6 VACANCIES: If any member of the Board of Directors resigns their office by written notice to the Board of Directors and said notice is accepted at a regular meeting of the Board of Directors, or with or without reasonable excuse absents himself from three or more regular Board meetings in a row, or is suspended or expelled from the Organization, the Board shall declare the office vacated and may appoint a successor in the place to hold office until the next Annual General Meeting.
- 5.7 The Directors of the Organization shall serve without remuneration and no Director shall directly or indirectly receive any profit from his position as such; provided that a Director may be paid reasonable expenses incurred by them in the performance of their duties.
- 5.8 The signing officers for the Association will be any two of the President, Vice President, and Treasurer.



## **By-Law 6: Duties of Directors**

- 6.1 The Directors of the Organization shall be responsible for the coordination of the work of the Organization and for carrying out the policies and directives of the Organization as determined by the Organization's general meeting.
- 6.2 The Board of Directors shall be responsible for ensuring that one member chairs meetings of the Organization, for ensuring that funds of the Organization are accounted for, and for ensuring that minutes of the meetings of the Organization are maintained.
- 6.3 The Board of Directors shall hold a regular Board Meeting once a month for the purpose of conducting Organizational business. At all meetings, quorum shall be simple majority of the established Board of Director seat total.
- 6.4 An Emergency Board Meeting may be called at any time by the President or Vice- President by giving 24 hours' notice to all Board Members. A special meeting of the Board of Directors may be held without any notice, provided all Board of Directors are present.
- 6.5 The Directors exercise all such powers of the Organization as are outlined by the Constitution and By-laws exercised by the members at general meetings. The Directors shall furthermore have power to authorize expenditures on behalf of the Organization. The Directors shall have the power to make expenditures for the purpose of furthering the objectives of the Organization.
- 6.6 The Directors may authorize the payment of all expenses incurred in setting up and registering the Organization and all other expenses incidental to the formation of the Organization, of which it considers preliminary.
- 6.7 The Board of Directors may prescribe such rules and regulations not inconsistent with these by-laws relating to the management and operation of the Organization as they deem expedient, provided that such rules and regulations shall have force and effect only until the next general meeting of the members of the Organization when they shall be confirmed, and in default of confirmation at such general meeting of members shall at all times, and from that time, cease to have force and effect.
- 6.8 The Board of Directors may require such employees of the Organization, as the Directors may so designate, to give security to the Organization and to maintain same in such form, amount and consideration as they deemed satisfactory for keeping, accounting for, and delivering and paying over monies and securities for the money or other assets of the Organization which may come into its hands.
- 6.9 The Board of Directors shall all volunteer, or be appointed, to be responsible for the portfolio of committees that the Board of Directors feel are required to meet the objectives of the Organization. These committees may include, but are not limited to: Team Liaisons, Transfer/Release, Discipline, Coach Selection, Volunteer Management, and Fundraising. Additional committees, as well as the number of members required on said committees, will be at the discretion of the Board of Directors.
- 6.10 No Board Director shall be allowed to take part in the discussion of, or vote on an issue, where he/she is involved as a parent or in the position for personal gain. A Director 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 Director, he/she shall raise this as a question and the Directors as a group should decide whether a conflict arises.



## **By-Law 7: Exclusive Domain**

- 7.1 The Officers of the Organization shall be: President, Vice-President, Secretary, and Treasurer.
- 7.2 The Officers of the Organization shall hold office for two years, or until their successors are appointed in their stead. Officer positions will be staggered; President and Treasurer will vacate offices in even numbered years, and Vice-President and Secretary will vacate office in odd numbered years.

## **By-Law 8: Purview of Executive and Directors**

- 8.1 **PRESIDENT:** The President shall be the chief executive officer of the Organization. This person shall preside at all meetings of the Organization and the Board of Directors. This person shall have the general and active management of the business of the Organization, and see that all orders and resolutions of the Board are carried into effect. This person shall be a non-voting member of all committees, and prepare and submit to the members at the Annual General Meeting a statement and report of the preceding year for its approval.
- 8.2 **VICE-PRESIDENT:** The Vice-President shall act in the absence or disability of the President and shall exercise the powers of the President and shall perform such other duties as shall from time to time be imposed upon this person by the Board. Should both the President and Vice-President be absent or disabled, the performance of their powers and duties shall be delegated to a chairperson appointed by the Board.
- 8.3 **SECRETARY:** The Secretary shall attend all sessions of the board and all meetings of the members, and act as a clerk thereof and record all votes and minutes of all proceedings in the Official Minutes Book kept for that purpose. This person shall perform such other duties as may be prescribed by the Board of Directors.
- 8.4 **TREASURER:** The Treasurer shall have the responsibility to preside over the management of, and ensure that full and accurate accounts of deposits, receipts, and disbursements of the Organization financial records are completed. The accounts maintained in such depository shall be in the name of the President, Vice-President, and Treasurer. This person shall ensure a report outlining the account of all transactions and the financial position of the Organization be provided at each regular Board meeting, and collaborate with employees of the Organization to ensure the annual financial report is completed for the Annual General Meeting. This person shall be designated as one of the signing officers of the Organization in any financial transaction. This person shall also perform such duties as may be determined by the Board.
- 8.5 **FUNDRAISING DIRECTOR:** The Fundraising Director shall be responsible for coordinating all fundraising for the Organization. Any fundraising activities undertaken by other members of the Organization must be approved by the Fundraising Director.
- 8.6 **POLICIES DIRECTOR:** The Policies Director shall be responsible for maintaining and updating the Policies and Procedures document on a regular basis such that it is available in an accurate form to the members. This person shall ensure important changes to the Regulations and any proposed changes to the Constitution and By-Laws are presented to the members at the Annual General Meeting.
- 8.7 **TOURNAMENT DIRECTOR:** The Tournament Director shall be responsible for oversight of all tournaments run under the name of the Organization. This person shall ensure that the Tournament Coordinators are informed about their duties. This person shall provide oversight to ensure that tournaments are run consistently with the Organization's objectives.
- 8.8 **COMMUNICATIONS DIRECTOR:** The Communications Director shall ensure that the members of the Organization are kept informed of the proceedings of the Organization. This person shall oversee all methods of



communication including website and social media platforms. This person shall ensure that Board Meeting minutes are available to the Organization's members.

- 8.9 **HOCKEY DEVELOPMENT DIRECTOR:** The Hockey Development Director shall ensure that the Organization is providing adequate development opportunities for all members. This shall include overseeing development guidelines as per the Organization's objectives.
- 8.10 In cases of death, resignation, retirement, or removal from office of an officer, all books, papers, vouchers, money, and other property of whatever kind in the person's possession or under their control belonging to the Organization shall be delivered to the Board of Directors within a reasonable timeframe as determined by the Board of Directors.

### **By-Law 9: Signature and Certification of Documents**

- 9.1 Contracts, documents, or other instruments in writing requiring a signature of the Organization shall be signed by any two of the following: President, Vice-President, Secretary, or Treasurer. All contracts, documents, and instruments in writing so signed shall be binding upon the Organization without any further authorization or formality. The Directors shall have the power to appoint an officer or officers on behalf of the Organization to sign contracts, documents, and instruments in writing. The seal of the Organization, when required, may be affixed to contracts, documents, and instruments in writing, signed as aforesaid or by any officer or officers appointed by a resolution of the Board of Directors.
- 9.2 The terms "contract, documents, or any instrument in writing", as used herein shall include deeds, mortgages, hypothecs, charges, conveyances, transfers and assignments or property real or personal, immovable or movable, agreements, releases, receipts and discharges for the payment of money or other obligations, transfers and assignments of shares, stocks, bonds, debentures, or other securities and all paper writings.

### **By-Law 10: Resolutions and Amendments**

- 10.1 The by-laws of the Organization may be amended at any Annual General Meeting of the Organization by an ordinary resolution adopted by majority vote of the members of the Organization present and voting at said meeting.
- 10.2 Notice to amend any by-laws or propose a new one shall be given in writing to DMHA at minimum 21 days prior to the Annual General Meeting date. These will be posted for membership review 14 days prior to the Annual General Meeting date.
- 10.3 Any resolution other than a special resolution shall be deemed passed if a majority of the members present vote in favour of such resolution.
- 10.4 For all purposes of the Organization, "special resolution" shall mean a resolution passed by no less than majority of such members entitled to vote as are present in person at a general meeting of which notice specifying the intention to propose a resolution as a special resolution has been duly given.





### **By-Law 11: Indemnities to Directors and Others**

- 11.1 Every Director or Officer of the Organization, or other person who has undertaken or is about to undertake any liability on behalf of the Organization and their heirs, executors, administrators and estate, respectively, shall at all times, be indemnified and save harmless, out of the funds of the Organization from and against:
- a. All costs, charges, and expenses whatsoever which such director, officer or other person sustains or incurs in or about any action, suit or proceedings which is brought about or prosecuted against him for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him in or about the execution of the duties of their office except such costs, charges, or expenses as are occasioned by his own willful neglect.
  - b. All other costs, charges, and expenses, which he sustains or incurs in or about, or in relation to the affairs thereof, except such costs, charges, or expenses as are occasioned by his own willful neglect.

### **By-Law 12: Interpretation**

- 12.1 In all by-laws and special resolutions of the Organization, the singular shall include the plural, the plural the singular: the word "person" shall include firms and corporations, the masculine shall include the feminine. Whenever references are made in any by-law or any special resolution of the Organization or to any statute or section thereof, such references shall be deemed to extend and apply to any amendment or re-enactment of such by-law, statute, or section thereof as the case may be.

### **By-Law 13: Books and Records**

- 13.1 The books and records of the Organization shall be open to the inspection by members of the Organization at all reasonable times, upon reasonable notice at the office of the Organization.

### **By-Law 14: Winding Up**

- 14.1 It is the unalterable provision of this by-law that members of this Organization shall have no interest in the property and assets of the Organization; and that upon dissolution or winding up of the Organization, any funds and assets of the Organization remaining after satisfaction of its debts and liabilities, shall be distributed to a recognized non-profit Organization in the area whose objectives most closely accord with those of this Organization, as determined by its members at dissolution.



## REGULATIONS

### Section 1: Registration

- 1.1 DMHA will hold a four-week, early registration period for the upcoming season in April of the previous season. DMHA will use these registration numbers to project the number of teams in each category for the upcoming season and present to the membership at the AGM.
- 1.2 A final registration period for the season will open August 1st and close August 15th.
- 1.3 Players registering between August 16<sup>th</sup>- 31<sup>st</sup> will be assessed a \$50 late fee and after August 31<sup>st</sup>, will be assessed a \$100 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 registering for the first time with DMHA. Registration fees for late registrants shall be pro-rated with a minimum of 50% of the full registration fee being assessed.
- 1.4 Dauphin Minor Hockey Association online registration will be done via Hockey Canada Registry and access will be provided through a link from the DMHA Website under "Online Registration".

### Section 2: Jersey

- 2.1 A post-dated cheque will be required, dated April 1<sup>st</sup> of the following year, in the amount of \$50 for house league players or \$100 for provincial players.
- 2.2 Cheques will be returned at the end of the season once the jerseys are returned in acceptable condition.
- 2.3 Acceptable condition is defined as "normal wear" of the jersey. Tears, cuts, burns, glue adhesive, rips, etc. are not considered normal wear and the cost of a replacement jersey will be the responsibility of the assigned player.
- 2.4 Name bars, sponsor bars, Captain "C" and Assistants "A" are permitted. They must be sewn on and not glued, stapled etc.
- 2.5 It is recommended that jerseys be stored in a garment bag, not inside a hockey bag.
- 2.6 Jerseys are to be washed in accordance to manufacturer's directions.
- 2.7 Lost jerseys are the responsibility of the assigned player and that player will lose their damage deposit if the jersey(s) is/are not returned.

### Section 3: Ice Booking

- 3.1 Each player will be provided with two practice opportunities per week.
- 3.2 All games and practices will be booked via the DMHA office. Team staff are not permitted to book ice on behalf of DMHA.
- 3.3 DMHA will book games and practices only in the City of Dauphin unless otherwise authorized by the President.
- 3.4 DMHA will transfer games scheduled for Rotary Arena into the CUP if the game start and end times will not be affected and it is done a minimum of 7 days prior to the game.
- 3.5 Initiation games will be booked into 60 minute slots; Novice, Atom, Pee Wee and Bantam will be booked into 90 minute slots.
- 3.6 DMHA requires 7 days' notice of game and practice cancellations. Any ice slot cancelled after this date will be at the cost of the team. Exclusions will be cancellation for weather reasons.



- 3.7 DMHA will book games and practices a minimum of 7 days in advance.
- 3.8 Priority for ice slots in CUP will be provided in the following order: Initiation, Novice, Atom, PeeWee, Bantam, Midget.
- 3.9 Practice slots must be completed by 10:45PM.
- 3.10 Proposed practice schedule must be posted prior to August 1st.

## **Section 4: Coach Selection**

- 4.1 Head coaches will be required to apply for coaching positions by submitting the online application available on the DMHA website.
- 4.2 Applications will be accepted from March 15<sup>th</sup> until June 15<sup>th</sup>.
- 4.3 Applicants will be required to attend a brief interview with the Coaches Selection Committee designated by the Board. All efforts will be made to complete interviews in a single day in June.
- 4.4 Applicants must have completed or plan to complete necessary courses prior to December 1<sup>st</sup>.
- 4.5 Non-parent head coach applications will be accepted for Representative teams. Successful applicants will be eligible for a \$1500 stipend with half of this amount coming from DMHA and the other half of this amount to be added to team fees.
- 4.6 Once head coaching positions have been assigned the successful applicants may choose their own team managers.
- 4.7 Assistant coaches will not be selected until after team selection is complete.
- 4.8 All coaches and managers must complete a Criminal Record Check and a Child Abuse Registry Check prior to Dec. 1<sup>st</sup>.

## **Section 5: Player Evaluations**

- 5.1 In order to provide fair and unbiased evaluation, players will be scheduled to attend 2 on ice practice sessions.
- 5.2 Evaluations will be conducted by the following:
  - Initiation/Novice (House)**
    - a. 2 Independent evaluators selected by DMHA
    - b. Head Coach from each team of the age category (Initiation/Novice)
  - Atom, Peewee, Bantam and Female (House & Representative)**
    - a. 2 Independent evaluators selected by DMHA
    - b. Head Coach of the Representative team for that age category (Atom, Peewee or Bantam)
    - c. Head Coach of the Representative team age category either above or below
- 5.3 Evaluation practice sessions will be as follows:
  - Initiation/Novice (House)**
    - a. 2 on-ice practice sessions that will be designed and provided to the coaching staff to ensure a fair opportunity for all players to showcase their skills
    - b. The sessions will consist of, but are not limited to, skating, stickhandling, passing and shooting.
  - Atom, Peewee, Bantam and Female (House & Representative)**
    - a. 2 on-ice practices sessions that will be designed and provided to the coaching staff to ensure a fair



- opportunity for all players to showcase their skills
- b. One session will allow each player to showcase their skill and abilities through a series of drills. The drills will consist of, but are not limited to, skating, stickhandling, passing and shooting.
  - c. One session will consist of an evaluation scrimmage with referees to ensure a fair opportunity is given for all players to showcase their skills in a game situation. Teams will be evenly divided by the evaluators based on the first evaluation practice session.
- 5.4 Players will be evaluated and given a rating via a 1-5 point system (1 being highest) by the evaluators.
- a. Each evaluator must follow the same scoring criteria
  - b. Each year DMHA will develop the criteria for each age group based on the number of registered players that year for each age group and provide this to the evaluators
  - c. Example: 34 players registered in Atom
    - Max 10 players can be scored a 1 or 2
    - Max 15 players can be scored a 3
    - Remainder of players must be scored a 4 or 5
- 5.5 Evaluation numbers for each player will be determined by an average score of the combined numbers of each evaluator. If the average is .5 or higher the final number will round up, if the average is below .5, the final number will round down.
- 5.6 After each player has been scored, each player from their age category will be put into one of three draft pools:  
Pool A (players ranked 1-2)  
Pool B (players ranked 3)  
Pool C (players ranked 4-5)
- 5.7 Players in each pool from each age category will be listed with birth year in an effort to keep numbers even on each team.
- 5.8 In the event of conflict between a potential coach and a player, families or Coach may provide DMHA with a letter requesting that player to be rostered on another team complete with reasons why. This letter must be provided to DMHA prior to September 15<sup>th</sup> and must be signed by the parent/guardian. All concerns will be reviewed by the DMHA board and with discretion the board will review the information with the Head Coach or Parent. This will be taken into consideration when the Head Coaches are selecting the teams. However, DMHA does not guarantee that all requests will be met.

## **Section 6: Team Selection (House)**

- 6.1 A draft will be done by the Head Coaches by “ranking” in Initiation/Novice and “ranking/position” in Atom, Peewee and Bantam.
- 6.2 The number of house teams in each age category will be determined by the Board of Directors, having regard to the Matrix (Appendix 1).
- 6.3 Present at the draft will be the Head Coaches, Board Liaison (for the age category) and a recorder. The Board Liaison for each draft will implement the draft rules and check off the players selected. The recorder will record the team selections on forms provided.
- 6.4 A coin will be flipped to determine which Head Coach will receive first overall pick. In the event of 3 or more Head Coaches, the Board Liaison will conduct a draw.



- 6.5 The draft will be a snake draft, meaning, Head Coach A will pick first, Head Coach B will pick second and third, Head Coach A will pick fourth AND fifth and so on.
- 6.6 Head Coach's and Manager's children will be automatically placed on their team prior to the draft taking place. The other teams will be allowed to select a player in the same Pool as the Head Coach's and the Manager's children prior to the draft.
- 6.7 The order in which the players will be selected are as follows:
  - a. Forwards – Major Pool A, then Pool B and then Pool C. Minor Pool A, then Pool B and then Pool C.
  - b. Defense – Major Pool A, then Pool B and then Pool C. Minor Pool A, then Pool B and then Pool C.
- 6.8 Goaltenders – The coach who chose last in the player draft will choose first. Selection will proceed in the snake format.

### **Section 7: Representative Team (Provincial Team)**

- 7.1 One Representative Team will be rostered per Atom, PeeWee, Bantam and Midget Female age categories to represent the Parkland region at the Hockey Manitoba Provincials.
- 7.2 Any player who wishes to be placed on a Representative Team must indicate their interest at the time of registration to DMHA. Not all players interested will make the team.
- 7.3 If registration numbers only justify the development of one team for a respective age category, then that team will act as the Representative and League Team.
- 7.4 Players selected to a Representative Team will be selected by the Head Coach who will utilize the Player Evaluations (Section 4) as a guideline in assisting the final selection.
- 7.5 The Representative Team will be allowed one 1.5-hour practice per week.
- 7.6 The team will be allowed to participate in tournaments as per section 9. In the event a team does not qualify as Parkland's representative for Hockey Manitoba Provincials, the team will be allowed to attend 1 tournament in lieu. Representative Teams will be allowed to fulfill their required Provincial Play down games.
- 7.7 In the event that there are enough registered players within the Atom, PeeWee, Bantam and Midget Female age categories interested in playing provincial hockey, and after the primary Representative team has been selected, Dauphin Minor Hockey Board will accept written proposals from any DMHA approved and certified coach interested in rostering a secondary Representative team to qualify for the Hockey Manitoba Provincials.
- 7.8 After the Primary Representative roster is completed then the next eligible players may be selected to the Secondary Representative team's roster.
- 7.9 Players selected to the Secondary Representative team will be selected by the Head Coach who will utilize the Player Evaluations (Section 4) as a guideline in assisting the final selection.
- 7.10 The Secondary Representative Team will be allowed one 1.5-hour practice per week.
- 7.11 The Secondary Representative team will be allowed to participate in tournaments as per section 9. In the event a team does not qualify as Parkland's representative for Hockey Manitoba Provincials, the team will be allowed to attend 1 tournament in lieu. The Secondary Representative teams will be allowed to fulfill their required Provincial Play down games.
- 7.12 Players playing on the Primary Representative Team do not qualify for the Secondary Representative Team.



## **Section 8: Representative Team Try-Out and Selection Process (Provincial Team)**

- 8.1 Dauphin Minor Hockey Executive along with the selected Head Coach will provide a tryout form to all registered players in their age category so that all registered players have an opportunity to try out.
- 8.2 Player evaluations for Representative Teams will be conducted at the same time as all registered players in Dauphin Minor Hockey as well as in accordance with Section 4: Player Evaluation.
- 8.3 The Representative Head Coach may schedule an additional evaluation practice/scrimmage at his/her own discretion.
- 8.4 The Representative Team roster and number of players will be determined by the Board in reference to Dauphin Minor Hockey Team Matrix (Appendix 1).
- 8.5 The Representative Team Head Coach and Board Liaison will meet to draft the team.
- 8.6 The Representative Team Head Coach will utilize the Player Evaluations (Section 4) as a guideline in assisting the final selection.
- 8.7 NOT all players from Pool A, Pool B or Pool C will be drafted to the Representative Team.
- 8.8 Teams can be drafted based on positions trying out for:
  - Example: 15 Player Roster
    - 2 Goalies
    - 4 Defense
    - 9 Forwards

## **Section 9: Development**

- 9.1 Teams in DMHA will be expected to follow Hockey Canada and Hockey Manitoba Player Development Model.
- 9.2 Initiation teams will hold two 45 minute practice per week. Games should be played during 6 or 7 one day weekends per year. The total number of games should be 15-25 per year. The season will run from Thanksgiving to Louis Riel Day.
- 9.3 Novice teams will hold two 1 hour practices per week. In addition to league and playoff games, teams will be allowed to register for 4 tournaments. This will include the home tournament, 2 local tournaments and one overnight tournament. 2 additional cross roster tournaments will be permitted for any player who is interested in additional hockey. The season will run from October 1<sup>st</sup> to March 15<sup>th</sup>.
- 9.4 Atom House teams will hold one 90 minute practice per week. In addition to league and playoff games, teams will be allowed to register for the home tournament and one overnight tournament. The season will run from September 15<sup>th</sup> to March 15<sup>th</sup>.
- 9.5 Atom Rep teams will hold one 90 minute practice per week and an additional practice at the team's discretion and subject to additional cost starting in mid-January. The team will be permitted to register for 4 tournaments including their home tournament and not including Provincials. The season will run from September 15<sup>th</sup> to March 15<sup>th</sup>.
- 9.6 PeeWee House teams will hold one 90 minute practice per week. In addition to league and playoff games, teams will be allowed to register for the home tournament and one overnight tournament. The season will run from September 15<sup>th</sup> to March 15<sup>th</sup>.



- 9.7 PeeWee Rep teams will hold one 90 minute practice per week and an additional practice at the team's discretion and subject to additional cost starting in mid-January. The team will be permitted to register for 5 tournaments including their home tournament and not including Provincials. The season will run from September 15th to March 15th.
- 9.8 Bantam teams will hold two 90 minute practices per week and an additional practice at the team's discretion and subject to additional cost starting in mid-January. In addition to league and playoff games, the team will be permitted to register for 5 tournaments including their home tournament and not including Provincials. The season will run from September 15th to March 15th.
- 9.9 Qualification for the Tournament of Champions will be considered outside of the tournament limit. Tournament fee will be covered by DMHA for qualifying teams.
- 9.10 A maximum of five exhibition games will be permitted for Rep teams.

### **Section 10: Hosting Provincials**

- 10.1 Any DMHA team hosting Hockey Manitoba Provincial Championships will be provided a \$1500 advance by January 1<sup>st</sup> from DMH. This advance will be returned to the association upon completion of the event.

### **Section 11: Team Structure**

- 11.1 In House 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.
- 11.2 House League play will take priority at all times over any Rep tournament or exhibition game participation. All House League teams shall be comprised of a minimum of ten (10) players. All DMHA Team Rosters must be finalized and approved by the DMHA Executive prior to December 1st.
- 11.3 For teams traveling out-of-province, prior permission must be obtained by travel permit from Hockey Manitoba.
- 11.4 A standard crest and jersey style will be adopted for all Rep teams to represent DMHA at provincials. House League teams will continue to use jerseys provided from sponsoring businesses and organizations.
- 11.5 All Coaches and Parents are expected to review, sign, and submit to the Manager their Code of Conduct forms.
- 11.6 Coaches are required to review the expectations of Players as members of DMHA with regard to the DMHA Code of Conduct at the beginning of the year.

### **Section 12: Affiliated and Cross Rostered Players**

- 12.1 The purpose of affiliating a player is to ensure teams have a sufficient roster to play their games. A secondary benefit is to provide players an opportunity to compete at a higher level. The purpose should not be primarily to gain competitive advantage.
- 12.2 Coaches requiring affiliated players must have permission of the player's coach and parent. The affiliation must not interfere with the player's own team games.
- 12.3 In Initiation when cross rostering is required equal opportunity should be provided to any players interested in playing extra games.



- 12.4 Novice teams can only request an affiliated player for league games and their home tournaments. For all other tournaments all attempts must be made to cross roster with other Novice teams. If all Novice players are unavailable then an Initiation player may be used.
- 12.5 The Initiation liaison will compile a list of affiliated players on the recommendation of the Initiation coaches. These players would preferably be second year players. The players on this list are expected to be given equal opportunity to fill Novice roster spots as required.
- 12.6 Cross rostering is not allowed in Atom, PeeWee and Bantam as per Hockey Manitoba rules.
- 12.7 In Atom, PeeWee and Bantam coaches requiring affiliated players should consider providing opportunity to a variety of players that would benefit from a higher level of competition.

### **Section 13: Tournament Coordinator**

- 13.1 Tournament Coordinator applications will be accepted 48 hours after the AGM for a period of three weeks. If this position is not filled for a specific age category within this time, ice time for a home tournament will not be provided.
  - a. Within 7 days of team selection, each team must provide a team representative to the Tournament Committee along with the Tournament Coordinator.
  - b. If no team representative is provided the team will be required to pay the tournament fee at the parents' expense in order to participate. They will also forfeit funds normally provided for a year end party in the Initiation and Novice age group.

### **Section 14: Financial**

- 14.1 BANKING & SIGNING AUTHORITY:
  - a. A bank account shall be opened in the name of the Association. Two of the following officers will be required to sign cheques: President, Vice President, and Treasurer.
  - b. All purchases made in the name of the Association must have the approval of the Board. All major purchases will be made by invitational tender.
  - c. Pre-signing cheques shall not be permitted under any situation
  - d. All funds gathered through registration, 50/50, entrance fees, tournaments and fundraisers will be deposited into the DMHA general account.
- 14.2 BUDGET:
  - a. DMHA should strike a budget no later than October 15<sup>th</sup> of each year
- 14.3 REGISTRATION FEES:
  - a. Registration fees for each year will be set by the new Board.
  - b. Full payment is required by November 15<sup>th</sup>. Outstanding fees after this date may result in player suspension from DMHA participation until such time as full payment is received.
  - c. The registration fees may be broken into 3 separate payments with the final payment dated Nov. 15.
  - d. Fees paid by third party organizations must be received by Nov. 15.
  - e. Alternate payment plans may be submitted for Board approval and may be subject to an administration fee.





14.4 REP PLAYERS:

- a. All Rep Team players will be assessed an additional registration fee as determined by the Board to cover additional ice costs and tournaments.
- b. If additional fees are not paid prior to the first tournament the player will not be permitted to play.

14.5 REFUNDS:

- a. Refunds of player registrations will be determined as follows:
  - 50% refund if participation stops prior to December 31
  - 0% refund after January 1
  - No refunds will be provided to suspended players.

14.6 GATE FEES:

- a. All DMHA teams from Novice up to and including Midget are to charge an admission fee of \$5.00 per adult to attend regular season and playoff games.
- b. All families with children in Novice or higher are to receive 2 season tickets good for all DMHA regular season and playoff games. The season tickets are not valid for DMHA tournaments or provincials should Dauphin be hosting.
- c. Season tickets can be purchased for \$50 per individual.

14.7 FUNDRAISING & DONATIONS:

- a. Donations and equipment will be accepted from local businesses and organizations through DMHA to ensure proper recognition of the sponsor.
- b. Individual team fundraising will not be allowed.

14.8 EXPENSES:

- a. All travel, meals and lodging policies will apply to Executive Members when travelling on Association business and approved by the Board.

14.9 REFEREES:

- a. Referees' per-game fees shall be paid as set by the Board in accordance to guidelines established by Referee-in-Chief and Administrative Director on an annual basis.

14.10 REPORTING:

- a. A financial review of DMHA shall be carried out annually for the period ending August 31<sup>st</sup>



## CODE OF CONDUCT

This Code of Conduct identifies the standard of behaviour which is expected of all Dauphin Minor Hockey Association ("DMHA") members and participants, including but not limited to all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers and administrators involved in DMHA activities and events.

The DMHA is committed to providing a sport environment that promotes equal opportunities, prohibits discriminating practices and treats all individuals with respect. Members and participants of the DMHA shall conduct themselves at all times in a manner consistent with the values of the DMHA which include fairness, integrity and mutual respect.

During the course of all DMHA activities and events, members shall avoid behaviour which brings the DMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.

DMHA members and participants shall at all times adhere to the DMHA operational policies and procedures, to rules and regulations governing DMHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of the DMHA. Members and participants of the DMHA shall not engage in any activity or behaviour which interferes with a competition or with any players or team's preparation for a competition, or which endangers the safety of others.

Members of the DMHA shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment, abuse or bullying, (hereinafter referred to as "H.A.B.") will not be tolerated.

Failure to comply with the Code of Conduct may result in disciplinary action, including but not limited to, the loss or suspension of certain or all privileges connected with the DMHA including the opportunity to participate in the DMHA activities and events, both present and future.

### 1.1 INTRODUCTION:

- a. Membership in DMHA, along with its privileges and benefits, also requires the members to adhere to policies, regulations, rules and certain responsibilities expectant of all members.
- b. The standard of conduct that members of DMHA must adhere to, are set out in the DMHA Code of Conduct and the Rules and Regulations of Competition. This Standard of Conduct must be adhered to when a person is conducting business on behalf of DMHA, all activities and events, and without limiting the generality of the foregoing, all competitions, all exhibition games, practices, training camps, meetings and travel associated with these activities.
- c. The DMHA has a zero tolerance policy in regard to Harassment, Abuse and Bullying, (hereinafter referred to as "H.A.B.").

### 1.2 DEFINITION OF HARASSMENT:

Harassment is defined as conduct which is insulting, intimidating, humiliating, offensive or physically harmful. Types of behaviour which constitute harassment include, but are not limited to:

- a. Unwelcomed jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation;



- b. Condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance;
- c. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
- d. Unwanted or unnecessary physical contact including touching, patting or pinching;
- e. Any form of hazing;
- f. Any form of physical assault or abuse;
- g. Any sexual offence;
- h. Behaviors such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative or hostile environment;
- i. Unwelcomed behavior of one individual towards another which the individual ought to have known would be unwanted.

### 1.3 DEFINITION OF ABUSE:

Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust.

Abuse is an issue of child protection. Protection refers to provincial, territorial or Aboriginal band appointed child protective services. A child may be in need of protection from harm if abuse or neglect is suspected. Information about one's legal duty to report any circumstances under which reporting must occur according to child protection legislation is available at [www.hockeycanada.ca](http://www.hockeycanada.ca).

- a. **Emotional Abuse:**  
Emotional abuse may include a chronic attack on a child or youth's self-esteem; it is psychologically destructive behavior by a person in a position of power, authority or trust. It can take the form of name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring the child or youth's needs.
- b. **Physical Abuse:**  
Physical abuse includes when a person in a position of power or trust purposefully injures or threatens to injure a child or youth. This may include but is not limited to slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, hazing or excessive exercise as a form of punishment.
- c. **Neglect:**  
A general definition of neglect is the chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air.

Some examples of neglect occurring in a sport environment are:

- *Inadequate Shelter/Unsafe Environments such as:* Lack of maintaining equipment or facility;
- Forcing athletes to participate without proper protective equipment.
- *Inadequate Clothing such as:* Preventing athletes from dressing adequately for weather conditions or making them stay in wet clothes as punishment following a game.
- *Inadequate Supervision such as:* Leaving young athletes unsupervised in a facility or on a team trip.
- *Lack of Medical/Dental Care such as:* Ignoring or minimizing injuries; ignoring medical advice; not seeking medical or dental attention when warranted.
- *Inadequate Education such as:* Encouraging athletes to not do homework, to not attend school, or to drop out.



- *Inadequate Rest such as:* Overdoing or increasing workouts as punishment; prohibiting adequate sleeping or resting time.
- *Inadequate Moral Guidance & Discipline such as:* Not providing adequate supervision during team functions;
- Hiring strippers or prostitutes; offering pornography to young athletes.

d. Sexual Abuse:

Sexual abuse may include a child or youth being used by an individual with more power for his or her own sexual stimulation or gratification. There are two categories of sexual abuse: contact and non-contact.

#### 1.4 DEFINITION OF BULLYING:

Bullying is defined as hurtful interpersonal mistreatment of a person and is an act of hurting someone in order to insult, humiliate, degrade, or exclude him or her. Basically it is “mean” behavior. Bullying may also take the form of cyber bullying which involves bullying over the internet.

Bullying can be:

- hurting behavior based on oppression and “meanness”
- based on power differential
- intentionally or non-intentional, but can be interpreted to be intentional
- repeated over time (generally, but not necessarily)
- oppressive – isolates victims
- caused by many factors and behavioral challenges

Hurtful actions may be:

- Physical – i.e.: hitting, kicking, grabbing, shoving, spitting on, beating others up, damaging or stealing another person’s property
- Verbal – i.e.: name-calling, humiliating, degrading behavior, hurtful teasing, threatening someone (this may happen in notes or in person , over the phone, through text messages or the internet)
- Relational – i.e.: making others look foolish, excluding peers, spreading gossip or rumors (this may happen in person, over the phone, through text messages or the internet)
- Reactive – i.e.: engage in bullying as well as provoke bullies to attack by taunting them (this may happen in person, over the phone, through text messages or the internet)

#### 1.5 TYPES OF INFRACTIONS:

Members of DMHA may be in breach of the Code of Conduct and such breaches may be classified into one of three (3) types of infractions:

- a. Technical Infractions – are violations of the Regulations and Rules of Competition of Hockey Manitoba, which result in automatic sanctions, as specified in the Hockey Manitoba Operations Manual.
- b. Minor Infractions – are infractions under the DMHA Code of Conduct, which are determined by the Discipline Committee not to be severe in nature, but require sanctions and corrective action.

Without limiting the generality of the following, minor infractions include:

- i. A single incident of disrespectful or offensive comments or behaviour directed towards others, including but not limited to peers, opponents, players, parents, coaches, officials, managers, trainers, administrators, spectators and sponsors;
- ii. Unsportsmanlike conduct such as arguing or angry outbursts;



- iii. A single incident of being late or absent from Hockey Manitoba events and activities at which attendance is expected or required;
  - iv. Non-compliance with the rules and regulations under which DMHA/Hockey Manitoba events are carried out.
- c. Major Infractions – are infractions under the DMHA Code of Conduct, which are determined by the Discipline Committee to be severe in nature and require disciplinary action.
- Without limiting the generality of the foregoing, major infractions include:
- i. Repeated incidents of distressful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, players, parents, coaches, officials, managers, trainers, administrators, spectators and sponsors;
  - ii. Repeated unsportsmanlike conduct such as angry outbursts or arguing;
  - iii. Repeated incidents of being late or absent from Hockey Manitoba events and activities at which attendance is expected or required;
  - iv. Activities or behaviour which interfere with the organization of a competition or with any player's or any team's preparation for a competition;
  - v. Pranks, jokes or other activities, which endanger the safety of others;
  - vi. Deliberate disregard for the rules and regulations under which DMHA/Hockey Manitoba events are conducted;
  - vii. Abuse of the use of alcohol or drugs, where the level of alcohol or drug consumption impairs the individual's ability to speak, walk or drive or causes the individual to behave in a disruptive manner or interferes with the individual's ability to perform effectively and safely;
  - viii. Permits a minor to use alcohol or is a minor consuming alcohol;
  - ix. Use of illicit drugs or narcotics;
  - x. Use of or condoning the use of banned performance enhancing drugs.

For further clarity, the DMHA considers H.A.B. to be a major infraction and will be dealt with in accordance with the procedures governing major infractions. It is the policy of the DMHA that there shall be no H.A.B., or neglect, whether physical, emotional, or sexual of any participant in any of its programs. DMHA expects every parent, volunteer and staff member to safeguard the welfare of its participants.

#### 1.6 GENERAL PROCEDURES:

When a written complaint is received by the DMHA, or an infraction occurred to the knowledge of DMHA, DMHA shall refer the complaint or infraction to the Discipline Committee. All discipline of DMHA members, shall be investigated by the Discipline Committee, a Committee established by DMHA, which shall consist of three (3) members of the DMHA Board. The Discipline Committee shall consist of the Vice President of DMHA and two (2) other Board members. The President cannot be a member of the Discipline Committee.

When a complaint is received by the Discipline Committee, the Committee shall classify the complaint as a technical, minor or major infraction. The Discipline Committee may also dismiss the complaint in its entirety.

#### 1.7 MINOR INFRACTION:

The Discipline Committee shall advise the individual who has been alleged to have committed a minor infraction, of the terms of the allegation. The individual who is subject to the discipline shall be provided a



reasonable opportunity to set out their position regarding the alleged infraction. Procedures for dealing with minor infractions shall be informal

The Discipline Committee, after having regard to all of the information concerning the infraction, shall recommend to the DMHA Board of Directors, whether a disciplinary sanction should be applied. Without limiting the generality of the foregoing, the following are examples of disciplinary sanctions which may be applied, singly or in a combination:

- a. Verbal reprimand;
- b. Written reprimand, to be sent to the individual;
- c. Verbal apology by the individual;
- d. Written apology by the individual;
- e. Termination of team service or other voluntary contribution to the team or to the DMHA;
- f. Suspension from the current competition and/or for a specified number of games;
- g. Any other sanction as may be appropriate in the circumstance.

The Discipline Committee shall issue a letter outlining their decision, to the individual alleged to have committed a minor infraction with the letter regarding their findings and discipline sanctions.

#### 1.8 HANDLING OF MAJOR INFRACTIONS INCLUDING H.A.B.:

After the Discipline Committee has classified the infraction as a major infraction and the complaint will be investigated as such, the Discipline Committee shall notify the individual of the alleged infraction, in writing, no later than seven (7) days after the DMHA has received the complaint or the notice of infraction. The DMHA may impose interim sanctions, until the Discipline Committee has completed their investigation into the complaint. Nothing herein shall prevent the DMHA from taking immediate action at a DMHA event, for action that breaks the DMHA Code of Conduct.

#### 1.9 DISCIPLINE HEARING PANEL FOR MAJOR INFRACTIONS:

Disciplinary Sanctions for major infractions of the DMHA Code of Conduct will be determined by a Discipline Hearing Panel. The Discipline Hearing Panel shall consist of the President of the DMHA and two (2) other Board Members of the DMHA, chosen by the President. The three (3) members of the Discipline Hearing Panel shall elect one person to serve as Chairperson of the Panel. No members of the Discipline Committee are eligible to be a member of the Discipline Hearing Panel.

- a. The Discipline Hearing Panel shall conduct a hearing, within thirty (30) days of the complaint being made to the DMHA. The individual being disciplined shall be given seven (7) calendar days written notice of the day, time and place of the hearing.
- b. The Discipline Committee shall present all relevant documentation and information to the individual being disciplined and to all members of the Discipline Hearing Panel.
- c. The individual being disciplined shall have a reasonable opportunity to present evidence and argument.
- d. The hearing shall be held in private, and the DMHA recognizes the sensitive and serious nature of H.A.B. and will strive to keep all matters relating to a complaint of H.A.B. confidential. However, if required by law to disclose information, the DMHA will do so.
- e. The Discipline Hearing Panel may request witnesses to attend the hearing to provide evidence.



- f. The Discipline Committee will present the information that it has obtained in their investigation, and shall provide same to the individual alleged to have committed the infraction.

#### 1.10 DISCIPLINE HEARING PANEL DECISION:

The Discipline Hearing Panel, shall render a decision within twenty-one (21) days of the hearing. A written decision, including reasons for same, shall be submitted to the individual who is the subject of the Discipline Hearing, as well as to the DMHA. This decision shall include the following:

- a. A summary of the relevant facts;
- b. A summary as to whether the actions complained of constitute an infraction;
- c. Disciplinary actions to be taken;
- d. Any measures to mitigate the harm or loss suffered by the complainant.

#### 1.11 DISCIPLINE HEARING FACTORS TO CONSIDER WHEN IMPOSING A SANCTION:

In considering the appropriate disciplinary sanction, if any, the Discipline Hearing Panel, shall consider whatever factors it deems appropriate, including, but not limited to:

- a. The nature and severity of the infraction;
- b. Whether the infraction involved any physical contact;
- c. Whether the infraction was an isolated incident or part of an ongoing pattern;
- d. The nature of the relationship between the parties involved;
- e. The age of the complainant;
- f. Whether the individual who is alleged to have committed the infraction, had been involved in previous infractions of a similar nature;
- g. Whether the individual who is alleged to have committed the infraction, admitted responsibility and expressed a willingness to change;
- h. The individual's remorse;
- i. Any other factors, the Discipline Hearing Panel may consider to be relevant.

#### 1.12 SANCTIONS FOR MAJOR INFRACTIONS:

The Discipline Hearing Panel, may apply the following disciplinary sanctions for major infractions, which may include, but are not limited to, any or all, or any combination thereof, of the following:

- a. Written reprimand to be placed in individual's file;
- b. Written or verbal apology by the individual;
- c. Suspension from certain DMHA events which may include suspension from the games, competitions or future competitions;
- d. Suspension from certain DMHA activities (competing, coaching or officiating) for a designated period of time;
- e. Removal of certain privileges of membership;



- f. Any other sanctions, as the Discipline Hearing Panel may deem as appropriate.

The Discipline Hearing Panel will indicate when the sanctions commence. THE DECISION OF THE DISCIPLINE HEARING PANEL SHALL BE FINAL.





**APPENDIX 1: TEAM MATRIX**

<b>Register Numbers</b>	<b>House 1</b>	<b>House 2</b>	<b>House 3</b>	<b>House 4</b>	<b>Prov Team Roster (AP)</b>	<b>Prov AP List</b>
10	10	-	-	-	10	-
11	11	-	-	-	11	-
12	12	-	-	-	12	-
13	13	-	-	-	13	-
14	14	-	-	-	14	-
15	15	-	-	-	10P,1G(3P,1G)	4
16	16	-	-	-	10P,1G(3P,1G)	5
17	17	-	-	-	10P,1G(3P,1G)	6
18	18	-	-	-	10P,1G(3P,1G)	7
19	19	-	-	-	10P,1G(3P,1G)	8
20	10	10	-	-	13P,2G	Min 2, Max 4
21	10	11	-	-	13P,2G	Min 2, Max 4
22	11	11	-	-	13P,2G	Min 2, Max 4
23	11	12	-	-	13P,2G	Min 2, Max 4
24	12	12	-	-	13P,2G	Min 2, Max 4
25	12	13	-	-	13P,2G	Min 2, Max 4
26	13	13	-	-	13P,2G	Min 2, Max 4
27	13	14	-	-	13P,2G	Min 2, Max 4
28	14	14	-	-	13P,2G	Min 2, Max 4
29	14	15	-	-	13P,2G	Min 2, Max 4
30	15	15	-	-	13P,2G	Min 2, Max 4
31	10	10	11	-	13P,2G	Min 4, Max 6
32	10	11	11	-	13P,2G	Min 4, Max 6
33	11	11	11	-	13P,2G	Min 4, Max 6
34	11	11	12	-	13P,2G	Min 4, Max 6
35	11	12	12	-	13P,2G	Min 4, Max 6
36	12	12	12	-	13P,2G	Min 4, Max 6
37	12	12	13	-	13P,2G	Min 4, Max 6
38	12	13	13	-	13P,2G	Min 4, Max 6
39	13	13	13	-	13P,2G	Min 4, Max 6
40	13	13	14	-	13P,2G	Min 4, Max 6
41	13	14	14	-	13P,2G	Min 4, Max 6
42	14	14	14	-	13P,2G	Min 4, Max 6
43	14	14	15	-	13P,2G	Min 4, Max 6
44	11	11	11	11	13P,2G	Min 4, Max 6



## **Appendix 2: Duties of the Dauphin Minor Hockey Coaches**

- a. Hold a meeting with parents of team members by:
  - House – October 1<sup>st</sup>
  - Representative – October 15<sup>th</sup>
- b. Submit a team executive list to Dauphin Minor Hockey Board by:
  - House – October 15<sup>th</sup>
  - Representative – October 24<sup>th</sup>
- c. Sign a “Coaches Code of Conduct” form.
- d. Ensure that appropriate certification is held by all coaching staff on your team in accordance with the DMHA, HM, and HC. Constitution and By-Law Handbook by December 1<sup>st</sup>.
- e. Ensure that all HC, HM, League and DMHA suspensions are served.
- f. Approve with the manager, the arrangements for each vehicle transporting players to out of town games and practices.
- g. Ensure that every player is dressed in C.S.A. & B.N.Q. approved equipment when on the ice.
- h. Coaches’ actions and their instructions to players must be tempered towards good conduct and the welfare of the players.
- i. Coaches are responsible for the conduct of their players and themselves on and off the ice from the time of arrival to the time of departure from the dressing room when representing a DMHA team. The DMHA Board of Directors reserves the right to discipline players or coaches when conduct is deemed inappropriate.
- j. Ensure that all dressing rooms – home and away – are left neat and tidy and free of damage. Any damage should be reported immediately to the rink custodian.
- k. No coach will be allowed to charge any equipment or related items to DMHA unless a purchase order has been issued by the Equipment Director.
- l. Coaches shall comply with all HC, HM, League and DMHA By-Laws and Regulations.
- m. Attend Coaches and Managers meeting as requested by DMHA Board of Directors.



### **Appendix 3: Duties of the Dauphin Minor Hockey Managers**

- a. Hold a meeting with parents of team members by:
  - House– October 1st
  - Representative – October 15thAnd discuss:
  - Tournament Committee Representatives
  - Tournaments; number to attend, locations and times
  - Jersey Care Person (if required)
  - Game Day volunteer duties (if required)
- b. Ensure that DMHA policies with regards to “Zero Tolerance” of verbal and physical abuse of players, coaches or officials are enforced while your team is the Home team.
- c. Report any incidents in writing to DMHA Board of Directors.
- d. Distribute and collect Parent and Coach Code of Conduct forms and submit to same to DMHA.
- e. Ensure your team has required workers for hosted tournaments and tournament committees.
- f. Ensure all sweaters are collected and returned to DMHA following your team’s last game. Sweater deposits will be returned once all of the sweaters are returned.
- g. Ensure officials are booked through Dauphin Recreation for all home games.
- h. Ensure all home game sheets are submitted to League statistician promptly.
- i. Ensure that all suspensions are served.
- j. Ensure that all rescheduled games are communicated to league officials, Executive Director, Referee Advisor and “assignor of officials”.
- k. Be a spokesperson for your team relating to:
  - Concerns from players / parents regarding coaches
  - Concerns from players / parents regarding DMHA
- l. If player / parent conflicts with coaches cannot be resolved, the manager should take the concerns to DMHA Board for their assistance in resolving.
- m. Attend Coaches and Managers meeting as requested by DMHA Board of Directors.