



**RUSSELL MINOR
HOCKEY ASSOCIATION
CONSTITUTION**

Russell Minor Hockey Association (RMHA) Constitution

The organization formed to coordinate the local activities of the Manitoba Amateur Hockey Association (MAHA), also referred to as Hockey Manitoba, will be called the Russell Minor Hockey Association and herein referred to as the RMHA.

1) Objectives

- To adhere to all by-laws, regulations, rules, and procedures as stated in the MAHA / Hockey Manitoba constitution.
- To provide an equal opportunity for Russell and area youth to develop their hockey skills, concepts of cooperation, and moral values, while instilling the love of the game.
- To provide with every possible opportunity to develop their coaching certifications and skills.
- To provide a safe and fun opportunity for players, coaches, volunteers, officials, and spectators to experience fellowship and community pride.
- To ensure fair play and fair competition for all age groups by promoting good sportsmanship by all stakeholders.

2) RMHA Executive

- It is expected that a committee consisting of at least:
 - President
 - Vice President
 - Registrar
 - Treasurer
 - Secretary
 - Member-at-Large 1: Equipment Manager
 - Member-at-Large 2: Communications Officer
 - Member-at-Large 3: Multiplex Representative

3) By-Laws

- A simple majority of voting Executive members need to be present to establish a quorum. A quorum will consist of five members of the Executive.
- Only the Executive shall have a vote at regular RMHA meetings.
- The constitution of the RMHA cannot be altered except at an Annual General Meeting (AGM) and a written, complete description of the proposed alteration must be received by the Executive at least two weeks in advance of the day of the meeting.
- An amendment to this constitution can only be made at an Annual General Meeting by a majority of the members voting thereon.
- No Executive member shall be allowed to take part in the discussion of or vote on an issue where he/she is involved as a parent/guardian 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 Executive member feels that the 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.

Russell Minor Hockey Association (RMHA) Constitution

- If an existing Executive member is to resign, be asked to step down, or for other reasons not be able to fulfill their duties, the responsibilities related to the position shall be evenly distributed among the remaining Executive until the next Annual General Meeting.
- Executive member positions are for two-year terms. Elections shall alternate from year to year and be conducted at the Annual General Meetings.
 - Even Years
 - President
 - Registrar
 - Secretary
 - Member-at-Large 2: Communications Officer
 - Odd Years
 - Vice President
 - Treasurer
 - Member-at-Large 1: Equipment Manager
 - Member-at-Large 3: Multiplex Representative

4) Duties of Executive Members

- **President**
 - Chair all RMHA Executive and Annual General Meetings
 - Attend all regional meetings
 - Represent RMHA on all committees
 - Be responsible for all activities falling under the jurisdiction of RMHA
 - Designate/Delegate authority to any member of the Executive
 - Assign new responsibilities to members as necessary to ensure equitable distribution
 - Administrative rights to RMHA social media
 - Any duties as assigned
 - Voting member
 - Exercise his/her vote only in order to break a tie
- **Vice President**
 - Attend all RMHA Executive and Annual General Meetings
 - Assist the President in all duties
 - In the event of absence of the President, assume all duties of the President
 - Ensures team officials are aware of meetings
 - Coordinating ice times with Multiplex
 - Ensures team summaries and financial reports are submitted
 - Any duties as assigned
 - Voting member
- **Registrar**
 - Attend all RMHA Executive and Annual General Meetings
 - Organize and administer all registration duties prior to hockey start-up
 - Ensures adherence to all RMHA and Hockey Manitoba deadlines
 - Submit Hockey Manitoba rosters

Russell Minor Hockey Association (RMHA) Constitution



- Voting member
- **Treasurer**
 - Attend all RMHA Executive and Annual General Meetings
 - Organize and administer all financial duties of RMHA
 - Keep an accurate and up-to-date record of all financial transactions
 - Prepare a financial statement for Executive and Annual General Meetings
 - Provide a financial report and reconciliation of cheques at each meeting
 - Any duties as assigned
 - Voting member
- **Secretary**
 - Attend all RMHA Executive and Annual General Meetings
 - Record all RMHA meetings, both Executive and Annual General, keeping accurate files, and sending out minutes to members of the Executive
 - Any duties as assigned
 - Voting member
- **Member-at-Large 1: Equipment Manager**
 - Attend all RMHA Executive and Annual General Meetings
 - Hand out and collect uniforms at the beginning and conclusion of each hockey season
 - Hand out socks to Managers and collect fees for socks
 - Order equipment that is required for teams
 - Any duties as assigned
 - Voting member
- **Member-at-Large 2: Communications Officer**
 - Attend all RMHA Executive and Annual General Meetings
 - Complete any necessary certifications or clinics required by Hockey Manitoba, such as “HU – Planning a Safe Return to Hockey”
 - Review, update, and communicate safety guidelines from Hockey Manitoba and Hockey Canada with all Managers
 - Administrative rights to RMHA social media
 - Any duties as assigned
 - Voting member
- **Member-at-Large 3: Multiplex Representative**
 - Attend all RMHA Executive and Annual General Meetings
 - Act as the RMHA representative on the Russell Memorial Multiplex Board
 - Attend all Russell Memorial Multiplex Board meetings
 - Report and communicate all inquiries and information between RMHA and Russell Memorial Multiplex Board
 - Administrative rights to RMHA social media
 - Any duties as assigned
 - Voting member
- **Referee-in-Chief**
 - Organize and administer all duties related to having referees for each game

Russell Minor Hockey Association (RMHA) Constitution

- Coordinates registration and training of necessary numbers of referees
- Ensures completion of referee's clinic
- Monitors and completes performance evaluations of referees on a random basis
- Maintains an updated list of all registered referees and their levels
- Non-voting member

5) Meetings

- The President shall call and chair Annual General Meetings prior to and after the fall hockey season. Date will be set according to local league and Hockey Manitoba guidelines. In response to any perceived need for public input/information, the President may call general meetings as required.
- The President shall regularly, or as the need arises, call Executive meetings throughout the year.

6) Annual General Meetings

- Annual General Meetings are an opportunity to respond to concerns and report details regarding ideas, initiatives, and policy changes in relation to RMHA operations
- RMHA welcomes questions, comments, and concerns from members that are presented in the spirit of courtesy and respect to establish healthy, productive, and successful working relationships within RMHA.
- RMHA members are encouraged to inform RMHA at least 14 days prior to an AGM with a written (emailed) request to the President for a topic they wish to have added to the agenda. This will provide an opportunity to have responses ready and available as best as possible.
- Individual grievances and/or appeals will not be heard or discussed. Individuals may request to meet with the Executive at a regularly scheduled Executive Meeting by emailing RMHA with the purpose of this request.
- To elect by majority, or to appoint by acclamation, Executive members for positions up for re-election or vacant.
- To vote on items or motions brought forward by the Executive or from the floor.
- To establish any procedures deemed necessary for the administration development of the RMHA.
- To examine and make any decision deemed necessary with regards to the financial statement.
- Only RMHA members will be allowed to vote.
- To be eligible for an Executive position, members must be present at the meeting or present a letter to the RMHA requesting nomination 48 hours prior to the Annual General Meeting to be eligible for the position.
- Anyone on the Executive can move into the position of President as long as they have served a minimum of a one-year term on the Executive.

7) Team Personnel Applications

- Applications will be accepted on a yearly basis for the following three positions:
 - Head Coach, Assistant Coaches, and Manager.
 - Other positions within each team, such as Communications Officer and Safety, will be at the discretion of the Head Coach, pending approval by RMHA.
- The deadline for applications will be 14 days after the player registration deadline of each RMHA season.
- Applications will be accepted on or before the set deadline for each RMHA season through the RMHA email address.
- The RMHA Executive will approve and appoint positions for each age category.
 - No Executive member shall be permitted to take part in the discussion of or vote on a Team Personnel position in which he/she has applied for or is in a position for personal gain. A member in this instance will be required to leave the meeting until a decision is made.
- Applications submitted past the application deadline will not be accepted, unless the Head Coach approaches the Executive with the late application. Applications submitted on or before the deadline will receive first consideration before a late application is considered.
- Late applications will be voted on by the RMHA Executive, in consultation with the Head Coach, at the next regularly scheduled RMHA Executive Meeting. Until such time, the late applicant:
 - Is not considered a rostered coach.
 - Is not permitted to coach on the ice.
 - Failure to abide by this requirement will result in the late application not being considered by the Executive.
- Team Personnel will be required by RMHA to submit to a Criminal Record Check and a Child Abuse Registry Check.
- Team Personnel on the official roster will be required to obtain the necessary certifications by December 1 of each RMHA season as per Hockey Manitoba and abide by Hockey Manitoba guidelines and programs. Late applications that have been approved by the Executive will follow the same guidelines.
- Coaches not gaining proper certification(s) by December 1 of each hockey season will be responsible to incur the coaching deficiency fee as set by Hockey Manitoba
- Team Personnel shall be responsible to supervise the behaviour of the players on the ice and in the dressing rooms during practices and games. It is required that parents/guardians, athletes, and all representatives of the RMHA maintain a level of respect and sportsmanship at all times while representing RMHA at home and away.
- RMHA Head Coaches are fully responsible for of the activities of their team. Delegation of responsibilities to Team Personnel and parents/guardians is necessary and encouraged. However, ultimate responsibility and supervision of these activities rests with the Head Coach.

8) RMHA Membership

- All players, parents/guardians, and Team Personnel shall receive and be required to sign the RMHA Codes of Conduct prior to the first game or practice of the season.
- Players must pay all registration fees as set by RMHA.
- Birth certificates must be available for first time registrants.
- Teams in age categories will be based on number of registrants.
- RMHA will provide uniform jerseys for all age groups.
- Goalie equipment will be provided for up to the U11 (Atom) age category (sticks, helmets, and skates not included). The exception is the U7 (Pre-Novice) age category which will have goalie sticks provided.
- Affiliate Players (AP) will be left to the discretion of the management of the teams involved. It is the position of RMHA that the APs will be considered as follows:
 - In the U9 (Novice) age category, the players will be allowed to AP to a maximum of 12 players.
 - In the U11 (Atom) and U13 (Peewee) age categories, the players will be allowed to AP to a maximum of 13 skaters.
 - In the U15 (Bantam) age category, the players will be allowed to AP to a maximum of 15 skaters.
 - Agreement of both team's Head Coaches and the Affiliate Player's parents/guardians. In the event Affiliate Players are used, a player is expected to play with his/her registration team in the event of a game conflict between the two teams involved.
- Each team must submit a written summary with a financial report for the Annual General Meetings in a timely fashion.
- All Hockey Manitoba directives, as indicated in the annual Hockey Manitoba Handbook, will be incorporated into the workings of the RMHA.

9) Grievances

- All grievances will be discussed and resolved by the Executive.
- No Executive member shall be permitted to take part in the discussion of or vote on a grievance in which he/she is involved in. A member in this instance will be required to leave the meeting until a decision is made.
- The President will only exercise his/her vote in order to break a tie.
- It is expected that persons with a grievance waits 24 hours and try to discuss the issue with the Head Coach prior to filing a written grievance. There is zero tolerance for confronting Team Personnel in anger in front of players or complaining up in the stands to other parents/guardians during practices or games.
- Persons with a grievance must submit a written and completed Grievance Form found on the RMHA Website.
- Persons filing a grievance must wait 24 hours before filing a grievance. Following the 24 hour waiting/cooling-off period, the grievance must be filed within seven days of the incident. Grievances filed after seven days following the completion of the season will not be addressed.

Russell Minor Hockey Association (RMHA) Constitution

- Persons with a grievance can expect to receive a reply from the RMHA Executive within seven days.

10) Contact Information

- **Email Address**
 - russellminorhockey@gmail.com
- **Mailing Address**
 - Russell Minor Hockey Association
Box 63 - Russell, Manitoba - R0J 1W0
- **Website**
 - www.russellmbhockey.com
- **Social Media (Facebook)**
 - <https://www.facebook.com/RussellMinorHockey>

11) Amendments to the RMHA Constitution

- Revised September 21, 2004 by Russell Minor Hockey Association.
- Revised April 14, 2005 by Russell Minor Hockey Association.
- Adopted September 28, 2005 by Russell Minor Hockey Association.
- Revised and adopted March 26, 2008 by Russell Minor Hockey Association.
- Revised and adopted September 18, 2013 by Russell Minor Hockey Association.
- Revised and adopted September 25, 2018 by Russell Minor Hockey Association.
- Revised April 30, 2019 by Russell Minor Hockey Association.
- Adopted September 24, 2019 by Russell Minor Hockey Association.
- Revised and adopted April 15, 2021 by Russell Minor Hockey Association.