

Lorette Minor Hockey Association Constitution



Revised August 2025

Table of Contents

Contents.....	2
Revisions.....	4
Section 1 - Constitution.....	4
Article 1 – Name and Affiliations.....	4
Article 2 – Goals and Objectives.....	4
Article 3 – Board of Directors.....	5
Article 4 – Membership.....	6
Article 5 – Elections and Appointments.....	6
Article 6 – Meetings.....	9
Article 7 – Financials.....	9
Article 8 – Amendments.....	10
Section 2 - By-Laws.....	11
By-Law 1 – Directors.....	11
By-Law 2 – Committees.....	16
By-Law 3 – Meetings.....	18
By-Law 4 – Financial.....	19
By-Law 5 – Elections.....	21
By-Law 6 – Registration.....	22
By-Law 7 – Certification/Screening.....	22
By-Law 8 – Coach Selection.....	22
By-Law 9 – Team / Player Selection.....	24
By-Law 10 – Conflict of Interest.....	24
By-Law 11 – Code of Conduct.....	25
By-Law 12 – Discipline.....	28
By-Law 13 – Coaches Roles and Responsibilities.....	29
By-Law 14 – Managers Roles and Responsibilities.....	30
By-Law 15 – Communications.....	30
By-Law 16 – Player Development.....	31
By-Law 17 – Complaints Process.....	32
By-Law 18 – Appeal Procedures.....	32

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Section 3 - Policies.....	33
Policy LMH001 Registration & Refunds.....	34
Policy LMH002 Fair Play.....	36
Policy LMH003 Dressing Room Conduct.....	37
Policy LMH004 Referee's.....	38
Policy LMH005 Media Release Form.....	39
Policy LMH006 Ice Convenor / Scheduling.....	40
Policy LMH007 Expenses.....	42
Policy LMH008 Sports Center Representation.....	43
Policy LMH009 Team Selection/Evaluations.....	44
Policy LMH010 Goalies.....	45
Policy LMH011 Exhibition Games.....	46
Policy LMH012 Donations.....	47
Policy LMH013 Member Survey.....	48
Policy LMH014 Coaches Survey.....	49
Policy LMH015 Provincials.....	50
Policy LMH016 Tournaments.....	51
Policy LMH016 Sponsors.....	52
Policy LMH017 Jerseys.....	53
Policy LMH018 Releasing of LMHA Information.....	54

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Revisions

Date	Article/By-Law	Change
May 2023	Constitution modernization	Structure, added electronic voting, discipline, strengthened roles and responsibilities, added financial controls, strengthened code of conduct, word smithed
April 2024	By-Law 16 – Player Development	Revised Age Advancement condition from: <i>The player must score in the Top 5 of the advanced age division by the evaluation team.</i> to The player must score in the Top 2 of the advanced age division by the evaluation team.
April 2025	By-Law 16 - Player Development	Revised Age Advancement condition for U7: <i>In U7, a major age player will be allowed to age advance to U9, meeting all of the existing criteria, with the exception of bullets 5-7 .to</i> Specific to U7, a player must finish in the top 50% of player evaluations and be able to compete at the U9B level.
April 2025	By-Law 4 - Financial	The balance sheet and profit & loss statement availability to ensure visibility and transparency in controlled environments with the opportunity to answer any questions.

Section 1 - Constitution

Article 1 – Name and Affiliations

Name

The local hockey association shall be known as the Lorette Minor Hockey Association (LMHA).

Affiliations

- The regional hockey association known as the Eastman Minor Hockey Association (EMHA).
- The governing body of amateur hockey in Manitoba known as Hockey Manitoba.
- The governing body of amateur hockey in Canada know as Hockey Canada.
- The Lorette Sports Center (CCLCC) user groups committee.

Article 2 – Goals and Objectives

Mission Statement

To provide a safe, enjoyable, and competitive hockey experience for all members of the community.

Goals

- To continuously improve player development.
- To deliver an affordable, cost-effective, and quality program.
- To develop a sustainable hockey program.

Objectives

- To support coaches, officials, and volunteers by providing ongoing training and access to information.
- To support the mandate of Hockey Canada and Hockey Manitoba.
- To provide a safe, inclusive, and positive hockey experience by ensuring fairness and adherence to the by-laws and policies.

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Article 3 – Board of Directors

The Board of Directors will be referred to as the “Board”.

The Executive Directors will be referred to as the “Executive”.

The Board will consist of the Executive Directors and the Directors

No more than one (1) immediate family member can hold a position on the Board.

Any member of the Board may also be a team manager or coach.

Any member of the Board may also hold positions on regional hockey association boards or other community boards.

Executive Directors

The Board shall consist of the following elected Executive Director positions:

- President
- Vice President U7-U11
- Vice President U13-U18
- Secretary
- Treasurer
- Registrar

Directors

The Board shall consist of the following elected Director positions.

- Ice Convening Director
- Equipment Director
- Fundraising Director
- Female Hockey Director
- Communications Director

Directors at Large

The Board may appoint the following Directors at Large as required.

- Past President
- Referee in Chief
- Hockey Development Coordinator

Members at Large

The Board may appoint two (2) Members at Large as required.

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Article 4 – Membership

LMHA is open to all youth who reside in the Lorette catchment area as defined by the regional hockey association.

LMHA will accommodate youth providing it can be done in a safe and fair way without putting undue hardship on the teams.

Parents and guardians of registered youth are members of LMHA.

All members are entitled to receive notice of meetings, attend the Annual General Meeting (AGM), speak at the AGM, and participate in the LMHA's programs in accordance with this constitution and its by-laws.

Only one parent or guardian of a registered youth in LMHA can vote at the AGM or electronically with one vote per family unit.

Members are not entitled to vote at Board meetings, use the association name, logo or other symbols associated with LMHA without expressed consent from the Board.

The Registrar reserves the right to request a proof of residency for any member of the LMHA.

Article 5 – Elections and Appointments

Elections

Elections shall be held in the spring of each year in person at the Annual General Meeting (AGM) or through electronic voting prior to the AGM.

Terms of Office

Executive Directors and Directors of the Board will be elected at the completion of their term of office for the position.

Executive Directors and Directors shall hold office for a term of two (2) years.
There are no restrictions on the number of consecutive terms elected.

Elections will be staggered to enable continuity with terms ending in the following years:

- | | |
|---------------------------|-------------|
| • President | – Even Year |
| • Vice President U7-U11 | – Odd Year |
| • Vice President U13-U18 | – Even Year |
| • Treasurer | – Even Year |
| • Secretary | – Odd Year |
| • Registrar | – Even Year |
| • Ice Convening Director | – Odd Year |
| • Equipment Director | – Even Year |
| • Communications Director | – Odd Year |
| • Female Hockey Director | – Even Year |
| • Fundraising Director | – Odd Year |

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Appointments

If a Board of Director position is vacated prior to the end of the term, the Board can appoint a member of LMHA to finish the term.

Any Board position not filled at the AGM can be appointed by the Board and must be reaffirmed at the next AGM. The following positions will be appointed by the Board annually.

- Hockey Development Coordinator
- Referee and Chief
- Members at Large (2)

There are no restrictions on the number of consecutive terms appointed.

Removing members from the Board

Any member of the Board who is absent without being excused by the President for two consecutive general meetings may be requested to resign.

The Board can remove any member of the Board with 2/3 of the sitting Board in favour of removal.

All resignations from the Board must be done in writing and presented at the next general meeting.

The powers of the Executive

President

Provides oversight to registration, ice scheduling, and team selection.

Ensures all Board positions are filled.

Oversees general administration of the LMHA.

Attends meetings on behalf of LMHA (or delegate another Board member)

Votes when a deciding vote is required at all LMHA meetings.

Vice President U7-U11

Shall assume the duties of the President in their absence.

Assist in the administration of the LMHA if called upon by the President.

Form and chair the Coach Selection Committee

Vote at general board meetings

Vice President U13-U18

Shall assume the duties of the President in their absence.

Assist in the administration of the LMHA if called upon by the President.

Form and chair the Coach Selection Committee

Vote at general board meetings

Treasurer

Is responsible for all LMHA financial activities.

Ensures that all finances are in accordance with governing body regulations.

Prepare and present budget for each registration period.

Vote at general board meetings

Secretary

Record all LMHA internal and public meeting minutes.

Vote at general board meetings

Registrar

Ensure that all players are properly registered in accordance with Hockey Manitoba and Hockey Canada

Enforce Hockey Manitoba deadlines for certifications.

Vote at general board meetings

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

The powers of the Directors

Ice Convening Director

Be the single point of contact for all ice convening duties on behalf of LMHA.

Responsible for submitting league home game slots and scheduling practices.

Vote at general board meetings

Equipment Director

Ensure LMHA equipment is available, safe, and fit for use prior to the season.

Vote at general board meetings

Communications Director

Prepares all communication to the LMHA Membership

Responsible for all website maintenance, social media content and communications

Vote at general board meetings

Female Hockey Director

Actively promote and recruit for female hockey on behalf of LMHA

Be the single point of contact for all LMHA Female Hockey related issues.

Ensure LMHA female hockey teams are properly registered in their respective leagues and provincials.

Vote at general board meetings

Fundraising Director

Oversee all fundraisers activities for LMHA.

Vote at Board meetings

The powers of the Directors at Large

Directors at Large do not have voting rights at general board meetings.

Past President

May act in an advisory role to the President and Vice President as required to provide continuity and historical reference.

Hockey Development Coordinator

Set coaches guidelines and strategies.

Organize and run development, goalie, and coaches' clinics throughout the season.

Referee in Chief

Oversee all referee activities for LMHA.

Ensure LMHA referees are notified of all rules, updates, and changes issued by Hockey Manitoba

Ensure rules and guidelines set forth by the regional hockey leagues in which a LMHA team play are followed.

The powers of the Members at Large

Members at Large do not have voting rights at general board meetings.

Provide parental perspective on the overall hockey experience within LMHA.

Organize and run subcommittees as directed by the Board.

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Article 6 – Meetings

General Board meetings

General board meetings are held to inform the Board of updates from governing bodies or regional hockey associations and to summarize day to day LMHA operations from the last general board meeting.

Meetings are open to all Directors of the board including Directors at Large

Meetings are not open to the general membership unless expressed written consent is provided.

Meetings must be called monthly starting in August and ending in June.

All financial and policy matters must be presented for motion at general board meetings.

A quorum must be present (50% of voting members + the President) to pass any motion.

Members or interested parties will be provided time to present at a general board meeting with 30 days' written notice to the Secretary, provided time permits.

All requests to the Secretary to attend the general board meeting must be noted in the next general board meeting minutes.

Special meetings

The President will call the Executive and applicable Directors to discuss and resolve sensitive or personal issues in a timely manner.

A summary of the meeting will be recorded and presented at the next general board meeting.

Discipline meetings

The President will call the Executive and applicable Directors to discuss and resolve matters of player, or parent or volunteer discipline.

A summary of the meeting will be recorded and presented at the next general board meeting

Annual General Meeting (AGM)

The AGM is held to inform members of the year's operational highlights, provide financial updates, hold elections, and amend the constitution and bylaws.

The President will call the AGM with 30 days' notice in the spring of each year

The AGM can be held in person or virtually.

Meeting minutes and attendance will be recorded and posted.

Article 7 – Financials

Financial Reporting

The balance sheet and profit & loss statement will be made available to any member on demand and presented at the AGM.

Banking Authority

The Treasurer, President, Vice President, and Secretary signatures will be required for setting up and managing the financial account.

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Article 8 – Amendments

Constitution

Any Member of the LMHA may submit a Proposal for Amendment to the Constitution. Proposals must be submitted in writing to the Secretary at least 30 days in advance of the AGM. The proposal must be moved and seconded at the Annual General Meeting.

Any motion moved and seconded to amend the constitution at the AGM must be voted upon electronically within 30 days and requires at least a 2/3 majority vote of all registered LMHA Members.

Electronic voting shall be available for 5 business days.

Voting will be conducted via a 3rd party electronic voting system that masks the results to maintain anonymity of Electors.

The Registrar shall provide all LMHA members primary email addresses, 1 per household for the electronic voting.

Results of the vote will be recorded and disseminated to all members.

By-Laws

Any Member of the LMHA may submit a Proposal for Amendment to the By-Laws. Proposals must be submitted in writing to the Secretary at least 30 days in advance of the AGM. The proposal must be moved and seconded at the Annual General Meeting. Changes to By-Laws require 2/3 majority vote of LMHA members in attendance at the AGM PLUS majority vote of the existing Board.

In a virtual AGM, the voting instrument in the virtual meeting (virtual voting) may be used if it maintains anonymity.

If virtual voting is to be used it will be open for 30 minutes after the meeting.

Results of the vote will be recorded and disseminated to all members.

Policies

All policies may be amended at general board meetings with 50% + 1 majority rule. Results of the vote will be recorded and available to all members.

Section 2 - By-Laws

Bylaws describe procedures in more detail that allows your organization to operate in an orderly manner. Bylaws provide further information on Constitution articles and are more easily changed as the organization itself changes. By-law changes are governed by Article 8 Amendments of the constitution.

By-Law 1 – Directors

Executive Directors

The Executive Directors are a subset of the Board. Boards cannot always gather quickly to respond to urgent matters; the Executive Director's function is to fill that gap. It functions as a steering committee and reports back to the full Board on its activities and decisions. It is answerable to the Board and every independent Director.

President

The President takes responsibility for all aspects of LMHA activities. The President must always represent the community and its association in a professional and respectful manner. The President must lead the Executive while providing direction to the Board on interests of the members.

The President

- must have two (2) years of previous experience on the LMHA Board
- Chair all meetings of the LMHA.
- Create Board meeting agendas.
- Liaison between Governing Bodies (Hockey MB & EMHA) and LMHA
- Oversee preparation of a pre-season budget to be adopted by LMHA Board
- Oversee communication strategy to members.
- Oversee LMHA Division Representatives
- Delegate duties or responsibilities to other Board member as required.
- Appoint sub-committees with empowerment to set meetings.
- Represent LMHA at RM of Taché Sport Center's User Group Meetings
- Be a member of the Coach Selection Committee
- Be a member of the Board for Regional AA Team Committee
- Chair the Discipline Committee
- Ensure policies are developed, maintained, and administered.

Vice Presidents U7-U11

The Vice President will support all Board activities and always act in a professional and respectful manner.

- Support and lead in the absence of the President and is primarily responsible for coaching activities.
- Oversee all coaches, ensuring adherence to regulations, certifications, and codes of conducts required by the governing bodies for ages U7-U11.
- Responsible for organizing and overseeing the coach selection committee for ages U7-U11.
- Oversee the parents and players coaches survey for ages U7-U11.
- Ensure that all coaches' post-season interviews are complete for ages U7-U11.
- Ensure all coaches are provided training to acceptable levels as required by the local governing bodies for ages U7-U11.
- Monitor all concerns and/or complaints regarding coaches and report these to the LMHA Board as necessary for ages U7-U11.
- Schedule all coaches' meetings for ages U7-U11.

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Vice Presidents U13-U18

The Vice President will support all Board activities and always act in a professional and respectful manner.

- Support and lead in the absence of the President and is primarily responsible for coaching activities.
- Oversee all coaches, ensuring adherence to regulations, certifications, and codes of conducts required by the governing bodies for ages U13-U18.
- Responsible for organizing and overseeing the coach selection committee for ages U13-U18.
- Oversee the parents and players coaches survey for ages U13-U18.
- Ensure that all coaches' post-season interviews are complete for ages U13-U18.
- Ensure all coaches are provided training to acceptable levels as required by the local governing bodies for ages U13-U18.
- Monitor all concerns and/or complaints regarding coaches and report these to the LMHA Board as necessary for ages U13-U18.
- Schedule all coaches' meetings for ages U13-U18.

Treasurer

The Treasurer will support all Board activities and always act in a professional and respectful manner.

- Present regular reports (Income, Expense and Bills to be paid) on the organization's financial position at every general board meeting.
- Present financial statements from the previous year and a projected financial position for the current year to the Membership at the AGM
- Provide oversight for all LMHA teams' finances, including tournament fees, exhibition games, referee costs, and income from team fundraising.
- Pay all LMHA expenses.
- Ensure that record-keeping and accounts are accurate.
- Advise on financial implications of strategic and operational plans.
- Evaluate, review, and recommend financial policy to the Executive and the Board
- Manage the LMHA financial account.
- Update the signing authority with financial institution as required.
- Ensure directions at financial institute require two signatures.
- Complete all banking in a timely manner.
- Deposit all funds into the LMHA financial account.
- Set up the financial components of the online registration.
- Collect all outstanding registrations fees.
- Set up appropriate systems for book-keeping and payments.

Secretary

The secretary will support all Board activities and always act in a professional and respectful manner.

- Be responsible for organizing, recording, and running all LMHA meetings.
- Distribute all internal and public minutes for review in accordance with policy.
- Issue notices of meetings, special events, etc. that pertain to LMHA
- Prepare the agenda prior to general board meetings and coaches' meetings as required.
- Collect and present all correspondence of the LMHA.
- Ensure all records are organized and kept in accordance with LMHA requirements.
- Assist with registration.
- Assist in preparation for Coach and Manager meeting.
- Update Coach and Manager Guidelines document
- Distribute the agenda prior to Board and coaches' meetings.
- Retain all criminal record and vulnerable sector checks, including child abuse registry.
- Provide updated LMHA Board contact information to EMHA.

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Registrar

The registrar will support all Board activities and always act in a professional and respectful manner.

- Obtain and record a list of players, teams, coaches, and safeties and submit to LMHA.
- Provide teams with copies of Hockey Manitoba approved, signed rosters.
- Complete and remit any addition/deletion forms to Hockey Manitoba zone registrar.
- Complete and remit rosters to Hockey Manitoba zone registrar.
- Oversee registration of new and returning players to LMHA.
- Send Eastman zone registrar a list of all teams and team contacts.
- Collect all criminal record checks and child abuse registry forms completed by Coaches, Assistant Coaches and Safeties.
- Verify all Coaches, Assistant Coaches, Safeties and Managers have proper certification as required by Hockey Manitoba.
- Present regular reports on variances at general board meetings.
- Create all registration forms.

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Directors

Directors are leaders of a particular function within the organization and are accountable to the general membership.

Ice Convening Director

The Ice Convening Director will support all Board activities and always act in a professional and respectful manner.

- Schedule all ice and hall requirements for LMHA.
- Set up practice schedule and confirm ice slots with Arena Managers.
- Submit potential game ice slots based on number of teams with regional hockey associations in which a LMHA teams play.
- Ensure that all rescheduling of games is in accordance with the regional hockey authority policies and procedures.
- Reconcile invoices from the rinks with ice bookings monthly.
- Schedule managers meetings as required to onboard new managers, set scheduling and playoff expectations.
- Present regular reports on ice activities by team at general board meetings.
- Organize and schedule LMHA team photo sessions.
- Manage all scheduling activities ensuring all practices and games show up on the website and each team's management app.
- Manage the ice convenors email and cloud account.
- Organize and schedule the Team Pictures.

Equipment Director

The Equipment Director will support all Board activities and always act in a professional and respectful manner.

- Secure quotes and purchase orders for all LMHA equipment as required.
- Provide direction into the purchasing strategy to equip LMHA teams in coming seasons with equipment and training aids.
- Distribute equipment provided by LMHA to teams including jerseys, goalie equipment, pucks, first aid kits, etc.
- Oversee Lorette Comet merchandise including socks, name bars, etc.
- Organize the sale of Lorette Comet merchandise for players, fans, and parents including such items as jackets, hoodies, toques, etc.
- Ensure all LMHA championship banners are on display at the start of each season.
- Present regular reports on equipment and merchandise at the general board meetings

Communications Director

The Communications Director will support all Board activities and always act in a professional and respectful manner.

- Manage and administer LMHA website, social media and team management app and platform.
- Setup LMHA website and team management app and platform each season.
- Manage email distribution lists for targeted communications.
- Manage the LMHA general email address and forward or respond to all inquiries.
- Manage LMHA email aliases.
- Present regular reports on communications issues at the general board meetings.

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Female Hockey Director

The Female Hockey Director will support all Board activities and always act in a professional and respectful manner.

- Be the main point of contact for all LMH Female Hockey related issues.
- Communicate with parents of female players prior to season start, to discuss intent to play and league options for the upcoming season.
- Represent LMH at the Eastman Female Summit meetings.
- Work closely with the LMH registrar to ensure that players and teams are properly registered in their respective leagues and provincials.
- Report Female teams' interest in Provincials to the Eastman Female Rep by Dec. 1.
- Communicate all relevant information to LMHA Executive and Female Hockey teams' coaches and managers.
- Liaise with other minor hockey associations to place LMHA Female Hockey players on teams.
- Actively promote Female Hockey on behalf of LMHA
- Act as a liaison with other minor hockey associations to place LMHA girls on teams in the event that LMHA does not have a team.
- Present regular reports on Female Hockey at the general board meetings
- Communicate all relevant information to Female Hockey teams' coaches and managers.

Fundraiser Director

The Fundraiser Director will support all Board activities and always act in a professional and respectful manner.

The fundraiser coordinator will

- Compile or develop materials to submit to granting or other funding organizations.
- Develop strategies to encourage new or increased contributions.
- Direct or supervise team managers in fundraising activities.
- Secure commitments of participation or donation from individuals or corporate donors.
- Design or produce materials such as posters, and website posts to promote, market, or advertise fundraising events.
- Secure and follow up with rink board and other advertising sponsors to LMHA.
- Present regular reports on fundraising activities at the general board meetings.

Directors at Large

Directors at Large are appointed to the Board to bring expertise or representation not otherwise available on the Board. A Director-at-large does not have voting rights as they are not elected by the membership.

Past President

- May attend meetings including coach and regular board meetings as needed.
- May be a part of the coach selection committee.
- May be part of the discipline committee.

Hockey Development Coordinator

- Member of the Coaches Selection Committee.
- Connect with coaches and provide support through coaches/manager meeting.
- Participate in the development of the parents and players annual survey.
- Apply for potential grants to support player, coach, or referee development opportunities.
- Present regular reports on hockey development activities at the general board meetings.

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Referee and Chief

- Must be certified as a referee by Hockey Manitoba and in good standing.
- Recruit referees for all LMHA games including tournaments and exhibition games.
- Provide training for all LMHA referees.
- Report all game or match penalties as required to EMHA for suspension handouts.
- Attend all meetings for Referee in Chiefs of the regional hockey associations in which a LMHA teams play.
- Record referee hours and ensure referees are paid in a timely matter.
- Ensure that all monies are paid to referees by teams for exhibition games.
- Present regular reports on referee activities and LMHA game issue at the general board meetings.

Members at Large

Members at large may be specific to certain age groups, programs or activities as required from the Board.

Organize and promote special activities.

Form sub committees for specific groups or functions as directed from the Board.

Present regular reports on early years activities at the general board meetings.

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

By-Law 2 – Committees

Coaches Selection Committee

The coach's selection committee must approve all coaching positions.

The Board may appoint an alternate chair if the Vice President is in conflict with a coach selection.

The Vice President will

- chair the committee.
- collect all completed application forms from the Registrar after teams have been selected.
- be responsible for ensuring all coach candidates are qualified in accordance with Hockey Manitoba.
- Hockey Canada and the regional hockey association guidelines.
- be responsible for organizing and overseeing the coach selection process.
- set up interviews with all coaching candidates and the selection committee.
- appoint a committee member if a conflict of interest arises with the selection committee members.
- inform the LMHA Board and all candidates of the results of the selection process.

The coach selection committee will

- be organized after team selection has been completed.
- consist of a minimum of three members.
- include the Vice President, President, and Hockey Development Coordinator.

A coach selection committee member having a child at the level for which a coach is being selected or is an applicant for the level being selected will be in conflict of interest for that level.

Results of the coach selection committee are binding and will only be reviewed if a successful candidate:

- resigns.
- is suspended from Hockey Manitoba.
- is unable to perform coaching duties.

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Discipline Committee

The discipline committee is charged with the overall responsibility and authority for hearing and resolving disciplinary issues involving participating players, coaches, team managers and parents/guardians of the LMHA. This includes:

- activities at any LMHA sanctioned event (practice, game, team activities)
- All road trips or special event travel sanctioned by Hockey Manitoba.
- Any inappropriate interaction between coaches/team management, players, and parents.
- Any violations of the Code of Conduct

This does not include any discipline imposed by governing bodies.

The discipline committee will be chaired by the President or an appointment from the President. The committee will comprise of at least 3 Directors including the President.

No person may be a member of the Discipline Committee who is:

- A complainant in the disciplinary hearing.
- A respondent in the disciplinary hearing.
- A person with a personal interest in the outcome of the disciplinary hearing, or any other conflict of interest.

A summary of the meeting will be recorded and presented at the next general board meeting.

Election Committee

An election committee will be made up from the Board whose term is not up for re-election.

The election committee will be responsible for the sending out the nomination forms, setting up the electronic election, and confirm results at the AGM.

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

By-Law 3 – Meetings

General Board meetings

- The President will call the Executive Directors, Directors of the Board and Directors/Members at Large.
- Meetings must be called every other month starting in August and ending in June.
- All financial and policy matters must be presented for motion at general board meetings.
- A quorum must be present (50% of voting members + the President) to pass any motion.
- The agenda and minutes from the previous general board will be provided before the meeting.
- Minutes of the meeting will be recorded.
- Meetings shall be run in accordance with Robert Rules.
- A summary of the minutes will be available to all LMHA members.

Special meetings

The President will call the Executive and applicable Directors to discuss and resolve sensitive or personal issues in a timely manner.

A summary of the meeting will be recorded and presented at the next general board meeting.

Annual General Meeting (AGM)

- The President will call the AGM with 30 days' notice in the spring of each year.
- The AGM can be held in person or virtually.
- The agenda and minutes from the previous AGM will be provided before the meeting.
- Meetings shall be run in accordance with Robert Rules.
- Meeting minutes will be recorded and available to all LMHA members.

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

By-Law 4 – Financial

LMHA requires financial controls and policies to prevent fraud and theft, and to provide accountability to its members. These controls provide a separation of duties across multiple individuals, ensuring the proper handling of funds, and providing for financial transparency.

The term “bank” will refer to the financial institution of a bank or credit union.

Segregation Of Duties

No single person should be able to complete a financial process without another person being involved at some stage in the process.

This is accomplished by requiring two signatures on cheques or if using electronic funds transfer, requiring two electronic approvals to transfer funds.

Monthly Bank Statement Reconciliation

Review the bank statements against the list of transactions for the month as part of the monthly reconciliation. This is accomplished by requiring the Treasurer to report both the bank transaction statement and the summary of account electronically to the board monthly to be approved and recorded in the minutes.

Cash Handling Procedures

Only cheque, credit card or electronic transfer of funds will be accepted, made out to the LMHA bank account. In the case of credit cards, only the transaction through the web services will be accepted.

Expenses

Expenses over \$250 must be approved by the Board.

All expenses must comply with the policy.

Budgets

The Treasurer will create and present the budget prior to registration.

Financial Reporting

The balance sheet and profit & loss statement will be made available in season to any member requesting a review through an invitation to the next planned board meeting for the financial portion of the agenda and presented at the AGM.

Banking Authority

The Treasurer, President, Vice President and Secretary signatures will be required for setting up and managing the bank accounts. Only one financial institution will be used for LMHA.

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Team Bank Accounts

- The Treasure has oversight over all team accounts.
- Teams are required to show an income and expense report to the team members periodically.
- Teams are required to show the income and expense report to the Treasurer if requested.
- Managers are responsible for team accounts.
- Team accounts should be a separate account at any financial institution.
- E- Transfer, cash or cheques are acceptable.
- Electronically or paper receipts must be issued for funds collected from team members.
- Any funds left over at the end of the season must be returned to the team members, donated, or given to LMHA.

Team Fundraising

Individual teams are limited to the following fundraising including tournaments.
50/50 draws, puck tosses, and money sticks.

Silent auctions at tournaments may be held with 50% of the money raised going to the host teams and 50% of the money raised going to LMHA.

Requests for any other team fundraising must be submitted in writing for approval by the LMHA board.

Teams needing funds for travel costs for Provincials will require approval from the LMHA Board prior to raising funds.

Sponsorship

All sponsorship must be approved by the LMHA Board. The LMHA Board will decide how funds are allocated.

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

By-Law 5 – Elections

Nominations

- A call for nominations will be requested 30 days prior to the AGM by the election committee.
- The call for nominations will go to all current members of LMHA via email accompanied by the nomination form.
- Any member of LMHA may put their names forward for nomination.
- Nominations must be submitted using the nomination form and accompanied by two LMHA member signatures.
- The nominations form must be returned electronically, including a self-portrait and 150-word biography to be posted beside their electronic ballots.

Nominations for President must have at least 2-year experience on the LMHA board

Elections

Elections can be held electronically prior to the AGM or virtually at the online AGM or in person at the AGM.

Electronic Elections

- Electronic voting shall be available for five (5) business days prior to the AGM.
- Elections will be conducted via a 3rd party electronic voting system that masks the results to maintain anonymity of Electors.
- The Registrar shall provide all LMHA members primary email addresses, 1 per household for the electronic voting.
- Confirmation of the results will be conducted at the AGM.
- Elected Directors must attend the AGM to be confirmed.
- Elections will be decided with 50% + 1 ballots of votes cast.

Virtual or in attendance election

- The AGM can be held in person or virtually.
- If no nominations have been received prior to the AGM, a second call for nominations may occur at the AGM.
- Any LMHA member in attendance may put their name forward for nomination.
- Paper voting will be conducted by the election committee or if a virtual meeting, the voting instrument in the virtual meeting (virtual voting) may be used if it maintains anonymity.
- If virtual voting is to be used it will be open for 30 minutes after the meeting.
- Elections will be decided with 50% + 1 ballots cast who are in attendance.
- Election results will be recorded.

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

By-Law 6 – Registration

LMHA provides an inclusive environment for youth to play organized hockey. Programs from Sport Manitoba and other business sponsors may provide financial assistance. LMHA will work with these sponsors to accommodate financial needs. LMHA will work with other organizations to ensure all youth can be accommodated reasonably.

Registrations will be completed online through the Hockey Canada website.

All members trying out for regional teams (AA & AAA) in the Lorette catchment area must first register with LMHA.

The payment schedule will be set annually prior to registration by the Board.

The payment schedule will include:

Insurance, Hockey Manitoba Registration fees, Hockey Canada Registration fees, Regional Hockey Organization league fees, LMHA fees, fundraising fees, and early registration deposit.

Four equal monthly installment payments will be established prior to the opening of the registration.

Any outstanding fees from the previous season must be remitted in full before current registration will be accepted.

Under certain circumstances alternative arrangements may be considered by the Board.

Registration Refunds

Refunds will not be given after December 15.

Refunds will be prorated on a monthly basis and be deducted from the refund as per policy.

Insurance, Hockey Manitoba, Hockey Canada, and league fees will be included in the first registration payment with the deposit.

Banking, payment, or online fees will not be refunded.

By-Law 7 – Certification/Screening

Certification and screening are defined by the governing bodies of Hockey Manitoba and Hockey Canada. The Registrar is responsible for ensuring police background checks, coaching qualifications and child abuse registry documentation is in order as required by the governing bodies.

By-Law 8 – Coach Selection

LMHA strives to provide the best coaching experience for our youth, while providing coaches with support, guidelines, and information. The head coach's role in this experience is pivotable to success.

The Coach Selection Committee will review all coaching applicants for all teams.

Coaches may put their names forward during online registration or in writing after teams have been formed. Coaches may coach multiple levels but must be head coach to only one team.

If no person applying is deemed acceptable as defined by the code of conduct, conflict of interest guidelines, or previous disciplinary, then the Board reserves the right to appoint a coach.

Where there is more than one person volunteering to be head coach, the coach's selection committee will interview the candidates and render a decision.

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Coaches will be selected based on the following criteria:

- Interpersonal skills
- Communications skills with parents and players
- Problem solving skills.
- Ability to teach, relate and work positively with the players.
- Coaching and playing experience
- Certification
- Past performance
- Hockey knowledge
- Time commitment
- Conflict resolution
- Coaching Philosophy

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

By-Law 9 – Team / Player Selection

LMHA board will form teams based on tiering to ensure player development and competitiveness in the league. Tiering players can become emotional amongst parents and can be counterproductive amongst youth. Every effort will be made to evaluate fairly and confidentially to minimize biasing.

LMHA will decide the tiering of teams in accordance with the governing rules, competitiveness of the teams, and the hockey experience.

- Evaluations will be conducted for each level U9 and above if the maximum roster size is exceeded for that level.
- Evaluation will be conducted by a third party with no youth connection to LMHA.
- The third-party evaluator will consist of 3 or more evaluators unless otherwise approved by the Board.
- The third-party evaluators will be provided with criteria for evaluations from the Board.
- Each player will be provided a minimum of three skates to be evaluated.
- Skates will be adjusted to groupings based on skill level as determined by the evaluators.
- Evaluators will mask the results provided, with only the President seeing the scores based on player ID.
- Evaluation scores will not be released to members.

The Board will determine team size based on finances, coach availability and other criteria that may impact LMHA or player development.

Team tiering (A,B,C) is governed by the regional hockey association with input from LMHA.

Previous coach input may be required for bubble players at the discretion of the Board

U7 teams will be evaluated by the U7 coaching team and tiered accordingly with Board approval.

Results from evaluators will not be shared with LMHA members.

Team selection is kept confidential amongst the Board.

By-Law 10 – Conflict of Interest

No member of the Board may benefit financially from any dealings or transactions of procurement with the LMHA Board.

No member of the Board may be involved with a decision that impacts their child or family member directly such as team selection, coach selection or disciplinary decisions.

Any Board member in a conflict-of-interest situation will be removed from the proceedings surrounding the conflict of interest as determined by the Board.

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

By-Law 11 – Code of Conduct

The purpose of this Code is to ensure a positive and safe hockey experience for players, coaches, managers, parents, and Board by making Individuals aware that there is an expectation, at all times, of appropriate behaviour.

The Association supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect and fairness.

This code applies to all LMHA activities, games, practices, tournaments, and team events.

This code applies to conduct that may occur outside of LMHA events when such conduct adversely affects relationships within LMHA and its sport environment and is detrimental to the image and reputation of LMHA or its members.

An Individual who violates this Code may be subject to sanctions pursuant to the Association's Discipline By-Laws and policies. In addition to facing possible sanction(s) pursuant to the Association's Discipline By-Laws and Policies, an Individual who violates this Code during a game, practice or otherwise, may be suspended and the Individual may be subject to additional disciplinary action.

Any member of the Association found to have engaged in acts of violence or harassment against any other member (player, coach, parent, official, team official) or other third party at any LMHA event, will be subject to appropriate disciplinary action as outlined in the regional association constitution.

All players, parents and team officials acknowledge the appropriate Code of Conduct agreement when registering for the season.

Board

All Directors will

- adhere to the code of conduct.
- respect the confidentiality of the Board including all internal dialogue.
- refrain from social media campaigns against the Board or any of its members.
- refrain from engaging in social media debates regarding hockey operations.
- refrain from portraying fellow Board members negatively.
- respect the decisions of the Board.
- follow the respect in sport guidelines both on and off the ice.
- adhere to all policies and guidelines outlined by LMHA, the regional hockey authority, Hockey Manitoba, and Hockey Canada.

Coaches

Coaches will adhere to all the Respect in Sport Activity Leaders Guidelines at all LMHA sanctioned events.

Adhere to all policies and guidelines outlined by LMHA, the regional hockey authority, Hockey Manitoba, and Hockey Canada.

Members & Players

Members and Players will Adhere to all the Respect in Sport Guidelines at all LMHA sanctioned events.

Adhere to all policies and guidelines outlined by LMHA, the regional hockey authority, Hockey Manitoba, and Hockey Canada.

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Social Media

All LMHA members will refrain from social media activities that will negatively affect the coaches, managers, players, other members, or the Board.

Parents may only post pictures of their own child involving LMHA events to social media.

Team Contact information is for the purposes of LMHA activities only and should not be shared externally.

Parents Pledge

LMHA encourages all parents and guardians to read the pledge and expects adherence to it in order to observe the principles of fair play.

- I will not force my child to participate in hockey.
- I will remember that my child plays hockey for their enjoyment, not mine.
- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence. I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
- I will show respect for my team's opponents, because without them there would be no game.
- I will teach my child that doing their best is as important as winning, so that my child will never feel defeated by the outcome of a game.
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- I will not have unrealistic expectations.
- I will remember that players are not professionals and cannot be judged by professional standards.
- I will never ridicule or yell at my child for making a mistake or losing a game.
- I will remember that children learn best by example.
- I will applaud good plays and performances by both my child's team and their opponents.
- I will never question the official's judgment or honesty in the public forum.
- I will support all efforts to remove verbal and physical abuse from minor hockey games.
- I will not use bad language, nor will I harass players, coaches, officials, or other spectators.
- I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child.
- I will respect the coach's decisions and encourage open communications with them.

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Fair Play Code of Conduct for Coaches

LMHA encourages all Coaches to read the pledge and expects adherence to it in order to observe the principles of fair play.

- I will be reasonable, remembering that players have other interests and obligations.
- I will teach my players to play fairly and to respect the rules, officials, and opponents.
- I will ensure that all players get equal instruction and support time.
- I will not ridicule or yell at my players for making mistakes or for performing poorly.
- I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- I will make sure that equipment and facilities are safe and match the player's ages and abilities.
- I will remember that participants need a coach they can respect.
- I will be generous with praise and set a good example.
- I will obtain proper training and continue to upgrade my coaching skills.
- I will foster regular and effective communications with the parents.
- I will ensure that locker room behavior is acceptable and nonthreatening for all Participants, and that locker room supervision is always maintained.
- I will remember that it is a privilege, not a right to coach.
- I will give each team member a fair and honest chance to play.
- I will obtain all necessary certifications and credentials as required.
- I will endeavor to ensure a safe environment for all players involved.

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

By-Law 12 – Discipline

Discipline shall be imposed fairly, consistently and in relation to the wrongdoing. In most cases discipline should be considered a coaching moment rather than a punishment with the desired outcome of changing ongoing behaviour.

Discipline for failure to comply with code of conducts for players, coaches, managers, members, and Board can include the suspension or revocation of an offender's LMHA membership.

The LMHA Discipline Committee shall deal with all complaints of major infractions within its jurisdiction and may deal with complaints of minor infractions if so, directed by the President.

LMHA discipline will not address discipline already imposed by the regional hockey authority.

Players Discipline

Coaches are the first line in managing player and team behaviour and are responsible for creating the safe, fair, and positive hockey experience.

From time-to-time coaches will have to address player behaviour. LMHA believes in positive coaching opportunities rather than imposing consequences. However, consequences may be required for continued unacceptable behaviour.

Major misconduct behaviour must be documented to address parent concerns and to ensure the behaviour is appropriately managed moving forward.

Major misconduct (bullying / fighting) / behaviour during practices or team events will:

- immediately be addressed by the coach.
- result in player ejection from practice or event.
- be discussed with the parent within 24 hrs.
- be reported to the LMHA Division Rep by email within 24 hrs.
- LMHA may suspend or revoke membership for multiple infractions.

Disrespect for coaches / players / officials

- Players contravening code of conduct during a game may be benched for up to one period during the game to maintain discipline and safety.
- Players contravening code of conduct during a practice may be ejected from the practice.
- Coaches will discuss the rationale for discipline with the players parents within 24 hours.

Continued infractions will result in reporting to the LMHA Divisional Rep and may result in suspension or revocation of membership for multiple infractions.

General misconduct

- Coaches are encouraged to engage in positive coaching moments rather than discipline.
- Coaches are encouraged to discuss the unwanted behaviour with the parents.
- Coaches are encouraged to reach out to LMHA Vice President or Board for support.
- Coaches will not bench players for behaviors other than what has been identified above.

Coaches / Managers Discipline

Coaches engaging in inappropriate behaviour including but not limited to breaching the code of conduct at LMHA events may be called in front of the LMHA Disciplinary Committee.

LMHA will report any criminal behaviour to the authorities.

LMHA Board may suspend or revoke membership or coaching privileges.

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Member / Parent Discipline

Parents or members engaging in inappropriate behaviour including but not limited to breaching the code of conduct at LMHA events may be called in front of the LMHA Disciplinary Committee.

LMHA will report any criminal behaviour to the authorities.

LMHA Board may suspend or revoke membership.

Board of Director Discipline

LMHA Board members not conducting themselves in an appropriate manner as deemed by the majority of the Board will be held accountable and may be relieved of their position for the remainder of their term.

Appeals

Should either the complainant or respondent feel that a decision of the Disciplinary Committee has not satisfactorily resolved the issue, the decision may be appealed to the regional governing body in accordance with their procedure.

By-Law 13 – Coaches Roles and Responsibilities

Qualifications

- Available to meet time requirements.
- Strong hockey background in playing, coaching, evaluating.
- Strong interest and commitment to child/athlete development
- Ability to work with fellow coaching personnel.
- Ability to communicate on and off-ice requirements to players and parents.
- Hold coaching certifications required by Hockey Canada.
- Hold Respect in Sport - Coaches and Activity leaders.
- Police Records Check/Vulnerable Sector Check.

Responsibilities

- Serve as the official spokesperson on behalf of the team.
- Coordinate the delegation of responsibilities to the assistant coaches and manager.
- Plan on and off-ice activities in consultation with the assistant coaches
- Plan, implement and control pre-game preparation and communication with the team.
- Design the practice plans in consultation with the assistant coaches and partner team coach.
- Coach the team in all games and practices.
- Establish rules for the team and oversee the supervision of the play.
- Plan the operation of the team during the games.
- Plan the supervision of players off and on the ice.
- Plan the formulation of the game plan.
- Follow Hockey Canada's Player Pathway program to ensure proper player development.
- Weekly practices and/or games; approximately 2-3 hours in duration.
- Weekly game/practice preparation; usually 1-2 hours in duration.
- Tournaments (home and away).
- Attend team/association meetings as required.
- Check emails and answer any inquiries in a timely fashion.

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

By-Law 14 – Managers Roles and Responsibilities

Qualifications

Respect in Sport for Activity Leaders certification

Responsibilities

- Act on direction of team head coach and report directly to the team head coach.
- Communicate with parents regarding team meetings, activities, and events.
- Check emails frequently and answer in a timely fashion.
- Obtain necessary supplies and equipment for the team, i.e., socks, jerseys.
- Distribute jersey numbers and report player names/numbers to registrar.
- Collect money from parents for supplies, tournaments, fundraising.
- Open a bank account and submit a financial summary to the team according to LMHA policy.
- Book tournaments, and accommodations when required.
- Inform Ice convenor of tournament dates.
- Complete all forms required (Affiliated Player (AP), travel permits)
- Generate a team contact list.
- Apprise parents of the practice and game schedules.
- Collaborate with jersey manager, parent rep and safety person.
- Prepare pre/post game sheets and report scores according to league policy.
- Work with the Fundraising Director to implement any fundraising plans.
- Ensure there are parents to work clock, scoresheet and 50/50 at every home game.
- Reschedule games when needed.
- Work closely with Ice Convening Director and opposing team manager to book playoff ice.
- Notify Ice Convening Director immediately if there are any ice changes or discrepancies.

By-Law 15 – Communications

LMHA will strive to be transparent in its operations. Although some discussions need to be kept confidential, LMHA members can request to see a summary of General Board meetings showing motions and voting counts along with a summary of expenses.

Only the President or President delegates may speak on behalf of LMHA.

The Communications Director will

- release information via websites, social media, or member email at the request of the President
- post the summary of meeting minutes (General Board and AGM) on the LMHA website.
- facilitate member surveys as directed by the LMHA Board.
- facilitate coaches survey as directed by the LMHA Board.

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

By-Law 16 – Player Development

Age Advancement

LMHA seeks to group like-skilled players together to promote player development. Typically, this is accomplished through team tiering. In rare circumstances this would involve moving a player up to the next age group.

Players will be considered eligible to play up with the older age level based on the following conditions:

- A player can only play up one age level.
- No more than two players will be allowed to play up per team unless it's required to fulfill viability of a new team.
- The player must be of major age in their current age group.
- The player must first be registered and play within their own age division.
- The player must participate in both their own age division and the advanced age division evaluations.
- The player must score as the top ranked player in their own age division.
- The player must score in the top 2 of the advanced age division by the evaluation team.
- Previous coach recommendations based on the player's ability, skill level, versatility, mental maturity, and physical attributes.
- The benefit to the player's development outweighs the negative impact placed on the younger team's performance due to the movement.
- The older team player development would not be adversely affected.
- The age category the player to be advanced is leaving would not incur a problem with the number of remaining players that puts its viability in jeopardy because of the advancement.
- The age category the player to be advanced is going to would not incur a problem with the number of remaining players that puts its viability in jeopardy because of the advancement.
- In U7, a major age player will be allowed to age advance to U9, meeting all of the existing criteria, with the exception of bullets 5-7. In place of those criteria, specific to U7, a player must finish in the top 50% of player evaluations and be able to compete at the U9B level.
- A written request or completed application form for a player to "play up" must be submitted to the Registrar at time of registration.
 - The request must specify the skills, achievement, and personal qualities of the player which lead the parent(s) to believe that such a move is in the best interest of the player.

Parents will be responsible for any associated costs for age advancement placement.

At the end of each season, the player must return to their own age level and re-apply to play up the following season in order to be considered to play up again.

Goalie positions are to be included in the Age Advancement process. The goalie must place as the top goalie to be considered for age advancement.

The LMHA Board has the final decision.

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

By-Law 17 – Complaints Process

LMHA strives to provide a safe and respectful hockey experience. From time-to-time parents, coaches, managers, and the Board will have opposing opinions, which, left unchecked, can deteriorate the overall experience. LMHA wants to be open and transparent in every part of the hockey experience. When an issue arises, the following process must be followed:

On-ice issue

- Wait 24 hours to consider your actions.
- Talk to the manager and/or coach about the situation. Most differences can and should be resolved at this level.
- If unresolved contact the LMHA Division representative
- The LMHA Divisional representative will bring your complaint forward to the Board as required.
- The LMHA Divisional representative will communicate the Board's findings with the complainant.

Issues with the Board

- All complaints must be in writing to the President and the Secretary of the LMHA Board
- All complaints must identify the article in contention and have identified and recognized names of the complainant.
- All complaints will be read at the next general meeting of the Board.
- The Board may request your attendance at the next general meeting.
- The President or Secretary will address the complaint verbally or in writing.

By-Law 18 – Appeal Procedures

LMHA Board will try to be as fair as possible in all their decisions. From time to time the decision of the Board may not be well received and further arbitration may be required.

LMHA is governed by the regional hockey authority, the Hockey Manitoba, and Hockey Canada. Each level has a specific process to appeal decisions from the LMHA Board.

Section 3 - Policies

Policies contain more details to support the constitution and by-laws. Policies can be amended by majority vote of the Board at any general meeting in accordance with Article 8 - Amendments of the Constitution

Policy Number	Policy Description
LMH001	Registration & Refunds
LMH002	Fair Play
LMH003	Dressing Room Conduct
LMH004	Referee's
LMH005	Media Release Form
LMH006	Ice Convenor / Scheduling
LMH007	Expenses
LMH008	Sports Center Representation
LMH009	Team Selection/Evaluations
LMH010	Goalies
LMH011	Exhibition Games
LMH012	Donations
LMH013	Members Survey
LMH014	Coaches Survey
LMH015	Provincials
LMH016	Tournaments
LMH017	Jerseys
LMH018	Releasing of LMHA information

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Policy LMH001 Registration & Refunds

Revision	Date	Rationale
0	Jan 2023	Original

Rationale

To provide a clear definition of established procedures regarding key aspects of the LMHA Registration & Refund Policy.

General Principles:

- Season runs from August 1 to July 31
- Hockey Canada sets up registration online.
- Lorette Minor Hockey Association (LMHA) will use the Hockey Canada Registration website.
- LMHA will strive to have early registration open in August of each year.
- The Treasurer and Registrar need to be familiar with the website prior to going live.
- Funds will be collected via credit card debit through the Hockey Canada site.

Refunds

Refunds will be applied back to the credit card used on the Hockey Canada site.
Members must ensure their credit card information is correct.

Refund Criteria

- All refunds have to be requested by the registrants or a parent/guardian on their behalf.
- Registrants receiving subsidies will not be able to apply for refunds via Lorette Minor Hockey.
- Refunds will not be processed for any player who is currently expelled and/or suspended from playing hockey.
- Refunds will not be given for games missed during the season due to short term injury.
- All refunds will be at the discretion of the LMHA Board.

Non-Medical Refunds

Players that withdraw from LMHA for non-medical reasons are entitled to a refund of their registration fees in accordance with the following prorated accordingly:

Prior to October 15 th	Prior to team formation and roster submission	100%
	After roster submission	Minus insurance and fees
October 16 th – November 15 th		75%, minus insurance and fees
November 16 th – December 15 th		50%, minus insurance and fees
After December 15 th		No Refund

For players successfully making a Eastman AAA, AA program or a High School hockey program a refund of 100% will be issued upon notification to LMHA.

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Medical Refunds

Players withdrawing for medical reasons as a result of injuries whether related to hockey or otherwise will be prorated as outlined above.

Refunds requests received after December 15th will be reviewed by LMHA Board in the following circumstances.

- 1) Season ending injury.
- 2) Medical reasons preventing the registrant from participating any further.
Registrants will need to provide LMHA with a signed letter from players Physician, noting the date of injury and indicating that the participant cannot participate for the remainder of the current season.

Special Circumstances

Refunds may be considered by the Board for special circumstances.

References

By-Law 6 Registration

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Policy LMH002 Fair Play

Revision	Date	Rationale
0	Jan 2023	Original

Rationale

Lorette Minor Hockey Association (LMHA) believes in the Fair Play codes as outlined by Hockey Manitoba and Hockey Canada and will work diligently to ensure that these policies are followed by its members.

General Principles:

- All players are to be granted reasonable equal playing time.
- There will be no discrimination against players for any reason, including ability.
- Coaches have the discretion to use players during a game in accordance with game circumstances.
- While coaches may not be able to provide equal playing time for each player in every game, they must, however, endeavor to equalize playing time over the course of a season.
- All players registered with LMHA must comply with the "Team" component of Fair play, this meaning; all players are obligated to attend the majority of scheduled practices.
 - Majority meaning; at least 90% unless player(s) have a bonafide reason for absence. For example, sickness, family emergency or Family vacation.
- Failure to comply may result in a meeting requested with the player's parent/guardian and coaches; the result of which will determine any additional steps taken.
- Coaches may only bench players for reasons impacting safety of the player or other players during the course of the game.

References

By-Law 12 Discipline

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Policy LMH003 Dressing Room Conduct

Revision	Date	Rationale
0	Jan 2023	Original

Rationale

To provide players, coaches, and managers with a safe and inclusive environment in the change room area

General Principles:

- Players U11 and down, mixed genders teams may change in the same room, at the same time in the presence of two properly registered and screened adults.
- Separate dressing rooms are required for teams with mixed gender players for the U13 and above.
- Male players are required to be either fully dressed in their street clothes or dressed from the waist down in their hockey equipment prior to the female player(s) entering the room.
- Male players are not allowed in Female change rooms.
- Coach/Managers are required to request a separate dressing room for the female player(s) from the arena attendant (both home and away) when a female(s) player is playing on a mixed co-ed team.
- It is the responsibility of the coach to ensure all players are involved in both pre-game and post-game activities.
- When separate facilities exist for both male and female, players shall make use of these separate facilities.
- If the facility does not have separate changing areas available, players shall address the issue by dressing, undressing and showering in shifts.
- It is the responsibility of the team to provide a plan and actively manage the risk to ensure the safety of individual players.
- At no time shall an adult be alone with a child in a dressing room.
- Coaches and managers shall always be paired with another adult when interacting with youth in the change room areas.
- Parents / Guardians are requested to stay out of the change room area for U13 and above.
- Parents / Guardians should only be in the change room area to assist in dressing and skate tying for U11 and below. They are requested to leave the area once the player is dressed / undressed.
- Children with special needs or requirements may be accompanied by their parent/guardian as required.
- No player or coach shall engage in hazing or other demeaning behaviour.
- Music players are allowed in the change room subject to coaches' approval.
- Music play list should be age appropriate and nondiscriminatory in nature for all players within hearing proximity.

References

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Policy LMH004 Referee's

Revision	Date	Rationale
0	Jan 2023	Original

Rationale

To ensure development and payment of referees is consistent and promotes sustainability within our community.

General Principles:

- The Referee & Chief will administer payment of referees for course fees and games worked.
- Lorette Minor Hockey Association (LMHA) will reimburse developing referees for referee course fees after 5 games have been worked.
- Referee can be paid in cash, cheque, or electronic funds transfer.
- Referees will be paid in accordance with the Eastman Referees Fee schedule.
- Referees will be paid in accordance with the Eastman Referees milage schedule.
- The Referee & Chief may be provided an advance equivalent to 2 weeks Referee Fees
- Hosting teams are responsible for paying referees for exhibition games.

References

By-law 4 Financial

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Policy LMH005 Media Release Form

Revision	Date	Rationale
0	Jan 2023	Original

Rationale

To ensure permission has been granted to use your name and picture for Lorette Minor Hockey Association activities.

General Principles:

- The following paper form or approved electronic facsimile of the form must be filled out by any adult member whose image and or biography will be used to promote or communicate Lorette Minor Hockey Association activities.
- This includes all Board members.

Form:

I, _____, grant permission to Lorette Minor Hockey Association, hereinafter known as "LMHA" to use my image (photo or video) in LMHA Media publications, communications, correspondence and advertising including but not limited to:

- ☐ Website
- ☐ Newsletters
- ☐ Social Media

I hereby approve the provided picture to be used in the aforementioned manner, whether that is known to me or unknown, and I waive the right to royalties or other compensations that may arise from use of the image.

I further approve the use of my self-written biography to accompany said image in the use for the same Media.

Please **Initial** below.

_____- I am 18 and competent to contract in my own name. I have read this release before signing below and fully understand the contents. I understand that I am free to address any specific questions regarding this release, and I agree that my failure to do so is interpreted as a free and knowledgeable acceptance of this release.

Signature: _____ Date: _____

Name (Please Print) _____

References

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Policy LMH006 Ice Convenor / Scheduling

Revision	Date	Rationale
0	Jan 2023	Original

Rationale

To ensure consistent and fair scheduling amongst teams

General Principles:

The Ice Convenor will receive an honorarium of \$40.00 per registered LMHA team per season.

Practices will be scheduled with an emphasis on consistent days and times so that players and coaches can plan their personal weekly schedules.

i.e., U9 A Mondays and Thursdays

Practices

- Younger aged teams will be slotted in the earliest evening and weekend time slots.
- U13 teams and below will be scheduled earlier than 8:00 pm on any given day.
- U15 will be scheduled no later than 9:00 pm on any given day.
- Weekday practices will not start before 5:00 pm

Example

	MON 23	TUE 24	WED 25	THU 26	FRI 27
GMT-05					
8 AM					
9 AM					
10 AM					
11 AM					
12 PM					
1 PM					
2 PM					
3 PM					
4 PM					
5 PM	U9-A 5pm, Lorette - Half	U9-B 5pm, Lorette - Half		U9-Blue 5pm, Lorette - Half	U9-Red 5pm, Lorette - Half
6 PM		U11-A 5:15pm, Lore	U11-B 5:15pm, Lore	U11-B 5pm, Land	U11-C 5pm, Land
7 PM		U13-C 6:30pm, Lore	U13-F 6:30pm, Lorette - Half	U13-A 6pm, Lorette - Half	U13-C 5:15pm, Landmark
8 PM		U13-A 7:45pm, Lorette - Half	U13-B 7:45pm, Lorette - Half	U13-B 6:15pm, Landmark	U13-F 6:15pm, Landmark
9 PM	U15-F 8:45pm, Lorette - Full Ice	U15-B 9pm, Lorette - Full Ice		U15-L 9pm, Lorette - Full Ice	U15-F 7:45pm, Lorette - Full Ice
10 PM					

Games

- Games take priority to practices.
- Rescheduling of games will be done in this order:
 - Available weekend afternoon slots in Lorette
 - Available morning slots in Lorette
 - Available weekend slots in alternate arenas

If games cannot be rescheduled on weekends the final option will be to bump weekday practices.

The ice convenor will keep a running record of practices counts by team to ensure parity.

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Teams will be provided 2 practices / 7-day week minimum where practical. Holidays, rink availability, and games, tournaments and other team events may impact practices.

U9-U13 will normally be scheduled for half ice practices, but may get full ice or staggered ice as opportunities arise taking into account fairness amongst teams, budgetary constraints, and ice availability.

Practices can be in Lorette, or an alternative rink as deemed necessary by the Ice Convening Director.

The Ice Convening Director will hold a manager meetings prior to start of the season to lay out the initial practice schedule, in December to update teams, and prior to playoffs to advise on playoff requirements.

Tournaments dates must be submitted to the ice scheduler as soon as they are confirmed

References

Eastman constitution - Section J

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Policy LMH007 Expenses

Revision	Date	Rationale
0	Jan 2023	Original

Rationale

To provide clarity on what expenses will be reimbursed and the process to receive reimbursement.

General Expense Reimbursement

The Board must pre-approve all expenses not identified in the budget.

Travel

- Kilometers will be reimbursed to attend Eastman, Hockey Manitoba, or Hockey Canada meetings outside the RM of Tache for the purposes of Lorette Minor Hockey Association activities with President approval.
- Travel will be paid at the same rate per Hockey Manitoba guidelines.
- Travel will be from the point of resident and return or actual KM driven, whichever is less.
- If more than one member is in attendance, then the members should carpool with only one member submitting expenses.

Exceptions

The Executive Board may direct up to \$1000 in expense with Treasurer approval in circumstances that require immediate attention.

The expense must be approved at the next general meeting minutes.

References

By-Law 4 - Financial

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Policy LMH008 Sports Center Representation

Revision	Date	Rationale
0	Jan 2023	Original

Rationale

To ensure the interests of Lorette Minor Hockey Association (LMHA) are communicated with the Lorette arena authority and the RM of Tache

General Principles:

The Board will appoint 1-2 Directors to attend the Sports Center meetings. LMHA is given 1 vote at the table, but more may attend to speak to the user group committee.

References

By-Law 15 - Communications

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Policy LMH009 Team Selection/Evaluations

Revision	Date	Rationale
0	Jan 2023	Original

Rationale

To ensure fair and transparent selection of teams

General Principles:

The Board will be called to a special in camera meeting to form the teams.
All conversations surrounding the selection of team will be kept confidential.

Only the President or President delegate shall be able to see the player's score from the evaluator.

The President or President delegate shall not have access to the relationship between the evaluators ID and the player. This ensures that no one on the Board can determine the players score prior to Team Selection

The players' evaluation score will not be made available to parents or any Board except the President

Tiered Teams (A, B, C)

The top players in terms of evaluation score will be selected for the top team until it reaches the maximum number of players determined by the Board. This process will continue until all teams are filled.

Non-Tiered Teams

Starting with top players in terms of evaluation score, Team 1 will get the first player, Team 2 will get the second and third player, Team 1 will get the 4 & 5th player and so on. This will ensure the teams are as equal as possible.

In rare circumstances U9 and above, friend requests may be accommodated providing it does not adversely impact player development or team competitiveness.

The Board can make minor changes to accommodate special circumstances.

Reference

By-Law 9 – Team / Player Selection

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Policy LMH010 Goalies

Revision	Date	Rationale
0	Jan 2023	Original

Rationale

To ensure that teams with more than one (1) goalie have a predefined plan for coaches on how to manage their goalies.

General Principles:

During registration process, members registering their player as a goalie will be provided a discount.

Players registering as a goalie will identify if they are willing to play as a skater if multiple goalies on their team.

If they determine they are willing to play as a skater, they will be evaluated as a goalie and skater.

If they determine they are not willing to play as a skater, they will be evaluated as a goalie only.

If evaluated as both a goalie and skater, the results of the evaluation as both a goalie and skater will determine the team placement of the player

Placements will be determined based on the number of goalies in the age division

Evaluation result examples:

- Goalie A/Skater A – Placed on A
- Goalie A/Skater B – Placed on A or B
- Goalie A/Skater C – Placed on B or C

- Goalie B/Skater A – Placed on A or B
- Goalie B/Skater B – Placed on B
- Goalie B/Skater C – Placed on B or C

- Goalie C/Skater A – Placed on B
- Goalie C/Skater B – Placed on B or C
- Goalie C/Skater C – Placed on C

Reference

By-Law 9 – Team / Player Selection

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Policy LMH011 Exhibition Games

Revision	Date	Rationale
0	Jan 2023	Original

Rationale

To ensure consistency amongst Lorette Minor Hockey Association (LMHA) teams

General Principles:

- All costs associated with exhibition games will be paid for by the team.
- LMHA Ice Convenor will book exhibition games in Lorette, keep track of the games and send notification to the Treasurer of the games being played for invoicing purposes.
- Teams are responsible for contacting Eastman, securing and paying for referees and any other additional expenses incurred.
- LMHA will invoice teams directly for exhibition games.
- Exhibition games will take priority over weekend practices.
- Ice rental rate will be the same as LMHA rate.

Reference

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Policy LMH012 Donations

Revision	Date	Rationale
0	Jan 2023	Original

Rationale

To ensure consistency in responding to donation requests

General Principles:

Lorette Minor Hockey Association (LMHA) does not donate members' monies to special causes or requests.

LMHA may sanction certain LMHA fundraising activities towards special requests.

Reference

By-Law 4 – Financial

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Policy LMH013 Member Survey

Revision	Date	Rationale
0	Jan 2023	Original

Rationale.

To gain feedback from the members to help improve the Lorette Minor Hockey Association program.

General Principles:

Member surveys will seek to gain meaningful feedback about the hockey experience during the season, what worked well and what needs improving.

LMHA will conduct an electronic survey.

Example questions

Communications

- 1) How well did LMHA provide communications prior to registration?
- 2) How well did LMHA provide communications at the start of the season (Sept - October)
- 3) How well did LMHA provide communications throughout the season?

Team Selection

- 4) How satisfied were you about the evaluation process.
- 5) How satisfied were you about the team selection

Ice Scheduling

- 6) How satisfied were you with consistency of practices.
- 7) How satisfied were you with the number of practices you had during the week.
- 8) How satisfied were you about the number of ice times

Teamlinkt

- 9) How satisfied were you with the TeamLinkt app

Development

- 10) How satisfied were you about the number of clinics that were held.
- 11) How satisfied were you about the development opportunities

Enjoyment

- 12) Did your child enjoy the LMHA hockey experience.
- 13) Did you as a parent or guardian enjoy the hockey experience

Improvements

- 14) What should LMHA improve on

Comments

- 15) Please provide additional comments to help improve the overall hockey experience.

Reference

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Policy LMH014 Coaches Survey

Revision	Date	Rationale
0	Jan 2023	Original

Rationale

To gain feedback from the parents to help improve the hockey experience presented from the coaching staff.

General Principles:

Coaches survey will seek to gain meaningful feedback about the players experience with the coaching staff in order to improve coaching and player development.

The Vice President will oversee the survey.

The communications Director will conduct the survey.

LMHA will conduct an electronic survey.

Example

Coaches play an integral role in your child's hockey experience; coaches are volunteers and usually parents of players on your team. They give up a great deal of time to ensure your child has a positive experience.

Lorette Minor Hockey Association provides coaching clinics and direction to help our coaches.

1. Please identify the team your child was on. (U9A, U11B etc.)
2. How knowledgeable was the Coach about the game and rules of hockey. (1-4)
3. How effectively did the Coach communicate with the players. (1-4)
4. How positive and prepared was the Coach for practice and games. (1-4)
5. How effective was the Coach in encouraging individual improvement while attempting to build team unity? (1-4)
6. Was the Coaches Bench demeanor during games and practices promoting sportsmanship and is age appropriate? (Y/N)
7. Would you like to have this coach return next season? (Y/N)
8. Did your child have fun this year? (Y/N)
9. Comments

Reference

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Policy LMH015 Provincials

Revision	Date	Rationale
0	Jan 2023	Original

Rationale

To support the teams going to Provincials by subsidizing some of their costs

General Principles:

Lorette Minor Hockey Association (LMHA) will provide practices to newly formed teams such as a female team where a female team does not already exist.

LMHA will pay up to 50% of the cost of any playdown games required by LMHA teams.

Playdown games are games required to determine which teams represent Eastman in the Provincials

Games cost include ice rental and referee costs.

Game costs do not include transportation costs for players or teams.

The cost of Provincials will be covered by the team.

Sponsorship and team fundraising need to be approved by the Board.

Reference

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Policy LMH016 Tournaments

Revision	Date	Rationale
0	Jan 2023	Original

Rationale

To ensure consistency amongst Lorette Minor Hockey Association (LMHA) teams.

General Principles:

Lorette Minor Hockey Association (LMHA) will support hockey tournaments held in Lorette.
LMHA will not pay for any expenses for away tournaments.

LMHA may provide ice time in Lorette to help support home tournaments.
LMHA Board must approve any home tournaments and fundraising activities associated with it.

All sponsorship or funding request must be approved by the LMHA Board or delegated committee.

Reference

By-Law 4 - Financial

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Policy LMH016 Sponsors

Revision	Date	Rationale
0	Jan 2023	Original

Rationale

To ensure sponsorship requests are consistent, organized and reflect the values of the Lorette Minor Hockey Association.

General Principles:

Lorette Minor Hockey Association (LMHA) will must approve all jersey, team, and tournament sponsors. The LMHA Board will determine how all income from sponsors will be allocated.

Reference

By-Law 4 - Financial

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Policy LMH017 Jerseys

Revision	Date	Rationale
0	Jan 2023	Original

Rationale

To ensure jerseys are well maintained and presentable for all teams.

General Principles:

- Home and away jerseys will be provided for each player on every Lorette Minor Hockey Association Team.
- Jerseys will be given to the managers of each team prior to the league starting.
- Managers will be responsible assigning jerseys to players.
- The manager of each team is responsible to caring for the jerseys.
- Game Jerseys are to be worn at games only - they are not to be worn at school or other non-game activities.
- Exception will be at team events such as Winnipeg Jets games upon notifying the Executive.
- Name bars will be allowed on game jerseys with Board approval only.
- Managers will be responsible for washing games jerseys prior to returning them to the Equipment Director
- Any player who loses their jersey will be charged \$150 / jersey to replace lost jersey.
- Any player returning a jersey that is damaged outside of playing a game will be charged to repair or replace the jersey.

Atomic Jerseys

- This program is a utilized in the U11 division.
- Players will be provided home and away jerseys each season.
- Players will be provided home and away socks.
- Each season the player will keep one (1) jersey; after two seasons they will have their set.
- The Board can opt of this program at any time

Reference

Lorette Minor Hockey Association's Constitution, By-Laws, & Policies

Policy LMH018 Releasing of LMHA Information

Revision	Date	Rationale
0	Jan 2023	Original

Rationale

Ensuring a balance between confidentiality and members rights to know.

General Board Meeting Minutes.

A redacted version of the minutes may be posted on the LMHA website.

Discipline Meeting Minutes

No minutes will be posted or released externally to the Board.

Coaches' selection Committee

No minutes will be posted or released externally the Board.

Financial Records

Balance sheet may be requested on demand and will be presented at the AGM.

Team Roster

The team roster and player information will be provided to the regional hockey association as required.

Team Roster and contact information will be provided to all members on their respective teams through the team's web app.

Every effort will be made to limit the names of players externally.

Coaching and Managers

Coaching and Managers contact information will be provided to the regional hockey association as required.

Reference