**ASSINIBOINE PARK HOCKEY ASSOCIATION CONSTITUTION**

**June 26, 2023**

**ITEM 1 – OBJECTIVES**

 The objectives of the Association shall be:

1. To promote, direct and co-ordinate all levels of minor hockey in the Assiniboine Park area.
2. Affiliation with Hockey Winnipeg, to operate minor hockey in the Assiniboine Park area.
3. To represent all levels of hockey under Community Centre jurisdiction.
4. To allocate available hockey facilities under Community Centres’ jurisdiction, including both

indoor and outdoor facilities.

1. To establish leagues for teams of various age groups under the Associations jurisdiction, to

conduct competitions and to decide winners and Association representatives in City playoffs.

**ITEM 2 – COMPOSITION OF THE ASSOCIATION**

1. The membership of the Association shall consist of Community Centres which are, from time to time, designated as members of the Association; the official list of Member Community Centres shall be annexed to this Constitution as Schedule “A” thereto:
2. The Association shall be governed by a Board of Directors (The “Board”).
3. The Board of Directors shall consist of the following persons (called “director”) each of whom shall have the number of votes hereinafter set forth below:
4. All directors shall be entitled to notice of Board Meetings, to attend such meeting and to participate fully in the meetings, whether entitled to vote or not.

CATEGORY I – Each Member Community Centre shall elect a Male and Female Hockey Director

who will each have one vote each. These roles can be filled by separate individuals or the same and their votes, can, without objection, be passed to the other Hockey Director

from their Community Centre in the event of absence from any meeting except the AGM.

1. Corydon CC 2 votes
2. Phoenix CC 2 votes
3. Roblin Park CC 2 votes
4. Tuxedo CC 2 votes
5. Varsity View CC 2 votes
6. Westdale CC 2 votes

CATEGORY II

1. Immediate Past President 1 vote
2. President 1 vote
3. Vice President – Male Hockey 1 vote
4. Vice President – Facilities 1 vote
5. Vice President – AA Rangers Hockey 1 vote
6. Vice President – House League Hockey 1 vote
7. Vice President – Female Hockey 1 vote
8. Vice President – AAA/AA Hockey 1 vote
9. Vice President – Officials 1 vote
10. Coaches Conduct & Parent Liaison 1 vote

CATEGORY III – no vote

1. Secretary
2. Treasurer
3. Registrar
4. Ice Convenor
5. Head Timekeeper
6. No more than 5 Directors at Large whose duties shall be determined by the Board as a whole.

**ITEM 3 – ALTERNATE DIRECTOR**

 The Hockey Chair of a Community Centre may designate an Alternate Director to act in the

absence of the Hockey Chair, at any meeting of the Board; and such Alternate Director shall have all the rights of, and be subject to all the duties as, Hockey Chair. The Alternate Director shall identify him/herself to the Secretary of the meeting.

**ITEM 4 – GOVERNANCE**

1. The business and affairs of the Association shall be governed by the Board.
2. An executive committee (the executive) consisting of the President and the 7 Vice Presidents shall be responsible for assisting and advising the President in the day-to-day operations of the Association and in the preparation of the Agenda for Meetings of the Board.
3. In between meetings, the President may do any act or make any decision he/she feels necessary and timely in the best interest of the Association, subject, where practical, to ratification or rejection by the Board.

**ITEM 5 – ELECTION OF DIRECTORS**

1. The Community Centre Hockey Chairs, assisted by a nominating committee appointed by the

President, shall, at the Annual General Meeting of the Association, elect all Directors, other than the Community Centre Hockey Chairs and the non-voting directors.

1. If the Annual General Meeting fails to elect a director to a function set out in Item 2, or if a vacancy arises in any such function, that function may be filled by appointment of the Board.

**ITEM 6 – COMMENCEMENT OF TERM**

 New directors shall assume office immediately following the termination of the Annual General Meeting. The Chairs representing the Community Centres’, and the non-voting directors shall be added to the Board upon submission of their names by their respective organizations.

**ITEM 7 – PRESIDENT**

 The President shall:

1. Preside at all meetings of the Association
2. Be an ex-officio member at all standing and special committees, advisory or other Boards of

the Association and represent the Association at all meetings of Hockey Winnipeg or any other such body or group to which the Association sends Representatives or observers.

1. Prepare and submit at the Annual General Meeting a written report of the preceding year.
2. Ensure that all provisions of the Constitution are carried out, and that the Constitution includes all amendments passed by the Association.
3. Exercise the powers of the Board in case of an emergency.
4. Call meetings of the Executive as he/she deems necessary and preside at these meetings.
5. Performs such other duties as are usual for the person holding the office of President.
6. From time to time appoint a standing committee of 3 to 5 members of the Board to oversee

disciplinary matters that may arise through the hockey season.

**ITEM 8 – VICE PRESIDENTS**

1. There shall be seven Vice Presidents (whose specific duties are set out in (b) below) each of whom shall report directly to the President as a member of the Executive and each of whom, as the President may designate from time to time in the absence or inability of the President perform the duties of the President.
2. The specific duties of each Vice President, until otherwise determined by the Board, are as follows:
3. Facilities
4. Co-ordinate, oversee, supervise and advise the Ice Convenor, Referee-in-Chief, Head Timekeeper and Registrar.
5. Submit a written report to the Annual General Meeting.
6. Male Hockey
7. Co-ordinate, oversee, supervise and advise the Tournament Convenor, Inter-Association League Representatives, Age Group Tryouts and Age Convenors.
8. Act as the Chair of the Team Formation Committee or such other Board or Committee recognized from time to time by the Board of this Association as the governance of this Associations Teams Formations.
9. Submit a written report to the Annual General Meeting.
10. AA Hockey
11. Co-ordinate, oversee and supervise all aspects of the select team “AA” program of the Association.
12. Act as the Chair of the Assiniboine Park Rangers Board or such other Board or Committee recognized from time to time by the Board of this Association as the governance of this Associations “AA” or Select Team Program; and to appoint the executive thereof.
13. Submit a written report to the Annual General Meeting
14. House League Hockey
15. Co-ordinate, oversee and supervise all aspects of the House League Hockey program of the Association.
16. Call meetings as and when advisable of the House League Convenors of the Member Community Centres who participate in the House League
17. Propose to the Board from time to time House League Rule Changes
18. Submit a written report to the Annual General Meeting.
19. Female Hockey
20. Co-ordinate, oversee and supervise all aspects of the Associations Female Hockey program.
21. Represent the Association at all meetings at organizations responsible for Female Hockey and report such attendances to the Board.
22. Where applicable, and subject to the rules of Hockey Winnipeg or Hockey Manitoba, suspend or otherwise discipline female players, teams or any official, male or female connected with the Associations Female Hockey Program, subject to appeal to the President.
23. Maintain relevant statistics of league and playoff competition for use by the team formation committee.
24. Submit a written report to the Annual General Meeting.
25. AA/AAA Hockey
26. Co-ordinate and oversee the introduction of the Hockey Winnipeg AA & AAA program.
27. Represent the Association at all meetings at organizations responsible for the newly administered Hockey Winnipeg AA & AAA programs.
28. Officials
29. Recruit referees prior to the commencement of the season.
30. Organize and conduct clinics as may be required prior to and during the season.
31. Assist the Referee Assignor with respect to the assignment of referees for all APHA competition.
32. Answer directly to the Vice President within whose authority his/her function falls.
33. Submit a written report to the Annual General Meeting.

**ITEM 9 – SECRETARY**

1. The Secretary will be an honorarium position, the amount of which is determined annually by the Board. This function has no voting privileges at Board Meetings.
2. The Secretary shall report directly to the President who is ultimately responsible to the Board for the performance of this function.
3. The duties of the Secretary are as follows:
4. Attend all meetings of the Board and take down the minutes of these meetings.
5. Prepare these minutes for approval by the President or such other Executive Officers as the President may designate.
6. Ensure that each Board member received in advance of the next Board meeting the minutes of the previous meeting.
7. To maintain a permanent record of the minutes of the Board meeting.
8. Notify the Directors, whom necessary, of the Board meetings.

**ITEM 10 – TREASURER**

1. The Treasurer will be an honorarium position, the amount of which is determined annually by the Board. This function has no voting privileges at Board Meetings.
2. The Treasurer shall report directly to the President who is ultimately responsible to the Board for the performance of this function.
3. The duties of the Treasurer are as follows:
4. Attend all meetings of the Board and have custody of all the funds belonging to the Association and deposit them in a chartered bank as approved by the Board, in the name of the Association.
5. Keep regular accounts of the receipts and expenditures of the Association.
6. Keep all records, books etc. pertaining to this office.
7. Be one of the required signing officers of the Association on all cheques and for any financial transactions.
8. Pay out cash and issue cheques only upon the authority of the Board.
9. Prepare the books for audit and submit a report of such to the Annual General Meeting.
10. Report to each meeting of the Board particulars of the Associations financial position.

**ITEM 11 – HEAD TIMEKEEPER**

 The Head Timekeeper shall:

1. Recruit timekeepers prior to the commencement of the season.
2. Organize and conduct clinics as may be required
3. Assign timekeepers to all games to which the Association is required to assign timekeepers.
4. Communicate on an on-going basis with the Referee-in-Chief.
5. Answer directly to the Vice President within whose authority this function falls.

**ITEM 12 – REGISTRAR**

 The Registrar shall:

1. Obtain and record a list of all teams, players, coaches and managers and submit the same to Hockey Winnipeg, or other appropriate body as required.
2. Ensure that all players are properly registered in their appropriate home zone.
3. Perform such duties as may be assigned by the Vice President within whose authority this function may fall or the Board or Hockey Winnipeg.
4. Answer directly to the Vice President within whose authority his/her function falls.
5. Submit a written report to the Annual General Meeting.

**ITEM 13 – ICE CONVENOR**

 The Ice Convenor shall:

1. Control and assign ice facilities that have been negotiated by the APHA for the operation of the hockey program.
2. Prepare league schedules for all leagues under the jurisdiction of the Association.
3. Issue ice rental statements, collect rentals, and maintain necessary records.
4. Send ice allocations on a timely basis to Hockey Winnipeg for direct entry and other programs.
5. Send cheques for the ice rentals to the Treasurer.
6. Answer directly to the Vice President within whose authority his/her function falls.
7. Submit a written report to the Annual General Meeting.

**ITEM 14 – COMPLETION OF OFFICE**

 All Directors, upon termination of office shall deliver to the Board, such property of the

 Association of every kind which may be in their possession.

**ITEM 15 – MEETINGS OF THE BOARD**

1. During the hockey season (September to April), meetings shall be held monthly and at such additional times at the call of the President.
2. The President shall preside.
3. A quorum shall be seven (7) voting directors present in person with a minimum of three (3) Community Centres represented.
4. A notice of meeting shall be given to all Board members seven (7) days prior to the meeting. An agenda need not be sent provided however, that notice of any substantive change in team formation or other major APHA policy shall be given along with the notice calling the meeting and, wherever practicable, any relevant documentation in respect thereof to be considered at the meeting, shall accompany the notice calling the meeting.
5. The presiding officer shall vote only in the case of an equality of votes.
6. Roberts’ Rules of Order shall govern the proceedings.

**ITEM 16 – ANNUAL GENERAL MEETING**

1. Shall be held each year, on or about the third week of June, at a time and place designated by the President.
2. The requirements as to notice, quorum, presiding officer and rules of order respecting Board meetings shall apply, so far as they are applicable, to the Annual General Meeting.

**ITEM 17 – FISCAL YEAR**

 The fiscal year shall terminate on May thirty-first (31st)

**ITEM 18 – SIGNING OFFICERS**

1. All cheques shall be signed by the Treasurer plus either the President or one of the Vice Presidents so designated by the President.
2. Other contracts and documents binding the Association may be signed by such persons as the Board may from time to time authorize.

**ITEM 19 – COMMITTEES**

1. The Board may appoint Committees to deal with any matter under its jurisdiction, the membership of which shall be at the discretion of the Board.
2. The following are the permanent standing committees of the Board:
3. The Executive Committee (see Item 4 (b))
4. The Male Team Formation Committee (see Item 25)
5. The Assiniboine Park Rangers Board (see Item 8 (3) (b))
6. The House League Convenors Committee (see Item 8 (4)(b))
7. The Discipline Committee (see Item 19 c)
8. The Female Team Formation Committee (see Item 25)
9. The Board, shall establish and maintain a Discipline Committee which will oversee all issues related to potential disciplinary issues and situations that impact players and rostered team staff and their immediate families. The Discipline Committee shall be formed by the Vice President Male Hockey, Vice President Female Hockey, Vice President Officials, the Coach Conduct & Parent Liaison and one member of the Association at large. The Committee will convene on an, as needed basis, and will hear and decide on the course of action for players, coaches and immediate family members who are found to be in breach of any rules of the Association or other governing bodies or the expectations of sportsmanship, fair play and safety. The ruling of the Discipline Committee shall be in force immediately and must be communicated in writing by the Chair. It may be appealed to the Association President within five (5) days of the date of the decision. The Presidents decision shall be considered in the final appeal. The Committee shall provide the Board written notice of any decisions as part of the report at the next monthly meeting.

Member of the Discipline Committee can send delegates at their discretion where conflicts may arise either due to personal scheduling or conflicts of interest. Any delegate will have the full authority on the Discipline Committee as the permanent member they are replacing.

**ITEM 20 – HONORARIA**

 The Board may authorize the payment of honoraria to the Referee-in-Chief, and to the

 Referee/Timekeeper Assignor(s), Ice Convenor, Registrar and any other Convenor the Board

 deems necessary.

**ITEM 21 – REGISTRATION OF PLAYERS**

1. Each member Community Centre shall use the standard online hockey registration for the APHA available from Hockey Canada.
2. In each year, the Association shall also hold an online “AA” registration looked after by the Ranger Board near the end of August. The Hockey Canada online registration must be completed first before “AA” Ranger online registration can be completed.

**ITEM 22 – JURISDICTION**

1. The jurisdiction of the Association shall encompass the combined zones of each member Community Centre (territory) as outlined by the GCWCC (General Council of Winnipeg Community Centres).
2. Community Centre boundaries are those from time to time defined by the By-Laws of Hockey Winnipeg.
3. For the purpose of administering the By-Laws of Hockey Winnipeg, Community Centre boundaries shall be strictly adhered to.
4. Subject to the By-Laws of Hockey Canada, Hockey Manitoba and Hockey Winnipeg, this Association shall have the sole right to organize, sanction and administer hockey at all levels within its territory and its decisions and resolutions in this regard are binding upon and shall be adhered to by each Member Community Centre.

**ITEM 23 – TEAM FORMATIONS**

1. All team formation decisions for the Association for Male or Female teams will be made by their respective Team Formation Committee of the Board following Hockey Winnipeg rules and regulations for team formations (Hockey Winnipeg rule book, pages 33-39).
2. The Team Formation Committee:
3. Shall be formed annually and consist of the Vice President for Male or Female hockey as chair and the male or female hockey chairs of the member Community Centres.
4. Decisions in each season concerning team formations shall be final and binding upon the Board and member Community Centres.
5. In coming to its decisions shall, where possible, consider firstly geographic proximity of one member Community Centre to another.
6. Shall establish and maintain a Team Formation book on a year to year basis.
7. Shall hold its meeting at the call of its Chair upon notice to all members of the Committee and only members of the Committee may attend such meetings.
8. Decisions shall be made only at a duly called meeting of the Committee.

(c) Any hockey player registered at a member community center who is assigned by a

 decision of the Team Formation Committee to play on a club operating out of another

 member community centre shall:

1. Be accorded the same rights and privileges and shall be subject to the same rules and regulations as a hockey player who registered from the outset at that other community centre.
2. Make application for transfer at that other community centre.

(d) No appeal to the Board from a team formation decision of the Team Formation Committee is available to any member community centre or to any individual or group of hockey players registered at a member community centre or his or their parent(s).

1. Appeals by an individual hockey player registered at a member community centre or his

parent(s) concerning personal problems arising from the decision of Team Formation Committee may be heard by the Committee, if the Appeal is made to the Committee prior to the 20th of October in any year. The Committee may hear from the player or the parent(s) of the player concerning the problem and may vary its team formation decision concerning only that individual situation if it sees fit to do so, and no Appeal to the Board of this decision is available to that person.

**ITEM 24 – RULES AND REGULATIONS**

1. All rules and regulations of Hockey Winnipeg insofar as they are not inconsistent with rules from time to time adopted by the Association, shall be adopted and applied by the Association.
2. All rules and regulations of the Association from time to time in force shall be annexed to this Constitution as Schedule “B”.

**ITEM 25 – AMENDMENTS**

1. This Constitution may be amended from time to time by the Board, provided that a written notice of motion containing the text of such amendment has been sent to all members of the Board at least seven (7) days prior to the Board Meeting.
2. A majority of two-thirds (2/3) of the votes cast shall be required to amend the Constitution.

**SCHEDULE “A” – MEMBER COMMUNITY CENTRES**

CORYDON COMMUNITY CENTRE

 Crescentwood Site: 1170 Corydon Ave, Winnipeg, MB, R3M 0Z1

 River Heights Site: 1370 Grosvenor Ave, Winnipeg, MB, R3M 0P2

 Sir John Franklin Site: 1 Sir John Franklin Rd, Winnipeg, MB, R3K 0K6

PHOENIX COMMUNITY CENTRE

 153 Seekings St, Headingley, MB, R4J 1B1

ROBLIN PARK COMMUNITY CENTRE

 640 Pepperloaf Crescent, Winnipeg, MB, R3R 1E8

TUXEDO COMMUNITY CENTRE
 368 Southport Blvd, Winnipeg, MB, R3P 1V5

VARSITY VIEW COMMUNITY CENTRE
 Varsity View CC: 315 Laxdal Rd, Winnipeg, MB R3K 0K6

 Varsity View Sportsplex: 4230 Ridgewood Ave, Winnipeg, MB, R3R 3S5

WESTDALE COMMUNITY CENTRE

 Pembina Trails Site: 6363 Rannock Ave, Winnipeg, MB, R3R 2R9

 Westdale CC: 550 Dale Blvd, Winnipeg, MB, R3R 1P7