

**ST. JAMES ASSINIBOIA MINOR HOCKEY ASSOCIATION INC.**  
**(the "Association")**

**RULES AND REGULATIONS**

WHEREAS, the Association is affiliated with Hockey Winnipeg Inc. "HW", & is an Area Association as referred to in the by-laws of HW and is charged with the administration of Minor hockey within its boundaries as determined by HW (the "Area");

AND WHEREAS, the Board is authorized by the By-laws of the Association to enact Rules and Regulations for the governance and administration of Minor hockey in the Area, consistent with the requirements of the Rules and Regulations of HW;

BE AND IT IS HEREBY ENACTED that the Hockey Programs within the jurisdiction of the Association be organized, administered and governed as follows:

**1. COMPOSITION**

1.1 **Divisions.** The Association shall administer Minor hockey in the area in the following divisions:

1.1.1 House League - for Community Centre teams in the Area;

1.1.2 "A" Hockey comprised of the following sub-divisions:

1.1.2.1 "A" Hockey - Winnipeg West League

1.1.2.2 "A" Hockey - Winnipeg Minor Direct Entry - Male & Female

1.1.3 "AA" Hockey - being teams from the Area playing in the AA Hockey League which teams shall be known as the St. James Canadians.

1.2 **Participation.** A player playing in a league not included in a division referred to in section 1.1 hereof shall not be entitled to play with an Area team in any division.

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1.3.1 All participants shall register online or at a designated walk in site and present a copy of the registration before trying out for any "A" "AA" or "AAA" Hockey.

1.3.2 The date for online registration & designated walk in site set by the Registrar shall provide for completion of registrations not later than Aug.31<sup>st</sup> for "A" Hockey.

1.3.3 Disputes as to registration matters, eligibility of players for any zone, transfer of players from zone to zone, age advancements, and amalgamations shall be referred by the Registrar to the Registrations Committee appointed by the Board, which shall be convened and chaired by the Registrar as required.

1.3.4 Disputes not resolved by the Registrations Committee shall be referred to the Board for final determination.

1.4 **Ice Scheduling Coordinator.** The Board shall annually appoint an Ice Scheduling Coordinator, who shall:

1.4.1 Compile the indoor ice required for conducting league competitions for the Association;

1.4.2 Coordinate the ice for play-offs; and

1.4.3 Obtain ice for any tournament directed by the Association.

1.5 **Officiating.** To provide for officiating in the Area, the Vice-President (Officials) shall annually recommend for approval by the Board, officials to assist him. The V.P. Officials may also hold one of the following positions, namely, the

1.5.1 **Referee in chief** - who shall be responsible for registering referees, coordinating referees' certification programs with the WMHA;

1.5.2 **Officials Assignor** - who shall assign referees and timekeepers for all league and playoffs within the Association and Direct Entry Teams.



1.5 provide<sup>4</sup> the Suspension Committee with information on a player or a team official for the current season.

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r 3.2 **"A" Hockey - Winnipeg Minor Direct Entry - Male and Female.**

o 3.2.1 The Board shall elect a Vice President of Female Hockey & they shall be  
v responsible for the coordination of the Female Hockey program.

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3 3.3 **Protests, appeals and Suspensions Committee.** A Committee shall be  
. convened as necessary and chaired by the Vice-President ("A Hockey  
1 Winnipeg West League) whenever required and decisions shall be taken in  
. compliance with the requirements of the WMHA.

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4. **"AA" Hockey**

4.1 **Management Committee.** There shall be a Management Committee for the "AA" Hockey Program in the Area chaired by the Vice-President ("AA<sup>n</sup> Hockey) and consisting of at least three other persons being a treasurer, equipment manager and secretary, who shall be nominated by the Vice-President ("AA<sup>n</sup> Hockey) for appointment by the Board by June 15th of each year, failing which the Board shall nominate and appoint. Meetings of the Management Committee shall be held monthly commencing in September. Minutes of these meetings shall be forwarded to the Board within ten (10) days of the meeting. The Vice-President ("AA<sup>n</sup> Hockey) may form and chair such other committees as may be necessary to administer AA Hockey in the Area.

4.2 **Finance.** The Vice-President ("AA<sup>n</sup> Hockey), shall with a Budget Committee prepare and present to the Board a self-supporting budget by August 15th and shall submit an audited / reviewed financial statement by the first meeting of the Board in September of each year.

4.3 **Coaches Selection Committee.** This committee shall be comprised of the Vice-President "AA" Hockey and a minimum of two (2) other people selected by the "A.A" Management Committee.

## 5. **Arena Committee.**

5.1 **The Arena Committee.** The Arena Committee shall consist of a minimum of four (4) members appointed by the Association of which one shall be elected as Chairman. Other members shall hold the positions of Finance Manager, Canteen Manager, Ice Sales Manager, Facilities Manager, and Advertising Manager.

### 5.2 **Duties.**

5.2.1 **Chairman** - It is the responsibility of the Chairman to call and preside over the meetings of the board, to prepare the minutes and report to the Association at the monthly meetings.

5.2.2 **Finance Manager** - It is the responsibility of the Finance Manager to:

- prepare an annual budget;
- ensure all taxes are paid; ensure that all permits and licenses are obtained and kept up to date
- ensure that the Corporation Act requirements are met and up to date
- Maintain employee records
- complete all payables & receivables and banking
- provide monthly statements to the Association
- provide the necessary reports to the City of Winnipeg
- coordinate with the VP Finance of the Association in preparation for the Annual Audit.

5.2.3 **Canteen Manager** - It is the responsibility of the Canteen Manager to:

- schedule hours of operation
- hire and train personnel
- set product selection, pricing, inventory levels, order stock and confirm invoices
- account for all funds
- deposit canteen receipts in the bank

5.2.4 **Ice Sales Manager** - It is the responsibility of the Ice Sales Manager to:

- to book & sell ice rentals from opening date to closing date

5.2.5 **Advertising Manager** - It is the responsibility of the Advertising Manager to:

- formulate an advertising plan for the facility
- sell advertising and sign contracts for said advertising

- 5.2.6 **Facilities Manager.** - It is the responsibility of the Facilities Manager to:
- ensure the Skate Shop Concessionaire complies with the Rental Agreement.
  - ensure the Ice Maintenance Contractor fulfills the requirements of the Agreement
  - review the maintenance of the Building and Machinery to ensure that the maintenance levels are being maintained and review the repairs required to ensure the facility is in operating condition.
  - ensure that the Landscape and Maintenance Requirements are being met.
  - ensure that the Garbage Contractor and the Snow Removal Contractor services the facility as per requirements and the contract.

## 6. **General Hockey Meeting**

- 6.1 **Time and Composition.** During the playing season, the President of the Association shall convene a general meeting of all hockey staff as provided for under these Rules and Regulations, including the members of the Board. Such meetings shall be convened on the third Monday of every month commencing in August. Additional meetings may be called by the President when and if deemed necessary and requested by the staff. Minutes of the meeting shall be kept by the Secretary of the Association.
- 6.2 **Powers.** A General Hockey Meeting shall not have powers to decide any issue but shall be called for the purpose of providing information to all staff and to hear reports from the various division directors so as to enable the coordination and synchronization of all hockey programs and activities. Notwithstanding, staff may propose resolutions to be voted upon at the meeting which resolutions, if voted upon, and passed by majority of members attending at the meeting, shall be taken as advisory to the Board.

**ENACTED** by the Board this 20th \_ day of June 2016.

Dwayne Schmidt President

Bob King Secretary

**CONFIRMED** by the members this 20th \_\_\_\_\_ day of June 2016