Shoal Lake Minor Sports Association Constitution

Fair Play

Being a non-profit community organization, Shoal Lake Minor Sports Association lends itself to promote and stress Fair Play in sports affiliated with it. Our job as members is to produce good athletes, but more importantly good people. Fair play embodies the principles of integrity, fairness and respect. Fair play emphasizes the following: respecting the rules of the game; respecting officials and accepting their decisions; maintaining dignity under all circumstances. These principles apply in all circumstances, and they apply to everyone in sport – athletes, coaches, officials, parents, spectators. The athletic skills our athletes learn from us may be used only for a few years. The attitudes they develop towards themselves, and others will last a lifetime!

Revised September 2024
Revised September 2023
Revised September 2022
Revised September 2018
Revised May 2018
Revised April 2017
Revised September 2015 (Referee fees)
Revised August 2014
Revised August 2013
Revised August 2012
Revised August 2010
Revised January 2004
Issued September 1997

Shoal Lake Minor Sports Association Constitution

Article 1: NAME
The name of the organization shall be known as the Shoal Lake Minor Sports Association.

Article 2: OBJECTIVES
1. To promote and encourage sportsmanship, fair play, good citizenship, friendly competition, enjoyment, and full participation: not only for the team members but also for coaches, managers, parents and association officials.
2. The Association will foster the belief that "It shall be the prerogative of every child to have an equal opportunity to play and participate."
3. To encourage and foster all minor sports not otherwise organized in the Shoal Lake area. I.e. School and 4-H sports, figure skating, baseball, curling etc.
4. To provide organized sports for all boys and girls 18 years of age and under who join the organization.
5. To support the ideas of the Provincial and National bodies governing all sports.
6. Finance the operation of minor sports with limitations as outlined in Article 7.

Article 3: EXECUTIVE
The executive of the organization shall consist of Past President, President, and Vice President in charge of Hockey, Vice President in charge of Ball, Secretary, Treasurer, Equipment Manager, Registrar & 3 Members at Large. All must be members of the Shoal Lake Minor Sports Association.

Article 4: VOTING
All members of the organization shall have the right to vote at the fall annual meeting. A vote is considered 1 vote per paid member in the fiscal year Aug 1 – July 31.

Article 5: MEETINGS
There shall be an annual meeting held during the fall of each year & a semi-annual meeting held before the end of April of each year. The annual fall meeting is to be advertised for two weeks, two weeks in advance. General meetings will be called when deemed necessary by the executive, General meetings must have at least one week notice. A regular executive meeting will be held at least once every 90 days, during hockey season, additional executive meetings will be at the call of the President.

Article 6: ELECTIONS
The executive of the organization shall be elected at the annual fall meeting and its term of office shall be for two years.

Article 7: FINANCES
1. To be eligible to participate in a sport, each player must pay fees as designated by the association.
2. The Association is to be responsible for:
    a. Ice rental fees
    b. All league and provincial association registrations
    c. Baseball: supplying uniforms, bats, balls, bases, umpire masks, catcher equipment

d. Hockey: supplying sweaters and socks at cost to all teams, and goaltender equipment for the U9 team. (With the exception of skates, sticks, helmets and mask).
e. Umpire and Referee fees – amounts to be designated by the executive
f. Mileage reimbursement at 0.35 per KM round trip for designate or alternate in one vehicle traveling to mandatory meetings on SLMSA behalf (eg. Parkissimo, Yellowhead). Anyone traveling on their own behalf will not be reimbursed.
g. SLMS will reimburse SLMS team staff for any fees for mandatory courses. Receipts must be submitted to SLMS treasurer by April 1st.
h. Liability insurance
i. In the event of inter-provincial playoff competitions, finances are to be discussed at a special executive meeting.

Article 8: CONSTITUTION CHANGES

All constitution changes require notice of one general meeting indicating the proposed constitutional change.
A quorum shall be in effect for all constitutional changes and that is a minimum of eight votes including executive and member votes.

Powers and Duties of Executive

The organization's Executive shall consist of Past President, President, Vice President (Hockey), Vice President (Ball), Secretary, Treasurer, Equipment Manager, Registrar and 3 Members at large; their duties shall be as outlined.

1. During its term of office, the Executive shall have the power to administer the organization including the authorization of all expenditures.
2. Fill any vacancy on the Executive during a lapse of meetings after the fall election.
3. To designate all players to teams and attempt to place all teams into a league.
4. The Executive shall have the power to exercise the authority in case of any emergency.
5. Any misuse of rules or regulations by any coach, manager, parent or player etc.… is to be dealt with by the Executive.

Past President

To ensure all correspondence or other information received is turned over to the new president.

President

Call all executive, annual, and general meetings.
Draft meeting agendas and distribute them to executives prior to meetings.
Be chairman of all executive, annual and general meetings.
Attend all league meetings and notify coaches of league schedule changes and policies.
Attend all ice scheduling meetings held by the Leisure Services Board in the fall.
Notify coaches/managers of ice times and assign tournament dates.
In charge of registration forms – distribution and collection of.
Set up clinics and hockey schools.
Represent Minor Sports at awards banquet.
Organize monthly managers meetings.

Vice – President – in charge of Baseball Season
Represent the President at all functions in which he cannot attend.

Vice – President – in charge of Hockey Season
Represent the President at all functions in which he cannot attend.

Secretary
Attend all meetings and record minutes.
Distribute meeting minutes to all members.
Do all advertising for Minor Sports.
Assist president in distribution and collection of registration forms.

Treasurer
Collect all registration fees and notify respective coaches of players registered.
Pay all bills and deposit all money received.
Prepare financial statements and present them at executive and public meetings.
Prepare and distribute official tax receipts.
Allocate cash boxes to individual teams and appoint team managers to be responsible for the cash box for the season.

Equipment Manager
Responsible for all equipment belonging to Minor Sports.
Responsible for purchases within budget figure as determined by the Executive.
Responsible for all repairs.
Responsible for the distribution and collection of Equipment Locker keys to Team Managers.
Work in association with coach and/or team manager only regarding team's needs.
Regularly collect money from the skate sharpening room & forward to the Treasurer.

Registrar
The Registrar will work with the Secretary to ensure that information regarding Online Player Registration is advertised publicly and shared with Shoal Lake Minor Sports members.
The Registrar is responsible for verifying online player and coaching registrations and contacting the member and/or Regional Registrar to correct any irregularities, as well as initiating any incoming player transfers or association shares (for combination teams that need to share players between towns/teams). The Registrar must ensure all team staff have the correct certification and parents have Parent Respect in Sport certification prior to the Hockey Manitoba deadline. The registrar must then apply for official rosters and provide team managers with the verified official team roster.

Members at Large (3)
Are to attend SLMS monthly executive meetings, spring and fall meetings, and any emergency meetings called by the president. Members at large will have 1 vote each. If a person holds multiple positions on the executive, another member at large can be added,

Duties of Team Personnel (Hockey)

Coach and/or Assistant

1. Be responsible for supplying the best possible sports for boys and girls playing under their charge.
2. Be responsible for ensuring that all boys and girls are properly supervised while under their care.
3. Set up practices and games as determined by ice times and league schedules.
4. Notify Equipment Manager of any required equipment/uniform needs, repairs etc…
5. Responsible for collecting all equipment and sweaters immediately after the last game of the season and return to the Equipment Manager promptly.
6. Work closely with the team manager in scheduling/budgeting for the team.

Team Manager (Parent) *Note* for combined teams there may be a co-manager.*

1. Control cash box and set up a parent rotation schedule to work the gate and timekeeper's box.
2. Organize tournament meeting, kitchen schedule (if applicable) etc.…
3. Work closely with the coach(es) in scheduling/budgeting for the team.
4. Fill out game report forms (win or loss) as provided by Minor Sports, and of which are to be submitted to league statistician.

Parent Representative (One designated for each team)

1. Shall be the liaison between the parents of the team and the coaches
2. Shall assist in resolving team disputes and concerns.
3. Shall bring the concerns of the parents directly to the Executive Committee through the President or Vice-President. If it is required to come to the executive, a written complaint from the parent(s) is required. This will then be kept on file for future reference.
4. May be present in the dressing room before and after the game for the Coaches team talks, to represent the parents and kids for fairness.
5. In accepting to be the Team Parent Rep, remain calm, neutral and without bias when trying to resolve disputes or conflicts that arise throughout the season. Any conversations you have with parents and Coach regarding concerns brought up should remain confidential and only between the parties involved unless it involves the rest of the team. Always keep the lines of communication open.
6. May Act as co-manager for combined teams.

Duties of Referee-in-Chief

1. Prepare a list of referees and submit to a member of the Executive for distribution to Coaches/Managers of each team.
2. Mentor new and existing referees.
3. Submit Referee supervision reports to Yellowhead Referee-in-Chief.

Referee Fees

Referee Fees and Mileage will be paid at the Hockey Manitoba Rate. Mileage will be paid to any Referee who does not reside in the Town of Shoal Lake.

Each referee under the age of 18 will have their yearly membership fee paid for by SLMS after they ref a minimum of 3 games.

General Policies

Registration: All players must register online via Hockey Canada prior to the annual general meeting date. The registrar will assist with this process if necessary. This is important as it determines the number of players in each age group and provides sufficient time for teams to be organized prior to the start of league play.

Fees:
All fees and deposits are due at the first team meeting. An installment payment plan is available with 50% due at the first team meeting and 50% due by December 1st.
***If player fees have not been paid by the first league game, the player will be ineligible to play until fees have been paid.**

Security Deposit: All players will be required to write a postdated cheque for $200 per set of jerseys dated April 1 (hockey), August 1 (baseball) per child registered as a deposit on the uniform/sweater. This policy is to ensure that sweaters /uniforms are returned at the completion of the respective season.
Deadline to hand in hockey jersey's is April 1st and if not returned by the deadline, cheque will be cashed. No refunds if jersey's are returned after the deadline.

Gate Receipts: Each team will be provided with a cash box, deposit slips, and recap sheets. Instructions on how to complete the forms will accompany the cash box.

Tournaments: Hockey tournament entry fees will be reviewed and set at the Annual Fall Meeting for each age group.

Guidelines are as follows: ***U7 $300; U9 $450; U11 $500; U13 $550; U15 $550.***

A Tournament revenue and expense sheet must be handed in to the Treasurer within 7 days of tournament day. Teams must give to the Treasurer for deposit, all entry fees received from the home tournament.

Clarification of Minor Sports Funding Allocation to teams:

1. All money (after referees paid) and game report sheets must be handed in to the Treasurer for deposit to the SLMS account after each game and tournament, within 3 days of the completion of the game or tournament. Cheques will be issued to teams for all expenses (e.g. Tournament fees, awards, sanctions travel permits etc.).

2. Team Manager or designate are responsible for maintaining an ongoing expense/revenue balance sheet for the season.

3. All teams will be allowed to spend tournament fees collected at their home tournament to attend away tournaments. Once these fees have been exhausted it is up to the team's members to cover the additional cost. Exhibition game revenue can also be used to pay for away tournament fees.

   Tournament of Champions: SLMS wishes to encourage teams to enter these tournaments and promote experience and opportunity to play a higher level of hockey. Teams are encouraged to fundraise toward this, (50/50 and tournament raffle), however additional funding can be obtained upon request. SLMS has agreed to subsidize teams who wish to enter Tournament of Champions, up to $300, or half of the entry fee (whichever is lower). This special funding applies to combined teams as well

Trophies and Awards: Minor sports allotment of money for trophies and awards will be reviewed if a team submits an application to the executive.

Kitchen: Every parent that registers his or her child with Minor Sports also takes on an obligation to work in the rink kitchen during Minor Sports designated work period. When combining with another team, it will be discussed at the team meeting or prior to combining whether it is required to work a kitchen shift in their rink. If the kitchen happens to be leased out, then SLMS members will not be required to work in the kitchen.

Coaches: If by chance, there are two people wishing to coach a particular age group then the parents of the player involved in that team will vote by secret ballot their choice for coach. If a tie vote, the Executive will decide based also on a secret ballot. Families with more than 1 player on said team will get 1 vote per player on the team.

Skate Sharpening: All members of Shoal Lake Minor Sports will have access to free skate sharpening with their fee for the year. Non-members will be $5.00 or a year membership for $50.00

Shoal Lake Minor Sports Constitution
Coach/Parents Policy

The type of relationship between coach and parents strongly influences the amount of enjoyment an athlete will derive from participating in sports. In recent years there has been much discussion about the interaction between parents and coaches. In some cases, friction has developed to a point where some children have quit sports and in other cases, parents have pulled their children out of sports.

Shoal Lake Minor Sports has developed the following guidelines for coaches and parents:

- Each year prospective coaches and managers for teams will submit their applications to the Minor Sports Executive by a predetermined date. The application should include their coaching experience, coaching philosophy and the team they wish to be responsible for.
- Parents of the players on a team will have a meeting as soon as possible chaired by the President after registration at which time team staff will be discussed & one parent representative selected.
- Shoal Lake Minor Sports Association Bullying, Harassment & Abuse Guidelines.

Coaches must:

- Discuss their coaching philosophy with the parents at the beginning of the season. Parents must know the objectives and goals of the team. First and foremost, the game must be fun for all players. Winning is important but not at all costs. All players must be given a fair chance to participate and improve.
- Be willing to teach new skills at practices. An attempt should be made to schedule at least one practice per week. Minor Sports believes that practices are for learning the skills with games being a chance to test the skills.
- Emphasize that they will be reinforcing the ideals of good efforts. Team play and good sportsmanship at all times.
- Be a role model for the parents and players alike. This means no smoking or drinking alcohol at the playing area, bench, time box or dressing rooms. Swearing at any time is to be discouraged.
- Have completed & be aware of the necessary certification required for the level they are coaching.

Parents Must:

- Be Supportive and respective of other teams, officials, and the coaching staff.
- Not to be too quick to criticize. Analyze the situation before making any rash statements.
- Not get involved in waiting room gossip or “personal politics”.
- Take their legitimate concerns to their parent representative for resolution.
- Not smoking or drinking alcohol at the playing area, bench, time box or dressing rooms.
- Parents must read & sign a copy of the SLMS Parent code of conduct when registering their player.

Poor parent/coach relationships are usually the result of inadequate communication. Coaches and parents should work together to ensure that players have fun and develop skills. Winning then comes naturally.