



## **Parkland Midget “AAA”**

### **Constitution**

Whereas the Manitoba Amateur Hockey Association (hereinafter referred to as Hockey Manitoba) has approved the formation of Regional Midget Hockey Teams to participate in the Manitoba AAA Midget Hockey League (hereinafter referred to as the “League”).

That where this Constitution is inconsistent with the Constitution, By-laws and regulations of Hockey Canada and Hockey Manitoba, the Hockey Canada and Hockey Manitoba Constitution, By-laws and Regulations shall prevail.

Now therefore be it enacted that the following **Constitution** shall be followed:

#### **FORMATION**

The Parkland Region will endeavor to form a Regional AAA Midget Hockey Team to compete in said League.

The Board of Directors will ensure the Team is represented at all League meetings by the Manager or designate.

#### **NAME**

The name of this team shall be the **PARKLAND RANGERS MIDGET AAA HOCKEY TEAM** (hereinafter referred to as the “Rangers” or “Team”).

#### **ORGANIZATIONAL STRUCTURE**

The Rangers will be guided and operated by:

1. Parkland Rangers Regional Board
2. Parents Committee
3. Coach(s)
4. General Manager
5. Trainer

**MEMBERS****Parkland Rangers Regional Board (hereinafter referred to as "PRRB")**

This Board will consist of seven (7) members who are individuals (not parents of active players other than the Parent Rep) who reside in the Parkland area. The Parkland area will be divided into four (4) regions described as:

Region 1: Roblin/Russell/Grandview/Gilbert Plains

Region 2: Dauphin

Region 3: Swan River/Bowsman/ Minitonas/ Benito

Region 4: Winnipegosis/Ethelbert/Pine Creek/Ste. Rose/McCreary

Therefore this Board will have a member from each region, a representative from Parkland Minor Hockey, a Parent Committee rep and a General Manager.

For the inaugural year, the Board members will be appointed by the existing Parkland Rangers Executive.

**Region Members**

Each region member will be a voting member who sits on the board for a term of one to four years, depending on the term of commitment. Each position will be on a rotating basis, with commitment from Region 1 for a one year term, Region 2 a two year term, Region 3 a three year term and region 4 a four year term. There after each region will be a 4 year term. This way there will be continuity within the board. Ideally each region should have a representative on the Board, but if not possible, the position will be filled by an interested party residing within the Parkland area. Each Minor Hockey Association within the Parkland will be notified of a vacancy on the Board and interested parties will submit an application to PRRB. The PRRB will review the applications and elect a new Board member to fill the vacant position.

Members of the PRRB will nominate and elect their own executive on an annual basis. There will be no time limitation as to how many years an individual may serve on the PRRB. The PRRB will elect a Chairperson who will hold that position for one year.

Other members of the PRRB will be :

- i) A Representative from the Parkland Minor Hockey Executive – this individual will only vote in a tie-breaking situation.
- ii) A Representative for the Parent Committee – voting member
- iii) General Manager – non-voting member

**Parent's Committee**

The Parents Committee of the Parkland Rangers will consist of all parents of the carded/signed players that have been selected to the team. The Parent Committee will assist the PRRB in the operation of the Rangers Hockey Team and be responsible for the day to day operation of the team. During Parent Committee meetings, a quorum (simple majority of the signed/carded players) must be present, and one vote per carded/signed player will be recognized. A majority vote will be the basis of Parent Committee decisions.

The Parent Committee will elect a Chairperson, who will be the representative on the PRRB for the duration of the current hockey season, who will see to the day to day operation of the team.

**GENERAL BY-LAWS****Constitution**

This Constitution may only be amended by the Parkland Regional Board and is ***subject to approval by the Parkland Minor Hockey Board.***

**Fund Raising**

The existence of the Parkland Rangers "AAA" Midget Team is dependent on the success of the teams approved fund raising activities. The registration fee is a small percentage of the actual operating cost of the team; therefore it is imperative that each parent/player contribute to team fundraising efforts.

**Home Arena**

The home arena of the Parkland Rangers will be the Credit Union Place in Dauphin and the majority of the games/practices will occur in the home arena. Other Parkland Ranger games will be scheduled fairly throughout the Parkland Region on a rotating basis. The Manager or designate attending the League's scheduling meeting will ensure that game scheduling adequately reflects the players' resident communities.

**Team Office**

The team office is located in Credit Union Place.

### Coach Selection

The Parkland Rangers Regional Board will make the final decision on the position of Coach and General Manager.

The PRRB will conduct an evaluation of the Coach (with input from the Parent Committee and players) twice a year. The first evaluation will be conducted after one month of the regular season, and the second evaluation will be conducted at the end of the regular season. Thereafter, evaluations will be completed on an as needed basis, and if deemed necessary, will be passed on to the Parkland Minor Hockey Board.

Advertising for the staff positions of Coach, Assistant Coach, General Manager and Trainer may be done on an annual basis.

### Staff Discipline

The Parkland Minor Hockey Board has the final authority with respect to staff discipline.

### Player Conduct

Parents are expected to ensure that the player uphold the rules of Team Conduct as set out in the Constitution.

### Parental Concerns

A concern by a parent should not be taken directly to the Coach. Unless confidentiality prevails, a parental complaint must be in writing and must be submitted to a member of the PRBB. The PRRB (and the coach if applicable) will meet to discuss the complaint and a response will be provided in a reasonable time frame to the parent.

### Team Dissolution

If for whatever reason the Parkland AAA Midget team folds, all funds remaining in the team's bank account are to be held for a minimum of two (2) years in the event another Parkland AAA Midget hockey team is formed. If, at the end of the two (2) years there is no such team, the money shall be turned over to the Parkland Minor Hockey Board to be used for Parkland Minor Hockey. The Parkland Regional Board in place at the time shall be responsible for the administration of these funds.

### Financial Accounting

An individual or firm as selected by the board of directors will be in charge of the team's financial operations, working directly with the general manager and provide a monthly financial report to the PRRB and general manager.

Try-Out Camp

An open try-out camp will be held in the fall at a suitable location in the Parkland, as determined by the PRRB. Invitations for try-out camp will be sent to all eligible players within the Parkland Region as determined by the Parkland Minor Hockey Board.

The PRRB, in accordance with the approved operating budget will set the training camp registration fee. Training camp is considered to be the period prior to the pre-season tournament, and any player attending all or part of this period must pay the full training camp fee.

The team must be chosen by a Selection Committee consisting of the Parkland Ranger Coaches, and under the directive of the members of Parkland Rangers Regional Board (or their designates).

Player Status – Carded/Signed Players

A carded/signed player is a player that has been selected by the Coaching staff to be a full member of the Parkland Ranger Team and the Manitoba AAA Midget Hockey League. After try-out camp a suitable number of players may be signed to the Team.

With the exception of out-of-region players, the Coaching staff has the final authority with respect to player selection for the team.

Player Status-Affiliate Player

After try-out camp and throughout the year, the Coaching staff may designate “affiliate player” (A.P.) status to some players for further evaluation.

A minor hockey player and his local association must be notified in writing to be placed on an affiliation A.P. list. The player/parents/manager must also acknowledge in writing that he/she is listed as an A.P. by completing the required form and returning same to the Manager.

A player from the affiliate list may play for the AAA midget team at any time in accordance with Hockey Canada, Hockey Manitoba, and Manitoba Midget AAA guidelines.

The Coaches or General Manager may request A.P.’s to participate by contacting the Coach of the requested player by phone to verify the player’s availability.

The Coaches and General Manager will be responsible to ensure that A.P.’s maintain their eligibility with their minor club

Players from outside the region are welcome to attend training camp. Should players from outside the Parkland Region still be with the team after training camp, they will be regarded as A.P. players for further evaluation during the pre-season exhibition and into the regular season, as long as required. Their signing with the team is subject to prior consultation with the Parkland Rangers Regional Board Chair.

An updated list of all carded and affiliated players will be available to all parents throughout the year.

Player's Fees

All player fees for the Parkland Rangers will be set annually by the PRRB of the current year in accordance with the team's annual operating budget. Based on the operating budget, affiliated players may be required to pay a nominal fee.

Refunds

Refunds will be granted in the case of a season ending injury sustained by a player while playing or practicing with the team, or as determined by the PRRB. Such refunds will be pro-rated on a monthly basis.

Player Conduct

The Head Coach has the final authority with respect to player discipline.

Team Conduct

- All players are subject to the rules of Hockey Manitoba.
- All players are expected to conduct themselves properly both on and off the ice.
- Unreasonable conduct may be grounds for discipline, suspension, or dismissal from the team by the Coach and/or Hockey Manitoba.
- Players must show respect for their teammates, Coaching staff, Officials, their opposition and the Rangers Organization at all times.
- Players are expected to be punctual for games and practices. Late arrivals will be subject to Coach discipline.
- Players must inform the Coach in advance if they are unable to make a practice or game. Failure to follow this rule will result in disciplinary measures by the Coach.
- Players must arrive at the rink at least one hour prior to game time, or as indicated by the Coach.
- Any use of tobacco products, drugs, or alcohol by players will not be tolerated.
- All infractions will be referred to the Executive for review and/or disciplinary action.
- Suspended players are required to attend all home games and will be assigned duties at the discretion of the Coaching staff or General Manager.
- All injuries must be reported to the Coach and the Manager immediately.
- Players must abide by curfews set by the Coach. Infractions of curfews will necessitate disciplinary action by the Coach.
- Players are obliged to prioritize team practices and games. Special consideration will be given to valid personal commitments, provided the coaching staff has adequate notice.

## JOB DESCRIPTIONS (Guidelines Only)

### Parkland Rangers Regional Board

- All Executive Positions are volunteer positions. Remuneration will only be paid out for actual expenses (meals, accommodation, and mileage) for the Chairperson or delegate that attends a Hockey Manitoba meeting.
- Abide by the Parkland Rangers Constitution. Review and revise the Constitution on an as needed basis and ensure the final version is approved by Parkland Minor Hockey.
- Meet on a monthly, or as needed basis.
- Assist the coaching staff and manager in performing their duties.
- Conduct staff evaluations and fill vacant positions.
- Establish the annual operating budget, including staff remuneration.
- Establish guidelines on a yearly basis for remuneration for expenses paid out to Coaches and the General Manager as required.
- Establish guidelines on a yearly basis for player's fees (carded and A.P.'s)
- Ensure bills pertaining to the team operation are paid in a timely manner.
- Establish job descriptions for Parent Committee Chairs. Ensure policy/guidelines for the job descriptions are reviewed and revised.
- Assist in settling disputes that may rise during the year.

### Chairperson

- Call and preside at all meetings of the Parkland Rangers Regional Board.
- Establish agendas for all meetings.
- Work closely with the Coach and General Manager
- Work in close liaison with the Parkland Minor Hockey Board and all Minor Hockey Associations in the Parkland Region.

### Regional Member

- Voting member
- Represent their region and hold this position for the agreed term

### Parents Committee

- Abide by the Parkland Rangers Constitution
- Assist in the operation of the hockey team in order to support the Rangers organization.
- Participate in the various fund raising activities to promote the hockey club.
- Volunteer to Chair various sub-committees such as Parkland Rangers Regional Board rep, Secretary/Treasurer, advertising, corporate sponsors, program, website management, team clothing, fundraising, game day operations, jerseys, social activities, etc.
- Attend Parent Committee meetings which should be held monthly or as needed basis
- Ensure players attend practices and games on time.
- Ensure players abide by the Team Conduct rules.
- Support the volunteer efforts of the Coaching staff, General Manager and the PRRB.

**Chairperson of Parent Committee**

- Call and preside at all Parent Committee meetings of the Parkland Rangers AAA Hockey Team
- Establish agenda for all meetings
- Sit on the Parkland Rangers Regional Board and act as the parent liaison
- Develop and distribute a Parkland Ranger Player/Parent package at the outset of the regular hockey season. The package will include items such as the Constitution, player/parent list, game calendar, league calendar, monthly calendar of events, meeting minutes, etc.
- Work closely with the Coach and General Manager
- Ensure the sub-committees are on task with their various duties

**Secretary/Treasurer of Parent Committee**

- Assist the Chairperson in the formulation of agendas for meetings.
- Notify parents of Parent Committee meetings.
- Keep an accurate record of proceedings at the Parent Committee meetings, executive meetings, game day finances and parent committee fundraising initiatives.
- Provide a copy of the Parent Committee minutes to the parents.
- Develop and update a carded Players/Parent list with pertinent information and phone numbers to distribute to the Parent Committee.
- Assist the Chairperson in the development and distribution of a Parkland Ranger Player/Parent package at the outset of the regular hockey season.

**General Manager**

- Non-voting member
- Shall be responsible for all administration duties with respect to the annual operation of the team.
- Act as a Liaison Office for Hockey Canada, Hockey Manitoba, Manitoba AAA League, Committees, Parent and Players.
- In conjunction with the Coach, liaise with the Parkland Minor Hockey Associations.
- Attend meetings – League, Parent, Executive and Coaching Staff.
- Assist with player Registrations – try-out camps, Hockey Canada/Hockey Manitoba applications.
- Ensure the best team is iced for the season. Help select players to sign a Manitoba AAA Midget Hockey League Card and select players for the A.P. list.
- Assist with try-out camp and solicit help from others as required.
- Be actively involved in the recruitment of players and coaches for the upcoming year.
- Work in close liaison with the coaching staff to assist in the development of the players.
- Ensure all duties and bylaws are followed with respect to those laid out by Hockey Manitoba AAA Midget Manager's Manual.



**Head Coach**

- Requires the NCCP Coaching level specified by Hockey Manitoba.
- Assist Parkland Minor Hockey and the PRRB with the selection of the Assistant Coach and Trainer.
- Ensure the best team is iced for the season. Select players to sign a Manitoba AAA Midget Hockey League Card and select players for the A.P. list.
- Delegate coaching and other responsibilities to the Assistant Coach.
- Plan on-ice and off-ice activities with the Assistant Coach and the General Manager.
- Co-ordinate scouting, player evaluation and player selection.
- In conjunction with the assistant coach, select a Captain and Assistant Captain (s) after the pre-season exhibition.
- Design the daily practice plan.
- Coach the team during games and practices.
- Establish rules for the team and oversee the supervision of the players.
- Work closely with the General Manager and Chairperson.
- Establish and control player discipline. Major problems should be taken to the PRRB for review and action.
- Meet with the players individually, as required, to discuss performance, discipline and attitude.
- Liaise with local Minor Hockey Associations and urge players to do the same. For example, Players may wish to attend and assist with Novice/Pewee team practices.
- Attend meetings as requested.

**Assistant Coach**

- Must have at least a valid NCCP Coach Level Certificate as outlined by Hockey Manitoba.
- Assist with scouting, player evaluation, and player selection.
- In conjunction with the Coach, select a Captain and Assistant Captain (s) after the pre-season exhibition.
- Assist with planning, organizing, conducting and coaching practices.
- Assist with pre-game and post-game preparations.
- Assist with coaching the team during the course of the game.
- Assist with scouting and evaluation of opposing teams.
- Assist with on-ice and off-ice supervision of players.
- Assist with the overall game plan as well as game-to-game adjustments.
- Assist the trainer with team preparation if needed.
- Other duties as assigned by the Head Coach.
- Assume Head Coach position when required.

**Trainer/Equipment Manager**

- Must have qualifications according to Hockey Manitoba current requirements.
- Assist the General Manager and Coaches with duties as assigned or required by the team.

**Approved:**

**PARKLAND RANGERS REGIONAL BOARD**

**PARKLAND MINOR HOCKEY ASSOCIATION**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice Chairperson

\_\_\_\_\_  
Vice-President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*(Revised November 19, 2015)*