

CONSTITUTION/BYLAWS/REGULATIONS
GOVERNING THE OPERATION OF THE

**EASTERN MANITOBA FEMALE
HOCKEY LEAGUE**

Adopted 2021

Revised 2022

MISSION STATEMENT:

- To develop confidence, leadership and skills in Rural Female Hockey
- To provide a quality hockey experience while respecting the philosophical ideals and the rules and regulations of Hockey Manitoba and Hockey Canada (HC).
- To provide positive and competitive female hockey development.
- To support the mandate of Hockey Canada and Hockey Manitoba and work with other hockey centers throughout the region, where applicable.

CORE VALUES:

The Eastern Manitoba Female Hockey League and all of its participants will agree to and promote the following core values:

- Safety
- Physical, Mental and Social Development
- Development of Hockey Skills and Hockey Knowledge
- Fairness & Goodwill

PART I – Constitution

PART II – By-Laws

PART III - Regulations

Appendix A – EMFHL Member Minor Hockey Associations

PART I - CONSTITUTION

The Eastern Manitoba Female Hockey League (**EMFHL**) is a volunteer organization which consists of members and individuals who actively participate in the operation of a minor female hockey league in the eastern region of Manitoba.

In addition, whereas it is declared that one of the purposes of this Constitution, By-Laws and Regulations, shall be to confer upon the **EMFHL**, and the League Governing Body, all the powers of a self-governing organization.

NOW THEREFORE be it enacted:

ARTICLE I. NAME

This organization shall be called the **Eastern Manitoba Female Hockey League** (hereinafter called the "**EMFHL**").

ARTICLE 2. JURISDICTION

The EMFHL shall have jurisdiction over league matters including membership, league dues and fees, rules and regulations, and other on/off-ice activities.

The EMFHL shall be a member of Hockey Manitoba.

Where the provisions of this Constitution, By-Laws and Regulations, are inconsistent with the Constitution, By-Laws, and Regulations of Hockey Canada and Hockey Manitoba, Hockey Canada and Hockey Manitoba Constitutions, By-Laws and Regulations shall prevail.

ARTICLE 3. OBJECTIVE

The Objective of the EMFHL is to create and promote female hockey within the confines of fostering sportsmanship and team participation.

ARTICLE 4. MEMBERSHIP

The EMFHL membership shall be made up of member Minor Hockey Associations and hereinafter called Member Associations (By-Law 1), providing the said Associations are willing to comply and abide with all the rules and regulations of the League and Hockey Manitoba and Hockey Canada. (see **Appendix A – EMFHL Member Minor Hockey Associations**)

ARTICLE 5. GOVERNMENT OF THE ORGANIZATION

The governing of the organization shall be under the direction of the League Governing Body, and other appointed personnel in accordance with the Constitution, By-Laws, and Regulations.

ARTICLE 6. ANNUAL GENERAL MEETING

The Spring Annual General Meeting of the EMFHL shall be held within 2 weeks before or after the Hockey Manitoba Annual General Meeting. The date shall be decided upon by the League

Director.

The Fall Annual General Meeting of the EMFHL shall be held no later than October 15th.

The location of the Spring Annual General Meeting and the Fall Annual General Meeting will be held in the rotation using the following matrix:

Pembina Valley
Eastman
Central Plains
Interlake

The location will be determined by the hosting region.

ARTICLE 7. AMENDMENTS TO CONSTITUTION, BY-LAWS, AND REGULATIONS

Amendments or alterations may be made to the Constitution, By-Laws, and Regulations during the Annual General Meeting of this organization.

Notice of request for change shall be in writing to the Director, no later than 30 days prior to the scheduled date of the Annual General Meeting. The request for change(s) shall be communicated to each member Association by the Secretary no later than 10 days prior to the Annual General Meeting.

Two thirds of the league governing body must be in attendance in order to achieve quorum, of which a majority vote in favor is required to make amendments to the Constitution or By-laws.

The Executive Committee may make changes to the League Regulations' (Part III) during the season if they deem the change is in the best interest of the league for that season. However, these changes must be ratified at the following AGM in order to be carried forward beyond the current season.

PART II - BY-LAWS

BY-LAW 1. APPLICATION FOR MEMBERSHIP

- A. Membership in the EMFHL may be acquired by the submission in writing of an application to the League Director by September 15th.
- B. All applications for membership shall be considered and voted on by the League Governing Body.
- C. All new membership entries shall be finalized at the Fall Annual General Meeting.
- D. All members accepted into the organization shall pay all League Bonds, Fees and Dues before having voting privileges.
 - a. All fees are to be paid at the scheduling meeting. Failure to do may result in the association being ineligible for league play until all fees are paid and requirements are met and are subject to a fine.
- E. Any membership shall be subject to forfeiture or suspension in the event of failure to comply with any requirement of this Constitution, By-Laws and Regulations, or the League Governing Body, arising therefrom. Any suspension of a Membership, when ratified by a majority vote of the eligible voters at any meeting of the League Governing Body, shall be considered binding until the next Annual General Meeting or special meeting of the organization.
- F. Existing Member Associations shall be permitted a one-year leave of absence, conditional to a written request to the League Governing Body at the Annual General Meeting. The said Member Association shall be permitted to attend all League Meetings (General and Annual), however, shall forfeit their voting privileges during this period.
- G. Any association wishing to participate in EMFHL may do so provided all female players from that association are on approved rosters and the team is approved by the council of the EMFHL.
- H. All home game ice times for each team are to be available at the scheduling meeting.
- I. A minimum of one representative from each association must be present at the scheduling meeting to schedule games for each team in their association.

BY-LAW 2. LEAGUE BONDS, FEES AND FINES

A. League Member Performance Bond

- 1) All Member Associations shall be required to submit a performance bond in the amount of \$500.00. The League will retain said bonds in trust for the purposes of offsetting any fees or fines or non-performance.
- 2) Bond shall be submitted in the form of a cheque, not e-transfer or other, post dated to December 1st of the current season, and will be submitted no later than 7 days following the application and acceptance into the league. Cheques shall be returned to associations at the end of each season.
- 3) One bond will be submitted per association, if the bond is cashed, no team from the offending association will play any games until it is replenished.
- 4) In the event that a member's bond is utilized to cover fees/ fines or non-performance of the obligations to the league, this adjustment will be made at the Annual General Meeting. The offending member shall lose their voting privileges, and be suspended until the bond is replenished.
- 5) The bond amount shall be replenished in a timely manner following any fees/ fines and must be replenished prior to the AGM in order to regain consideration as a "Member in Good Standing". A majority vote of the eligible voters shall be required to enable the member to be reinstated.
- 6) Any member withdrawing from the league after the scheduling meeting, shall forfeit their bond.

B. Annual Team Registration Fees

- 1) Member Associations must pay an annual \$200 fee for each single rostered team and an annual \$150 for each dual rostered team from their association that participates in the EMFHL.
- 2) Team fees will be paid by the AGM or the divisional scheduling meeting, whichever is first, in order to be considered in good standing and participate in the league. At the very latest, all team fees must be submitted to the league Secretary-Treasurer by October 30th of each season.

C. League Fines

- 1) The League Governing Body shall review and determine all applicable regulations and outstanding fines at the Annual General Meeting.
- 2) All outstanding fees/ fines must be submitted to the Treasurer before teams from a Member Association can begin a season of League play.

- 3) If teams do not attend play offs or play off tournaments, the association's \$500 bond will be pulled. Admittance into the league could be affected for future seasons.

D. No shows

1) Should a team not be able to make it to a game, it is imperative that they notify both the manager/coach of the opposing team as well as the age convenor. Should a team "no show" for a game, that game will be forfeited and the team who failed to notify the opposing team and the age convenor within a reasonable time, will have their bond pulled and they will not be able to participate in any league games until the bond is replenished. They will also be responsible for the cost of the refs for the game.

BY-LAW 3. PROTESTS AND APPEALS

A. Protests Procedures

- 1) Protests must be submitted, in writing, by the President/Director of the Member Association within 48 hours of the issue in question. The protest fee of \$200.00 must accompany the protest via e-transfer to the League Treasurer. If the Protest is ruled in their favor, \$100 will be returned.
- 2) Submission of the protest must be made to the League Director who shall rule on all protests within 48 hours of receipt of written notification.
- 3) The investigation and recommendations on the protest shall be provided to the board to be voted on. The executive will make the final decision.
- 4) The decision on the protest shall be provided to the parties or the respective teams involved by written confirmation.
- 5) All decisions shall be final, with the right of appeal by the parties or the respective teams involved, as permitted by the Appeals Procedures.

B. Appeals Procedures

- 1) Any appeal of decisions shall be submitted to the Vice-Director, in writing, no later than 24 hours from written notification of a ruling on any protest, suspension, or other league related issue, which requires a decision from the Director.
- 2) The appeal fee of \$200.00 must accompany the request for an appeal or notification of an appeal via e-transfer to the League Treasurer. Half the fee of \$100.00 shall be refunded to the Member Association or individual in the event that the ruling is in their favour.

- 3) The Appeals Committee will request verbal and or written submissions from interested parties. The investigation and recommendations on the appeal shall be provided to the board to be voted on. The executive will make the final decision. A written ruling shall be provided no later than 72 hours from the receipt of written notification of appeal.
- 4) Any decision by the Appeals Committee is binding upon all parties and without right of further appeal unless Hockey Manitoba or Hockey Canada provisions apply, in which case the appellant would be referred to that body.

C. Appeals Committee

- 1) Appeals to the league from either a Member Association or a player shall be reviewed and heard by a committee made up of the Vice-Director, Secretary or Treasurer and the respective Divisional Age Category Representative. If any of the Committee members is considered to be in conflict of interest, then the Director may appoint a neutral third party to serve in their place.
- 2) The Member Association or players involved in the appeal procedure shall be permitted to submit information to be considered by the Appeals Committee.
- 3) A majority vote among the three-member committee shall determine the matter.

BY-LAW 4. THE LEAGUE GOVERNING BODY

- 1) The League Governing Body of the EMFHL shall consist of one voting representative of each of the Member Associations in good standing. Voting by proxy is not permitted at the AGM.
- 2) The League Governing Body shall have the responsibility of passing and approving the playing rules and league regulations for each season.
- 3) The League Governing Body shall have the responsibility of appointing the Executive Committee as detailed in By-law 5 by way of an election of the Member Associations, at the Annual General Meeting.

BY-LAW 5. EXECUTIVE COMMITTEE - POWERS AND DUTIES

A. Composition

The Executive Committee will be comprised of the Director, Vice Director, Secretary, Treasurer, Member at Large and four Age Convenors. Each of the four participating regions must be represented amongst the Age Convenor executive members.

The Executive Committee is tasked with the duties as depicted below.

The Executive Committee may make changes to the League Regulations (Part III) during the

season if they deem the changes are in the best interest of the league for that season. However, these changes must be ratified at the following AGM in order to be carried forward beyond the current season.

B. Director

- 1) The League Director shall have the authority to deal with, and fine or suspend, where deemed necessary, any team player, coach, manager or official of a team for any alleged infraction of the rules and regulations set forth in the Constitution, By-laws, and Regulations of the EMFHL.
- 2) The Director shall call and preside as Chair at all meetings (AGM, Special and Executive meetings).
- 3) The Director shall only vote in the event of a tie.
- 4) The Director shall be the spokesperson of the league.
- 5) The Director shall report on the operations of the league at the AGM.
- 6) The Director shall deal with all protests and ensure they are dealt with in a timely and equitable manner.
- 7) The Director shall ensure that Championship Banners are ordered and received before January 1st (based on divisional playoff structures) and presented whenever feasible at Championship games.
- 8) The Director shall ensure the League Awards are carried out in a timely manner.
- 9) The Director shall appoint age convenor roles to the executive.

C. Vice-Director

- 1) If the Director position is unfilled, the Vice-Director assumes responsibility for the Director's duties.
- 2) The Vice-Director shall preside over appeal processes and ensure all appeal processes are dealt with in a timely and equitable manner.

D. Secretary

- 1) The Secretary shall be responsible for recording the minutes of the AGM, other special or executive meetings, and for the distribution of the minutes to all members within 14 days of the proceeding AGM or meetings.
- 2) The Secretary shall complete all website updates.

E. Treasurer

- 1) The Treasurer shall be responsible for receiving all monies of the organization and depositing in a Financial Institution selected by the League Governing Body.
- 2) The Treasurer shall pay all accounts of the organization, and keep a record of these transactions.
- 3) The Treasurer will prepare, and have ready for presentation to the League Governing Body, a Financial Statement for the Annual General Meeting and at the request of the League Governing Body on any other occasion.

F. Member at Large

- 1) Duties as assigned

G. Age Convenor

- 1) The Age Convenors shall manage any matters arising from their respective age groups, not already outlined in this constitution, including but not limited to, organizing and presiding over scheduling meetings and answering questions from the membership.

BY-LAW 6. MEETINGS

A. Notice & Order of Business

- 1) All meetings of the organization shall be called by the League Director.
- 2) Notice of all Annual General Meetings of the organization shall be sent by the League Director to each Member Association no later than 30 days prior to the holding of such meeting.
- 3) An Agenda, previous AGM meeting minutes, and notice of proposed amendments to the Constitution, By-Laws, and Regulations shall be sent to the members no later than 10 days prior to the AGM.
- 4) AGM minutes shall be prepared by the Secretary and distributed, by email, to Member Associations within 14 days of the AGM.

B. Annual General Meeting

- 1) The Annual General Meeting should be held at a central location, to be determined by the Executive Committee.
- 2) The Executive Committee will be elected by the league governing body, with alternate year elections. Participating regions shall be responsible for providing a candidate to fill the Convenor roles at least 1 week prior to the annual AGM.

Election even year:
Vice Director
Secretary
Member at Large

Election odd year:
Director
Treasurer

- 3) The following shall be the order of business:
 - a) Call to Order
 - b) Confirmation of Members and eligible voters (review of member list and outstanding fees, fines and bonds, suspensions, etc.)
 - c) Acceptance of Minutes of Previous Annual General Meeting
 - d) Business Arising from Minutes
 - e) Director/Vice Director's Annual Report
 - f) Age Convenor Reports
 - g) Annual Financial Report
 - h) Proposed amendments to Constitution, By-Laws, and Regulations
 - i) Appointment of Executive Committee
 - j) New Business
 - k) Adjournment of AGM

4) Associations must make any motion requests to the EMFHL Executive no later than 2 weeks prior to the Annual General Meeting.

5) All member associations that participated in the current year's league are required to attend. If a representative is not in attendance, their association bond will be pulled.

C. Divisional Scheduling Meeting

- 1) The divisional scheduling meeting shall take place the 1st weekend of October for single rostered divisions and the 3rd weekend of October for the dual rostered
- 2) The following shall be the order of business:
 - a) Call to Order
 - b) Team contact information sheet
 - c) Decision on the statistics to be tracked for the season i.e. game scores, penalty minutes, etc.
 - d) Development of Regular Season Schedule
 - e) Development of Playoff Format and Dates
 - f) Adjournment
- 3) Regular Season Schedule must be submitted by the Age Convenor to the League Director no later than the 2nd weekend of October for single rostered division and the last weekend of October for dual rostered divisions for approval by the Executive Committee.

D. Special Meetings

- 1) Special Meetings may be requested by the Director, as deemed necessary.
- 2) S/He will determine the time and location of the meeting.

E. Pre-Season Meeting

- 1) A pre-season meeting will take place by the end of October. No constitutional changes will be made at this meeting.

F. League start/end dates and number of games

- 1) League start and end dates for each division are as follows:

- a) Single rostered league official start date will be the 3rd Sunday of October and official end date will be 2nd Sunday in February
- b) Dual rostered league official start date will be November 1st and official end date will be January 31st
- c) The first half of the season will end the 3rd week of December. Realignment meeting, where applicable, will take place 2nd week of December.
- d) U9 will schedule a minimum of 15 games for single rostered teams and minimum of 6 games for dual rostered games for the entire season, all to be scheduled at once prior to the season start date of November 1st.

- 2) Number of games per division

- a) Minimum number of games for single rostered teams is 10 games in the first half of the season and 8 games in the second half of the season.
- b) Minimum number of games for dual rostered teams is 3 games in the first half of the season and 3 games in the second half of the season.

BY-LAW 7. COMMITTEES AND OTHER PERSONNEL

- 1) The League Director will designate and appoint a committee as required on matters that do not require the total involvement of the organization.
- 2) Any decisions made by the respective committees which may affect the operations of the league must be presented to the League Governing Body at the next AGM for a majority vote.

A. Age convenors

- 1) The HOME team manager is responsible for providing the SIGNED game sheet to their respective Age Convenor within 24 hours of the game being played.
- 2) Age Convenor shall be responsible for updating the game statistics on the EMFHL website during the Regular Season and for Playoffs.

- 3) The Age Convenor shall be responsible for retaining copies of the game sheets and to provide the games sheets if requested by the League Director.
- 4) It is the responsibility of both teams to keep a copy of the game sheets until the regular season and playoffs have ended.

PART III - REGULATIONS

RULE 1. PLAYER ELIGIBILITY

- 1) All player and team officials must meet and comply with all Hockey Manitoba registration regulations.
- 2) Dual Rostered Players must play a minimum of 50% scheduled league games with the same EMFHL registered team in order to play in the EMFHL playoffs and provincials. The Dual Rostered Player is only eligible to play in playoffs with the team they played the league games.
- 3) Where it has been proven that a team has used an ineligible player in any game, the offending team, if applicable, will forfeit the win. The offending team's Member Association will pay the \$500.00 Performance Bond for not complying with the Regulations of the EMFHL. The bond amount shall be replenished in 3 days in order to regain consideration as a "Member in Good Standing". A majority vote of the eligible voters shall be required to enable the offending team to be reinstated and allowed to continue for the season. All other statistics relating to the game will remain unchanged.
- 4) Teams protesting the eligibility of players must follow guidelines relating to protests as outlined in By-Law 3.

RULE 2. Team formation

- 1) Should an association have more than one team per age group, their players shall be evaluated within their associations and teams shall be created equally
- 2) The EMFHL shall not provide any platform for tiered teams.

RULE 3. Divisions

- 1) EMFHL shall be split into a dual rostered division and a single rostered division. No crossover games between the two divisions shall occur without approval from the Executive. Realignment including crossover games shall be decided at the league scheduling meeting and approved by a majority vote.
- 2) Realignment shall be decided at the Realignment meeting as set out in By Law 6.

RULE 3. ROSTERS

- 1) All players and team officials must be on a Hockey Manitoba roster prior to participating in any

league or play-off game.

2) All Member Associations must provide a copy of each team's official roster by November 15th.

RULE 3. OVERAGE PLAYERS

- 1) Overage players approved by Hockey Manitoba may participate in the EMFHL.
- 2) All other overage situations shall make an application to be presented at the AGM. The League Governing Body must approve the application by a majority vote.

RULE 4. PLAYER AFFILIATION

- 1) All players and team officials must comply with all Hockey Manitoba Affiliation Regulations.

RULE 5. COMPETITION

A General

- 1) All games shall consist of the following:
 - U9 - 2 x 24 min periods with 2 min buzzer and puck drops
 - U11 - 3 x 15 min periods
 - U13 - 2 x 15 min periods, flood and 1 x 20 minute period
 - U15 - 2 x 15 min periods, flood and 1 x 20 minute period
- 2) No overtime shall be played during regular season games.
- 3) Scoring shall be 2 points for a win, 1 point for a tie.
- 4) League games will be played by the rules depicted in the Official Hockey Canada Rule Book.
- 5) The home team shall be responsible for scheduling referees. Games must have a minimum of two qualified referees.
- 6) The home team shall wear light jersey colours. If there is a conflict in jersey colours, the home team will change jerseys.
- 7) Games shall not be scheduled to start before 6:00 p.m. on weekdays and not before 9:00 am on weekends. Games shall not start later than 7:00 pm for all Divisions. Start times may deviate if both teams mutually consent.
- 8) If a game is cancelled due to weather conditions, notice must be given to the opposing team 5 hours prior to the scheduled start time. The first half game must be re-scheduled before end of first half and second half season game must be rescheduled by end of season. If the teams are not able to find a mutually agreeable time to reschedule, the

Director will set the date, time and location of the game, with all costs to be shared equally by the two teams. Failure to comply will result in a forfeit of the game by the offending team.

- 9) The Age Convenor must be copied on all communication re: cancelled and re scheduled games.

B Regular Season Games

- 1) All regular season games must be played before official league end date.
- 2) Regular scheduled games can only be rescheduled by mutual consent of the teams involved. No Regular Season scheduled game shall be deemed to be postponed/ changed / rescheduled unless a new date is agreed to by both parties and confirmed via email with the Division Statistician. If the teams are not able to find a mutually agreeable time to reschedule, the Director will set the date, time and location of the game, with all costs to be shared equally by the two teams. Failure to comply will result in a forfeit of the game by the offending team.
- 3) Teams cannot cancel regularly scheduled games with the intention of not playing the said game. Failure to honour the team commitment to play the full number of agreed upon league games will result in the Association bond being forfeited and the team will be suspended indefinitely. Reinstatement of the offending team will require a majority vote by the League Governing Body at the Annual General Meeting, with no reimbursement of the bond being considered.

C. Travel exemption

Maximum required travel is 150 km per game one way

- 1) Should the travelling team not wish to travel to a game that is more than 150 km, said team is responsible for approaching board executive to request a closer arena to travelling team's closest home arena.
- 2) Home arena is defined as the closest facility affiliated to the association in question, to the opponent's home arena.
- 3) The travelling team is responsible for finding an alternate arena to host the game and both parties must be agreeable.
- 4) Costs for ice and referees shall be shared between both teams should the game be relocated.
- 5) Any disputes will be decided upon by the Director and the Director decision shall not be disputed.

C Playoff games/ schedule

- 1) U9 will have an end of year tournament or jamboree, to be decided by participating associations at the scheduling meeting in October. U11 will have a tournament style playoffs as per Hockey Canada Pathway.
- 2) Dates and times of all playoff games in a series must be planned at the outset of the series. If a team then cancels (excluding cancellations due to weather conditions) they will forfeit that game and their respective Member Association Bond. The Bond will be forwarded to the opposing team as compensation. Failure to co-operate in the best interest of the League could result in further fines for both teams at the discretion of the Director as appropriate under the circumstances.
- 3) Overtime will be played during the playoffs to determine a winner. Overtime will consist of a ten minute, 4 on 4, sudden death period. If still undecided, and if time permits, the ice will be resurfaced and a 20-minute, sudden death, period will follow. However, if time does not permit, a best of 3 SHOOT OUT may occur following any subsequent period of overtime. If the game is still undecided with the best of 3 SHOOT OUT, a sudden death SHOOT OUT will occur until the game is decided. No players may shoot a second time in the sudden death SHOOT OUT until all players (excluding goalies) have taken a turn. The home team will elect to shoot first or second in a SHOOT OUT scenario.

RULE 6. SUSPENSIONS

- 1) The League Director shall have the authority to extend any minimum suspension defined by Hockey Manitoba.
- 2) The League Director may hand down a suspension or fine for any act on or off the ice that is unbecoming of the league and/or jeopardizes player, official or fan safety.
- 3) League suspensions must only be served with league games.

Rule 7. LEAGUE STANDINGS

In case of ties in the League Standings at season's end, the following procedure is to be followed in order:

i) team with the best win/loss record in over-all league play: if still undecided *ii)* best win/loss record between tied teams.: if still undecided *iii)* by coin toss

RULE 8. LEAGUE AWARDS

A. Divisional Pennants

- 1) Each Division will have a Championship Banner and/or medals to award at the end of the season.

2) Categories are to be decided at the Divisional Scheduling meeting.

3) Divisional Champions shall have their team picture posted on the EMFHL website.

Appendix A – EMFHL Member Minor Hockey Associations *

Hockey Manitoba Regional Association	EMFHL Member Minor Hockey Associations
Pembina Valley	Altona, Morden, Winkler, Red River, MacDonald, Carman, St Claude, Elm Creek, Treherne, Notre Dame, Holland, Rock Lake, Somerset, Swan Lake, Manitou Minor Hockey Associations
Interlake	Stonewall, Stony Mountain, Warren, Teulon, St.Laurent, Gimli, Riverton, Arborg, Pequis, Fisher River, Fairford, Lake Manitoba, Lakeside Minor Hockey Associations
Eastman	Beausjour- Brokenhead, Grunthal, Ile des Chenes, La Broquerie, Lac du Bonnet, Landmark, Mitchell, Niverville, Pinawa, Pineview, Rt River, Sagkeeng, Southern Steelers, Springfield, St. Adolphe, Ste. Anne, Steinbach Minor Hockey Associations
Central Plains	Portage, Gladstone, Oakville, St. Eustache, MacGregor, Sandy Bay Minor Hockey Associations