

**Rosetown Minor  
Athletic Association**

**BOOKLET**

Constitution

Bylaws

Hockey Rules and Regulations

Ball Rules and Regulations

***June 2022 Edition***

# ROSETOWN MINOR ATHLETIC ASSOCIATION

## **Part I** **Constitution**

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### **CONSTITUTION**

#### **ARTICLE I - NAME**

##### **Section**

1. This organization shall be called the Rosetown Minor Athletic Association hereafter referred to as the "ASSOCIATION".
2. The Registered office of the Association will be at the:  
Rosetown Minor Athletic Association  
P.O. Box 1935  
Rosetown, Sask. SOL 2VO  
or at such other place in the town of Rosetown, Sask. as may from time to time be fixed by resolution of the Board of Directors.

#### **ARTICLE II - AIMS AND PURPOSES**

##### **Section**

1. To initiate, promote, and organize athletic activities for people in the Rosetown and District area, in order that they may develop physically, socially and mentally.
2. To develop leadership and sportsmanship among the participants by demonstrating these qualities to the participants.
3. To involve the community in carrying out these athletic activities.
4. To provide direction and assistance in developing coaches, and officials to carry out an effective program.
5. To collect funds from various organizations, businesses or individuals as may be required from time to time.

6. To provide opportunity for all who are interested in a particular activity to have equal opportunity to participate.
7. To co-operate with community members and other organizations so that facilities and funds are available for maximum effectiveness.
8. To encourage Association members to become active members of Provincial Sport Governing Bodies (i.e. S.B.A., Hockey Saskatchewan, etc.)

## **ARTICLE III - MEMBERSHIP - VOTING**

### **Section**

1. Any parent or legal guardian who has a child registered with the Association shall be a voting member of the Association.
  - (a) Any player who is registered with the RMAA and is granted a release to play hockey elsewhere when a team of equal caliber is not available shall be granted the same privileges as membership.
2. Other persons, may by resolution of the Board members, become a voting member of the Association.
3. Any member of the Association may attend the Annual Meeting with full participating and voting rights.
4. Any member of the Association may attend regular meetings but voting rights are extended to BOARD members only.
5. "Special Meetings" may by privilege of the Board, be open to all membership but voting rights are extended to BOARD members only.
6. Motions pertaining to the Association can be moved and seconded by anyone having membership in the Association.
7. Every question submitted to any meeting of the Association shall be decided by a majority of votes on a show of hands or secret ballot pending the decision of the Executive.
8. A Membership ceases to exist upon death, resignation, withdrawal from program, expulsion or lapse of time.
9. A Membership shall run from the date of registration with the RMAA to end of season.
10. The Directors may terminate a Membership by a resolution passed by a majority of the Directors at a meeting provided the member is given written notice at least seven

(7) days prior to the meeting at which the resolution is to be presented. An expelled member must be notified in writing that the membership was terminated by resolution.

## **ARTICLE IV - OFFICERS**

### **Section**

1. The Board of Directors of the Rosetown Minor Athletic Association shall consist of a minimum of nine (9) to a maximum of twelve (12) elected members.
2. The Executive positions shall be:
  - a. President
  - b. Vice President
  - c. Secretary
3. Position appointments by a Board decision may include:
  - a. Treasurer
  - b. Officials Coordinator
  - c. Publicity Coordinator
  - d. Equipment Manager
  - e. Heads of steering committees for specific activities (e.g. hockey, baseball, swimming, soccer)
  - f. Special Project Coordinator
  - g. Rink Concession Manager
  - h. Sport Coordinator
  - i. Provincial Sport Governing Body Representatives
  - j. Finance Committee
  - k. Suspension Committee
4. Advisory Position
  - a. Past President

## **ARTICLE V – TIME AND METHOD OF ELECTING OFFICERS**

### **Section**

1. Board Members will be elected at the annual meeting.
2. Executive Members to be elected by/and from the official Board at the first Board meeting following the annual meeting.
3. Each Board Member shall remain for a period of three (3) years.

4. Four (4) members will be elected each year at the General Annual Meeting to replace outgoing Board Members.
5. A quorum of Directors may fill any vacancy among the directors.

## **ARTICLE VI - TIME AND PLACE OF MEETINGS**

### **Section**

1. The Annual Meeting will be held prior to June 30th of each year.
2. At least one regular meeting will be held each month except July.
3. The time and place of meeting shall be determined by the Board and publicly advertised.
4. Additional "Special Meetings" can be called at the discretion of a majority of the Executive.
5. Twenty members of the Association may by written requisition require the Executive to call a Special Meeting of the Board for the purpose stated in the requisition.

## **ARTICLE VII - METHOD OF AMENDING CONSTITUTION**

### **Section**

1. Any motion to amend this constitution must be presented in written form to the Secretary at least one month before it is to be voted upon.
2. The amendment must receive a three-fifths majority of the members present at the meetings when the amendment is voted upon.
3. Any motion to amend this Constitution can only be made at a general Annual Meeting of the membership.

## **ARTICLE VIII - WIND UP OF ASSOCIATION**

### **Section**

1. In the event of dissolution of the Association all remaining assets, after payment of liabilities, shall be distributed to the succeeding organization undertaking the organization of operation of Minor Athletics in the Rosetown District.

# **ARTICLE IX – ROSETOWN MINOR ATHLETIC ASSOCIATION BOOKLET**

## **Section**

1. The R.M.A.A. Booklet shall be set up to include:
  - Part I ... Constitution
  - Part II ... Bylaws
  - Part III ... Minor Hockey Rules and Regulations
  - Part IV ... Minor Ball Rules and Regulations

This R.M.A.A. Booklet shall be made available to R.M.A.A. families at time of registration in sporting activities via the website. [www.rosetownminorathletics.com](http://www.rosetownminorathletics.com)

# ROSETOWN MINOR ATHLETIC ASSOCIATION

## **Part II** **Bylaws**

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### **BYLAWS**

#### **ARTICLE I**

##### **Section**

1. The Executive shall hold office for a period of one year.
2. Duties:

##### The President

The President shall act as the executive officer of the Association. The President shall preside at meetings of the Association and the Executive. The President shall be an ex-officio member of all committees. The President shall exercise, in addition to the power conferred to the position by the Constitution, all the duties and powers of the executive when it is impossible, in case of emergency, to obtain a vote of the executive.

##### The Vice-President

The Vice-President will perform the duties of the President in the President's absence. The Vice-President shall undertake such added responsibilities as may be assigned.

##### The Secretary

The Secretary will keep a record of proceedings of all meetings of the general membership and of the executive. The Secretary shall perform other duties referred to him/her from time to time by the President or Executive.

##### The Treasurer will

- ) Receive all funds of the Association and issue receipts therefore.
- ) Shall deposit and disburse such funds with the approval of the Directors.
- ) Make payments by cheque, with the signing officer to consist of one of the following: President, Vice-President, Treasurer, and one Board of Director appointee. The Treasurer will provide the bank statements at each monthly Board meeting

Past President

The Past President will act in an advisory capacity to the Board of Directors in all matters as may be requested of him/her by the Board.

## **ARTICLE II**

The Chairman of Meetings will use generally accepted Parliamentary procedures to conduct the order of business. All documents that are received as correspondence shall be dealt with as soon as possible, no later than the next board meeting. All letters that are written to the board shall receive timely acknowledgment from the Board. At each meeting of the Association, the order of business shall include:

### **Section**

1. Call to order.
2. Reading and adoption of minutes.
3. Business from minutes.
4. Report of Officers
  - ) President
  - ) Secretary - Correspondence
  - ) Treasurer - Financial Report
5. Reports from Standing and Special Committees.
6. Unfinished Business.
7. New Business.
8. Formal time for public input.
9. Adjournment.

## **ARTICLE III - METHOD OF AMENDING BYLAWS**

### **Section**

1. A majority vote of the Board is necessary to amend Bylaws. The Board of Directors may from time to time establish, amend, repeal or replace operating Bylaws provided they are not contrary to the articles contained in the Constitution.

## **ARTICLE IV - RULES AND REGULATIONS**

Number necessary for a quorum

### **Section**

1. A quorum for the transaction of business at an Annual Meeting shall be twenty (20) members present.



2. A quorum for the transaction of business at any meeting except Annual meetings shall be one half plus one of the members serving on the Board of Directors at that time.

## **ARTICLE V - REMUNERATION AND INSURANCE**

### **Section**

1. Subject to financial limitations the Directors may by resolution approve the payment of remuneration for special services rendered to the Association by any individual.
2. Subject to financial limitation, the Association will purchase and maintain liability insurance for the benefit of its Directors and Officers.

## **ARTICLE VI - REIMBURSEMENT OF EXPENSES**

### **Section**

1. Association members or individuals duly authorized or member representative in traveling status (e.g. Provincial Ball or Hockey Annual Meetings) will be reimbursed for expenses. An expense account detailing those expenses must be submitted to the Secretary. A report highlighting the meeting proceeding, especially affecting our Minor Athletic programs, will accompany the expense account.

## **ARTICLE VII – ACTIVITIES' RULES and REGULATIONS or POLICY BOOKLETS**

### **Section**

1. A Policy Booklet describing each sport discipline under the jurisdiction of the Association, must be established and revised yearly by the Directors of the Association.
2. This Booklet will include:
  - a. Official's fees and qualifications.
  - b. Registration fees for all minor sports.
  - c. Duties of program officials.
3. Any additions, changes or amendments to the rules and regulations or the Policy Booklet that must be written for each sport under the jurisdiction of the R.M.A.A. can be made only after:
  - a. a motion to do so is made and written down and forwarded to the secretary at least three weeks before an Annual Meeting of the Membership of the R.M.A.A. and

- b. the motion is publicized in a common media two weeks prior to the same Annual Meeting, and
- c. the required Quorum as stipulated in Article IV, Section I of the Bylaws of the R.M.A.A. is in attendance at the Annual Meeting and a majority of those voting on the motion vote to pass the motion and
- d. the change is not in opposition to the Constitution or the Bylaws of the R.M.A.A. or the Constitution or Rules of the Provincial or National governing bodies of the respective sports.

## **ARTICLE VIII - BUDGET**

### **Section**

1. The Board of Directors will be required to prepare and present a BALANCED or surplus operating budget. The "operating budget" shall be defined as all of the years operating costs including equipment maintenance and replacement and all of the income, excluding interest on the surplus, any donations made to a capital project and the profits resulting from fund raising projects designated by the Board of Directors as a capital project. Any funds remaining from operations at the end of the financial year shall be designated surplus and be no longer available for operations.

# ROSETOWN MINOR ATHLETIC ASSOCIATION

## **Part III**

# **Minor Hockey**

# **Rules and Regulations**

Revised June 2022

*Any changes to the Minor Hockey Rules and Regulations  
from the previous year have been highlighted*

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## **INTRODUCTION**

The Rosetown Minor Athletic Association (R.M.A.A.) solicits the co-operation of all players and parents or guardians of players in implementing and conducting our Minor Athletic program in Rosetown. It is the aim of the Board and this Association to offer a quality hockey program to all players interested in learning basic skating and hockey playing skills.

Team officials will strive to give equitable and as much as possible equal time on and off ice to each player on their team. Because the program operates almost entirely on a volunteer basis, only the co-operation of ALL persons involved can make the results fruitful. Positive parent participation is encouraged.

The Board of Directors can only facilitate the functioning of our Hockey Program.

## **GENERAL**

### **I. OPERATION OF THE RINK**

The Rosetown Sports Centre is owned and operated by the Town of Rosetown. The Recreation Director, as an employee of the Town, oversees the operation and function of all rink activities and use of facilities within. Scheduling of events and overall ice use is ultimately decided by the Recreation Director. All requests for use of ice by any individual team representative or Association member should be directed to the office of the Recreation Director. Two weeks of ice scheduling will be posted on a visible board adjacent to the Recreation Directors Office.

## **II. ANNUAL INSURANCE**

### **A. Equipment**

The Board shall maintain a sufficient level of insurance on office equipment and hockey equipment.

### **B. Personnel**

The Sport Coordinator shall register with Hockey Saskatchewan the names of all Directors of the Association and Committee members, all Registered Hockey Players, all Team Coaches and Managers in order to maintain valid liability insurance. Appropriate Hockey Saskatchewan registration forms are available from the Sport Coordinator. Deadlines for registration must be observed. The Board shall maintain a sufficient level of third party liability insurance to protect all members and associated team members (driving parents, guardians and coaches) traveling to and from games or associated hockey activities. Currently the Association carries \$2,000,000.00 of non-owned automobile liability protection.

## **III. FUND RAISING**

The Association generates revenues for program operation from several sources. Annual registration fees for individuals within various age groups are set annually and collected. Fee structure will be advertised well in advance of program implementation.

The Association may charge at the door for individuals attending Minor Hockey games in Rosetown. The Board will set the appropriate fee structure on an annual basis. Gate fee will be collected by a team representative with all proceeds being turned in to the Association.

All other fund raising activities, outside of tournaments, by an Association member or team must receive approval of the Executive.

## **IV. TOURNAMENTS**

### **A. Attendance at Tournaments**

Teams may participate in as many Hockey Saskatchewan sanctioned tournaments as they choose to enter at their own expense

### **B. Hosting of Tournaments**

#### **Purpose**

Teams normally have a Home Tournament in order to receive return invitations. Tournaments are intended to be a fundraising activity for the Team.

Financial disparity will occur between and within age groups. Disparity of home ice use may occur between and within age groups.

### **Conduct of Tournaments**

1. The Association will set tournament dates for all teams.
2. Joint team applications are acceptable.
3. The Board will review all applications and allocate specific dates to specific teams by October 15th.
4. Teams may with Executive approval trade tournament dates.
5. The Host Team will be financially responsible for all costs associated with an approved Home Tournament (e.g. trophies, prizes)
6. All organizational activity associated with the hosting of a Home Tournament will be the responsibility of the hosting team (e.g. gate, timekeeper, score board)
7. Selection of suitable tournament awards should promote the team sport concept of hockey especially in the older age division.
8. A tournament committee of the Board and hockey members will review tournament dates prior to the start of the minor hockey season and submit their recommendations for approval of the Board at the first regular Board Meeting held prior to the registration date for the upcoming hockey season. The established tournament dates will be posted prior to registration.
9. All team entry fees are payable to the Host Team. Referee costs are to be paid by the team if there is no gate collected.

## **V. HOCKEY TEAM COORDINATOR**

The R.M.A.A. will appoint a Coordinator for each age division. A Board member shall not be a Coordinator for any team on which he/she has a child playing.

### **A. Duties of the Coordinator:**

1. To deal with complaints or issues brought to its attention by individuals or groups pertaining to such things as problems between players and coaches, players and officials, coaches and officials, parents and coaches or parents and officials.

2. If a concern cannot be resolved by the Coordinator, the Coordinator (with the concerned party in attendance) shall present the concern to the R.M.A.A. Executive.
3. All decisions made by the Coordinator will be consistent with R.M.A.A. policies.
4. Each Coordinator will ensure all registrations are completed and forwarded to the Sport Coordinator.

## **VI. COACHES AND MANAGERS**

### **A. Selection**

The Association has initiated a Coaching development program by encouraging and financially assisting Rosetown Coaches to participate in Hockey Coaching Clinics sponsored by Hockey Canada and Hockey Saskatchewan. Objectively this will enhance quality of coaching and ensure that hockey players receive the best possible instructions and training.

Coaching appointments at all levels will be made by the Board or a committee of the Board. All coaches must reapply yearly.

1. Any person interested in coaching a hockey team must submit an appropriate application to the Association no later than the registration evening. Upon board approval coaches will be required to submit a Criminal Record Check along with a Vulnerable Sector check. **These checks need to be supplied every 3 years as per Hockey Canada's Guidelines.**
2. Coaches assigned to teams will be required to have or agree to complete during the season all coaching requirements by Hockey Saskatchewan for the age level they are coaching. All coaching applicants must obtain or have the minimum of N.C.C.P. "Level Coach" or the equivalent.
3. If a Coach decides to leave a team during the season, notification must be made to the Executive in writing stating the effective date and reasons for doing so.
4. The Board reserves the right to make changes of team officials at any time with justifiable reasons.
5. The Team Coach is responsible for the selection of an Assistant and/or the Team Manager.
6. The Secretary shall record in the minutes of the Association the names of the selected Coaches, Assistant Coaches and Managers.

7. No Coach or Manager will be allowed to work in the R.M.A.A. Minor Hockey Program under the age of 19. Such a person could act as an assistant to help the Coach or Manager.
8. All coaches will be encouraged to take a First Aide Course, with the R.M.A.A. helping to finance the Course.
9. Coaches wherever possible are to be chosen prior to commencement of the hockey season. Coaches of these teams need not be parents of players on the team.

## **B. Duties**

1. All Coaches, Assistant Coaches and Managers will be responsible for their own conduct and for their team's conduct during the process of a game and in travel status. Swearing, illegal use of sticks, and the procedure of roughing and fighting reflect the control exercised by the Team Management.
2. Coaches or Coach's appointee take full responsibility for all equipment signed out (team sweaters, goalie equipment, etc.) and will be responsible to have it returned to the Equipment Manager upon disillusion of the team or season's end, cleaned. The Association Equipment Manager will assign an equipment storage locker and issue access keys for this purpose to each team coach. Each team will be responsible for returning all equipment at the end of the season with the equipment manager.
3. Coaches or Coach's appointee will be responsible for putting back into the equipment storage room any equipment used during a team practice.
4. Coaches or Coach's appointee will ensure that their team is registered in a competitive league and be a contact person for the team in that league. If a competitive league is not available a schedule of exhibition games in lieu of is acceptable.
5. Coaches or Coach's appointee will ensure that their team files an appropriate Hockey Saskatchewan player register list and forward it to the appropriate league secretary in which their team is registered. When a team is not registered in a league the register list will be given to the Association Secretary who will in turn mail it to the Hockey Saskatchewan office. Date deadline must be kept in mind when filing these register lists.
6. Coaches or Coach's appointee will ensure that each team hockey player will wear adequate safe and appropriate equipment for all hockey games and practices. If equipment is not considered safe a parent or guardian will be notified.

7. Coaches or Coach's appointee will arrange for rental of out of Rosetown ice as may occasionally be required for practice or playing of games.
8. Coaches or Coach's appointee will arrange all requirements for home games (i.e. arranging for game minor officials with the referee coordinator, game officials, door receipt sales, etc.).
9. Coaches will ensure a suspended player(s) does not play hockey with any Rosetown Minor Hockey Team until the suspension has been served within the age division it was received or is removed.
10. Coaches or Coach's appointee must give 24 hours notice to the Recreation Director of ice usage if they do not intend to use their team's scheduled ice time. Coaches or Coach's appointee that do not adhere to this policy will result in that team being charged for billed ice time.
11. The Coach/Manager will be responsible to ensure that the dressing room is locked after a game/practice and all players and their equipment is gone.

## **VII. GENERAL RULES FOR COACHES & MANAGERS**

1. Two team officials (adults) must be in control of the bench at all times.
2. Minimum of 2 team officials should be at the rink at least one half hour prior to game time and must provide supervision in the dressing room until such time that all players have left.
3. Should an R.M.A.A. player be evicted from a game, a Coach or Manager must accompany the evicted player from the ice to the dressing room and must stay with the evicted player until the player has regained his/her composure.
4. Game sheets are available in the First Aid room. They should be filled out in the appropriate manner. The Coaches must sign the game sheet at the beginning and the Referees must sign the game sheet at the end of the game. Minor officials (timekeeper) must also sign their names in the proper place. The original copy of the game sheet must always be returned to appropriate league or Hockey Saskatchewan. Give one copy to the visiting team and keep one copy for your own team.

## **VIII. EQUIPMENT**

1. Each team will be supplied with at least one complete set of matching sweaters suitable sized for the team players. When possible each team will be issued two sets of team sweaters in order to have a "HOME" color and an "AWAY" color.



Sharing of sets of sweaters between teams within an age division to prevent color conflicts is encouraged and will be arranged by team equipment managers.

2. Suitable goalie equipment may be supplied for each team in the U7, U9, U11 and Female divisions.
  - a) For the U13 Division and up, in the instance where there is no goalie in a division and someone agrees to become a goalie for the team after never being one in the preceding divisions, it will be discussed on a case by case basis with the Board of Directors to determine if the Association will provide some assistance with goalie equipment.
3. One goalie stick in suitable condition suitably sized will be supplied to each U7 and U9 team.
4. Each team will be given an adequate supply of pucks which is intended to last the entire season. Additional pucks required will be supplied by the team.
5. Equipment for each team will be signed out by the team Coach or Coach designate, who will become responsible for the equipment for the duration of the season.
  - a) Team sweaters are to stay in the possession of team officials and are not allowed to be taken home by the player as a regular occurrence. A garment bag is to be used to carry them in.
6. Goalie equipment may be available for loan to any player attending hockey school or team tryouts. The Association Equipment Manager should be contacted about this. User is responsible for returning all loaned equipment in a good state of repair.

## **IX. OUT OF TOWN ICE**

The Board will set the conditions for out of Rosetown ice rental each year at the beginning of the hockey season. The ice can be used for practice, game or tournaments, only when ice is not available in the Rosetown Sports Centre.

## **X. REGISTRATION AND FEES**

1. Dates for registration will be set by the Board and advertised in the Rosetown Eagle and/or other media two weeks prior to the registration.
2. All players must be no older than nineteen (19) by December 31 of the current playing year. Starting the 2020-2021 season all 4 year olds will have to take one year of the CanSkate (or equivalent) program before being registered with RMAA hockey as a 5 year old.
3. Registration fees for each age division will be determined annually by the Board of Directors prior to registration.
4. The Board will set a deadline for regular registration. Registration received after October 31st will not be accepted unless formally approved by the Executive.
5. The age of the player on December 31 will determine the age category in which the player will register.
6. The Board of Directors may combine levels when:
  - a) Registration of a particular age group is not sufficient.
  - b) The results of tryouts determine that combining age groups is in the best interests of the Association.
7. Any child may register with the R.M.A.A. Hockey Program. Players from outside Rosetown Minor Hockey area may register with the R.M.A.A. Hockey Program provided:
  - a) The application is approved by the Board of Directors.
  - b) The player obtains a release from the previous hockey association in accordance with the Hockey Saskatchewan rules.
  - c) The player pays the designated registration fee to the R.M.A.A.
8. Overage U18 players may make application to play on a team; they must have left the Association in good standing and ALL APPLICATIONS are subject to Board and League approval.
9. Fee schedule for late registration will be the following percentages of the advertised regular annual fees for each age division.
  - a) date of general registration to midnight November 30 - 100%
  - b) during December -75%
  - c) during January -50%
  - d) during February -25%
  - e) after midnight February 28th -No Charge
  - f) a \$25 charge will accompany all NSF cheques.

10. Refunds – NO refunds after December 31.
  - 75% back before October 31
  - 50% back before November 30
  - 25% back before December 31
  - Written notice must be given in order to receive a refund

## **XI. ICE ALLOCATION**

1. Each hockey team will be allocated ice time as determined by the Board of Directors.

## **XII. REFEREE AND OFFICIALS**

1. All persons over the age of 10 interested in becoming a referee may do so by registering their intent with R.M.A.A. prior to the start of the hockey season (e.g. October). The Association encourages and may financially assist interested persons to take Hockey Saskatchewan annual officials clinic held in this region of the province.
2. The Association will from time to time provide the necessary training for all officials (i.e. referees, linesmen, time keeper, etc.).
3. Coaches must use only Hockey Saskatchewan certified officials registered in the current season.
4. The Board will establish official fees on a yearly basis.
5. When two people referee a game, both will receive the referee fee.
6. Only a team official will fill out the referee time sheet in the prescribed manner.
7. The Association Treasurer will make out referee cheques as required.
8. Officials must treat all players, team officials and fans with the same respect they expect as per C.H.A. Hockey Rule Book.
9. Officials must avoid criticism of other referees or minor officials as outlined under "Instructions to Referees" in the C.H.A. Hockey Rules Book.
10. All officials must be in attendance at each game assigned to them fifteen (15) minutes before game time.
11. Referees and Linesmen are the officials representing the R.M.A.A. on the ice and as a result must portray an appearance of acceptable standard. They must dress in accordance with Hockey Saskatchewan Hockey Rules Book.

12. All referees must be at least one year senior to the age category in which they are officiating.

The only exception will be U15 age referees will be allowed to referee their own age group, provided that in the Referee Coordinator's opinion they would want the challenge and could do the job.

13. It is the responsibility of the officials to attend Discipline Committee meetings as required regarding any penalties imposed during their game.
14. The Board shall appoint a Referee-In-Chief whose job description would be the duties in Appendix I of the handbook plus:
  - a) Attend games and review each referee, and do a follow-up to discuss knowledge, application of rules, positioning, etc.
  - b) Advise the Board of any abuse of referees by team officials, local parent/fans, preferably with names. A Board member would contact the person and discuss their behavior, and ask for improvement. If there is no improvement, the offender will be given to the discipline committee to deal with.
  - c) Assign referees where asked to by the Board, keeping in mind what is appropriate, and trying to ensure they all get work.

### **XIII. TEAM EXPENSES**

Each team will be refunded for expenses incurred in operation of a team's regular hockey season for starting up leagues, tournaments, exhibition games. The maximum reimbursement by the Association to any team will be \$150.00 upon request.

### **XIV. GENERAL OPERATING RULES FOR PLAYERS and PARENTS OF PLAYERS**

1. All players must wear appropriate protective equipment at all times while on the ice for practice and games.
2. All players will wear their own practice sweater for practices. Team sweaters will be used only for games. Team sweaters will remain in custody of the team management when not in use for games.
3. Players or parents of players are responsible for ensuring that their child is dressed and equipped for games and practices, on time. Coaches and team management do not have time to tie skates, tape sticks, etc.
4. Players and Parents of players will conduct themselves in a respectful manner while preparing for, playing and leaving practices and games. Abuse or

disrespect of team officials, referees and minor officials on or off the ice may result in suspension of play from the team or suspension of play of the entire team.

5. If anyone member has a concern they would like brought forward, the R.M.A.A. requires the complainant to wait 24 hours after the incident to report.
6. Dressing rooms are off limits to anyone but team officials and players ten (10) minutes prior to game time through completion of the game except for special situations such as injuries or coaches request.
7. Coaches wherever possible shall be chosen prior to commencement of the hockey season, when it comes to provincial level team entries, the R.M.A.A. prefers non parent coaches.
8. The corridor between the players' boxes shall remain clear and free at all times during a game/practice situation. Teams dressed and waiting to go on ice for a game or practice who wish to watch the remainder of the activity that is underway, shall watch from a designated area.
9. No player(s) will be allowed to drive to or from out of town games or practices while in any team situation (a team situation is when players meet at the rink prior to traveling out of town for games and/or practices.) Driving shall be done by the parents/guardians or the coach/manager. The only exception will be when a player of driving age that does not live within the town of Rosetown has been given permission by their parent/guardian to drive to a game/practice in their own vehicle because it is closer for them to do so.

## **XV. GUIDELINES FOR SUSPENSIONS**

1. Game officials will be guided by Hockey Saskatchewan rules for all player infractions drawing suspensions.
2. Coaches having specific problems related to suspension infractions with any team member, may request a meeting of the Executive of the Board to resolve the problem if resolution through contact with the Hockey Team Coordinator results in failure.
3. The R.M.A.A. Board of Directors has the responsibility and authority to deal with those individual players or teams concerned which are not in keeping with the R.M.A.A. philosophy and objectives. The Board of Directors also has the authority to deal with disciplinary matters where the Hockey Saskatchewan or league rules has not had any impact as it relates to self discipline of a player or team. The Board may further suspend the individual or individuals and may in

extreme cases remove the player from the system and refund his money as per No. 10 Registration and Fees. The Board may also withdraw financial support of a team in extreme circumstances. In all cases the situation must be carefully reviewed and the decision is to be unbiased and include the potentially disciplined player, his parents, coaches and managers.

4. The R.M.A.A. Board of Directors have taken a stand of non-tolerance of alcohol or illegal drugs as well as Sexual, Emotional, and Physical Harassment and any violation such as mischief or assault. Anyone, including coaches, managers, parents and/or players while in a team situation or while traveling to and from games or practices, who violates the above or fails to report same to the Board is subject to suspension by the Disciplinary Committee. The board shall review each disciplinary incident and if not fully satisfied with the discipline handed down by the Coaching staff of the team, the incident will be referred to the Discipline Committee for their recommendation. The Board will then decide on the decision of the Disciplinary Committee. The Board will have exclusive Disciplinary Rights of the above and shall notify the appropriate authorities of the above violation, if necessary.
5. All complaints to the R.M.A.A. shall be in written form and the complainant must be willing to appear before the Board to voice the complaint.
6. All players/parents should follow Hockey Saskatchewan Social Media Guidelines. If not followed this may result in suspension for player or parent.
7. The following suspensions shall be a guide in determining discipline. All Suspensions follow Hockey Saskatchewan Guidelines.
  - a) Mischief to a dressing room - 3 games
  - b) Consumption of Alcohol - 3 games
  - c) Entering of another team's dressing room and confronting players, manager, coach or official - determined by the Board, based on Severity and also report to Police and Hockey Saskatchewan if warranted.
  - d) The Board on the recommendation of the Discipline Committee may suspend, put on Probation, or have the person(s) perform community service hours in the Arena or for the Recreation Director or all of the above together.

## **XVI. AGE GROUPS**

U7	5 - 6 years old
U9	7 - 8 years old
U11	9 - 10 years old
U13	11 - 12 years old
U15	13 - 14 years old
U18	15 - 17 years old

## **XVII. TEAM STRUCTURE**

### **A. U7, U9, U11, U13, U15, U18**

- 1.** The affiliation of players to all teams must be done by the date set by Hockey Saskatchewan.
  
- 2.** a) The U9 and U11 Division shall be allowed to form a carded team. The coaches must reveal their intentions to form a carded team by December 31<sup>st</sup>. All U9 and U11 players must be notified of the tryout. The players shall be chosen by the coach and his/her designates after a tryout. Hockey Saskatchewan dates must be followed regarding when this team is allowed to practice and play games. The carded team may begin practicing after January 10<sup>th</sup> provided that it does not conflict with any player's certified teams.  
  
b) In the event that there is no carded team in town, players may be released to play in another town provided the hockey is a higher caliber of hockey than is available within the Rosetown Minor Hockey Association.
  
- 3.** RMAA policy for overage/underage players.
  - ) Requests must be in writing by the player's parents and submitted to RMAA.
  - ) Players will be encourage to play AA in the divisions were that is an option.
  - ) A letter of recommendation from the player's last coach is required.
  - ) A letter of recommendation from the new team's coach is required.
  - ) RMAA board will have the final decision in any overage/underage approval.
  - ) RMAA can deny any requests based on player numbers in the hockey divisions that will be impacted. ( For example, an U11 player is wanting to play up in the U13 age group, however if the player moves up the U11 team will then not have enough players to form a team.)

- ) The player may participate in the provincial tryout for the age group they are registered in.
- ) Request must be submitted the RMAA no later than October 1<sup>st</sup> annually.

4. Player movement between teams of different age divisions is prohibited by the Association, except in cases where players of younger age divisions are properly affiliated; using the Hockey Saskatchewan registration procedure with a team in an older age division. Other special requests by team coaches will involve a discussion of the Executive and the respective team coaches. The player and/or parents of the player in question must agree to the movement. The player must be capable of playing in the next age division up to minimize chance of injury.
5. Players must fulfill their commitment to their own team first. The team coach drawing the player must get the permission of the team coach and/or the parents the player is drawn from.
6. **When selecting teams**, each team may protect only two players, but these players must be the children of the Coach, Assistant Coach or Manager.

#### **B. U7 (5 - 6 Year Olds)**

1. The Association shall provide a hockey development program for 5 and 6 year old players.
2. The purpose of this program is to develop properly the basic skating and hockey skills of a youth at an early age under a basic skills control program.
3. The Board may appoint a committee representative to coordinate this program.
4. The Board reserves the right to make changes to this program periodically.
5. In appropriate circumstances, (i.e. when there are enough beginning 5 and 6 year old hockey players) that there be a hockey team consisting of only beginning ages 5 and 6 years, and that no child play on this team for more than a year, unless it is agreed that this should happen by both the Coach of this team and the player's parents. A first year 7 year old could play on this team if it is agreed that this should happen, by the player, the parents, the Coach and the R.M.A.A.

#### **C. Power Skating**

The Board of the R.M.A.A. will ensure the operation of a power skating program with registered coaches in coordination with appropriate sponsoring organizations. The program is to be provided to the registrants at reasonable cost.



**D. 'AA' Hockey Teams**

1. The Association shall support the merger of the West Central AA Hockey Association, as well as the Western Prairie Hockey Association

## **APPENDIX I**

This is a brief description of duties and responsibilities of position appointments the Association/Board may make from time to time. It is intended to act as an aid in fulfilling the job.

### **OFFICIALS COORDINATOR**

1. Will be responsible for coordinating with the Recreation Director a local officials clinic
2. Make potential officials aware of established clinics in the area.
3. Coordinate travel when necessary.
4. Make the Association aware of persons involved in clinics and potential payment of expenses.
5. Assign all officials to games.
6. Obtain an officials registration book or list from Hockey Saskatchewan.
7. Report to the Association periodically.

### **THE EQUIPMENT MANAGER**

1. Will be responsible to the Board of Directors of the Association.
2. Will be responsible for the identity, general maintenance, fair distribution and collection of all sport specific equipment owned and controlled by the Association.
3. Must approve any equipment expenditure to be funded by the Association.
4. Will sign all bills of purchase where the Association is responsible for payment.
5. Any equipment expenditure in excess of \$100.00 must be approved by the Board of Directors.
6. Will report periodically to the Association.

## **HEAD OF STEERING COMMITTEE**

*(Three members per activity)*

1. To act as Association representatives on behalf of assigned sports.
2. Ensure development of assigned program.
3. Shall be the contact committee on behalf of the Association and will deal with those matters associated with their program. Matters that require decision by the Association will be brought to the attention of the Association.
4. Will report periodically to the Association.

## **SPECIAL PROJECT COORDINATOR**

1. Will coordinate special projects approved by the Association. (i.e. fund raising, new sports wanting membership.)
2. Will report information to the Association.

## **HOCKEY SASKATCHEWAN REPRESENTATIVE (Sport Coordinator)**

1. The Hockey Saskatchewan advisor to the coaches in dealing with the Hockey Saskatchewan rulings and changes to be changed from the Hockey Saskatchewan Representatives to the past president.
2. Will be familiar with registration dates and ensure that each age division and the Association is aware of dates and assist with completion of registration forms, teams and Hockey Saskatchewan.
3. Will direct any correspondence to Hockey Saskatchewan on behalf of the Association.
4. May be a provincial representative.

## **FINANCE COMMITTEE**

1. Will develop an annual budget. (see R.M.A.A. Constitution, Article VIII - Section 1).
2. Will do periodic evaluation of the financial position of the Association.
3. Will oversee financial matters as they apply to the Association regulations.
4. Will report regularly to the Association.

## **TRAVEL EXPENSES**

### **A. Team**

1. Each team in each division will devise their own method of ensuring travel expenses are shared on an equitable basis.

### **B. Hockey Saskatchewan Travel**

1. Teams participating in Hockey Saskatchewan Playoffs and who are successful to the point of reaching the semifinals or finals of the Provincial Play downs may receive travel expenses up to \$2500 per season.
2. In categories (tiers) when a provincial tournament is held, the team's travel will be paid to the tournament

# **ROSETOWN MINOR ATHLETIC ASSOCIATION**

## **Part IV Minor Ball Rules and Regulations**

### **INTRODUCTION**

The Rosetown Minor Athletic Association (R.M.A.A.) solicits the cooperation-operation of all players and parents or guardians of players in implementing and conducting our Minor Ball program in Rosetown. It is the aim of the Board and this association to provide an enjoyable ball experience to all participants.

Considering the program operates almost entirely on a volunteer basis only the co-operation of ALL persons can make the results fruitful. Positive parent participation is encouraged.

The R.M.A.A. and its Board of Directors will remain as the facilitator for Rosetown Minor Ball, and a Minor Ball Sub Committee will be formed to help the R.M.A.A. with these processes.

### **GENERAL**

#### **I. BALL DIAMONDS**

The allocation of ball diamonds is coordinated through the Parks and Recreation Office. All concerns regarding the ball diamonds should be directed towards the Recreation Director.

#### **II. INSURANCE**

##### **A. Equipment**

The Board shall maintain a sufficient level of insurance on ball equipment.

## **B. Personnel**

The Board shall maintain a sufficient level of third party liability insurance to protect all members and associated team members (driving parents, guardians, managers and coaches) traveling to and from games or associated ball activities. Currently the Association carries \$2,000,000.00 of non-owned automobile liability protection.

## **III. FUND RAISING**

This policy provides teams with the opportunity to raise funds for discretionary use within their own group. These funds may be spent towards tournament entry fees or other team projects or functions. The board must approve all fund raising activities.

## **IV. TOURNAMENTS**

### **A. Local**

All teams wishing to host a tournament are responsible for:

- ) organizing the tournament
- ) booking ball facilities (in advance)
- ) arranging for umpires
- ) incurring all tournament expenses
- ) setting tournament and gate charges
- ) profits associated with the tournament will remain with the host team
- ) host team is responsible for all associated activities and functions necessary to host a tournament

### **B. Out of Town**

- ) All teams wishing to enter into tournaments must assume any entry fee incurred.
- ) Any prize money derived from the tournament remains with the team.
- ) This policy provides teams with the opportunity to raise funds for discretionary use within their own group. These funds may be spent towards tournament entry fees or other team projects or functions.

### **C. Provincial**

- ) A provincial playoff tournament may be conducted in the same manner as a locally hosted tournament

### **OR**

- ) R.M.A.A. will incur all related tournament expenses and will also claim any profit associated with the tournament. The local team is still responsible for organizing and carrying out all activities, operation and functions necessitated by hosting a Provincial Playoff Tournament.

- J It is the responsibility of the host team/Coordinator to contact the R.M.A.A. Coordinator regarding their financial support three weeks prior to the hosting of the event.
- J When hosting Zone and/or Provincial playoffs, it will be the responsibility of the host team to come up with any shortfall in funds.

## **V. R.M.A.A. BALL COORDINATOR**

The R.M.A.A. Board shall appoint Coordinators in all age groups: U11, U13, U15, U18 for baseball and U9, U11, U13, U15, U17 for softball.

### **A. Duties of the Coordinator**

1. Each Coordinator shall be responsible for the organization of their appropriate age group.
2. To deal with complaints or issues brought to its attention by individuals or groups pertaining to such things as problems between players and coaches, players and officials, coaches and officials, parents and coaches or parents and officials.
3. If a concern cannot be resolved by the Coordinator, the Coordinator (with the concerned party (3) in attendance) shall present the concern to the R.M.A.A. Executive.
4. Any Coordinator appointee must declare an interest, if the concern involves the team their child plays on or if they are directly involved in some fashion with the team involved.
5. All decisions made by the Coordinator will be consistent with R.M.A.A. policies.

## **VI. COACHES AND MANAGERS**

### **A. Selection**

The Association has initiated a coaching development program by encouraging and financially assisting Rosetown coaches to participate in Coaching Clinics sponsored by the appropriate Provincial Sport Governing Body (i.e. Softball Saskatchewan, Saskatchewan Baseball Association). Objectively this will enhance quality of coaching and ensure the ball players receive the best possible instruction and training.

1. Coaching appointments of all levels will be made by the board or a Coordinator of the Board. Upon board approval coaches will be required to submit a Criminal Record Check along with a Vulnerable Sector check. These checks need to be supplied annually.
2. If a coach decides to leave a team during the season, notification must be

made to the Coordinator and Equipment Manager.

3. The Board reserves the right to make changes to team officials (coach and or manager) at anytime with justifiable reason.
4. The team coach is responsible for the selection of an assistant and/or manager. For all non parent coaches a parent must be given first consideration as assistant coach and/or manager.
5. The Secretary shall record the names of the selected coaches, assistant coaches and manager in the minutes of the Association.
6. No Coach or Manager will be allowed to work in the R.M.A.A. Ball Program under the age of 19. Such a person could act as an assistant to help the Coach or Manager.
7. Coaches wishing to enter into provincial playoffs must qualify under the Coaching requirements set by their respective group, S.B.A. or Softball Saskatchewan.

## **B. Duties**

1. All Coaches, Assistant Coaches and Managers will be responsible for their own conduct and for their team's conduct in the process of the game and in travel status. All teams are expected to exhibit suitable conduct to portray good ambassadorship of our community and R.M.A.A. Disciplinary action by the Board of appointed Coordinator will be carried out for neglect of duty. This may result in suspension of the Coach and/or Manager or the entire team.
2. Coaches are responsible for all equipment signed out and will be responsible to have it returned to the Equipment Manager upon disillusion of the team or season end, "cleaned".
3. The Board will ensure that teams are registered in a compatible league. The Coach will be the contact person for the team in that league. If a compatible league is not available, a schedule of exhibition games in lieu is acceptable.
4. Coaches or Coach's appointee will arrange all requirements for home games (i.e. ball diamond, lime diamond, bases, umpires, score keepers, arrange to borrow limer with Recreation Director, use of ball machine and return of all equipment).
5. Coaches or Coach's appointee must make arrangements for team travel to out of town games. R.M.A.A. does not cover cost of travel expenses.
6. A \$50.00 uniform deposit will be required from all players and will be collected at the time of registration. A post-dated cheque for August 1<sup>st</sup> is required for each ball uniform and will be refunded when the uniform is returned prior to August 1<sup>st</sup> of the same year



### **C. General Operating Rules for Coaches and Managers**

1. Coach or Coach's appointee must be in control of the team at all times.
2. Coaches should be on the playing field at least one half hour prior to game time and must provide supervision until all team members have left.
3. Game sheets are available through the Equipment Manager or the Recreation Office.

### **D. Equipment**

1. Each team will be supplied with appropriate equipment for their age division by the Equipment Manager.
2. Equipment for each team will be signed out by the team Coach who will become responsible for the equipment for the duration of the season.
3. All additional requests for equipment, balls, bats, etc. must be made to the Equipment Manager.
4. No team is authorized to make purchases of equipment. It is the responsibility of the Equipment Manager.
5. All players must wear appropriate protective equipment at all times while at practice or games.
6. Wherever possible the R.M.A.A. will standardize the uniforms worn by our teams including coaches and managers.
7. The R.M.A.A. will bill individuals who have not returned or accounted for equipment owned by the R.M.A.A. upon the recommendation of the Equipment Manager.

## **VII. REGISTRATION FEES**

1. Dates for registration will be set by the Board and advertised in the Rosetown Eagle and/or other media.
2. Registration Fees will be determined annually by the Board of Directors prior to registration.
3. The R.M.A.A. will pay team registration fees into leagues up to a maximum of the fees collected for a particular division.
4. For teams wishing to register with S.B.A. or Softball Saskatchewan, the RMAA will pay the affiliation fee as well as the provincial play-off registration fee.

5. The Board will set a deadline for regular registration. Registrations received after this date may be subject to a late registration fee. This fee to be set annually by the Board.
6. Any child four years of age and older, who attends Rosetown Schools or who attends a school or lives in the Rosetown School Division area but has no local ball team to register and play on, may register with the R.M.A.A. Ball Program.
7. Players outside of Rosetown, but within the boundaries established by S.B.A. and Softball Saskatchewan, may register with the R.M.A.A. Ball Program if the application is approved by the Board of Directors.
8. A uniform deposit from all players will be required. It will be collected at the time of registration. It will not be cashed if the uniform is returned at the end of the season. The deposit amount will be reviewed annually by the Board of Directors.

## **VIII. UMPIRES AND SCOREKEEPERS**

1. Umpires officiating for league games or playoff games may be paid by the Association for the Mosquito age category and up. Fee Schedule for Umpires will be: Certified Umpires – Home Plate \$50 Base \$25 – Non Certified Umpires – Home Plate \$40 Base \$15. Fees will be set annually by the Board of Directors.
2. To encourage the development of local umpires the R.M.A.A. will pay for clinic registration fees for local persons taking umpire clinics sponsored through Saskatchewan Baseball Association and Softball Saskatchewan.
3. Coaches are responsible for arrangement of scorekeepers and umpires for their team games.
4. The R.M.A.A. will supply Umpire Equipment for U11 teams and up.
5. All officials should be at the game site at least 15 minutes before game time.

## **IX. BALL EQUIPMENT MANAGER**

1. Will be responsible to the Board of Directors of the Association.
2. Will be responsible for the recording, identity, general maintenance, fair distribution and collection of all ball related equipment owned and controlled by the Association.
3. Must approve any equipment purchase to be funded by the Association.
4. Will sign all bills of purchase where the Association is responsible for payment.
5. Will keep records and reports as required by the Association, periodically presenting them to the Board.

## **X. TELEPHONE EXPENSES**

Each year the Board of Directors will establish a maximum reimbursement for telephone expenses incurred in the operation of the teams' regular season (i.e. league, tournaments, exhibition games).

## **XI. GENERAL CONDUCT**

1. Coaches, managers, players and parents of players will conduct themselves in a respectful manner while preparing for, playing and leaving practices or games. Abuse or disrespect of team officials, umpires, other teams and their members on or off the playing field may result in disciplinary action to individuals or the entire team.
2. The R.M.A.A. has the responsibility and authority to deal with those individuals or team concerned which are not in keeping with the R.M.A.A. philosophy and objectives.
3. All discipline guidelines shall follow the same guidelines as Hockey and along with S.B.A. and Softball Saskatchewan.

The R.M.A.A. Board of Directors would like to thank you for your assistance in making our Ball Program successful.