

**THE PAS MINOR HOCKEY ASSOCIATION
CONSTITUTION**

Last revised April 25, 2019

CONSTITUTION PART I

The Pas Minor Hockey Constitution

1. The name of the Association shall be known as The Pas Minor Hockey Association.
2. The major goals of The Pas Minor Hockey Association are:
 - a) to provide an opportunity for all players to develop their hockey skills in accordance to their individual ability;
 - b) to provide an enjoyable youth program;
 - c) to develop sportsmanship in players;
 - d) to develop the character of the participants;
 - e) to ensure every house league player receives equal ice-time.

The teams shall be designated in leagues known as Squirts, Novice, Atom, Peewee, Bantam, Midget, and Female.

3. A "member" of The Pas Minor Hockey Association shall be defined as follows:

A player, an adult parent or adult guardian of a minor hockey player as indicated the current registration with the Association; Minor officials; Coaches; Team officials; and Executive members. The membership year for the Association shall commence on May 1st and shall end on April 30th of the following year. All members shall adhere to the Membership Policy adopted by the Organization.

4. The Executive shall be made up as follows: President, Past President, Vice President, Secretary, Treasurer, Ice Convenor, Referee-In-Chief, Equipment Manager, Tournament Liaison, 2 Fundraising/Volunteer Coordinators, Registrar, Hockey Development Coordinator, Coach Coordinator, Female Hockey Coordinator, two (2) Player Advocates and Director of Communications.

Executive positions will be 2-year terms.

Odd year election will include the President, Secretary, Ice Convenor, Equipment Manager, (A) Fundraising/Volunteer Coordinator, Hockey Development Coordinator, Female Hockey Coordinator (A) Player Advocate and Director of Communications.

Even year election will include the Vice President, Treasurer, Referee-in-Chief, Tournament Liaison, (B) Fundraising/Volunteer Coordinator, Registrar, Coach Coordinator and (B) Player Advocate.

5. A bank account shall be opened in the name of the Association. In addition to the Treasurer, one of the following can sign: Secretary and/or President.
 - a) Referees will be paid.
 - b) All purchases made in the name of the Association must have approval of the Executive. All major purchases will be made by invitational tender.
6. A quorum shall consist of any five (5) members of the Executive. Only the Executive shall have a vote at regular meetings. Electronic voting may be used for action items in between meetings, with adoption via Consent Agenda.
7. An Executive meeting may be called at any time by either the President or an Executive quorum. Any clause in the bylaws or Operational Policies may be clarified and defined at any time by a majority vote of a quorum at any meeting of the Executive.
 - a) The Pas Minor Hockey Association will hold a regular Executive meeting at a minimum once per month during the regular hockey season and additional meetings where necessary.
 - b) There shall be annual meeting each year after March 1, no later than May 1, to elect the following year's Executive to take office immediately at next meeting. Any Executive positions not filled at the Annual Meeting shall be appointed by the new Executive.
 - c) All minutes of meetings held by The Pas Minor Hockey Association Executive shall be forwarded to Hockey Manitoba.
 - d) That no persons under the age of 18 years of age be allowed to vote in the Annual Elections.

8. The rules of play and equipment shall be in keeping with Hockey Canada and Hockey Manitoba including By-Laws incorporated into the Constitution.
9. The Pas Minor Hockey Association will affiliate with and accept the Constitution and By-Laws of :
 - a) Hockey Manitoba
 - b) Norman Regional Minor Hockey Association
10. All fund-raising activities by Minor Hockey teams must have the prior consent of the Executive.
11. The Association adopts Roberts Rules or Order for the purpose of conducting meetings.
12. The Pas Minor Hockey Association will attempt to hold a Coaches Clinic every Fall to promote certified coaches.
13. The Pas Minor Hockey Association should strike up a budget not later than September 30th each year.
14. **Conflict of Interest**: During discussions at Executive or Committee levels of decision making in which a member may be directly involved as a coach, manager, parent, or in a role resulting in personal gain or loss, this constitutes a conflict of interest. A member in this instance will not take part in discussion or vote, and will preferably leave the meeting until the matter is settled. If any other Executive feels that a potential conflict of interest may exist relating to a fellow Executive member, he/she shall raise this as a question and the Executive as a group should decide.
15. All "First" Rep teams and Novice Rep team coaches are to be picked by Sept. 15th annually; and that all "Second" Rep team coaches are to be picked by October 15th annually or later if not possible. A parent will be given the opportunity to be part of the coach selection for rep teams.
16. The Pas Minor Hockey Association adopts the Fair Play Code and Hockey Manitoba Development Guide as guidelines.
17. Amendments or alterations can be made to the Constitution only at Annual Meetings of this Association and then only by a two-thirds majority of the voting members present at the AGM.

18. Amendments to the Constitution. The TPMHA constitution may be amended by submitting of notice of motion to the President, a minimum of fifteen (15) days prior to the annual meeting. The President shall circulate said notices of motion to the TPMHA Executive a minimum of ten (10) days prior to the annual meeting and post on TPMHA website for membership information.
19. Persons who hold an Executive position and/or are a coach with The Pas Minor Hockey Association, who quit, except under exceptional circumstances, not be allowed to hold a position of that same description/title the next season.
20. The Pas Minor Hockey Association has a policy regarding The Pas Minor Hockey jackets. This policy is that all persons buying a jacket must follow the same colour scheme of black being the base colour with red and white trim as decided by a write in submission. Style of jacket can be at buyer's discretion. All purchases of Huskie wear team apparel be made and approved by the board.
21. Parents to be given the opportunity to be included in coach selection for rep teams.
22. **Criminal Record Checks**

It is the policy of The Pas Minor Hockey Association that ALL coaches, trainers, managers, officials, The Pas Minor Hockey Board and anyone else in a position of authority or trust, shall be subject to certain Criminal Record Checks which includes Vulnerable Sector.

As per The Pas Minor Hockey Constitution, on-ice officials and executive who are 18 years or older, as of December 31 of the current season, will be required to complete Criminal Record Checks including Vulnerable Sector and submit to the President of the association.

A minor hockey member is defined as an Executive Member, Head Coach, A/Coach, Safety Person, Manager, League Convenor, or Official (referee).

NEW Minor Hockey Members

Those positions as outline above who for the first time hold a position within The Pas Minor Hockey Association must be completed a Criminal Record Check prior to December 1st; otherwise, the individual will not be able to

participate in a TPMHA sanctioned events. In circumstances when delays occur for returns of criminal checks, it will be at the discretion of the executive to accept delay.

CURRENT Minor Hockey Members

The minor hockey members currently registered within TPMHA for consecutive years; must have a CRC completed every five years and completed prior to December 1st of the year required; otherwise the individual will not be able to participate in TPMHA sanctioned events.

If Applicants with the following Criminal Code convictions (or who do not have a clear vulnerable sector check) will not be considered for any position.

- Sexual Assault (in the past 10 years)
- Assault on a child (child abuse)
- Any sexual offence that involves a victim under the age of 18
- Trafficking in illegal substances

Discretionary Convictions

Applicants with past Criminal Code convictions on their criminal record check of certain offences may be accepted for positions of trust. These offences include but are not limited to the following:

- Driving convictions (Criminal Negligence, Impaired Driving, Driving with B/A Over .08, etc.).
- Drug offence convictions
- Convictions of violent offences (Assault, Robbery, etc.) • Any physical assault involving family violence.
- Property offence convictions (Fraud, Theft, etc.)

Criminal Charges

Applicants charged with certain offences may not be permitted to obtain or remain in positions within the association. These offences include but are not limited to the following:

- Driving charges (Criminal Negligence, Impaired Driving, Driving with B/A Over .08, etc.).
- Drug offences
- Charges of sexual assault or violent offences (Assault, Robbery, etc.)
 - Any physical assault involving family violence.
- Property offence convictions (Fraud, Theft, etc.) Only to be considered if the position applied for involves the control of assets of the organization or in control of finances.
- Assault on a child (child abuse)
- Any sexual offence that involves a victim under the age of 18
- Trafficking in illegal substances

23. The Pas Minor Hockey Association adopts the Social Media Policy of Hockey Manitoba.
24. Use of the logo, any imaged, and/or any names, including but not limited to "The Pas Huskies", associated with The Pas Minor Hockey Association must be approved by the Executive Board. Any merchandise produced by outside sources must meet the policy guidelines as set out by the Executive Board.

BY-LAWS

PART II

The Pas Minor Hockey Association By-laws

1. Each League shall have the following governing system:

A Convenor for each league and a Coach for each team. It is desirable that the coaches not be either a Convenor or a member of the Executive.
2.
 - a) Registration fees for each year will be set by the new Executive. All registration fees must be paid by cash or by cheque. Online payment is also accepted, as it is considered a cash payment. All registration fees must be paid in full by November 1 of each year. A payment option is available of 50% due upon registration, prior to the player going on the ice, with the balance payable by November 1. Failure for any registration fees to be paid in full by November 1 will result in that player being required to pay registration fees in full for the following season prior to receiving any ice time. The payment option will not be available for any player that has not paid in full the previous season by the deadline of November 1.
 - b) TPMHA will develop a fee structure for female hockey players interested in only playing female hockey and not house league.
 - c) Player transfers will not be approved until after October 31st unless the player has provided proof of new residency of The Pas and Area.
3. All teams traveling out of town must have the prior consent of:
 - a) The Pas Minor Hockey Association;
 - b) Norman Regional Minor Hockey Association
4. League points shall be two (2) points for a win and one (1) point for a tie. There will be no overtime in league play. Each league standing is to be determined by the Point System. In the event of a tie at the end of League Play, the "Win-Loss" record shall be the determining factor.

5. In League Play, all players will get equal ice time.

6.
 - a) All match, game misconduct's, and major penalties shall be reported to the Referee-In-Chief immediately.

 - b) Match penalties for abuse of officials are reported to Hockey Manitoba immediately.

7. All The Pas Minor Hockey League By-laws and Constitution shall be posted on a website maintained by The Pas Minor Hockey Association and shall be updated if amended at any time.

E. RESPONSIBILITIES OF A COACH

A coach's responsibilities include teaching sportsmanship, hockey skills, the game, leadership, and safe and fair play. More importantly is the responsibility of ensuring that all players are having fun and respected. These guidelines detail the expectations of a coach so that these responsibilities can be met.

- Winning is a consideration, but not the only one, nor the most important one. Care more about the player than winning the game. Remember, players are involved in hockey for fun and enjoyment.
- Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players. Be optimistic, share the joy of life.
- Be generous with your praise when it is deserved, be consistent, honest, fair and just, do not criticize players publicly, and be a more effective communicator and coach. Within the House League, equal ice time shall be awarded and enforced regardless of player ability.
- Each coach will be responsible for his or her replacement, if unable to attend practices or games. In all cases, an adult coach or replacement that is registered with The Pas Minor Hockey Association and is a certified coach must be present; otherwise said team may not play.
- Adjust to personal needs and problems of players; be a good listener; never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach them the basics. Believe in each player, the other coaches, and administrators.
- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players. Be prepared. Do not ask anything of your players, other coaches, administrators and parents that you do not ask and expect of yourself. • Maintain an open line of communication with your player's parents. Explain the goals and objectives of your association and team.
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- Work to be the best coach possible.
- Be a leader. Be calm yet enthusiastically supportive of your players, coaches, opponents and referees. Be sincere in your interest in the players.
- Reward those players who are working hard as team players.
- Never use profanity or be crude in front of your players or parents.
- Never criticize your players, parents, administrators, referees, coaches or opponents.
- Be appreciative of the efforts of others.

- Always be available to listen to the concerns of your players, parents or administrators.
- Don't get discouraged.
- **To play the game is great, to love the game is greater. Remember, IT IS ONLY A GAME.**

F. PLAYER CONDUCT AND GUIDELINES

These guidelines will enrich your enjoyment of the hockey season and help you develop into a better hockey player. Hopefully you will develop an attitude around these pointers to make your season a great one!

- Respect and adhere to all ideals, policies and rules determined by Hockey Manitoba, Hockey Canada and The Pas Minor Hockey Association, and your team.
- Respect the rules of the game, opponents, officials and their decisions.
- Maintain self-control at all times.
- Attend as many games and practices as reasonably possible. Be present before games and practices in a timely manner. Notify the coach ahead of time if you will be absent.
- Respect the facilities, either home or away, in which you are privileged to play.
- Exhibit a high degree of sportsmanship, teamwork and positive attitude at all times when representing your team and the league.
- Refrain from using foul language towards teammates, coaches, officials or opponents.
- Accept defeat graciously.
- Show respect for the decisions, judgment and authority of the organizers, officials and timekeepers.
- Show respect for the feelings and abilities of the players on the other team.
- Ensure that your equipment is complete, safe and in good condition.
- **Love the game above the prize.**

G. PARENT'S RESPONSIBILITIES

These guidelines will enrich your enjoyment of the hockey season and more importantly enrich your child's experience. Hopefully you can develop an attitude around these pointers to make our minor hockey season a rewarding one.

- Do not force your children to participate in sports, but support their desires to play their chosen sport. Children are involved in organized sports for their enjoyment. Make it fun.
- Encourage your child to play by the rules. Remember children learn best by example, so applaud the good plays of both teams.
- Do not be critical of the hockey program or other players in front of your children. If you have a problem, speak directly to the Coach or board member. Any complaints with the refereeing, coach, or convening staff should be in a written form, signed by the complainant, and should never be stated verbally within the arena.
- Arrange to have child at arena on time for all scheduled games and practices as outlined by the coach or team. Make it your business to know all schedules for their child.
- All parents must stay out of the dressing room unless invited by the coaching staff.
- Do not embarrass your child or the organization by verbally abusing/insulting players, coaches, other parents, or officials. By showing a positive attitude towards the game and all of its participants, your child will benefit.
- Emphasize skill development and practices and how they benefit your young athlete.
De-emphasize games and competition in the lower age groups.
- Rewarding your child for individual performance undermines team play.
- Know and study the rules of the game, and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts.
- Applaud a good effort in victory and in defeat and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice; it is destructive.
- Work toward removing the physical and verbal abuse in youth sports. Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
- If you enjoy the game, learn all you can about the game, and volunteer!
- Be positive to all players, coaches, referees and parents. Welcome visiting teams and treat them as you would like to be treated.

- Remember that one of the benefits of youth activities is the opportunity that the youngsters have to get to know other adults. Be interested in the players, ask questions. Congratulate them on their effort and achievements.
- Since you are spending a lot of time with your fellow parents, treat others as you would like to be treated. Don't criticize players.
- Let the players play... Let the coaches coach.
- If you don't have anything positive or constructive to say, don't say anything at all!

GUIDELINES FOR OFFICIALS

Addendum II

The Pas Minor Hockey Association Inc. - Guidelines for Officials

1. It is the responsibility of the official to ensure that he officiates every game assigned to him or find a suitable replacement and inform the referee scheduler of such within 24 hours before scheduled game. Any official who does not show up for a game will forfeit game and a fine equivalent to the value of the missed game will be assessed.
2. Officials must treat all players, team officials, and fans with the same respect they expect as per CAHA Hockey Rules Book. Complaints outlining the nature of an official's conduct must be received in writing by the Referee-In-Chief or his delegate no later than forty-eight (48) hours following the incident. During playoffs, complaints must be filed by 12 noon of the following day.
3. Officials must avoid criticism of other referees or minor hockey officials as outlined under "Instructions to Referees" in the CAHA Hockey Rules Book.
4. All officials must be in attendance at each game assigned to them at least a half hour before game time. Coordinator(s) will advise the Referee-In-Chief of any of these infractions.
5. Referees and Linesmen are the officials representing The Pas Minor Hockey Association on the ice, and as a result, must portray an appearance of acceptable standard. They must dress in accordance with CAHA Hockey Rules Book. Pants and sweater must be clean and neat. Skates must be polished. A current Hockey Manitoba crest must be worn on the left upper chest. Beards may be worn, but must be neatly trimmed. Officials will be suspended until they comply with the regulations.
6. The Pas Minor Hockey officials must be assessed in order to maintain their present certification levels. Experienced The Pas Minor Hockey Referees will complete assessments or other persons selected by The Pas Minor Hockey Association.
7. The fee for officials will be set by the Executive and shall be set annually.
8. Two (2) referees are required per game. If NO referees are available CAHA Rule 41-K will apply.

VOLUNTEER JOB DESCRIPTIONS

Addendum III

The Pas Minor Hockey Association - Volunteer Roles and Job Descriptions

Every volunteer needs a "job description". This is a universal truth, for without a job description, the volunteer is uncertain what is expected of him or her. Without a job description, the volunteer may do too little, too much, or may take on duties contrary to those originally expected of him or her. These job descriptions serve as a guideline only. The Pas Minor Hockey Association recognized this principle and has drawn up job descriptions as follows:

SECTION A - EXECUTIVE MEMBERS

Officers missing three (3) consecutive meetings will be asked to resign from the Executive unless excused by the President.

PRESIDENT

- Signing officer of The Pas Minor Hockey Association
- Preside at all meetings
- Exercise the powers of the Executive in case of Emergency
- Suspend clubs or players, subject to ratification at the following meeting of the Executive
- Sit on all committees as an ex-officio voting member
- Represents the Association at Hockey Manitoba and Norman Regional Meetings
- Acts as a general liaison to the Recreation Department

PAST PRESIDENT

- Assists in ensuring proper continuity of the Association
- Executive duties
- Advisory capacity to executive
- Up hold the spirit and intent of the Chairman

VICE PRESIDENT

- Executive duties
- Exercise duties of the President in his/her absence
- Acts as a Rep Team liaison with the Executive
- Oversees Tournament Liaisons and their duties
- Oversees Player Advocates
- Oversees Fundraising
- Oversees the scheduling of Ice Convenor and Referee-In-Chief to ensure that no mixups occur
- Responsible for bulletin board
- Performs duties as assigned

ICE CONVENOR

- Executive duties
- Responsible to the Vice President for all matters pertaining to ice allocation
- Monthly report of rented ice time
- Ensures that all ice times of The Pas Minor Hockey is distributed fairly and equally
- Liaison with the Recreation Department to obtain a share of any extra ice time
- Maintain records of ice time used by The Pas Minor Hockey and how it was used
- Performs duties as assigned

SECRETARY

- Executive duties
- Responsible to the President
- Makes arrangements for all meetings
- Takes minutes at Executive meetings or when necessary
- Undertake needed correspondence
- Pick up The Pas Minor Hockey Mail

TREASURER

- Receive and record all accounts payable by the Association and with the approval of the Executive, pay all such accounts
- Make payments by cheque, the signing officers being in all cases a minimum of two
(2), being the Treasurer and either the President or Secretary

- Keep proper books of accounts and make them available to the Officers at any time on request
- Prepare and review an annual operating budget for the Association program
- Prepare for the Executive approval an annual player membership fee for all players under the jurisdiction of the Association
- Receive all expenses from game officials handling games under the direction of the Association for the approval of the Executive
- Have books checked if question arises

PLAYER ADVOCATES

- Will attend Disciplinary meetings
- Responsible to the Vice President
- Involved with player's placement
- Liaison with parent, Convenors, and coaches

REFEREE-IN-CHIEF

- Executive duties
- Prepares a list of referees, their addresses, phone numbers, and certification level
- Carries out the Association's policies relating of officiating
- Obtains Level I Referees for House League games
- Assigns tournaments games to referees with Level II (or higher) Certification
- Liaisons with the Recreation Department in organizing officiating clinics
- Distributes Rule Books
- Acts as a member of the Disciplinary Committee
- Responsible to the Vice President
- Responsible to the Provincial Referee-In-Chief

EQUIPMENT MANAGER

- Executive duties
- Maintains a current equipment inventory
- Ensures that all equipment owned by the Association is properly cleaned or repaired when necessary
- Ensures that players have sweaters and goal equipment as required
- Responsible for trophy case
- Responsible for applying THE PAS MINOR HOCKEY decal and Stop Signs to jerseys
- Responsible for collection of sweaters from Convenors at the end of the season

HOCKEY DEVELOPMENT COORDINATOR

- Executive duties
- Responsible for Hockey Initiation Program (HIP)
- Liaisons with the Recreation Department in organizing coaching clinics
- Duties as assigned

FUND RAISING / VOLUNTEER COORDINATOR (2 POSITIONS)

- Executive duties
- Responsible for monthly financial report
- Responsible to the Vice President for all motions related to fund raising and finance
- Oversees all fund raising activities by Minor Hockey Teams (House League and Rep Teams)
- Responsible for acquiring licenses for all raffles
- Responsible for coordinating volunteers; volunteer hours; volunteer activities

TOURNAMENT LIAISONS

- Executive duties
- Responsible to the Vice President
- Ensure that financial statements are received from ALL Rep teams and presented to Executive at the first meeting after the due dates (December 1st; February 1st; April 1st)
- At end of season collect ALL monies from the Rep team accounts for redirection to The Pas Minor Hockey general fund.
- Establish and maintain Loans Program for Rep Teams to utilize if necessary.
- Authorize expenditures of Rep Teams in excess of the preauthorized expenditures for tournament funds.
- Monitor expenditures to ensure appropriate use of tournament funds; any misappropriation by team(s) to be reported immediately to President or Vice President for action.

REGISTRAR

- Attend Annual Registrar's meeting
- Carding The Pas Minor Hockey players with Hockey Manitoba
- Advisory capacity to Executive
- Issue travel permits to Rep Teams for out-of-province tournaments

- Insurance Claims
- Provide updated listings of players in each league.
- Ensure proper documentation is complete for player movement
- Notify league convenors when player movement documentation is not complete
- Follow up on player movement documentation to ensure completion

COACH COORDINATOR

- Recruit coaches
- Contact person for prospective coaches
- Distribute and collect applications
- Fill Rep Team coaching positions by April 30th annually
- Create and chair committees for screening, interviewing, and recommendations to the Executive for final approval
- Contact successful and unsuccessful candidates
- Provide new coaches with their initial instructions
- Ongoing evaluation of coaches

FEMALE HOCKEY COORDINATOR

- Executive duties
- Responsible for female hockey programs
- If necessary, liaisons with other association to organize female clinics, tournaments etc.
- Other duties as assigned

DIRECTOR OF COMMUNICATIONS

- Executive duties
- Act as a liaison between players, coaches, convenors and Executive for information exchange
- Regular updating of Website and all official Social Media
- Assist with training of coaches, managers, and convenors for web content.
- Organizer and Community Liaison for press releases to Radio & Newspaper and public events
- Other duties as assigned
- Responsible to the President

SECTION B - These positions are all appointed by The Pas Minor Hockey

CONVENOR:

Squirts

Novice

Atom

Peewee

Bantam

Midget

Girls (should there be a girls team)

- Responsible for selecting house league teams
- Convenes the team balancing meeting(s)
- Coordinates all games playing in the House League
- Ensures that all games start on time
- Monitors the Association's policies relating to House League Play
- Coordinates the compiling and posting of statistics for his/her league
- Obtains timekeepers and score keepers for all games
- Responsible for distribution of hockey sweaters at the beginning of the year and collecting them after the last game from coaches
- Attend at least one (1) meeting per month

HOUSE LEAGUE COACH

- Teaches basic fundamentals with emphasis on skating
- Ensures that players are aware of proper equipment requirements
- Ensures that all players know and play by the rules
- Ensures that all players receive equal ice time
- Obtains and returns goal equipment to the Equipment Manager
- Ensures that all players are aware of game and practice times
- Supervises players in the dressing room prior to and after games
- Attends coaching clinics
- Reports player injuries (in practice and games) to the Executive
- Records player's names and jersey numbers, and forwards to Equipment Manager

REPRESENTATIVE TEAM COACH

- Teaches hockey fundamentals and game strategies
- Ensures that players are aware of proper equipment requirements
- Ensures that all players know and play by the rules
- Supervises players in the dressing room prior to and after games
- Ensures that all players are aware of game and practice times
- Chooses players for the team, giving all players of an appropriate skill level the opportunity to “try-out” for the team
- Supervises the on-ice and off-ice behavior of players during road trips
- Reports player injuries (in practice and games) to the Executive
- Attends coaching clinics
- Representative must have a level of coaching certification
- Must ensure there are two (2) persons (coach and/or trainer) behind the bench at the start of the game.

REPRESENTATIVE TEAM MANAGER

- Acts as the team’s spokesman in liaison with Executive and parents
- Makes team travel arrangements for out-of-town games with The Pas Minor Hockey Association’s approval
- Monitors team fund raising and spending
- Must submit a monthly financial report to the Executive
- Must submit a financial statement to the Tournament Liaisons on 1 December /
1 February / and 1 April of current season
- Assists the coach as required
- Managers or teams playing on road trips shall telephone the game results back to The Pas immediately after the game
- Reports player injuries to the Executive
- At the discretion of the coaching staff, in conjunction with parents, ensures that the players uphold their academic standings
- The team manager shall submit a photo and/or write up of exhibition and tournament play to the paper and radio upon completion.