



***Transcona Minor Hockey
Association Inc.***

Operating Procedures

P.O. Box 62077
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Winnipeg, MB
R2C 0C0

As Revised and Amended May 23, 2017

TRANSCONA MINOR HOCKEY ASSOCIATION

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TMHA OPERATING PROCEDURES

#1) TMHA ELECTIONS:

- 1) Are to be held annually at the AGM
- 2) One month prior to the AGM the President will appoint the Past President (or suitable representative) to form a nominating committee and the Past President (or suitable representative) will accept all interested persons' applications for positions and prepare the slate of directors to be presented at the AGM.
- 3) Once the regular agenda of the AGM has been completed, the meeting chair is taken over by the Immediate Past President (or suitable representative) and two people are appointed to be the scrutinizers who will distribute, collect and count ballots, as needed.
- 4) All positions that are up for election are identified individually with 3 calls for nomination.
- 5) If only one person is nominated for the position and no one else has accepted nomination, that person automatically assumes the title and duties of that position.
- 6) If 2 people are nominated for a position, there is a call for vote by secret ballot and the highest vote assumes the title and duties of that position.
- 7) If 3 or more people are nominated, voting commences by secret ballot. If there is no majority vote, the candidate with the lowest number of votes is eliminated and the voting continues by secret ballot until a majority vote is achieved and the person with the highest votes assumes the title and duties of that position.
- 8) Once the voting for a position is complete, a motion to destroy the ballots is requested, seconded, voted in favor and the ballots destroyed by the scrutinizers.
- 9) Immediately following the election, the new executive assumes all responsibilities as set out in the TMHA Constitution, Bylaws and Operating Procedures documents

#2) BUDGET FORMATION:

- 1) A Budget Formation Meeting is scheduled prior to the first General Meeting in August of the upcoming hockey season. The committee is formed as per **By-law #4 (b)**.
- 2) Hockey Winnipeg provides program fees, official's fees and ice costs for development of the team fees. These fees are used in calculating total team and individual player costs.
- 3) Upon completion of the budget, it is presented to the executive at the General Meeting held in August and voted on for acceptance.

#3) REGISTRATIONS:

- 1) The Community centres will hold their own registration online and/or in person within similar time frames ending 48 hours prior to the coach selection meeting.
- 2) The community centers will collect a predetermined Administration and Team Formation fee on behalf of TMHA and forward one lump sum payment to TMHA for the total number of registered participants in novice hockey and higher. The amount of the Administration and Team Formation fee is to be determined at the Budget Formation Meeting as per Operating Procedure #2.
- 3) Late registrations and NSF payments will be handled by each individual Community Center.

#4) COACH SELECTIONS:

- 1) The Coach's Selection Committee is formed as per **Bylaw #28**. The Coach selection process will be guided as set forth in the Coach Selection Process document.

#5) TEAM FORMATIONS

- 1) Teams are formed upon completion of registration as per the guidelines set out by the Hockey Winnipeg guideline in the current Rules and Regulations rulebook.
- 2) Wherever possible, coaches are selected before the Community Centers decide which teams they are hosting.
- 3) Every attempt will be made to limit the "birth year" to no more than two years at the same Community Center, unless there is no objection to change.

#6) SPECIAL EVENTS (Fundraising, Tournaments Etc):

TMHA, as an association, may endeavor to host or participate in special events as agreed to and voted on by the executive. Should a situation arise, (i.e. tournament, Fund raising through the Casino Bingo etc.) a committee of volunteers is formed, with a chairperson, and all goals and objectives are established, documented and results reported in writing showing all financial results to the executive.