

# **Summerside & Area Minor Hockey Association**

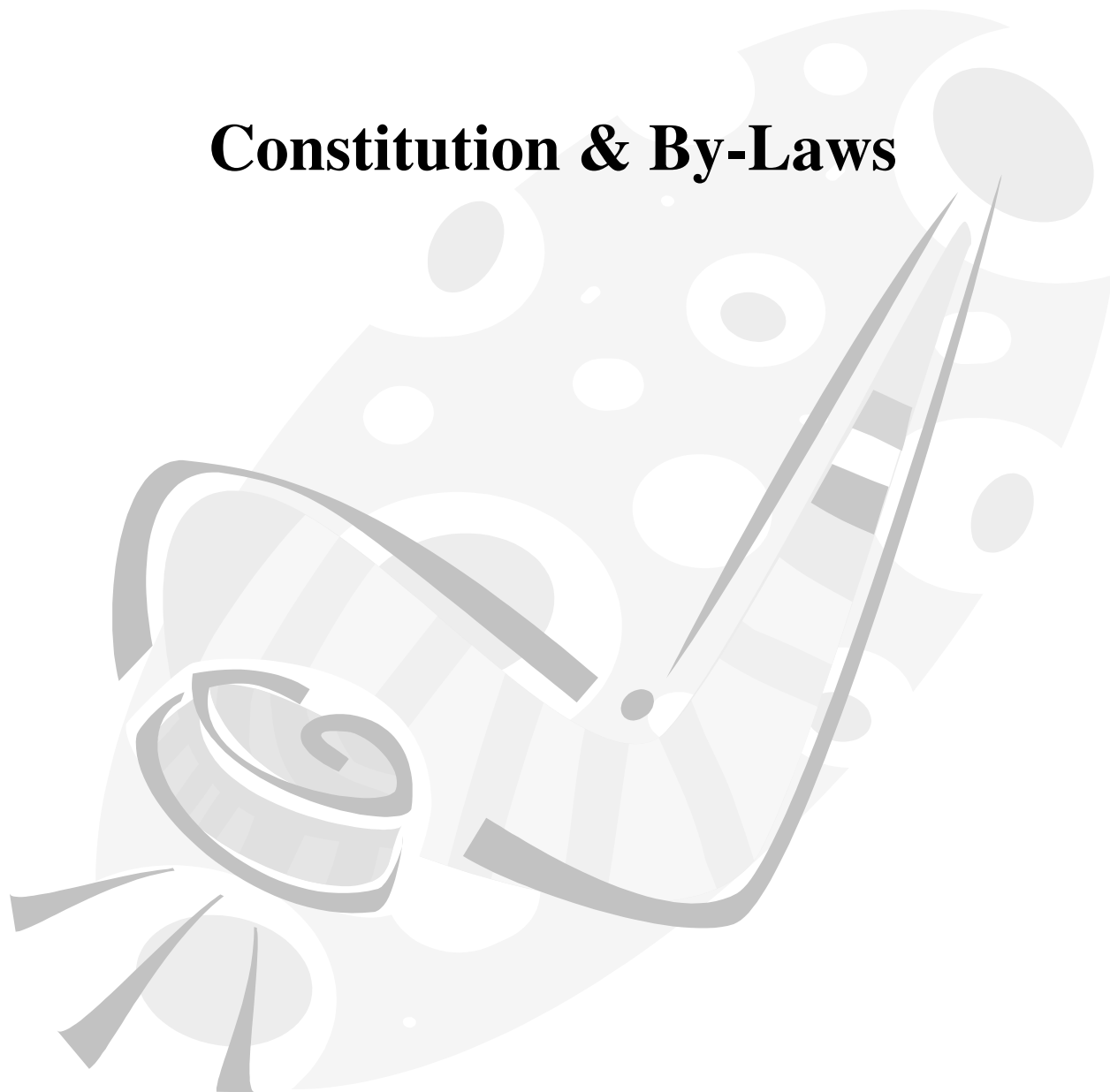


**Constitution, By-Laws & Policies  
May 2007**



# **Summerside & Area Minor Hockey Association**

## **Constitution & By-Laws**





# **\*\*\*\*\* SAMHA CONSTITUTION & BY-LAWS \*\*\*\*\***

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## **ARTICLE 1 – NAME AND IDENTIFICATION**

- 1.1 This Association shall be known as the Summerside and Area Minor Hockey Association (SAMHA), hereinafter referred to as the “Association” or SAMHA.
- 1.2 The SAMHA colors and logo will be determined by the Board of Directors each season. Any use of these colors and logo on products, clothing, printed material must be approved by the Board of Directors through the Ways and Means Coordinator.

## **ARTICLE 2 – BOUNDARIES**

The Summerside and Area Minor Hockey Association operates within boundaries determined by Hockey PEI. These boundaries are subject to and may be altered by Hockey PEI and such alterations shall be deemed to have been changed for all purposes of the Association. Any alterations will be shared with the membership at either a Special Meeting or the Annual General Meeting, depending on the point in the season at which the changes were made. See Appendix 1 for the detailed **Boundary Statement** and Appendix 2 for the **Boundary Map**.

## **ARTICLE 3 – ASSOCIATION OBJECTIVES**

- 3.1 SAMHA is established as the governing and administrative body whose purpose is to provide an opportunity for the youth residing within the boundaries to participate and develop skills in recreational and competitive hockey at all levels in the Association.
- 3.2 The SAMHA is bound by and is subject to the by-laws and rules of Hockey Canada and Hockey PEI.
- 3.3 The Association will exercise supervision and direction over all players, parents, coaches, officials, managers and Board volunteers with emphasis on the enhancement of sportsmanship; representing the Association positively; showing respect for rules; and modeling team spirit, good character, citizenship and fun!

## **ARTICLE 4 – MEMBERSHIP**

### **4.1 – Members**

A member shall be defined as a parent or guardian within the Association, member of the Board, team official or any person who has been approved to actively contribute in the operation of the SAMHA during the fiscal year.

- A) Subject to the limitations contained in the Constitution and By-laws of the SAMHA, membership in the Association is open to all residents within the boundaries as set forth in Article 2 and as determined by Hockey PEI. Membership will be affirmed upon receipt of a completed player registration form and payment of the required registration fee for the upcoming season.

- B) Subject to the limitations contained in the Constitution and By-laws of the SAMHA, individuals who live beyond the SAMHA boundaries but wish to offer to serve in a coaching, executive or other official capacity within the Association may do so by applying to and receiving approval from the Board of Directors. The duration of involvement will be from the time of acceptance by the Association until the Annual General Meeting.
- C) Only members in good standing within the Association present at the Annual General Meeting, the Semi-annual meeting or the Special Meeting shall be eligible to vote at such meetings. Members who are suspended at the time of the vote, or members who have not paid all required fees, are not considered to be in good standing.
1. A parent or legal guardian who has a child registered with the SAMHA and has paid his/her annual registration fees, will be considered a member in good standing of the SAMHA and may exercise the right to one vote per registered player to a maximum of two votes per family. One person can only cast one vote.
  2. No child may participate in any Association sanctioned activity unless the parent/guardian of that child is a member in good standing with the Association. Any outstanding fees from the previous season must be paid in full, prior to being eligible to play in the new season.
  3. Any member delinquent in their fees shall have their membership suspended until full payment of fees has been received by the Registrar.

#### **4.2 - Fees**

- A) Fees for players registering to play hockey in the Association will be set annually by the Board of Directors, as determined by the Association's annual budget, and fees will be publicized at least two weeks prior to the date of the first Association registration date.
- B) All fees are due and payable in full by the date set by the Board of Directors of the Association. This date will be publicized at least two weeks prior to the first Association registration date. After the final registration date, late fees, as determined by the Board of Directors, will be levied.
- C) Any members with unpaid fees (full or partial) after the end of the allotted fee payment time period to be set annually by the Board will not be eligible to participate in on-ice or off-ice Association activities, and will not be eligible to vote at the Association's Semi-annual Meeting, Special Meeting or the Annual General Meeting. Upon full payment of fees and approval by the SAMHA Registrar, a member's participation and voting privileges will be reinstated.

- D) Requests for refunds, given at the Board's discretion, must be in writing and addressed to the Registrar. Reasonable requests include voluntary withdrawal from the SAMHA programs, the case of a player who is moving away from the Association, or situations involving extreme circumstances. Refunds will be based on the total amount of membership fees paid, divided by the number of program weeks, multiplied by the number of unused weeks, less Hockey PEI's Player and Insurance fees. No refunds will be given after the final roster date of January 10<sup>th</sup>. No refunds will be given in the event that a player is injured or has suffered from illness and has missed some or all of the season, in the event of a suspension in accordance with Article 4.3
- E) SAMHA Registration fees are due as follows:
1. minimum of 50% due at the time of registration (if payment is not provided, the registrant will be advised that the player will not receive a call to go on the ice until payment is provided);
  2. any cheques returned for "Stop Payment" or "NSF" may, at the discretion of the Board, result in playing privileges being suspended immediately until cash or certified cheque payment is received in addition to costs incurred by SAMHA, along with additional fees as determined by the Registrar and the Executive;
  3. balance due by **November 30th** (this payment may be in the form of a postdated cheque(s); if the balance is not paid by this date, the Association reserves the right to remove a player from the ice and/or charge the late fee as determined by the Board.

#### **4.3 - Refusal/Suspension/Termination of Membership**

The Association reserves the right to **refuse any application** for membership for just cause upon the vote of two-thirds of the members of the Board of Directors present at a meeting called for this purpose, based on the applicant's history of documented incidents and behavior not in accordance with Association policy. Individuals must be made aware immediately that the incidents are documented and on file. Notification of refusal for membership will be made by registered letter, with return of all and any fees paid to the Association to the applicant within 15 days of application for membership.

- A) The Board of Directors, upon the recommendation of the SAMHA Discipline Committee, may **suspend or terminate** any person's membership in the Association for conduct not consistent with the objectives of the Association as outlined in Article 3.3 of the SAMHA Constitution. More specifically, such conduct includes, but is not limited to, verbal/physical abuse of any member of the SAMHA Executive or Board of Directors; verbal/physical abuse of any coach or team official; and verbal/physical abuse of any game official (referee, linesman, score keeper or time keeper) or fellow Association member.
1. Notification of suspension/termination will be made by registered letter, accompanied by return of fees pro-rated for ice times not already used up to and including December 31<sup>st</sup> of that year in the case of termination only, and **NOT** for periods of suspension, after which no monies will be refunded.

2. The suspension/termination shall remain in effect until the Board of Directors through the Association Discipline Committee rescinds the suspension/termination upon such terms and conditions as the Board, at its discretion, shall deem appropriate.
3. In the event of membership suspension/termination, any child of the suspended/terminated member shall be ineligible for further participation in any Association sanctioned activity until such suspension/termination has been rescinded by the Board of Directors through the Discipline Committee.
4. Any person whose membership has been suspended/terminated shall be ineligible to attend and/or vote at any meeting or activity conducted by the Association until such suspension or termination has been rescinded by the Board of Directors and/or the Association Discipline Committee.

## **ARTICLE 5 – ASSOCIATION GOVERNANCE**

### **5.1 - Constitution, By-laws and Policies**

- A) The Constitution, By-laws and any Policies of the Summerside and Area Minor Hockey Association are made to be in conformity with the Constitution and By-laws of Hockey PEI. In the event of a conflict between the Articles herein and the Articles of Hockey PEI as aforesaid, the Articles of Hockey PEI shall be deemed to be the terms and conditions of this Constitution.
- B) In the event any of the Articles of this Constitution or any of the By-laws or Policies created hereunder are deemed to not be in conformity with the Constitution and By-laws of Hockey PEI, the offending Article(s) shall be deemed to be deleted, without affecting the validity and enforceability of the remaining provisions of the SAMHA Constitution and By-laws.
- C) In this Constitution and any By-laws or Policies made hereunder, the masculine includes the feminine, the feminine includes the masculine, the singular includes the plural and the plural indicates the singular as the context requires.

### **5.2 - Constitutional Amendments**

- A) Amendments to the Constitution and By-laws may be enacted, on the initiative of the Board, at the Annual General Meeting, the Semi-annual Meeting or at a Special Meeting of the Association called for that purpose. Amendments will be enacted by a 2/3 majority vote of those present and voting, subject to fifteen (15) days notice of the proposed amendments having been made available to the members, and “Notice of Meeting” published.
- B) In accordance with Article 5.2 (A), any members may propose amendments to the Constitution by submitting same, in writing, to the Secretary no later than 30 days prior to the Annual General Meeting.

### **5.3 - By-laws**

- A) The SAMHA may make such By-laws as are deemed necessary and desirable by the Board of Directors for the efficient operation of the Association. All By-laws must conform with the SAMHA Constitution and shall be ineffective unless approved by seventy-five percent (75 %) of all the Directors of the Association.
- B) The Association President should report any By-laws created or amended in accordance with this Article at the Annual General Meeting.
- C) Any member can make a motion from the floor at the Annual General Meeting or Semi-annual Meeting to revoke any changes made to the By-laws as hereinbefore specified. To be effective, any motion made as herein set forth must be approved by two-thirds (2/3) of the members present and voting on the motion.
- D) Amendments to the By-laws shall only be approved at the Annual General Meeting, Semi-annual Meeting or Special Meeting and require two-thirds (2/3) majority vote of the members present. Upon approval, these changes will be merged into the Constitution immediately.

### **5.4 - Policies**

The SAMHA may make Policies as are deemed necessary and desirable by the Board of Directors for the efficient operation of the Association. All Policies must conform with the SAMHA Constitution and By-laws and shall be ineffective unless approved by seventy-five percent (75 %) of all the Directors of the Association. In the event that a Policy is in contradiction to the Constitution and By-laws of SAMHA or Hockey PEI, then the Constitution and By-laws of SAMHA or Hockey PEI will take precedence.

### **5.5 - Board of Directors**

- A) The SAMHA shall be governed by a Board of Directors elected from the membership at the Association's Annual General Meeting, subject to the conditions established in the By-laws.
  - 1. Interested individuals are eligible for nomination to the SAMHA Board of Directors but the nominee must either be present to accept their nomination and be in good standing in accordance with Article 4.1, or the nominee must put his/her acceptance in writing and the written documentation should be presented prior to the vote and be in good standing in accordance with Article 4.1 (C).
  - 2. The term of office for all elected members of the Board of Directors shall be one year, except for executive members who shall serve for two years from the date of the Annual General Meeting where elected. The terms of office beginning after the elections at the Annual General Meeting in 2007 are as follows: President, two years; Vice President, one year; Secretary, two years; and the Treasurer, one year. At the 2008 AGM, the Vice President and the Treasurer shall be elected for a two year term.
  - 3. Directors wishing to continue service after their elected term may be re-elected at the Annual General Meeting.

- B) The Board of Directors shall be comprised of the following officers – Past President, President, Vice President, Secretary, Treasurer, Registrar, Ways and Means Chairperson, Referee-in-Chief, Technical Director, and Division Coordinators (Skills, Novice, Atom, Peewee, Bantam, Midget, and Female).
- C) The President, with the approval of a majority of the Board of Directors, may appoint one Director-at-Large to serve at the discretion of the SAMHA Board. This Director-at-Large, who must be a member in good standing as stated in Article 4.1 (C), may be appointed to serve on any committee, or in any appointed capacity as approved by the Board of Directors from time to time.
- D) In the event of a vacant position on the Board of Directors, the Directors shall nominate an individual to fill the vacancy for the remainder of the unexpired term. This individual must be a member in good standing as stated in Article 4.1 (C). This person will become a Director by a majority vote of the Board.
- E) A member of the Board of Directors who is in violation of any of the governing documents of the Association, namely the Constitution, By-laws and Policies, may be removed from office by a two-thirds (2/3) majority vote of the Board.
- F) Any Director absent from three (3) consecutive Board Meetings without a valid reason, as accepted by the Board, may be removed from office by a two-thirds (2/3) majority vote, and their position will be declared vacant.
- G) The Board of Directors shall assist the President in enforcing the Constitution, By-laws and Policies of the Association.
- H) The Board of Directors shall:
  - 1. be responsible for obtaining insurance coverage for all players, officials and volunteers within the Association;
  - 2. provide to all members of the Association in attendance at the Annual General Meeting a full account of the activities of the Association since the last Annual General meeting;
  - 3. appoint coaches, managers and staff as needed;
  - 4. have full voting privileges as members in good standing and may present any motion that is in order.

## **5.6 - Executive**

- A) Within the Board of Directors, there shall be a five member Executive which will consist of the Association Past President, President, Vice President, Secretary and Treasurer.
- B) No person should serve in more than one capacity on the Executive at any one time.
- C) Members of the Executive shall have the power to conduct the business of the Association within the realm of their duties as established in the Policies of SAMHA.

## 5.7 – Meetings

Parliamentary rules of procedure (Roberts' Rule of Order) will govern all SAMHA meetings.

### A) Board Meetings

The Board of Directors will hold regular monthly meetings on a fixed date to be decided at the first Board Meeting. The purpose of these meetings is to conduct the day-to-day business of the Association. More frequent meetings may be scheduled during active periods to deal with other issues. Voting of the Board is permissible by means of email. Respondents are to use the "Reply to All" feature when using this method.

### B) Semi-annual Meeting

The Association will hold a Semi Annual Meeting on the second Thursday of January to summarize the season's activities to date and plan for the remainder of the season.

1. Notice of the Semi-annual Meeting shall be publicized fifteen days (15) in advance of the meeting. Publication of "Notice of Meeting" will be publicized in newspapers and through the Association website and/or newsletter.
2. A proposed agenda for the meeting will be included with the notice of the time and location.

### C) Annual General Meeting

1. The Association's Annual General Meeting shall be held on or before the 1<sup>st</sup> day of June in each year, following publication of "Notice of Meeting" at least 15 days in advance of the meeting.
2. Only members in good standing as determined in Article 4.1 (C) of the Association present at the Annual General Meeting shall be eligible to vote. Voting cards will be made available to members whose names appear on the voters' list indicating eligibility for involvement in this process at the Annual General Meeting.
3. At the Annual General Meeting the following, as appropriate, shall be the order of business:
  - Call to order by the President
  - Roll call of the members (circulate sign up sheet)
  - Review of previous minutes
  - Presentation of the President's Report
  - Presentation of the Treasurer's Report
  - Review of Coordinator's Report (Q & A session)
  - Approval of Constitution and By-law changes
  - Resolutions and Discussions
  - Election of Executive Officers for the next season. The order of election shall be as follows: President, Vice President, Secretary and Treasurer. The remaining directors can then be elected.
  - Appoint an Association bank and accountant
  - New Business
  - Adjournment

#### D) Special Meetings

1. Special meetings of the Board or of the Association shall be called by the President, on the request of three (3) members of the SAMHA Board of Directors or on the written request of ten (10) members of the Association.
2. Notice of the Special meeting of the Board shall be communicated at least seven (7) days in advance of the meeting whenever possible. 2/3 of the members from the Board of Directors should be present.
3. No subject shall be discussed or considered at a Special Meeting except that specified in the "Notice of Meeting".
4. Notice of the Special meeting of the Membership shall be communicated as soon as possible to the membership at least fifteen (15) days in advance of the meeting.
5. Only members in good standing of the Association as determined in Article 4.1 (C) present at the Special Meeting shall be eligible to vote.

#### E) Quorums

1. A quorum of the Executive shall be a majority of serving members.
2. A quorum of the Board of Directors shall be a majority of serving members. This includes the President. If voting is to take place, the President is not included.
3. A quorum at the Annual General Meeting shall be twelve (12) members.
4. A quorum at the Special Meeting shall be twelve (12) members.

### **ARTICLE 6 – ASSOCIATION COMMITTEES**

#### **6.1 - Standing Committees**

The SAMHA Board of Directors shall create if necessary, and pursuant to the terms of this Constitution, By-law and Policy document, a Discipline Committee, a Ways and Means Committee, and a Tournament Committee. The Chairperson of each of these committees shall report to the Board of Directors at the monthly Board meeting.

#### **6.2 - Special Committees**

The Board of Directors may establish Special Committees from time to time as they deem necessary to improve the SAMHA programs. The duties of the committees shall be stated in the motion authorizing their appointment.

#### **6.3 - The Executive Committee shall:**

- A) consist of the Past President, President, Vice President, Secretary and Treasurer;

- B) meet at least once a month from September to May on a fixed date decided by the Executive at the first Board Meeting. Voting of the Executive is permissible by means of email. Respondents are to use the “Reply to All” feature when using this method;
- C) assist in the preparation of a budget to be approved by the Board of Directors at the September meeting;
- D) review and authorize expenditures which fall under the budget guidelines;
- E) have the Board review and authorize any expenditures which fall outside the budget guidelines.

**6.4 - The Nominating Committee shall:**

- A) be appointed by the President at least 30 days prior to the Annual General Meeting;
- B) be chaired by the Past-President, or in the absence of a Past-President, the current President;
- C) submit a nomination list consisting of at least one nominee for each elected position to the Annual General Meeting for approval. Further nominees for each elected position shall be accepted from the general membership at the Annual General Meeting;
- D) nominate only those members who are in good standing within the Association as determined in Article 4.1 (C) or individuals who are not members, but who have expressed an interest in becoming involved in the SAMHA, subject to Article 4.1 (B).

**6.5 - The Discipline Committee shall:**

- A) be chaired by the President or his/her designate and consist of at least three other members of whom two should be either the Past President, Vice President or Referee-in-Chief;
- B) have the authority to discipline or suspend any player, coach, manager, trainer, official, Board member or parent/guardian from participation or attendance at any function associated with SAMHA;
- C) ensure that disciplinary measures used by Coordinators and coaches are consistent with the rules of hockey and with the Association objectives outlined in Article 3;
- D) conduct such hearings as may be necessary to ensure there is a proper follow up of game reports and other disciplinary problems;
- E) keep in mind that corrective action is often necessary when there is a serious problem in attitude and behavior of players/coaches;
- F) advise the Board of Directors of all corrective action taken;
- G) have the Executive review a suspension issued by Hockey PEI in excess of five games, or in the case of a team being out of Province, the individual will be suspended until he/she returns and will have the incident reviewed not more than 48 hours upon the team’s return.

## **6.6 - The Tournament Committee shall:**

- A) be chaired by the Vice President who shall appoint a chairperson for each of the main Association tournaments (A, AA and AAA) by September 1<sup>st</sup> and no later than November 1<sup>st</sup>;
- B) be composed of as many members as the Vice President feels is necessary to carry out the duties of this Committee with at least one member from the Board of Directors. The Registrar will assist;
- C) hold all meetings with the Association President's awareness;
- D) set dates for all tournaments in conjunction with the City Services Department of the City of Summerside and Hockey PEI before the SAMHA Annual General Meeting;
- E) tender out all awards, printing of programs and supplies needed for the tournaments;
- F) arrange to have advertising sold for the tournament programs if applicable;
- G) assist in the coordination of all tournaments;
- H) be composed of a sub-committee for each tournament that has been appointed by the chairperson for each tournament, with at least one representative from each home team on the sub-committee. Each sub-committee shall:
  - 1. appoint a treasurer and set up a bank account that has two signing officers which are the chairperson and the treasurer;
  - 2. with the guidance of the Tournament Committee, coordinate all activities related to the said tournament;
  - 3. prepare a financial statement and submit it to the Tournament Committee as soon as possible, but no longer than 30 days after the event;
  - 4. ensure that all SAMHA teams participate in their home tournament at a fee determined by the Board;
- I) secure event sponsors.

## **ARTICLE 7 – FINANCIAL CONTROL**

### **7.1- Independent Financial Review Officer**

- A) The Board will arrange for an independent financial review of the financial affairs of the Association for the fiscal year. The financial review will be presented at the Annual General Meeting of the Association. The review shall be undertaken by a Chartered Accountant or a Certified General Accountant who shall not be a member of the Board of Directors.

- B) The Financial Review Officer shall report to the Board of Directors. He/She shall prepare financial statements of the affairs of the Association, report on the existing financial control systems, and make recommendations as he/she deems prudent and appropriate under the circumstances.

### **7.2 - SAMHA Teams' Financial Accountability**

- A) The manager of each minor hockey team in the Association shall make a detailed financial report of the team's activities for that hockey season. The report shall be delivered to the Ways and Means Coordinator on or before the 15<sup>th</sup> day of January (and must reflect the team's financial activities up to the end of December) and on or before the 15<sup>th</sup> day of April and, in any event, not later than ten (10) days prior to the Annual General Meeting held pursuant to Article 5.7 (C).
- B) Teams are expected to submit all receipts and financial statements from the past season as part of their financial report. If teams have obtained a lottery license during the season, a copy must be included with financial report .
- C) If the team budget has a surplus at the end of the year and the parents have contributed financially to the team budget, then the surplus may be divided equally amongst them if they so choose, but cannot exceed the original parental out-of-pocket contribution. Remaining funds will go to the Association.

### **7.3 - Association Fundraising Guidelines**

- A) The SAMHA Fundraising Guidelines have been created to ensure that each minor hockey team gets equal opportunities at fundraising initiatives. Refer to Team Fundraising Guidelines Policy.
- B) All sponsorship monies will be retained by the Association and be used to offset team costs.
- C) Other sources of revenue will be used in accordance with the directive of the Board in support of Association activities.
- D) All Rockethon monies stay with the team, while all matching money goes to SAMHA.

## **ARTICLE 8 – SELECTION OF COACHES**

- A) Rep coaches will be chosen from a Committee which will consist of at least three members of the Board of Directors. This Committee will include the appropriate coordinator and if possible, the Vice President or his/her designate from the Executive. Under most circumstances, the President will not be on this Committee.
  - 1. In order to be considered for a coach of a Rep team, an individual must complete a SAMHA Coaching Application that is to be accompanied by a current Criminal Record Check that has been applied for, in preparation for the upcoming season, through an appropriate law enforcement agency. Failure to have these applications completed by November 30<sup>th</sup> will mean the coach in question will no longer be permitted to work with minor hockey players until these requirements are fulfilled.

2. The Coordinator, on behalf of the Committee, will recommend a coach for a team to the Board of Directors by using the following criteria: the interview process, the candidate's coaching experience, coaching levels acquired, communication skills, organizational and management skills, coaching strengths, willingness to follow SAMHA guidelines, a suitable Criminal Record Check, and the outcome of reference checks.
- B) It is recognized that it is often more difficult to obtain coaches for the "A" teams. Therefore, since it is not always feasible to conduct interviews for these positions, the Division Coordinator may dispense with the interview process and bring a recommendation for an 'A' team coach to the Board. The criteria used for selecting an 'A' coach will be the same criteria used to select other coaches as in Article 8 (A)(2). The selected individual must complete a SAMHA Coaching Application that is to be accompanied by a current Criminal Record Check that has been applied for, in preparation for the upcoming season, through an appropriate law enforcement agency. Failure to have these applications completed by November 30<sup>th</sup> will mean the coach in question will no longer be permitted to work with minor hockey players until these requirements are fulfilled.

## **ARTICLE 9 – ASSOCIATION TEAMS**

- 9.1** - Every attempt will be made to institute a system that is fair in team selection at all levels. A successful selection process is essential to the overall function of the Association. The Association will, to the best of its ability, provide the opportunity for each participant to participate at a level that meets his/her ability.
- A) The Division Coordinator will meet with the selection committee and coaches, and will establish the criteria and method by which the players will be evaluated.
  - B) The specific methodology utilized in evaluating the ability level of the players may vary depending upon the respective divisions, but the following general criteria should be used:
    1. DRILLS – should be used to evaluate basic skills, i.e. skating, puck control, passing, and shooting. Goaltenders are a special case and specific drills must be designed to evaluate the particular skills required by the goaltenders;
    2. SCRIMMAGES and EXHIBITION GAMES should be used to evaluate hockey sense, positional play, hustle, attitude and commitment.
- 9.2** - The placement of players on teams will be coordinated by the Division Coordinator in consultation with coaches who will oversee the ranking of the players in accordance with their abilities from the highest to the lowest.
- 9.3** - SAMHA Novice, Atom and Peewee Rep teams shall have a minimum of 15 players – 13 skaters and 2 goalies- but depending on registrations, the Board reserves the right to adjust the team numbers following Hockey PEI's policy for minimum and maximum players for each division. Any changes to this number must be approved by the Board of Directors and the roster must be finalized by November 25<sup>th</sup>. There will be no additions or deletions from this roster without the Board of Directors' consent.

**9.4** - For SAMHA Bantam and Midget Rep teams, there must be a minimum of 17 players— 15 skaters and 2 goalies but depending on numbers, the team may require 17 skaters. Depending on registrations, the Board reserves the right to adjust the team numbers following Hockey PEI's policy for minimum and maximum players for each division. Any changes to this number must be approved by the Board of Directors and the roster must be finalized by November 1<sup>st</sup>. There will be no additions or deletions from this roster without the Board of Directors' consent.

**9.5** - There will be a minimum of three try-outs for rep teams. All players must be registered with SAMHA before participating in the try-out sessions. Players outside the SAMHA who attend try-outs with the SAMHA must be registered with their home Association. Parents and players must be informed about how the try-outs will be conducted and how the players will be informed of the try-out roster. The parents of those players tentatively selected for a rep team must be approached with respect to their commitment before the final selections are made. See Try-out Policy.

**9.6** - SAMHA Novice to Bantam "A" teams may register up to 19 players, two (2) of whom must be goalies. Depending on registrations, the Board reserves the right to adjust the team numbers following Hockey PEI's policy for minimum and maximum players for each division. No division may dress more than 19 players at any one time with the exception being in the Midget division where up to 20 players may be dressed.

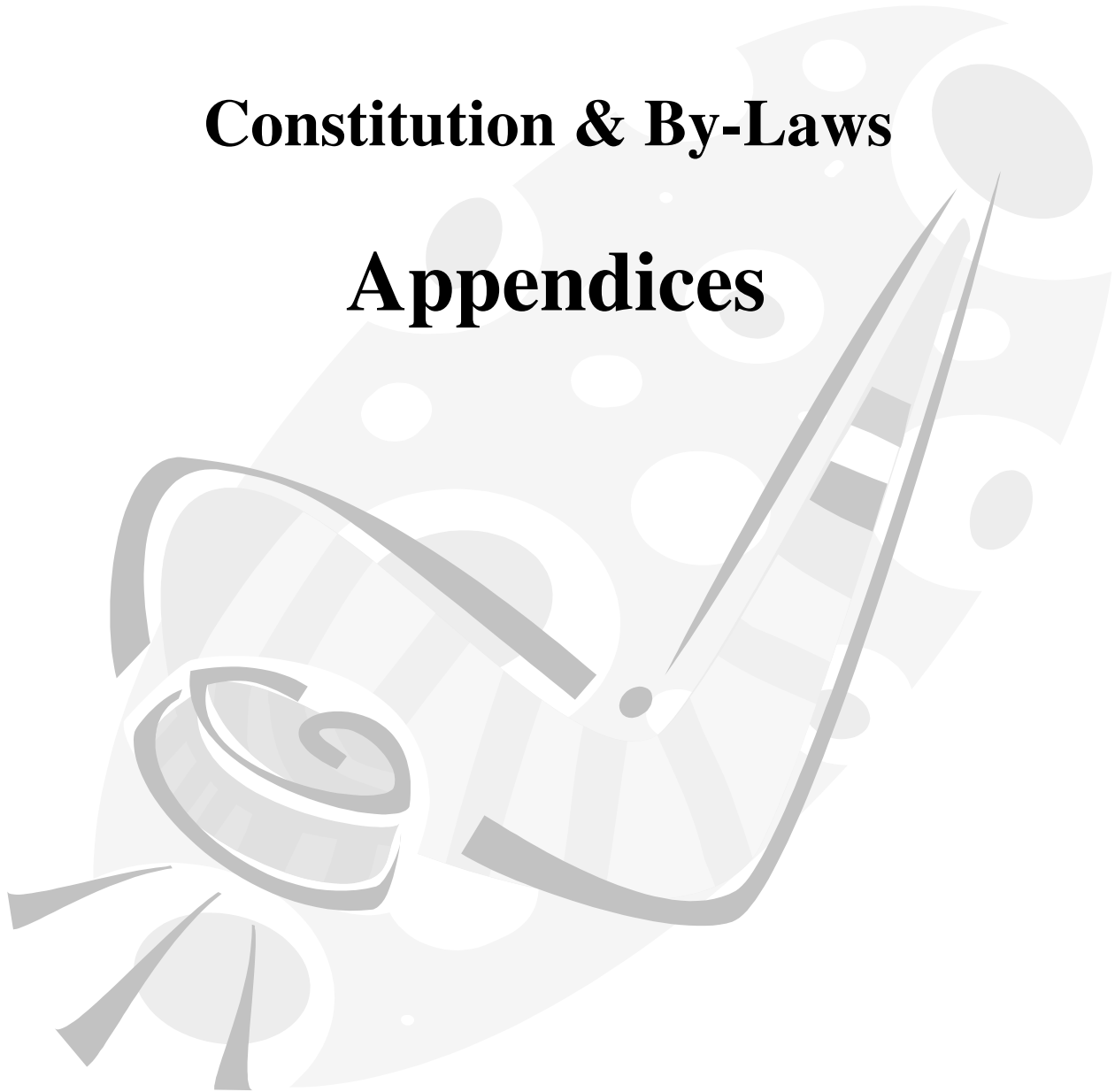




# **Summerside & Area Minor Hockey Association**

## **Constitution & By-Laws**

### **Appendices**





## **APPENDIX 1 – BOUNDARY STATEMENT**

### **BOUNDARIES**

#### **Summerside Minor Hockey District**

Commencing at the intersection of Reeves Road and Carrs Creek; thence heading westwardly along the south side of Reeves Road towards Lady Slipper Drive North. Thence southwestwardly, parallel to and east, of Lady Slipper Drive North and east of Laughlin Street. Thence southwestwardly to the intersection of Main Drive - Route 2 and Lady Slipper Drive. Thence westwardly running parallel and south of Main Drive West - Route 2 and the Western Road - Route 2 to a point south of Allen Road - Route 122. Thence heading southwestwardly to the intersection with the former CNR right of way. Thence southwardly, parallel to the St. Nicholas Road crossing Route 11 to Muddy Creek, west of civic address 3528 Route 11 and to Sunbury Cove. Thence eastwardly along the coast to the Summerside Harbour and following the northern bank of the Wilmot River. Thence heading northeastwardly crossing the MacMurdo Road - Route 120 south of civic address 865 MacMurdo Road to a point south of the Blue Shank Road - Route 107. Thence heading north westwardly across the Blue Shank Road east of civic address 719 Blue Shank Road then heading northwardly to the east and parallel to the Wilmot Valley Road - Route 120 crossing the former CNR right of way and Route 2 east of civic address 259rr Route 2. Thence heading northwardly to the east and parallel to the Waterview Road - Route 120 and the Steel Road crossing Barbara Weit Road - Route 180 east of civic address 1151 Barbara Weit Road to a point east of civic address 21 Fox Trail Lane and intersecting with Webber Cove and the Malpeque Bay. Thence westwardly along Malpeque Bay to the point of commencement.





**APPENDIX 2 – BOUNDARY MAP**



### APPENDIX 3 – SIGNATURE PAGE

This document has been revised and updated by the 2006 - 2007 Board of Directors of the Summerside and Area Minor Hockey Association. Directors' names and signatures are as follows;

\_\_\_\_\_  
Scott Cousins - President

\_\_\_\_\_  
Doug Dexter - Vice President

\_\_\_\_\_  
Cathy Montgomery - Secretary

\_\_\_\_\_  
Brian Wedge - Treasurer

\_\_\_\_\_  
Claude Arsenaault - Past President

\_\_\_\_\_  
Sue DesRoches - Registrar

\_\_\_\_\_  
Sheila Barlow - Ways & Means Coordinator

\_\_\_\_\_  
Gordie Montgomery - Technical Director

\_\_\_\_\_  
Steve Dyer - Referee in Chief

\_\_\_\_\_  
Donna Arsenaault - Director at Large

\_\_\_\_\_  
Rodney MacArthur - Skills First Coordinator

\_\_\_\_\_  
Doug MacKay - Novice Coordinator

\_\_\_\_\_  
Joe McInnis - Atom Coordinator

\_\_\_\_\_  
Gordie Rodgerson - Pee wee Coordinator

\_\_\_\_\_  
Brian Arsenaault - Bantam Coordinator

\_\_\_\_\_  
Kevin McKenna - Midget Coordinator

\_\_\_\_\_  
Darren Smith - Female Coordinator

Approved by the Board of Directors on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

Approved by the Members of the Association at the special meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.



# Summerside & Area Minor Hockey Association

## Policies





**\*\*\*\*\* SAMHA – POLICIES \*\*\*\*\***

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4.2 Vice - President	
4.3 Treasurer	
4.4 Secretary	
4.5 Past President	
4.6 Registrar	
4.7 Ways & Means Coordinator	
4.8 Referee - in - Chief	
4.9 Division Coordinators	
4.10 Technical Director	
4.11 Minor Hockey Coordinator	
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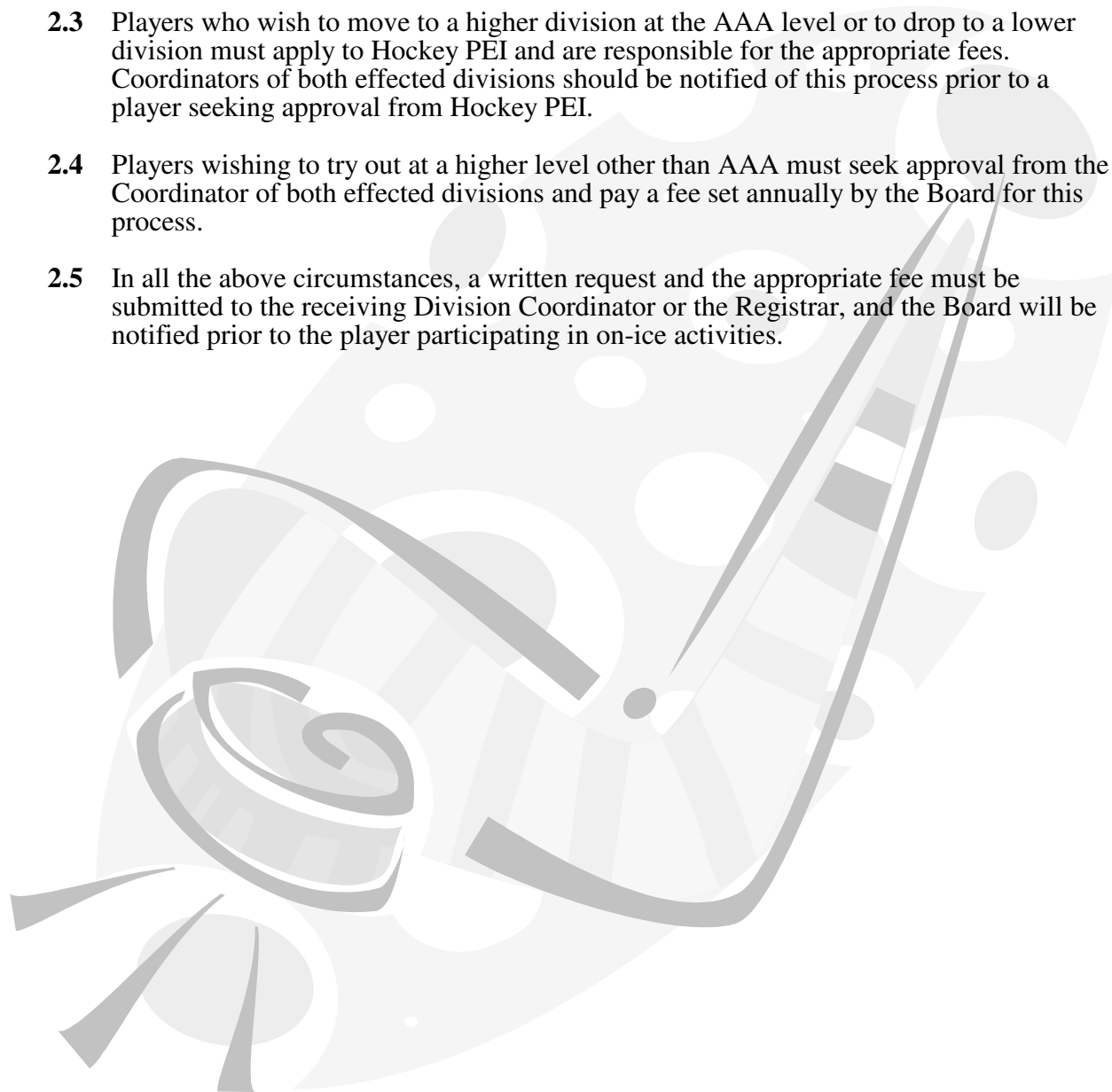
## **POLICY 1 – ASSOCIATION SWEATER POLICY**

- 1.1** The SAMHA provides sweaters for players in the Association to wear. To ensure that the life of the sweaters is prolonged for future use, a Sweater policy has been developed.
- A) Each player registered in SAMHA will receive one sweater or a set of sweaters depending on Division and level. Sweaters are to be treated with respect and should be worn with pride. Sweaters should only be worn during games, with the exception being made for the Skills level.
  - B) Each sweater shall have the top edge of the sponsor bar sewn along the bottom edge of the first white bar at the base of the sweater. The player name bars will be sewn on the top of the sweater along the seam and across the shoulders, underneath the STOP sign.
  - C) All sponsor and name bars will be blue with white lettering for blue sweaters, and white with blue lettering for the white sweaters. Bars must be 4" wide and 16" long with 2" or 3" letters, depending on which will fit best. Association colors may vary as the Association deems appropriate.
  - D) It should be strongly suggested that sweaters not be carried in a hockey bag with hockey gear. They should be in a garment bag or carried by the team sweater person.
  - E) At season's end, all sweaters are to be washed and the name bars carefully removed before returning them in boxes to the Division Coordinator by April 15<sup>th</sup> at the latest. The sponsor bars shall remain in place when sweaters are returned.
  - F) Washing sweaters must be done with care. They should be washed in cold water and hung to dry. High heat should be avoided when drying.
  - G) All costs incurred for repair or replacement of sweaters will be the responsibility of the sweater user.
  - H) The cost to replace any hockey sweater not returned or showing signs of abuse (other than normal wear or accidents) will be charged to the player at \$50 each.
  - I) Sweaters not returned or paid for will result in a \$50 fee (for each sweater) being added to the player's registration for the following season. No player shall be registered for the next season until this fee is paid.



## **POLICY 2 – UNDERAGE AND OVERAGE PLAYER REQUESTS**

- 2.1** Underage or overage player requests will be in keeping with current policy of Hockey PEI's Underage Player Request document or Hockey PEI's Overage Player Request document as designated on the Hockey PEI website.
- 2.2** An evaluation team, selected by the Board and including the Technical Director, will evaluate players who wish to move to a higher division within the Association, excluding the AAA level.
- 2.3** Players who wish to move to a higher division at the AAA level or to drop to a lower division must apply to Hockey PEI and are responsible for the appropriate fees. Coordinators of both effected divisions should be notified of this process prior to a player seeking approval from Hockey PEI.
- 2.4** Players wishing to try out at a higher level other than AAA must seek approval from the Coordinator of both effected divisions and pay a fee set annually by the Board for this process.
- 2.5** In all the above circumstances, a written request and the appropriate fee must be submitted to the receiving Division Coordinator or the Registrar, and the Board will be notified prior to the player participating in on-ice activities.





## POLICY 3 - TRY-OUTS

- 3.1 Players in each division are welcome to attend try-outs, which will be held prior to the commencement of the SAMHA 23 week program. All players must be registered with their Association before try-outs begin. An appropriate fee determined annually by the Board **must be paid before session #1** and will guarantee each candidate three ice sessions for the level that they are trying out for during the scheduled week, as determined by the SAMHA Board. At this time, players will be evaluated by the coaching staff in the respective divisions and levels.
- 3.2 Following the first week, the coaches will commence with roster reductions and move into the second phase of try-outs during the scheduled week as determined by the Board.
- 3.3 Three weeks before minor hockey officially commences, AAA tryouts will be held. This will be open to all players who wish to tryout **at this level only**. An appropriate fee determined annually by the Board will guarantee each candidate three ice sessions during the try-outs.
  - A. Midget AAA tryouts will be held the last week of September plus 2 weeks prior to Thanksgiving Weekend
  - B. Bantam AAA, Pee wee AAA , and Atom AAA tryouts will be held the first full two weeks in October.
- 3.4 The AA try-outs for Midget AA, Bantam AA, Pee wee AA, Atom AA & Novice AA will follow the AAA tryouts the last two full weeks of October, during which the minor hockey season will have already begun.
- 3.5 Due to expected smaller female registrations, AA try-outs for girls' teams will take place at a scheduled week as determined by the Board.



## **POLICY 4 – DUTIES OF THE BOARD OF DIRECTORS**

All Directors, at the end of their SAMHA term, must be prepared to forward, within three (3) weeks of the recently conducted Annual General Meeting, all Association documents that have become a part of the position while serving on the Board, to the individual who has become elected as the new Director in that position.

### **4.1 The President shall:**

- A) be responsible for the overall efficient operation of the Association;
- B) ensure that the Board and the Executive have regular meetings to address Association business;
- C) preside at all meetings;
- D) not make any motions nor vote on any question or motion unless a tie vote is obtained, in which case the President shall cast the deciding vote;
- E) instruct all Board Members and Board Committees of their duties and responsibilities by making sure all Directors are aware of their duties as written in the SAMHA Policies document;
- F) provide guidance and assistance to the Directors;
- G) exercise the power of the Executive in the case of an emergency;
- H) perform other such related duties necessary for the good operation of the Association;
- I) assign special responsibilities to Directors or members of the Association as deemed necessary;
- J) serve as Chairperson of the Discipline Committee and ex-officially become a member of all Association committees;
- K) be one of the three signing officers of the Association for all Association bank accounts, along with the Secretary and Treasurer;
- L) be the Association's representative at Hockey PEI Council Meetings;
- M) establish a committee for Minor Hockey Week which will recognize the contributions of the volunteers and raise awareness of the Association in the community;
- N) serve as a liaison with the City of Summerside in an effort to build a strong partnership in the provision of SAMHA programs;
- O) be responsible for signing all inter-branch transfers, and transfers in and out of the Association along with the Registrar or designate;
- P) make recommendations in his/her annual report for improvements in subsequent hockey seasons;

- Q) serve a two year term. If he/she wishes to continue service, he/she must be re-elected at the Annual General Meeting.

#### **4.2 The Vice-President shall:**

- A) have and exercise all the powers of the President in his/her absence;
- B) perform such duties assigned to him/her by the President;
- C) be a member of the Discipline Committee;
- D) serve as the Chairperson of the Tournament Committee and appoint a Chairperson of each main tournament by September 1<sup>st</sup> and no later than November 1<sup>st</sup>;
- E) coordinate the appropriate display and storage of all Association banners, awards and trophies;
- F) assist the Coordinators by overseeing the interview process for coaching positions;
- G) make arrangements for advertising the availability of coaching positions and be responsible for the receiving of these applications;
- H) perform other related duties necessary for the good operation of the Association;
- I) make recommendations in his/her annual report for improvements in subsequent hockey seasons.
- J) serve a two year term. If he/she wishes to continue service, he/she must be re-elected at the Annual General Meeting.

#### **4.3 The Treasurer shall:**

- A) have custody of all general funds and shall bank monies at a financial institution in the name of the Association;
- B) keep an accurate account of all general income, expenses and accounts payable and, with the assistance of the Registrar and Association staff, keep an accurate account of accounts receivable;
- C) report the general financial status that shall include monthly revenues and expenditures of the Association on a monthly basis to the Board of Directors at every monthly Board meeting for review and approval. Such a report should include sources of revenue and details of expenditures;
- D) have the financial records reviewed by a designated professional chosen by the membership at the Annual General Meeting and have independent financial statements prepared for and presented to the membership at the Annual General Meeting;
- E) prepare a preliminary annual budget for perusal by the membership for the Annual General Meeting;
- F) prepare an annual budget for consideration and approval of the Board of Directors for the September monthly meeting;

- G) review bank statements of the Association for the general account and report any discrepancies to the President and to the financial institution;
- H) invest surplus funds throughout the year so as to maximize net income;
- I) be one of the signing officers of the Association for all Association bank accounts along with the President and Secretary;
- J) be a custodian to the Post Office key and pick up Association mail;
- K) perform such other related duties necessary for the good operation of the Association;
- L) make recommendations in his/her annual report for improvements in subsequent hockey seasons;
- M) serve a two year term. If he/she wishes to continue service, he/she must be re-elected at the Annual General Meeting.

**4.4 The Secretary shall:**

- A) notify the Board of Directors of the date, time and location of all Board Meetings and prepare an agenda for each meeting along with the President;
- B) be responsible for maintaining the official documents of the Association, including books, papers, pictures, Constitution, By-laws, Policies, other governing documents, correspondence and minutes. By-laws and other governing documents will be kept up-to-date with any changes made through the amendment process as designated in Article 5.3 (D);
- C) be a custodian to the spare Post Office box key;
- D) pick up Association mail on a regular basis;
- E) publish a notice of the Annual General Meeting at least 15 days in advance;
- F) be one of the three signing officers for the Association, along with the President and the Treasurer;
- G) perform such other related duties necessary for the good operation of the Association;
- H) appoint individuals to publish the Association's newsletter, administer the Association's website, or, at his/her discretion assume these duties;
- I) supply copies of the minutes of all meetings as expeditiously as possible and, when approved by the Board, shall be signed by the President and Secretary;
- J) have all season's Bench Volunteer applications and Criminal Record Checks destroyed by October of the following season;
- K) serve a two year term. If he/she wishes to continue service, he/she must be re-elected at the Annual General Meeting.

#### **4.5 The Past President**

The past President shall be requested to serve in various capacities in addition to the executive according to the wishes of the Executive and or the Board, pending his/her interest and availability.

#### **4.6 The Registrar shall:**

- A) be responsible for making preparations for registration sessions, including dates, location and times for each session, along with determining the names of those Board members available to assist;
- B) be responsible for collecting all money from registration, ensuring it balances with the number of registrations prior to depositing, and assisting the Treasurer in preparing these deposits to Association bank accounts;
- C) receive from the Coordinator any written requests and appropriate fees from players who are considered overage or underage, according to the Underage and Overage Policy;
- D) make sure members have receipts for all monies paid for registration;
- E) collect all outstanding registration monies, be responsible for the collection of delinquent accounts, and take appropriate action to correct the situation of returned cheques. Any difficulties in collecting registration monies will be reported to the President, Treasurer and Division Coordinator;
- F) assist Tournament Coordinators, when necessary, with the registration of teams in major tournaments of the SAMHA;
- G) ensure that all volunteer points earned are awarded accordingly;
- H) maintain an up-to-date list of all players of the Association, and provide the list to each Coordinator as soon as possible after the date of the final registration;
- I) be responsible for signing all inter-branch transfers, and transfers in and out of the Association along with the President or designate;
- J) use his/her best efforts, together with the Coordinators, to ensure that all players on teams are registered in accordance with Hockey PEI prior to being allowed to participate in any league play;
- K) create a voting list and voting cards for the Annual General Meeting;
- L) in conjunction with the President, ensure that all teams in their division are registered by the date of the Hockey PEI league meetings that occur each fall;
- M) perform such other related duties necessary for the good operation of the Association;
- N) serve a one year term. If he/she wishes to continue service, he/she must be re-elected at the Annual General Meeting.

#### **4.7 The Ways and Means Coordinator shall:**

- A) obtain sponsorships for all teams, in cooperation with the President and Treasurer;
- B) distribute sweaters to the Division Coordinators for distribution to the teams;
- C) inform all coaches and managers of the fundraising guidelines as per Article 7.3 when the teams are formed, and meet with the team management if necessary. Non-compliance will be dealt with by the Discipline Committee;
- D) review applications from teams regarding fundraising initiatives and make recommendations to the President for approval or denial of requests outside the scope of approved events according to the Team Fundraising Guidelines Policy. The President will notify Hockey PEI of approved fundraising initiatives;
- E) receive applications for fundraising from representative teams and will take requests exceeding the approved limit or special projects to the Board for approval;
- F) select an Association photographer and make arrangements so that the team and individual pictures can be taken before Christmas;
- G) receive and review mid-season financial reports from teams before the 15<sup>th</sup> of January, and year-end financial reports from teams on or before the 15<sup>th</sup> of April. The year-end reports must be submitted to the Treasurer ( receipts and lottery license copies must accompany the reports) prior to the Annual General Meeting;
- H) review present fundraising guidelines and, if necessary, make recommendations in his/her annual report for improvements in subsequent hockey seasons;
- I) ensure that SAMHA provides and presents plaques to all sponsors before the Annual General Meeting is held;
- J) perform other related duties necessary for the good operation of the Association;
- K) serve a one year term. If he/she wishes to continue service, he/she must be re-elected at the Annual General Meeting.

#### **4.8 The Referee-in-Chief shall:**

- A) hold a minimum Level Three Referee qualification and, in the event he/she does not, hold such qualifications, final approval must be made by the majority of the Board of Directors;
- B) recruit interested and qualified people early in the season to become involved in a referee capacity within the Association;
- C) arrange a Referees' Clinics in the Summerside Area;
- D) maintain a list of persons qualified and interested in refereeing;
- E) encourage, through training sessions, the upgrading of refereeing;
- F) arrange, with the Minor Hockey Coordinator, the procedure for the assignment of referees;

- G) ensure, when possible, that each home game during regular season play is officiated using Hockey PEI's requirements;
- H) be the liaison between the referees and the Board of Directors;
- I) ensure that referees act in accordance with the Hockey Canada rules and those of the Association;
- J) observe, at least twice a season, referees performing their duties in game situations and formally evaluate these officials at least once a season. The Referee-in-Chief should be assisted by the PEI Referees' Association in this endeavor;
- K) establish, with the approval of the Board of Directors, a fee schedule for referees. This should be completed and approved before the season starts;
- L) ensure that all referees have completed clinics at their appropriate levels;
- M) ensure that all fees from referees are collected by the Minor Hockey Coordinator and submitted to the Treasurer;
- N) receive complaints regarding referee conduct in writing, and shall forward any complaints to the Board;
- O) report any major confrontations and all match penalties to the President;
- P) be a member of the Discipline Committee;
- Q) make recommendations in his/her annual report for improvements in subsequent hockey seasons;
- R) perform such other related duties necessary for the good operation of the Association;
- S) serve a one year term. If he/she wishes to continue service, he/she must be re-elected at the Annual General Meeting.

**4.9 The Division Coordinators shall:**

- A) act as a liaison between their respective divisions and the Board of Directors of the Association;
- B) assist the Ways and Means Coordinator in obtaining sponsorships within their divisions when necessary;
- C) assist the Registrar with registrations;
- D) receive, along with the Coordinator, any written requests and appropriate fee from players who are considered overage or underage, according to the Underage and Overage Policy;
- E) in conjunction with the Registrar, use their best efforts to ensure that all players, coaches, managers and trainers of teams are registered in accordance with Hockey PEI prior to being allowed to participate in any League play;

- F) conduct interviews for all coaching positions in their divisions. Interviews for Rep coaches will consist of at least 3 Board Members and will be conducted in the same manner and format within the Division. The Coordinators will be assisted in this process by the Vice President;
- G) coordinate the sign-out and sign-in of sweaters to/from coaches, make arrangements for repair or replacement of team sweaters within divisions, keep a record of team sweaters on loan to all coaches, help collect sweaters at year-end, and ensure that each and every sweater issued at the beginning of the year has been returned;
- H) coordinate, with the coaches, the assigning of players to “A” teams within the division, keeping in mind previous teams played on, convenience of travel, and balancing teams for good team play;
- I) make sure that all “A” teams play in a league and there is an appropriate schedule;
- J) make sure all teams have practice time in their own division. This should consist of one hour per week and in some instances, ice time may be shared;
- K) firmly and frequently stress coaching discipline for all teams within their division;
- L) encourage coaches to upgrade their coaching skills and ensure that coaches have at least the minimal coaching certification as required by the respective Divisions as determined by Hockey PEI;
- M) ensure that all teams in their division have a manager;
- N) ensure that all coaches, assistant coaches, managers and trainers within their division know and follow the Constitution, By-laws and Policies of the Association;
- O) remind all team managers within their division of the importance of obtaining a Hockey PEI travel permit for each off-Island tournament or game played;
- P) observe try-outs and oversee the player selection process;
- Q) receive feedback forms from managers and share feedback with all bench volunteers within two (2) weeks of receiving the feedback forms;
- R) receive mid-season financial reports from teams before the 15<sup>th</sup> of January, and year-end financial reports from teams on or before the 15<sup>th</sup> of April. These year-end reports must be submitted to the Ways and Means Coordinator ( receipts and lottery license copies must accompany the reports) prior to the Annual General Meeting;
- S) make sure all literature, videos, etc. are collected from coaches and returned to the Minor Hockey Coordinator at season’s end;
- T) distribute Esso Medals of Achievement received from the Minor Hockey Coordinator to all teams;
- U) in conjunction with the Minor Hockey Coordinator, ensure that all ice slots allotted to a division are utilized to the fullest extent possible;

- V) make recommendations in his/her annual report for improvements in subsequent hockey seasons;
- W) perform such other related duties necessary for the good operation of the Association.
- X) serve a one year term. If he/she wishes to continue service, he/she must be re-elected at the Annual General Meeting;
- Y) It is recommended that the Division Coordinator not serve for more than two (2) concurrent years with the same general group of players in a division.

**4.10 The Technical Director shall:**

- A) ensure all coaches have minimum certification coaching requirements and facilitate enrolment in coaching/training clinics;
- B) oversee the Development Programs and ensure SAMHA is in compliance with standards established by Hockey PEI;
- C) request trainer, coaching and checking clinics from Hockey PEI and refereeing clinics if requested by the Referee-in-Chief ;
- D) arrange a time and place for home clinics and publicize this information and, as necessary, make arrangements for volunteers or players to take clinics elsewhere if none are available locally;
- E) make sure all coaches in the Association are presented with a SAMHA Coach's Binder;
- F) arrange for a coaches' meeting, which is mandatory for all Association coaches, to be held by November 15<sup>th</sup> of the hockey season;
- G) coordinate skill development programs as required;
- H) work in cooperation with Hockey PEI and the Atlantic Center of Excellence;
- I) submit a proposed plan for skill development for next season's program at the Annual General Meeting;
- J) serve a one year term. If he/she wishes to continue service, he/she must be re-elected at the Annual General Meeting.

**4.11 The Minor Hockey Coordinator shall:**

- A) be appointed (not elected) by the Board at the beginning of the hockey season and may or may not be a paid position;
- B) schedule all ice times for the Minor Hockey program on a week-to-week basis and publish this on the Association's website as well as the local newspaper on a weekly basis;
- C) order the Esso Medal of Achievement for all teams in the Association;
- D) approve, on behalf of the Board, any appropriate changes to ice schedules;

- E) schedule extra ice time after prior approval is obtained by the Board;
- F) with the assistance of minor hockey personnel, keep a record of all ice time used by each team and submit this report monthly to the Board;
- G) keep an accurate record of the number of hours used by each individual team throughout the season;
- H) assist the Tournament Committees to establish ice time requirements and schedules;
- I) with the assistance of minor hockey personnel, review monthly billings of ice time with the Treasurer of SAMHA and ascertain appropriate amounts owing;
- J) make recommendations in his/her annual report for improvements in subsequent hockey seasons;
- K) prepare time sheets for referees and ensure they receive proper compensation;
- L) collect all Hockey PEI fees from referees;
- M) arrange, with the Referee-in-Chief, the procedure for the assignment of referees;
- N) monitor the distribution, recording and collection of Coach's Binders at the beginning and the end of the season;
- O) not be a voting member of the Board of Directors, but must attend the required portion of the meeting at the request of the Board;
- P) perform other related duties necessary for the good operation of the Association.

**4.12 The Representative of the City of Summerside Services Department shall:**

- A) be the liaison between the Board of Directors and the City of Summerside;
- B) not be a voting member of the Board of Directors.



## **POLICY 5 - COACH AND VOLUNTEER RECOGNITION**

5.1 A committee will be appointed and chaired by the President and be composed of a minimum of three (3) Directors and/or members in good standing. The committee will accept nominations for “Coach Recognition” and “Volunteer Recognition” based on the following criteria:

A) “Coach Recognition” will be selected based on submissions by association members in good standing received by the Committee April 1<sup>st</sup>. This award will be presented annually to recognize a deserving volunteer coach for his/her valuable contributions to youth in our Association. The selection criteria for this award includes how the individual

- shows and teaches respect for officials and parents;
- embraces the philosophy of fair play;
- demonstrates a concern for the all-round development of the athlete;
- applies relevant training theory and coaching practice.

B) “Volunteer Recognition” will be selected based on submissions by association members in good standing and received by the Committee by April 1<sup>st</sup>. This award depicts the spirit of community service and its importance to our members and the success of our Association. Through his/her time and effort, this selfless individual has helped to improve the well being of the players and the Association. The selection criteria for this award includes how the individual:

- has contributed many service hours during this hockey season,
- has exhibited exceptional dedication, leadership, or extraordinary service;
- is an active member of SAMHA who displays spirit and commitment to SAMHA.

5.2 The committee will also accept nominations for additional recognition as deemed appropriate by the Board of Directors. Criteria must be established for the award prior to seeking nominations.



## **POLICY 6 - TEAM FUNDRAISING GUIDELINES**

- 6.1 Permission must be obtained one week in advance of the fundraising initiative from the Ways and Means Coordinator in writing or via e-mail to authorize team fundraising. **Teams must receive authorization for fundraising before proceeding** and failure to do so may result in sanctions against the team. **Teams will only be allowed a maximum of three (3) fundraising activities!**
- A. Teams are permitted one fundraiser where the public does not get value for what is sold. Examples of this are a bottle drive, a lottery, or bagging groceries.
  - B. Teams will also be permitted two other fundraisers where the public gets full value for what is sold. Examples of this are selling goods such as potatoes, bars or fruit, or conducting carwashes or selling tickets for meals.
  - C. No teams may fundraise for the purpose of clothing. Fundraising monies are to be used for extra ice time, tournament participation and team plaques.
  - D. If teams wish to purchase clothing with monies not earned through fundraising efforts, a written request must be submitted to the Board through the Ways and Means Coordinator and such a request must be in accordance to Article 1.2.
  - E. Teams are allowed to charge admission only if it is permitted by the League.
  - F. Teams are allowed to conduct 50/50 draws at their games.
- 6.2 All teams must obtain a lottery license if they intend to sell tickets. These are available at Access PEI and take at least 1-2 weeks to obtain. A copy of this license must be included with the team's year end financial report that is to be submitted to the Ways and Means Coordinator on or before the 15<sup>th</sup> of January and the 15<sup>th</sup> day of April, and in any event, not later than ten (10) days prior to the Annual General Meeting held pursuant to Article 5.7 (C) .
- 6.3 All teams must submit mid-season financial reports before the 15<sup>th</sup> of January to turn over to the Coordinator who shall turn these over to the Treasurer, and year-end financial reports on or before the 15<sup>th</sup> of April and, in any event, not later than ten (10) days prior to the Annual General Meeting held pursuant to Article 5.7 (C)
- 6.4 Players' trophies and plaques are the responsibility of the individual teams.
- 6.5 No team shall fundraise more than three-thousand dollars (\$3000) in one hockey season. Any request for an amount above this figure must be submitted to the Ways and Means Coordinator and brought to the Board for approval.
- 6.6 Requests for approval of items not mentioned in 6.1 (C) can be submitted in writing to the Board through the Ways & Means Coordinator for consideration.
- 6.7 Team deficits are the responsibility of the parents of the team and not the Association. If the team budget has a surplus at the end of the year and the parents have contributed financially to the team budget, then the surplus may be divided equally amongst them if they so choose, but cannot exceed the original parental contribution. Remaining funds will go to the Association.



## **POLICY 7- DUTIES OF SAMHA COACHES**

### 7.1 Coaches shall:

- A) attend coaches' meetings. This is mandatory and the consequences of not showing or sending a team representative could result in loss of team practice times;
- B) be 15 years of age or older, and unless registered with the SAMHA as a player on another team, **MUST** complete a coaching application and have a CRC submitted to the Association via the Division coordinator by the 30<sup>th</sup> of November;
- C) conduct themselves in a responsible and sportsmanlike manner at all times, especially when dealing with players;
- D) schedule meetings with team managers on a monthly basis to communicate with parents, giving the Division Coordinator the opportunity to attend such meetings;
- E) assume responsibility for the discipline and good conduct of the team by promoting quiet and orderly player conduct, bearing in mind that fair, firm and consistent guidance, coupled with positive reinforcement, is the best policy;
- F) keep the team in the dressing room until the game or practice time begins and ensure that the team leaves the ice immediately following the game or practice and that the dressing room is left clean;
- G) encourage players who cannot attend a game to inform the coach prior to the game;
- H) contact players who have missed 2 games without an apparent reason to determine if the player plans to continue in the program. Immediately report to the Coordinator and Registrar any player who has chosen to quit the program;
- I) choose at least one assistant coach, one manager and one trainer and submit the names to the Board through the Coordinator for approval. These individuals must complete an application and have a Criminal Record Check that has been applied for in preparation for the upcoming season.
- J) Wherever possible and practical, it is recommended that a Coach serve no more than two (2) concurrent years with the same general group of players on a team. This is so that the players are provided with exposure to various coaching techniques and philosophies.
- K) Wherever possible and practical, it is recommended that a Coach not be involved in coaching more than one team during the season.
- L) A coach may be removed from their position for reasons of incompetence or actions which contravene the principles and policies of the Association as described throughout the SAMHA Constitution, By-laws and Policies. If a coach is removed, the Division Coordinator will appoint a substitute for the remainder of the season.

- M) A coach is expected to emphasize a spirit of good sportsmanship and a healthy, competitive attitude, win or lose, remembering that the example they set can influence the players on their team. A coach must avoid the use of profanity, intimidation and violence. In addition, the coach will share these expectations with all bench volunteers.
- N) To the best of his/her ability, a coach must assume responsibility for affording each player an opportunity to participate fairly and equally, regardless of the player's ability. Exceptions are as follows:
1. at the competitive level (AA and AAA) for Atom or higher, a coach may assume responsibility for unequal ice time in the final period of a game in a situation where a loss in that crucial game would significantly affect the opportunity for the team to participate in further competitions, i.e. playoffs or tournament play. A coach is encouraged to clearly communicate his reasons for unequal ice time at the parents' meeting or at the earliest opportunity;
  2. a player may be benched for all or part of a game at the discretion of the coach for disciplinary reasons – that is, for abusive or foul language directed at players, officials or spectators or for actions which are deemed to be detrimental to the welfare of the team as a whole. A coach may give a one game suspension for disciplinary reasons, and parents/guardians of the suspended player are to be notified by the coach, but a suspension of more than one game by a coach must be approved by the Board. A written notice shall be provided by the Coordinator and be sent to the parents/guardians of the suspended player;
  3. the reason for the benching must be clearly communicated to the player and where appropriate, discussed with the player's parents. Any dispute over the benching may be appealed through the Division Coordinator.
- O) All coaches that may be registered with the SAMHA as a player on another team **MUST** wear a helmet, neck guard and hockey gloves while on the ice.
- P) Coaches or team staff should avoid going onto the playing surface to get to the bench unless there is no direct access to the players' bench. Coaches will be permitted on the playing surface at the end of the game to shake hands along with the team.
- Q) Coaches should ensure that no pucks are shot around late in practices - particularly in the direction of the Zamboni entrance and doors leading off the playing surface.
- R) Coaches are asked to **NEVER** allow players on the ice surface at any rink until the Zamboni doors are closed.
- S) Demonstrators (younger SAMHA or non SAMHA players) should only be used in **EXTENUATING** circumstances and in no instance shall these persons (or coaches that may be registered as a player with another SAMHA team) participate in scrimmages or contact drills.

## **POLICY 8 - DUTIES OF THE TEAM MANAGER**

### **8.1 The Team Manager shall:**

- A) complete an application form and have a Criminal Record Check submitted to the Association via the Division Coordinator as soon as possible;
- B) help ensure that the trainer has completed an application form and has had a Criminal Record Check submitted to the Division Coordinator as soon as possible;
- C) call a team meeting, after team rosters have been finalized. At this meeting team management should discuss with players and parents the following in addition to their own agenda items:
  - 1. Association philosophy and goals;
  - 2. the Association's Fair Play Policy;
  - 3. the coaching philosophy regarding players arriving at the rink, appropriate language from players and adults connected with the team, discipline, parents' responsibilities regarding fundraising, tournaments, etc.;
  - 4. the effect that parents' comments and attitudes, positive and negative, can have on the team;
  - 5. how a change in plans or new plans will be communicated with parents;
  - 6. the procedure for dealing with problems, namely that team management handles all complaints. If issues are not resolved at this level, then complaints are taken to the Division Coordinator. If the issues are still not resolved, a letter outlining the issues should be written to the President of the Association and at this time, the Executive may be involved if necessary in helping to resolve the issue;
  - 7. feedback forms for bench volunteers are to be made available in paper form and/or electronically, and are to be distributed and collected by the team manager twice a year – by December 31<sup>st</sup>, and by March 31<sup>st</sup>. Parents must be notified of the availability of these forms at mid-season and at the end of the season. Completed forms are to be passed on to the Division Coordinator;
  - 8. determine the wishes of parents regarding their son/daughter being photographed for news stories or for a team website, as indicated on the Registration form;
  - 9. the importance of designating a representative from the team to attend all tournament meetings as required.
- D) submit to the Registrar, at a date determined by the Executive, a complete team list. This shall include players, affiliates, coaches, managers and any other team officials;

- E) make sure that there is a Treasurer appointed for the team. If the team is involved in fundraising, there should be a bank account for the team set up. All withdrawals from this bank account require the signatures of the manager and the treasurer;
- F) make sure there is a monthly team parents' meeting;
- G) sign out the goaltending equipment if needed;
- H) ensure that mandatory travel permits are obtained from Hockey PEI for all Off-Island trips;
- I) submit to the Coordinator a mid-season financial report of the team before the 15<sup>th</sup> of January , and a detailed year-end financial report from the team on or before the 15<sup>th</sup> of April. Receipts and lottery license copies must accompany the reports prior to the Annual General Meeting and in any event, not later than ten (10) days prior to the Annual General Meeting held pursuant to Article 5.7(C);
- J) ensure that each team has a year-end party or banquet.

8.2 Hockey Sweaters- The Manager shall:

- A) assign a hockey sweater to each player on the team and record this data. Make three copies of the record – one for the coach, one for the Minor Hockey Coordinator, and one for the Division Coordinator. These copies are to be distributed as soon as possible;
- B) impress upon the players the importance of keeping the sweater clean and presentable at all times and stress that they are only to be worn during games with the exception of players at the Skills level;
- C) make sure each sweater has the top edge of the sponsor bar placed along the bottom edge of the first white bar at the base of the sweater. The player name bars will be on the top of the sweater along the seam and across the shoulders, underneath the STOP sign;
- D) collect all sweaters at year's end and return them to the Division Coordinator, making sure all documented information matches.

8.3 Fundraising- The Manager shall:

- A) ensure that teams first obtain permission from the Board of Directors through the Ways and Means Coordinator before conducting fundraising activities. The Fundraising Guidelines, as passed by the SAMHA Board of Directors, must be followed by teams. See Team Fundraising Guidelines Policy;
- B) inform parents that they make the decision on how the money is raised and spent. This decision will be made at a parents' meeting without the coaches present if so requested.

## **Policy 9 – GENERAL POLICIES FOR ALL DIVISIONS**

- 9.1 It is recommended that the expertise and knowledge of the previous year's coaches be solicited when evaluating players. At the discretion of the Division Coordinator, outside expertise may be solicited in evaluating certain players, for example, two particular goaltenders, etc. The evaluation process, however, will be restricted to the members of the Selection Committee and the coach.
- 9.2 In order to facilitate the selection process, the Division Coordinator will organize his/her division in such a manner as to minimize disruption to the team(s) from the level(s) below.
- 9.3 The player rating must remain confidential within the Selection Committee, coach and the Division Coordinator.
- 9.4 It is the policy of the Association to discourage either the release in or out of players where the Association provides a hockey program that meets the skills of the player.
- 9.5 It is the intention of the Association to provide each team with weekly or bi-weekly practice ice time. Registration fees and fund raising should be structured such that this goal can be accomplished . In some cases, shared practices may be necessary.
- 9.6 It is mandatory for all SAMHA teams to pay and participate in the Association's home tournaments as long as there is a division for the teams to participate in.





## **Policy 10 – FAIR PLAY POLICY**

At the competitive level (AA and AAA) for the Atom division and higher, a coach may assume responsibility for unequal ice time in the final period of a game in a situation where a loss in that crucial game would significantly affect the opportunity for the team to participate in further competitions, i.e. playoffs or tournament play. This may on occasion result in unequal ice time for some players during key games. (This should not be interpreted as no ice time or that key games begin in November or that every game is a key game). The coach is encouraged to clearly communicate his or her reasons for unequal ice time at the parents' meeting at the beginning of the season. The Association supports an approach where equal participation occurs along with the win. This concept is equally applicable to February and March as it is in October and November. Any coach or manager who insists on a different philosophy may be suspended by the Board.



