

HILLMOND MINOR HOCKEY ASSOCIATION CONSTITUTION

Amended Oct, 2023

1.0 NAME OF ASSOCIATION

1.1 The name of the association shall be the “HILLMOND MINOR HOCKEY ASSOCIATION”, hereinafter referred to as “HMHA” or the “association”.

2.0 PROVINCIAL / FEDERAL REGULATIONS

2.1 The association shall be governed by the rules as set down by the Saskatchewan Hockey Association and the Canadian Hockey Association.

3.0 OBJECTIVES

The objectives of the association are:

- 3.1 Promote, encourage, develop and govern hockey for boys and girls in the community of Hillmond.
- 3.2 Maintain and increase the interest in the game of hockey.
- 3.3 Protect the mutual interests of each team and player affiliated with the association.
- 3.4 Teach boys and girls respect for the concepts of sportsmanship and fair play, to take defeat graciously, to give credit to the winning team, to abide by referees’ decisions and to love the game above the prize.

4.0 MEMBERSHIP

4.1 This association shall be the governing body for all minor hockey in the community of Hillmond, Saskatchewan. The boundaries of the association shall be those governing the Hillmond area as per Hockey Sask zoning. Other players may join Hillmond teams subject to executive approval and receipt of the required releases from prior teams as set out by Saskatchewan Hockey Association.

4.2 The general membership of the association shall consist of the following:

- 4.2.1 The coaches, assistant coaches, managers and trainers of all minor hockey teams affiliated with this association;
- 4.2.2 The elected and appointed members of the executive of the association;
- 4.2.3 Players who are registered with the association, and their parents and/or guardians.

5.0 EXECUTIVE

- 5.1 The executive of the association shall consist of:
- President
 - Past-President
 - Vice-President
 - Registrar
 - Secretary-Treasurer
 - Referee-in-Chief
 - Equipment Manager
 - Team Representative from each team registered

5.2 With the exception of the team representatives, the executive shall be elected at the spring general meeting for a period of one (1) year.

5.3 The team representatives shall be elected at the fall general meeting for a period of one (1) year.

5.4 Should a vacancy occur during the year, the executive shall be empowered to appoint a member of the association to fill the position for the balance of the term.

5.5 An executive member shall lose his/her voting privileges for the balance of his/her term in the event s/he:

5.5.1 Misses three (3) consecutive meetings of HMHA; or

5.5.2 Misses a total of five (5) meetings of HMHA during his/her one-year term.

5.6 The responsibilities of the executive positions are as follows:

5.6.1 President:

- 5.6.1.1 Promote the image of the association and of hockey within the community.
- 5.6.1.2 Ensure that the interests of the general membership are given due and adequate consideration in all activities carried out by the executive.
- 5.6.1.3 Conduct all meetings of the association, including the annual general meetings, with responsibility to:
 - Prepare agenda;
 - Arrange for facility;
 - Chair meeting;
 - Ensure meetings are conducted in an orderly and proper fashion.
- 5.6.1.4 Represent the interests of the association in its dealings with outside organizations.
- 5.6.1.5 Assist all members of the executive with the execution of their duties.

5.6.2 Vice-President:

- 5.6.2.1 Perform the duties of the President in his/her absence.

5.6.3 Registrar:

- 5.6.3.1 Oversee the registration of the players and coaches with the Saskatchewan Hockey Association.
- 5.6.3.2 Distribute information concerning technical advances, skills development, SHA material and/or items of interest to the coaches.

5.6.3.3 Maintain a current list of all coaches, assistant coaches, trainers, managers and referees within the association and ensure that each is appropriately certified for the level in which he/she is participating.

5.6.4 Secretary:

5.6.4.1 Maintain a current listing of all members of the executive.

5.6.4.2 Record, publish and distribute minutes of all meetings of the executive and all general meetings.

5.6.4.3 Handle all correspondence for the association as directed by the executive.

5.6.4.4 Maintain the financial records of the association.

5.6.5 Referee-in-Chief:

5.6.5.1 Maintain a list of Saskatchewan sanctioned referees who are available to work HMHA games.

5.6.5.2 Schedule referees for games as required.

5.6.5.3 Provide training for referees as required.

5.6.5.4 Oversee referee mentoring.

5.6.5.5 Bring forward concerns or recommendations with respect to the referees.

5.6.6 Equipment Manager:

5.6.6.1 Responsible for the storage, cleaning and repair of all playing equipment (“playing equipment” to include all jerseys, socks, goal equipment, first aid kits, etc.”).

5.6.6.2 Distribute equipment at the beginning of the season and collect same at the end of the season.

5.6.6.3 Establish and maintain an equipment inventory list.

5.6.7 Team Representative:

5.6.7.1 Act as a liaison between parents, coaches and the association, but shall not be a coach, manager or trainer for that team, if possible.

5.6.8 Female Hockey Representative:

5.6.8.1 Promote Female Hockey in Hillmond and area

5.6.8.2 Represent our association in regard to regional female hockey

6.0 TEAM OFFICIALS

6.1 Any person volunteering for a team official position, including but not limited to coach, assistant coach, manager and trainer, must read, fully understand and sign the Team official’s Pledge under the HMHA Code of Conduct prior to acceptance by the parent/guardians of the players on that team.

6.2 In the event that there is more than one person volunteering for the position of coach, assistant coach(es) and/or manager, the parents/guardians of the players on that team shall vote by confidential ballot on the position. 1 vote per player represented on the team and present at the meeting

6.3 The election of all team officials is subject to the review and approval of HMHA.

6.4 All coaches must obtain the required certification as set out by the Saskatchewan Hockey Association.

6.5 Coaches and managers must familiarize themselves with all of the rules and regulations as laid down in the Constitution of the association and must ensure that activities related to the association that are carried out under their care and control are in compliance with those rules and regulations.

6.6 The coach, or the manager in the coach's absence, or their designate, is responsible for the discipline and behavior of the team members during and after games and practices until the team has left the arena

6.7 Coaches and managers are responsible for tournaments, ensuring SHA requirements are met, including obtaining appropriate sanction(s) from SHA.

6.8 If fines are incurred by a team official, they are responsible to pay as in individual to Hockey Sask before end of season.

7.0 REFEREES

7.1 All referees shall have passed an approved referee instructional course and shall be sanctioned with Saskatchewan Hockey Association.

7.2 A current list of local qualified referees shall be maintained by the association.

7.3 The Referee-in-Chief will attempt to give each referee an equal opportunity.

8. PLAYER MOVEMENT

8.1 Players may be permitted to move up to the next level, subject to the following:

8.1.1 The lower team must not be left with an insufficient number of players to form a team.

8.1.2 Any movement upward shall be with the consent of the coach of the lower team and of the higher team.

8.1.3 Once the two above conditions have been met, the movement must be approved by the executive of the association.

9. PLAYER RELEASE

9.1 A one-year release will be granted by HMHA to a player if HMHA is not registering a team at that player's age level.

9.2 A one year release will be granted by HMHA to any player to play a Tier 1 or higher level of hockey in all age groups if HMHA does not offer that caliber of hockey.

9.3 A special circumstance request for release will be considered at the discretion of the HMHA board. A one year release will be granted if a majority vote is in favour of the release.

10. CODE OF CONDUCT

10.1 All players, parents, team officials and referees shall familiarize themselves with and sign the current "Code of Conduct" as adopted by the association prior to participating in any practice and/or game.

10.2 All players, parents, team officials and referees shall abide the said Code of Conduct.

11. MEETINGS

11.1 The President of the association shall chair all meetings of the association, including the annual general meetings.

11.2.1 Monthly meetings open to the general membership shall be held by HMHA.

11.3 A quorum of the association shall exist when a minimum of 60% of the executive is in attendance at a meeting of the association.

11.4 The annual general meetings shall be held at a time and place as decided by the executive.

11.5 The order of business at the annual general meeting shall be as follows:

11.5.1 Minutes of the previous general meeting

11.5.2 President's report

11.5.3 Correspondence (secretary)

11.5.4 Old business

11.5.5 Constitutional amendments

11.5.6 Election of Officers

11.5.7 New business

11.5.8 Adjournment

12. ELECTION PROCEDURE, ANNUAL GENERAL MEETING

12.1 The voting procedure for elections shall be conducted by the President unless the President's position is up for election, in which case the election shall be conducted by the Vice-President. The President or the Vice-President can designate an alternate individual to conduct the voting.

12.2 Voting to fill positions will proceed one position at a time, starting with positions of higher responsibility. This will allow unsuccessful candidates for any position to be nominated and to run for subsequent positions.

12.3 The executive may propose, through vote at an executive meeting, a nominee for each position. In addition, nominations will be accepted at the Annual General Meeting from any member of the association who is present. In order to be considered, the nominee must consent to stand for election (verbally or in writing), and the nomination seconded. A nominee need not be present to be considered. A closing of nominations will be called with due notice prior to the election for each position.

12.4 Election voting shall be either by a show of hands or by secret ballot, as decided by the executive, with the position given to the individual receiving the most votes.

12.5 Two individuals will be selected at random from among the general membership present at the meeting to count the votes. Results for each position will be reported prior to nominations for the next position.

13.0 INSURANCE

13.1 The executive of the HMHA will ensure that adequate insurance is in place for all association activities, as such is provided through the registration of the association and its members through the Saskatchewan Hockey Association.

14.0 TEAM NAME AND COLORS

14.1 All HMHA team colors will be red, white and black.

14.2 All HMHA teams will be called the “Hillmond Hurricanes”.

15.0 REGISTRATION

15.1 All players must be registered in the HMHA in each year they participate. The hockey registration fees and arena fees, as set out by HMHA and the Hillmond Arena Board, respectively, must be paid at the time of registration.

15.2 Registration will be held at the time, date and location as determined by the HMHA executive and the Hillmond Arena Board.

15.3 No person who owes the association money or equipment (sweaters, goalie equipment, etc.) shall be allowed to register with HMHA until such time as all outstanding obligations have been fulfilled.

16.0 AMENDMENTS TO THE CONSTITUTION

16.1 This constitution can only be amended at the Annual General Meeting of HMHA, and can only be made with the approval of a majority equaling 75% of those voting members present. Notice of proposed amendments to the constitution must be in writing and in the hands of the secretary no later than one week prior to the Annual General Meeting.

16.2 A master copy of the Constitution, which shall be updated as amendments are approved, shall be maintained by the secretary of HMHA. The master copy will be clearly marked as such, and will include a page indicating the date and a brief description of each amendment incorporated into the document.

Dated: Oct. 11/2023

Kyle Deck – President

Katie Clark

Jenna Wells



APPROVED AMENDMENTS TO CONSTITUTION:

<u>Date</u>	<u>Clause #</u>	<u>Description of Amendment</u>
2004	#6.1 added	Team officials must sign Pledge per Code of Conduct.
2004	#6.3 added	Team officials subject to approval of HMHA.
2005	#5.1 amended	Addition of "Past-President" to executive.
2005	#5.2 amended	Deletion of reference to maximum number of consecutive terms allowed.
2005	#5.3 amended	Deletion of reference to maximum number of consecutive terms allowed.
2006	#5.1 amended	Directors at Large added to executive
2006	#5.5 added	Conditions for loss of voting privilege
2006	#5.6.7 added	Definition of Director at Large
2006	#9 added	Addition of Player Releases. Subsequent clauses renumbered
2007	#5.1 amended	Directors at Large removed from executive
2007	#5.6.7 deleted	Deletion of definition of Director at Large
2008	#5.1 amended	Position of Vice-President/Registrar split into 2 separate positions
2008	#5.6.2 amended	To set out duties of Vice-President
2008	#5.6.3 amended	To set out duties of Registrar. Subsequent clauses renumbered
2009	#9 Release	Entire release provisions amended
2011	#9.3 added	Special circumstance release
2023	#4.1 amended	Changing governing area of Hillmond from bus routes to Sask Hockey zoning
2023	#6.2 amended	Added 1 vote per player in the event of team exec vote
2023	#6.8 added	Regulation involving team officials incurring fines to the HMHA
2023	#5.6.8 added	Addition of Female Hockey Representative on the executive
2023	#6.8 amended	Changed coach responsibility of players while in the building