

# **Hillmond Central Sports Society**



## **Arena Board Handbook**

# Mission Statement

The Hillmond Central Sports Society is committed to maintaining the Redden Centennial Arena for use by the community for sports and recreation and contribute to the HCSS by promoting the arena and growth in their programs, offering, without prejudice, the opportunity for our families in the community to participate in all programs. Through fees and fundraising, members and volunteers of the Society will maintain the building and its grounds and keep user fees and rentals at a minimum cost to the community users.

## 1. Board Members (15)

**Quorum = 7 members**

1	President	Harley Newman
2	Vice-President	Brad McKenzie
3	Secretary	Melissa Bergen
4	Treasurer	Graham Murray
5	Communications / Ice Scheduler	Rachelle Bygrove
6	Concession Buyer / HSC Rep	Tara Shirliffe
7	Maintenance Coordinator	Roger Green
8	CanSkate Rep/Intro to Hockey	Jessie Staples
9	HMHA Rep	Kyle Deck
10	Hitmen Rep	Graham Murray
11	Director	Roberta Mills
12	Director	Melissa Barker
13	Director	Jordan Laidler
14	Director	Rhett Fountain
15	Director	Justin McCarthy

**Non-voting members:** Spencer McGowan (RM Rep)

**Absenteeism:** Voting privileges will be revoked if a member misses 3 consecutive meetings or 5 regular meetings/season without notified just cause.

**2. Voting Ahead or by Proxy**

- a) If we have a quorum, we cannot vote ahead or by proxy.
- b) In some instances, it is acceptable to vote by email rather than calling emergency meetings.

**3. Signing Authority (2 of 4 signatures):** Harley Newman, Melissa Bergen  
Graham Murray, Roger Green.

**4. Employees**

- a. Caretakers:
  - i. Ice Maintenance and Outside Janitorial Duties – Leigh Simons
  - ii. Inside Janitorial Duties – paid on contract
  - iii. Caretakers will be responsible to find/pay/train replacement staff should they be unavailable for work.
  - iv. The treasurer will only do payroll for a few employees.
  - v. Employees will submit hours to the Treasurer to be paid at month end.

**5. Registration**

Players will register through Spordle and fees to be paid by e-transfer to [hillmondarenatreasurer@gmail.com](mailto:hillmondarenatreasurer@gmail.com) or by cheque/cash to the arena treasurer on or before the set due date, a late fee of \$100/player will be applied.

## 6. Arena Fees

- Payment due in full by registration night, of each year. After this there will be a \$100.00 late fee applied.
- All arena user and rental fees must be paid prior to using the facility. Ice Scheduler will invoice all users.
- Members who bounce 1 cheque lose their cheque cashing privileges for that season and be charged a **\$50 NSF fee**.
- If for some reason, the Minor Hockey or Skating Club Programs are not working out for you, you have the option to get a refund. You have up until November 15 to write a formal letter explaining your reasons to withdraw from the program. If this is done, then you will receive a full refund of your arena fees. Absolutely no refunds after November 15th.
- Arena fees are charged on an annual basis, regardless of when a user is registered throughout the season. No prorated discount for late registrants. Deadline for registrations will coincide with SHA deadline to register final rosters.

### Fee Schedule (Arena and Minor hockey combined total)

User	Fees	Notes
U7 and U9	\$700	Per player
U11 and U13	\$750	Per player
U15	\$775	Per player
U18	\$800	Per player
CanSkate	Fees paid to the Canskate association separately.	
Senior Team (Hitmen)	\$500	Per player
Recreation Teams	\$4000/season	1.5 hrs/week

## 7. Rentals

- Ice Scheduler will communicate with renters & Treasurer to ensure payment has been received.
- Ice Scheduler will communicate with the President or Caretakers to ensure doors are unlocked, and in some circumstances, that the rental agreement/walk through has been completed.

Rentals	Fees	Notes
Ice Rental	\$125/hr (arena users) \$225/hr (non-arena users)	
Public Skating and Puck and Stick	\$0	Scheduled when ice is available
Rec Tournament Rentals	\$100/hr	Arena Board Runs Kitchen
Building Rental	\$100/hr (arena users) \$125/hr (non-arena users)	Kitchen not available
Lobby/Mezzanine	\$50/hr	Kitchen not available
Large Events (weddings, family reunions & funerals)	\$500/day <i>\$1000 Damage Deposit required upon Booking</i>	Kitchen not available
Hillmond Grad	To be negotiated between Arena Board and Grad Class on an annual basis	

- **Public Skating** – Helmets must be worn. Ages 14 & under must be accompanied by their parent in the building.
- **Board Members**
  - Members are allowed 3 hours free ice rental time per year.
  - Board member is responsible for opening, locking, & cleaning. If a flood is required, the board member must contact the caretaker.
  - Members have been divided into tiers to provide yearly benefits for their volunteer time. The benefits will become effective after the position has been served for 1 year and that person continues in that position.
    - Tier 1** - Treasurer.
    - Tier 2** - Communications/Ice Scheduler, Concession Buyer, Registrar (minor hockey) and Minor Hockey President.
    - Tier 3** - Arena Board President, Vice President, Secretary and Maintenance.

**Tier 1 extras** - 1 arena fee waived of \$500 and no assigned kitchen shifts throughout the season.

**Tier 2 extras** - 1 arena fee waived of \$500.

**Tier 3 extras** - discount of \$100 from arena fees.

## **8. Ice Scheduling**

- a) Booked on a 1<sup>st</sup> Come 1<sup>st</sup> Serve basis.
- b) All User groups must communicate effectively with one another and the Ice Scheduler when trading or borrowing each other's ice.
- c) HMHA, Hitmen & HSC take precedence over 'participation' teams.
- d) The Ice Scheduler may communicate and take ice away from the other user groups for necessary events (playoffs, provincials, etc.). Ice Scheduler will negotiate alternate dates and times if available.

## **9. Concession**

- a) Whenever possible HMHA teams and HSC should open the concession during practices.
- b) The Concession Communication Book will list all rules and regulations.
- c) HMHA teams will open the concession during games. Kitchen workers to be assigned and scheduled as communicated by Arena Scheduler. Scheduling will rotate through the entire registered player list to assign shifts.

## **10. Hiring Workers**

- a) Parents can hire workers for the kitchen. Negotiate payment on their own. Workers must be 14 years of age.
- b) When hiring a shift this must be communicated on the app chat, and attention must be taken to not have more than 2 workers during a shift that are teenagers.
- c) Workers may be hired by Parents to cover Commitment Shifts. The Arena Board will provide a list of Workers for Hire each season. Wages to be negotiated between the hiring parent and the person hired.

## **11. Required Volunteer Kitchen Shifts**

- a) HMHA & HSC members are required to fulfill their assigned kitchen shifts each season.
- b) If you are unable to fulfill your assigned kitchen shifts, it is the members responsibility to hire the shift out.