



Montmartre Minor Hockey Association

CONSTITUTION

Article 1

1.01 This organization shall be called the Montmartre Minor Hockey Association.

1.02 This association shall be the governing body for Minor Hockey in Montmartre, Saskatchewan and shall govern within the framework of the Saskatchewan Hockey Association and the Canadian Hockey Association.

1.03 The objectives of this association shall be:

- A) To administer the operation of hockey in Montmartre, Saskatchewan as defined by S.H.A
- B) To provide opportunity for every child in the Montmartre area to play hockey.

BYLAW 1

MEMBERSHIP

2.01 Membership to this Association is available to any person, 18 years and older, who is involved in Minor Hockey in the Montmartre area as a parent or guardian of a player, or as a coach, trainer, manager, referee, committee member or executive member. Members who come to a General Meeting; may speak to any motion and will be allowed to vote.

2.01.01 The spring Annual General Meeting & Registration night will be held on the second Monday of June.

2.01.03 Fees

- A) Establish registration fees while meeting those registration requirements of the SHA.
- B) Establish fees for participation.
- C) Advertise participation fees to the membership in advance.
- D) Establish registration dates.
- E) Loss of membership due to non-payment.
- F) Every member shall advise the association of their correct birthday, email address, telephone number and address to determine proper registration protocol has been followed.
- G) Registration opens August 1 – September 15 for early bird fees. Late fees of \$100 will be added on September 16 – October 1. After October 1st fees go up another \$250. New families to the community may also register up to December 31st under the

discretion of the Montmartre Minor Hockey Board. All players must be registered with SHA before 1st practice.

BYLAW 2

ANNUAL AND GENERAL MEETINGS

- 2.02.01 The Annual General Meeting of the Association shall be held in April each year
- 2.02.02 A Fall General meeting shall be held no later than September 30 each year
- 2.02.03 Additional general meetings can be called at a place and time designated by the Executive
- 2.02.04 The Executive shall be elected every 2 years at the Spring Annual General Meeting

BYLAW 3

BOARD OF DIRECTORS

- 2.03.01 The Executive of the Montmartre Minor Hockey Association should consist of President, Past President, Vice-President, Secretary, Treasurer, and Registrations Officer & Equipment Manager.
- 2.03.02 Election of the Executive shall take place at Spring AGM
- 2.03.03 Executive positions should be for a 2 year term
- 2.03.04 Each executive member shall have one vote at executive meetings. The President shall not vote except to cast a deciding vote
- 2.03.05 In the event of a vacancy occurring on the Executive for any cause, the Executive may appoint someone to fill such vacancy until the next Spring Annual Meeting
- 2.03.06 At all meetings of the Executive, a quorum shall consist of any 3 of the 6 members

BYLAW 4

DUTIES AND POWERS OF THE EXECUTIVES

(2 year terms)

2.04.01 EXECUTIVE

- A) To conduct the business of the Association in its entirety between meetings.
- B) To organize any clinics for the development of players, coaches, managers, referees or any other game official i.e. Power skating
- C) To take disciplinary actions with any team, player, coach, manager, referee, or individual.
- D) To re-admit by a majority vote from the executive, any team, player, coach manager, referee or individual who has been dealt with through disciplinary action.
- E) Fundraising for the Minor Hockey Association.

2.04.02 PRESIDENT

- A) To preside over all meetings of the Association
- B) To be the ex-officio member of all committees
- C) To be the official representative of the Association on any S.H.A matter
- D) To maintain communication with parents, coaches and other officials and to aid in the resolution of problems as they arise
- E) To be the official representative of the Montmartre Minor Hockey Association for the Mainline Association League, Hockey Regina and S.H.A

2.04.03 VICE-PRESIDENT

In the absent of the President, or at the request of the President, the Vice-President shall have the full powers of the President in all respects.

2.04.04 SECRETARY

- A) To take minutes of all meetings and to prepare written communication such as news articles, letters, newsletters, announcements, and any advertisements.
- B) Monitor and process the Association email. This includes forwarding on important information to other Executive members and updating the email database.
- C) Email out to existing player database and print copies for registration night.
- D) Main Executive contact for team managers to ensure managers have access to all forms, training materials, supplies, and support.
- E) To ensure all records are kept for players, teams and team officials registered with S.H.A.
- F) Advise Executive and/or Managers of league/SHA meetings

2.05.05 TREASURER

- A) To conduct all of the financial business of the Association
- B) To keep records of all financial transactions according to accepted accounting principles and practices
- C) To prepare financial statements for the Executive and General Meetings
- D) Distribute all Team Bank Account statements to team managers
- E) Review Team financials at the end of the hockey season and collect all banking information from manager

2.05.06 PAST-PRESIDENT

- A) To provide advice and guidance to the Executive in the operations of the Association.

2.05.07 REGISTERING CLERK

- A) To draw up registration forms
- B) Collect all registration forms and pass payment onto the Treasurer
- C) Confirm there are no outstanding Rink Fees or fines for any registrations
- D) Track all coaches and manager training requirements. Keep the records up to date, requesting proof of certificates when necessary
- E) Enter all forms into Hockey Canada website for registration
- F) Provide a contact list for all team/player information to the Secretary
- G) Pass Registration Forms to Secretary for filing, once all have been entered into Hockey Canada
- H) Track log-in information for S.H.A website and the log-in for Hockey Regina (Bantam and Midget) teams
- I) Ensure all Teams have been registered with their respective leagues for the season
- J) To coordinate efforts for team pictures for all Teams

2.05.08 EQUIPMENT MANAGER

- A) To prepare an annual budget for equipment purchase for Executive approval
- B) To obtain quotes for equipment purchase
- C) To purchase equipment that is approved by the Executive
- D) To maintain inventory records of equipment owned by the Association
- E) To ensure equipment is stored appropriately and repaired as required
- F) To ensure all managers and coaches for each team sign out the Association owned equipment & rink keys at the start of each season
- G) Inspect lockers and equipment and ensure all is returned at end of season

BYLAW 6

DUTIES OF OFFICIALS, COMMITTEES AND PARENTS

The following is a listing of some of the duties and expectations of participants in the Association.

All Volunteers who are working directly with the Teams of the Montmartre Minor Hockey Association are required to submit a Criminal Records Check (Coaches, Managers, water/stick boy, etc.) and must be registered with S.H.A.

2.06.01 PARENTS OR GUARDIANS

- A) To be supportive of the child and have realistic expectations
- B) To have players at the rink in sufficient time for games and practices
- C) To notify the coach or manager if the player will not be able to attend a game or practice
- D) To attend and participate in team meetings
- E) To aid in the Association in fund raising by working in the Rink Booth and other Association activities
- F) To transport player to out of town games
- G) Are not allowed on the ice during practices/games unless they are registered with SHA

2.06.02 TEAM COACHES

- A) To ensure that players develop hockey skills, sportsmanship and personal growth through sport
- B) To have all required training and certification as per S.H.A requirements
- C) To communicate on an on-going bases with parents and players so all are aware of expectations and goals
- D) To work with parent to arrange for team officials including assistant coaches, team manager and trainer
- E) To ensure that Minor Hockey equipment is handled in an appropriate manner

2.06.03 TEAM MANAGERS

- A) To book all league games by October 15th and disperse information to parents & Montmartre Arena contact
- B) To make schedule for clock workers, canteen and 50/50 workers for all home game
- C) To communicate on an on-going bases with coaches and parents
- D) In charge of doing game sheet before each game

BYLAW 7

AMENDMENTS

2.07.01 Motions to amend or alter the Constitution, Bylaws or Regulations can be made at both the Spring Annual General Meeting and Fall General Meeting of the Association.

2.07.02 Amendments to the Constitution, Bylaws or Regulations requires a simple majority of members present and voting.

BYLAW 8

ALLOWANCES AND EXPENSES

2.08.01 Upon approval by the Executive and with appropriate documentation, Executive, coaches and managers or appointed officers will be reimbursed by the Association for any incurred expenses. (I.e. ink for printing, photocopying costs, mail outs, etc.)

2.08.02 Any other expenses incurred through Association business and not covered in 2.08.01 may be considered by the Executive if prior approval is received from the Executive

BYLAW 9

BANK ACCOUNTS AND BANK ACCOUNT SIGNING AUTHORITY

2.09.01 Montmartre's Minor Hockey's bank account will require two signors to withdraw funds. Three Executive members will have signing authority set up. The exception to this is if two executive members reside in the same household, only one may have signing authority.

2.09.02 All Montmartre Minor Hockey team bank accounts will be held at the Plainsview Credit Union in Montmartre. All Team accounts will require two signors to withdraw funds

BYLAW 10
WINDING UP

2.10.01 In the event of the dissolution of the Association, its property and assets shall, after payment of all liabilities, be donated to The Montmartre Arena.

GENERAL REGULATIONS AND POLICIES

3.01 **PLAYER REGISTRATIONS** – All fees are to be paid by the registration deadline. Only paid registrations will be entered into Hockey Canada

3.02 **FUND RAISING** – All fund raising under the name of the Montmartre Minor Hockey Association shall have prior approval of the Executive

3.03 **DIVISION** – Any player may play above their designated division, but must maintain their first responsibility to their junior division, unless otherwise granted by the Montmartre Minor Hockey Assoc.

3.04 **AGREEMENT** – An agreement to General Regulation 3.03 will be considered by the Executive if submitted in writing prior to October 1. Unanimous Executive approval will be required to grant an agreement

3.05 **DOOR CHARGE** – Door charges shall apply for all S.H.A provincial games. Door charges shall be \$5.00 for Adults and \$3.00 for students

3.06 **CONFLICT RESOLUTION** – Problems arising within teams should first be dealt within the team. A 24 hour cool-off period after games is required before discussing problems with the coach. If no resolution is possible, then a member of the Executive should be contacted

3.07 **PLAYER RELEASES** – We will not provide a release if we have a team for you. The player must be trying out for a higher level of hockey to be granted a release and have no outstanding fees.
