

# **STRASBOURG MINOR HOCKEY ASSOCIATION**

## **CONSTITUTION**

### Article 1

This organization shall be called the Strasbourg Minor Hockey Association. The abbreviated title is SMHA.

### Article 2

This Association shall be the governing body of hockey for Strasbourg and the Strasbourg area and shall operate within the framework of the Saskatchewan Hockey Association.

### Article 3

Strasbourg Minor Hockey shall operate in such a manner as to meet the following mission statement:

It is the mission of the Strasbourg Minor Hockey Association to:

- 1) To promote wellness and fairness in Strasbourg Minor Hockey;
- 2) To give an opportunity for every child to play hockey with Strasbourg Minor Hockey;
- 3) To make all hockey players, parents and guardians aware of their responsibilities to their team, coaches and Strasbourg Minor Hockey.
- 4) To promote dedication by hockey players, parents, guardians and coaches to Strasbourg Minor Hockey.
- 5) To foster and promote sportsmanship, citizenship and leadership.

## **BYLAWS**

### **Bylaw 1 MEMBERSHIP**

- 2.01.01 Membership to Strasbourg Minor Hockey shall be available to any hockey team or individual from the Strasbourg area as defined by Saskatchewan Hockey Association.
- 2.01.02 Any violation of the Constitution, Bylaws, or regulations of the SMHA or of decisions of the Board of Directors by any member of the SMHA shall render such member liable to suspension and/or disciplinary action that may be deemed necessary.
- 2.01.03 No member shall be entitled to enter competition or be represented at the Annual General Meeting of the SMHA unless its financial commitments to the SMHA are in good standing.

### **Bylaw 2 BOARD OF DIRECTORS AND OFFICERS**

- 2.02.01 The Board of Directors of Strasbourg Minor Hockey shall consist of:
  - 1) President
  - 2) Vice President
  - 3) Secretary
  - 4) Treasurer or Secretary/Treasurer
  - 5) Past President
  - 6) SHA/League Represent
  - 7) Team Directors (1 per registered team)

- 2.02.02 a) The election of the Board of Directors shall take place at the Annual General Meeting in September of each year where an election is required.

The terms of the offices held by the Board of Directors are:

Equipment Manager - 2 year term, commencing October, 2008.

Secretary - 2 year term, commencing October, 2008.

Treasurer - 2 year term, commencing October, 2008.

Vice President - 1 year term with a commitment to stand as President.

President - 2 year term with a commitment to stand as Past President.

Past President - 1 year term.

b) Each team affiliated with Strasbourg Minor Hockey shall elect a team director to sit as an officer of the Board of Directors. The Team Directors do not sit as members of the Board of Directors. However, they are considered Officers of the Board of Directors.

c) An individual shall be elected as Team Director for each team at the fall team meeting to be held within 14 days after the Fall Annual General Meeting of Strasbourg Minor Hockey. All parents of Strasbourg Minor Hockey players in attendance at the fall team meeting shall have a vote in the election of the Team Director. A majority vote shall determine the individual to be team director for the given year.

2.02.03 A Board member or his/her spouse must not be an employee of the SMHA.

2.02.04 Each Board position will be a two (2) year term on a rotation basis. No more than 50% of Board positions will run for re-election each year.

2.02.05 The President will be elected by the membership at the Fall Annual General Meeting in September. Nominees must have served on the Board during the prior year.

2.02.06 The Board will elect a Vice President, Secretary, and Treasurer from the Board members and then appoint a Referee-in-Chief and Equipment Manager after the annual general meeting.

2.02.07 The President will serve one 2-year term with a maximum of 2 consecutive terms. All other Board positions will be elected for one year terms.

2.02.08 The Board will have authorization to appoint vacant positions as necessary.

2.02.09 The Board members will establish and maintain SMHA policies and procedures.

2.02.10 The voting Board members of SMHA will include:

- i.** President
- ii.** Vice President
- iii.** Secretary
- iv.** Treasurer or Secretary/Treasurer
- v.** SHA/League Represent
- vi.** Equipment Manager
- vii.** Team Directors (1 per registered team)

2.02.11 The non-voting members of SMHA will include:

- i.** Past President
- ii.** Recreation Director (if applicable)

### **Bylaw 3 DUTIES AND POWERS**

#### **2.03.02 Board of Directors (Hereinafter called the “Board”)**

- a) To administer and conduct the affairs of the SMHA
- b) To authorize all major expenditures, other than current minor expenses, within the approved policy limits
- c) To suspend, expel or take such disciplinary action as deemed necessary against any team, player, coach, manager, referee or individual for any breach of the Bylaws or Regulations of the SMHA, or of any decision or ruling of the Board.
- d) To suspend, expel or take such disciplinary action as deemed necessary against any team, player, coach, manager, referee or official for unsportsmanlike conduct or for abusive language to any recognized official.
- e) To develop, institute and maintain clinic programs for the development of players, coaches, managers, referee and other game officials.
- f) No Director shall be eligible to vote on any financial request, protest or suspensions involving a team or individual with which that are associated with nor will they be eligible to serve on any special committee investigating such matters.
- g) Shall have the right to ask for the resignation of any Director who:
  - i. Has committed and been convicted of a criminal offence while in office.
  - ii. Has consistently failed to perform his/her duties of office, or
  - iii. Has knowingly violated the governing laws of the SMHA
  - iv. Has missed three (3) consecutive Board of Director Meetings.

#### **2.03.01 President**

- i. Preside at all meetings of the SMHA or its Board.
- ii. Give notice of special meetings.
- iii. Perform such duties as normally pertain to the office of the President and will generally oversee the business of SMHA.
- iv. Be an ex-officio member of all committees.
- v. Work with the Recreation Director (if applicable) and/or ice coordinator to schedule ice time and to assign open ice equally among all teams.
- vi. Ensure that SMHA is represented at all league meetings by at least two representatives.
- vii. Ensure that the schedule of SMHA games is followed.
- viii. Ensure there are sufficient and suitable coaches and assistant coaches.
- ix. Ensure all teams are registered with their leagues prior to the deadline date.
- x. Assign committee chairman and members to special projects.
- xi. Arrange, along with the Recreation Director (if applicable) and team managers, registrations for teams entering Provincial Play-offs.

#### **2.03.02 Vice President**

- i. Assist the President at all meetings.
- ii. The Vice President shall assist the President in the day to day operation of Strasbourg Minor Hockey.
- iii. Assume the duties of the President in his absence.
- iv. Assume the President’s duties upon his resignation.

2.03.03

Secretary

- i.** The Secretary shall assist the President and Vice President in the day to day operation of Strasbourg Minor Hockey.
- ii.** Post date, time and location of all meetings on the rink bulletin board 7 days prior to the meeting or alternatively advertise such meetings in the local newspaper.
- iii.** Record minutes for all general meetings and Board meetings.
- iv.** Distribute minutes of meetings and all other literature as required to all Board members.
- v.** Post minutes of general meetings on the rink bulletin board and/or association web site.
- vi.** Post SMHA policies and procedures and make available upon request.
- vii.** Install and date changes made to SMHA policy and procedures within one month of the change.
- viii.** Maintain SMHA files and records and file all SHA required documentation.

2.03.04

Treasurer

- i.** The Treasurer shall assist the President and Vice President in the day to day operation of Strasbourg Minor Hockey.
- ii.** receive all funds of SMHA and issue receipts
- iii.** Deposit and disburse such funds in the manner prescribed by the Board members.
- iv.** Be responsible for maintaining acceptable financial records.
- v.** Deposit all monies in a bank of the Board's choice.
- vi.** Prepare a statement of receipts and payments for information at each meeting.
- vii.** Submit the financial records for annual independent audit upon request by the Board.
- viii.** Be responsible for collection of SMHA gate admissions from team managers.
- ix.** Provide a current financial statement at the annual meeting.
- x.** pay all team officials as per instructions from Referee-in-Chief
- xi.** SMHA signing authority for all bank accounts rests with the President, Secretary, and Treasurer. SMHA requires at least two signatures on all monies paid out two (2) members of the Board of Directors.

2.03.05

Secretary/Treasurer

- i.** When the position is combined the Secretary/Treasurer will perform both the duties of Secretary and Treasurer as listed above.

2.03.06

SHA/League Represent

- i.** Shall be responsible of the liaison of hockey with the Saskatchewan Hockey Association
- ii.** Shall be responsible for the liaison of hockey with the League (s) that a team from the SMHA is associated with.

2.03.07

Equipment Manager

- i. Shall be responsible for ensuring each team has the appropriate equipment for the Season
- ii. Responsible for ordering of inventory with the approval of the Board.
- iii. Shall distribute equipment at the beginning of the season and responsible for the collection of equipment at the conclusion of the season.

2.03.08 Team Directors (1 per registered team in the SMHA)

- i. management of equipment
- ii. sponsorship
- iii. fund raising
- iv. team coordination
- v. special project committees
- vi. The Team Directors shall, when asked by the Board of Directors, be included with the Board of Director on a vote on matters, to be determined outside of a general meeting of Strasbourg Minor Hockey.
- vii. Attend league registration

2.03.09 Recreation Director (if applicable)

- i. Post all rink schedules.
- ii. Act as advisor to SMHA coaches and Board members.
- iii. Be the representative of the Town of Strasbourg and the liaison between the Town of Strasbourg and SMHA.

2.03.10 Past President

- i. Act in an advisory capacity to the current Board.
- ii. Serve on committees if appointed.

**Bylaw 4 VOTING OF THE BOARD OF DIRECTORS AND TEAM DIRECTORS**

2.04.01 A quorum of 3 members of the Board of Directors is required in order for a meeting of the Board of Directors to be held. A majority vote will determine any issue with a minimum of 3 votes required to form a majority.

2.04.02 The Board of Directors will consult with the Team Directors, and will include the Team Directors in any vote prior to making any expenditure over \$5000.00.

2.04.03 A majority vote will determine any issue.

**Bylaw 5 ANNUAL GENERAL MEETING**

2.05.01 There will be an annual general meeting held in Strasbourg between September 1 and September 12 in each year at the Strasbourg Recreation Centre, Commencing at 7:00 pm.

2.05.02 The business at the annual meeting will include:

- i. Reading of minutes of the previous membership meeting
- ii. President's address
- iii. Previous Minutes
- iv. Presidents Report

- v. Treasurer's report
- vi. New business
- vii. Amendments to the constitution
- viii. Election of Board members
- ix. Board announcement of player divisions for upcoming season
- x. Adjournment

Note: Robert's Rules of Order shall be followed

- 2.05.03 Board members, other than the Recreation Director (if Applicable) and Past President, will be elected by secret ballot if more than the six (6) rotating members are nominated for the Board committee. If six or less rotating members are nominated, those members shall be elected by acclamation.
- 2.05.04 Any current member of Strasbourg Minor Hockey, in attendance at a general meeting, shall be entitled to vote at the meeting. A current member includes: any individual over 18 years of age who was registered to play, or who is the parent or guardian of an individual who was registered to play in the previous hockey year. There will be one vote per family unit.
- 2.05.05 THERE SHALL BE NO PROXY VOTES.

#### **Bylaw 6 ANNUAL REGISTRATION MEETING**

- 2.06.01 There will be an annual registration meeting held in conjunction with the Fall Annual General Meeting between September 1 and September 12 in each year at the Strasbourg Recreation Centre, Commencing at 7:00 pm
- 2.06.02 The business at the annual registration meeting will include:
  - i. Player and team registration
  - ii. Reading of minutes of the previous membership meeting
  - iii. President's address
  - iv. Previous Minutes
  - v. Presidents Report
  - vi. Treasurer's report
  - vii. New business
  - viii. Amendments to the constitution
  - ix. Election of Board members
  - x. Board announcement of player divisions for upcoming season
  - xi. Adjournment
- 2.06.03 Voting privileges at the annual registration meeting will be limited to all parents of duly registered children or parents who are in the process of registering children, appointed coaches, managers and Board members. There is one vote per family unit.

#### **Bylaw 7 BOARD MEETINGS**

- 2.07.01 There will be an Board pre-registration meeting held the last Wednesday of August in Strasbourg.
- 2.07.02 The business at the Board pre-registration meeting will include:
  - i. Reading of minutes of the previous Board meeting
  - ii. President's address

- iii. Correspondence
- iv. Treasurer's report
- v. Review potential players and announce offered age and class divisions
- vi. Elect head coach and managers for offered age and class divisions
- vii. Set annual registration fees
- viii. New Business
- ix. Adjournment

- 2.07.03 Voting privileges at Board meetings will be limited to Board members only. The President will vote only in the case of a tie.
- 2.07.04 The Board members will meet quarterly during the hockey season with special meetings as required.
- 2.07.05 All meetings will be held with at least 7 days notification to all Board members.
- 2.07.06 All Board meetings must have at least 2/3 of the voting members present.
- 2.07.07 Delegates/delegations must be added to the agenda of Board meetings at least 48 hours before the meeting.
- 2.07.08 All discussions at Board meetings are confidential.

## **Bylaw 8 AMENDMENTS TO THE BYLAWS**

- 2.08.01
  - i. Motions to amend or alter the Constitution and Bylaws can only be approved at the Fall Annual General Meeting of the SMHA. Notices of proposed amendments to the constitution will be sent to the secretary 14 days prior to the annual meeting.
  - ii. The Board of Directors may amend or alter the Policies and Regulations for the betterment of Hockey in the SMHA, including, without limiting the foregoing, the better government, organization and administration of Hockey, as the Board, in its sole and absolute opinion and discretion, may consider desirable.
  - iii. Upon the Board approving and adopting a Rule and /or Regulation, the President shall forthwith give notice in writing of said rule and/or regulation to the SMHA membership
- 2.08.02 Upon this Constitution being adopted, motions to amend or alter this Constitution and/or bylaws can only be approved at the Fall Annual General Meeting of the SMHA.
- 2.08.03 Notice of any proposed amendment must be provided to the Secretary by September 15 of the year in which the proposed change is to be voted on.
- 2.08.04 Any proposed amendment shall be advertised in the Last Mountain Times two weeks prior to the Fall Annual General Meeting and be posted on the StrasbourgHockey.com website.
- 2.08.05 For any amendment to be passed there must be a 75% majority vote of current members present at the Fall Annual Meeting.
- 2.08.06 Any amendments or changes in the Constitution and Bylaws of the SMHA which are adopted at the Fall Annual General Meeting shall take effect immediately.

## **Bylaw 9 GOVERNANCE**

- 2.09.01 Strasbourg Minor Hockey Association meetings will be conducted using Robert's Rules of Order.

**Bylaw 10 FINANCES**

- 2.10.01 the signing officers of the SMHA shall be 2 members of the Board as approved by the board from time to time.

**Bylaw 11 ALLOWANCES AND EXPENDITURES**

- 2.11.01 The allowance in connection with all meetings pertaining to SMHA business shall be established on the following basis:

- i. A car allowance of \$0.45 per kilometer shall be paid
- ii. A \$10 per diem while travelling and a \$40.00 per meeting day.

- 2.11.02 All expenditures to be approved by the President

**Bylaw 12 COMMITTEES**

- 2.12.01 The President of the SMHA shall appoint committees annually to address the following areas; Sponsorship, Advertising, Special Events, Fundraising.

**Bylaw 13 WINDING UP OR DISSOLUTION**

- 2.13.01 In the event of dissolution of the SMHA its property and assets shall, after payment of all liabilities will be donated to one or more organizations in the Strasbourg area, as decided by the SMHA in a general meeting.



**Strasbourg Minor Hockey Board 2008/2009**

<b>POSITION</b>	<b>INCUMBENT</b>	<b>TERM ENDS</b>	<b>TERM ENDS</b>
President:	Scott Frizzell	2009	Elected to position for 2 years at Annual Meeting
VPresident:	Scott Hubick	2009	Elected to position for 2 year at Exec. Meeting
Secretary:	Annette Phillips	2010	Elected to position for 1 year at Exec. Meeting
Treasurer:	Annette Phillips	2010	Elected to position for 1 year at Exec. Meeting
Director:			
SHA/League Rep:	Jason Danbrook	2010	
Director:		2010	
Director:		2010	
Director:		2010	
Director:		2010	

**Equipment Manager** – Norm Phillips

**Referee In Chief** –

**Fund Raising & Sponsorship Coordinators** –

**Gate Collection Coordinators** –

**Webmaster** –

**Team Managers /Coordinators (may or may not be Board)**

- Midget -
- Bantam –
- Pee Wee –
- Atom –
- Novice –
- Initiation –

# **STRASBOURG MINOR HOCKEY ASSOCIATION**

## **POLICIES AND REGULATIONS**

### **1. EXPECTATIONS**

- .01 All SMHA members will be provided with one copy of SMHA Constitution, Policy and Procedures each year.
- .02 All Board members, coaches and managers will be familiar with the constitution, policies and regulations.
- .03 With the exception of those policy and regulations specifically mentioned and covered herein, the SHA rules and regulations will prevail.
- .04 Any actions of a team regarding fund raising, communications, etc. that may or will contravene policy must be presented to and be approved by the Board before proceeding.
- .05 SMHA and associated teams will purchase locally whenever practical.
- .06 It is understood that minor hockey is for the equal participation of all registrants.

### **2. SCHEDULING AND CANCELLATION OF GAMES**

- .01 League game scheduling: every effort will be made to schedule league games around regular scheduled practices.
- .02 League games cannot be canceled for tournaments or exhibition games.
- .03 Every effort will be made to post ice schedules one week in advance.
- .04 All out of town ice scheduling must have prior approval by SMHA.
- .05 Justified home game cancellations must be reported immediately to the Recreation Director (if applicable) and/or ice coordinator and to the Referee-in-Chief.
- .06 Each team will be responsible for the advertisement of games.
- .07 Teams registered with SMHA having players from adjoining Minor Hockey Associations will share games based on percentages of players from that community, upon request. Non-center players will be counted as Strasbourg players. In a split team, percentages will be based on total number of games prior to the team being split. In addition, all playoff and provincial games will be held in Strasbourg.
- .08 Strasbourg Minor Hockey is committed to providing adequate practice ice time to each team affiliated with Strasbourg Minor Hockey. If no practice ice time is available at the Strasbourg Recreational Centre, Strasbourg Minor Hockey will pay for teams to arrange practice ice time in other local rinks (Bulyea, Duval and Govan).

### **3. REGISTRATION**

- .01 Registration fee rates and deadlines will be set by the Board.
- .02 The SHA Insurance fee is not refundable. The season refund will be prorated on a six month basis. Registration would be divided by 6 and prorated for the refund.
- .03 SHA and league registrations will be paid by SMHA from player registration fees.
- .04 All players must be registered prior to participation in try-outs or camps.
- .05 Each player must be properly registered with fees paid before being allowed on the ice.

- .06 Registrations received after registration night must include a late penalty of \$10.00 and the letters of Intent for AA tryouts will be considered a commitment to register once tryouts are over, depending on results. No late fee is applicable.
- .07 Registrations received after December 1<sup>st</sup> will not be accepted by SMHA unless approved by the SMHA Board.
- .08 Registration cheques may be post-dated up to October 31<sup>st</sup>.
- .09 Other Minor Hockey Associations have until one week prior to the League Meeting to register with SMHA before late fees will apply.
- .10 Registration fees from players of other communities will stay with the SMHA team if the team is registered in Strasbourg. If Strasbourg players are registered with another Minor Hockey Association, we will not request any money that might be left over. If the team is registered with SMHA, SMHA will pay referee fees for regular season games.

#### **4. ADMISSIONS**

- .01 Game admission fees and season ticket rates will be set by the Board.
- .02 Each team will be responsible for admission collections as per SMHA guidelines.

#### **5. REFEREE-IN-CHIEF**

- .01 will be elected by the SMHA Board.
- .02 will assist team managers in appointing referees for all games unless otherwise provided by the SHA and League rules.
- .03 will be responsible for forwarding referees' pay sheets to the Treasurer as set out by the Board.
- .04 will arrange referee clinics for local referees
- .05 will promote, encourage and aid in the development of new referees and linesmen.
- .06 will receive questions or complaints regarding officials and will attempt to resolve same.

#### **6. EQUIPMENT**

- .01 All equipment must be purchased on the advice of the equipment manager.
- .02 All unusable equipment will be disposed of by the equipment manager on approval of the Board.
- .03 Each team will be provided with a locker that is stocked as per equipment guidelines.

#### **7. TOURNAMENTS**

- .01 Rules will be governed by HC and SHA regulations.
- .02 Each team will be allowed an allotted time to host a tournament.
- .03 Division coordinators will assist the coaches and managers in organizing their tournament and selecting a tournament chairperson.
- .04 The tournament chairperson will be responsible for advertising, securing the sanction, scheduling games, notifying the referee-in-chief, entrance fees, providing minor officials, gate admission, and submitting all game sheets to SHA.
- .05 A financial statement will be presented to the SMHA Board no later than 10 days following the completion of the tournament.
- .06 Tournament gate admissions will be \$3.00 for adults, \$2.00 for students 17 and under, and children 12 and under are free. Weekend pass is \$5.00.
- .07 If the referee-in-chief has to assign non-SMHA out-of-town officials for any tournament games then SMHA will pay any mileage costs incurred by the tournament committee for those officials

- .08 SMHA will pay for 1 away tournaments for each team registered, up to \$500.00. Teams must host a tournament in Strasbourg to have access to any tournament money available.
- .09 Home tournament fees will be set by SMHA Board.
- .10 No member of Strasbourg Minor Hockey shall participate in any tournament that is not sanctioned by the Saskatchewan Hockey Association.

## **8. FUND RAISING**

- .01 50/50 tickets may be sold at all home games for the home team's benefit.
- .02 All other fund-raising must be approved by the Board.
- .03 Teams will not solicit donations unless approved by SMHA.
- .04 As fundraising is necessary in order to keep Strasbourg Minor Hockey operational, all fundraising proceeds, from any team within Strasbourg Minor Hockey shall be the property of Strasbourg Minor Hockey.
- .05 An exception is allowed by Strasbourg Minor Hockey that if any team within Strasbourg Minor Hockey is in Provincial playoffs, that team can fundraise for travel costs of the hockey players and coaches and the proceeds of that fundraising will remain with the team.
- .06 In addition to 8.05, All SMHA teams that are participating in provincial Playoffs will receive \$500.00 towards bus transportation for each provincial round excluding the first round. The team must use their fundraising proceeds from their home tournament for the first round of provincial playoffs. 50/50 and gate admission must continue to be collected at every home provincial game and proceeds will remain with SMHA.
- .07 Any fundraising for provincials will not be carried forward to the next season. If there are funds remaining, the funds will become revenue for SMHA.

## **9. AWARDS**

- .01 SMHA may purchase a banner for display in the rink recognizing a team's achievement(s) for the then current year.
- .02 Awards of recognition may be made for special occasions.
- .03 Team pictures will be provided by SMHA and displayed in the rink lobby.

## **10. COACHES**

- .01 Each team in Strasbourg Minor Hockey shall appoint, or elect a coach at the team fall meeting.
- .02 It is open for any team in Strasbourg Minor Hockey to select a coach from within or outside of Strasbourg Minor Hockey, in order to meet that team's goals for the hockey season.
- .03 If more than one individual allows his/her name to stand for the coaching position, a written ballot vote will be taken. A majority vote of the parents of hockey players on that team, present at the fall team meeting, is required.
- .04 **FAIR PLAY POLICIES:** It is in the best interest of player development and for the betterment of minor hockey that every player registered in the SMHA receives an equal share of ice time (no stopwatches). Coaches are responsible to ensure that each player receives a fair share of ice time

during games and practices. Coaches may deviate from this guideline during approximately the last 10 minutes of a game if absolutely necessary or for the following reasons:

- a) Discipline
- b) Playoffs and carded teams
- c) Lack of commitment to games and practices.

.05

- a) All coaches/managers must be familiar with the SMHA “Buddy System.” (See Officiating)
- b) Harassment of game officials by coaches or managers will not be tolerated and will be dealt with by the SMHA.
- c) SMHA coaches/managers must address concerns about junior officials with a senior official of the Buddy System assigned to that division. No SMHA coach is permitted to directly address concerns with junior officials at any time.

.06 The appointment and dismissal of coaches will be made by the SMHA Board.

.07 The SMHA will advertise the need for coaches in the local newspaper.

.08 Applicants for coaching and management positions will be required to complete and submit an application form provided by SMHA.

.09 Head Coaches will assist in selection of assistant coaches

.10 Coaches and managers must comply with SHA, HC and SMHA rules and regulations.

.11 Coaches’ actions and their instructions to players must be tempered toward good conduct and the welfare of the players. Coaches are responsible for the conduct of their players and themselves on and off the ice and will display gentlemanly conduct, good sportsmanship and good manners at all times.

.12 Coaches will not allow head-shaving or horseplay by players.

.13 The coach is responsible for ensuring that every player is dressed in CSA approved equipment while on the ice.

.14 Coaches must ensure that players keep their dressing rooms clean and un-abused. An adult must be present at the dressing room with players at all times.

.15 Coaches and/or Managers must ensure that game sheets are completed properly and mailed or faxed to the league statistician promptly.

.16 Coaches and/or managers are responsible for obtaining timekeepers and goal judges.

.17 Coaches and managers will attend clinics sponsored by SMHA.

.18 It is the coaches’ responsibility to ensure that no profane language is used.

.19 Coaches must schedule league and play-off games during allotted times.

.20 The coach and/or manager must approve the arrangements for each vehicle transporting players to out of town games.

.21 The coach and/or manager must complete and acknowledge the appropriate equipment forms and be responsible for distributing SMHA equipment and collecting and returning that equipment after the completion of the last game for the season.

.22 Coaches and/or managers do not have the authority to charge any equipment or related items to SMHA unless approved by the equipment manager.

.23 Concerns or questions must be discussed first with the Team Director.

.24 Disciplines of coaches will be dealt with by the SMHA on an individual case basis.

.25 SMHA will cover prearranged expenses for non parent coaches selected by SMHA.

.26 SMHA will provide an up to date rule/casebook for every SMHA head coach.

## **11. DRESSING ROOMS / ARENA**

.01 An adult must be present at the dressing room with the team at all times.

- .02 NO SMOKING is allowed anywhere in the arena.
- .03 No puck shooting in dressing rooms, hallways, or waiting area.
- .04 No spitting on walls or floors.
- .05 Do not use walls, doors or floors as chalkboards.
- .06 Garbage cans are provided. Please use them appropriately.
- .07 Make sure all sink and shower taps have been turned off and all toilets and urinals are flushing properly before leaving the dressing room.
- .08 Leave dressing rooms clean and un-abused.
- .09 When finished using the dressing room, check that all garbage is disposed of, leave the key on the bench by the door, turn off the lights, and lock the door. (Rink staff will pick up the keys and check the condition of these rooms the next morning.)
- .10 Scorekeeping/Sound booth:
  - a) An adult must be present in the sound booth at any time that the sound booth is occupied.
  - b) No smoking in the sound booth.
  - c) Do not tamper with equipment in any way.
  - d) Make sure all sound equipment is turned off after use.
  - e) Turn off heater and lights before leaving.
  - f) Lock the door when finished using the sound booth.
- .11 Ice surface:
  - a) Players are responsible for removing all pucks and debris from the ice surface before leaving.
  - b) Players are responsible for moving both nets for flooding.
  - c) Absolutely NO ONE allowed on the ice surface during flooding nor until the ice has set.

## **12. PLAYERS**

- .01 Players will notify the team coach or manager in advance if they are unable to attend games or practices.
- .02 All players must be fully equipped while on the ice with CSA approved equipment.
- .03 Players are responsible for SMHA equipment assigned to them.
- .04 Players are responsible for keeping their dressing rooms clean and un-abused.
- .05 Teams who abuse or damage arena facilities will be liable and disciplined by SMHA.
- .06 Harassment of game officials by players will not be tolerated and will be dealt with by SMHA.
- .07 Players will comply with their coaches' rules as approved by SMHA. Failure to adhere to the rules may constitute removal from the team.
- .08 A player's first commitment will be to his/her regular team.
- .09 The following affiliations must be adhered to as designated by a fair draft procedure and approved by the appropriate SMHA coordinator:
  - o Midget will AP from Bantam
  - o Bantam will AP from Pee Wee
  - o Pee Wee will AP from Atom
  - o Atom will AP from Novice
  - o Novice will AP from Initiation
- .10 A coach has the right to refuse a request to affiliate any of his players within 36 hours before a game or a practice of his team. It is the right of every player to play in a higher division of hockey when offered within SMHA.

- .11 If there is a surplus of players at the goalie position for a team the following selection method will be used:
  - a) Residency not seniority will be the first priority.
  - b) Tryouts for the team will be employed with the assistance of an impartial selector if the coach requests one.
- .12 Players trying out for a higher-level team must register with SMHA on the registration date in order to maintain their eligibility to be on an SMHA team in the event that the tryout is unsuccessful.
- .13 Goalies will be selected on the recommendation of the coaches involved.
- .14 Two goalies will be selected per team and will be rotated as equally as possible.
- .15 The SMHA Board must receive a letter from a player/parents stating an intention to discontinue participation in the SMHA.
- .16 SMHA will rebate a player's registration fee up to January 1<sup>st</sup> only. The rebate will be prorated to the date that the coach was notified of the player's intention to quit the team (SHA insurance exempt).
- .17 Rebates will not be granted to any player after January 1<sup>st</sup> for any reason other than injury or change of center. Any rebates will be prorated
- .18 Players traveling to an away game must be accompanied by a parent or guardian or a team official.

### **13. PLAYER RELEASES FROM SMHA**

- .01 The SMHA Board will approve and grant player releases under SMHA and SHA guidelines. Any two of the President, Vice President, Secretary and/or Treasurer may sign releases within specified guidelines. All release requests must be submitted in writing prior to September 1.
- .02 A request for a release outside of these guidelines must be made in writing and submitted to SMHA prior to September 1. The Board will review, vote on and grant the release only for a valid reason (i.e., personal hardship). Voting will be subject to quorum as detailed in Bylaw 4 , 2.04.01 of the Constitution.
- .03 **Release Guidelines for "Initiation", "Novice" and "Atom" Age Groups.**
  - a) Player releases will only be granted where there is no team available in the home centre. Releases will be granted based on the current season.
- .04 **Release Guidelines for "Pee Wee", "Bantam" and "Midget" Age Groups.**
  - a) Player releases will be granted for any player qualifying for a Tier 1 "AA" competitive team.
  - b) Player releases will be granted for players wishing to play on a larger centre's "A" team as long as there remains enough players to constitute a team or teams in the home centre, excluding the player requesting the release.
  - c) Players intending to try out for a Tier 1 "AA" or an "A" team are required to provide the SMHA Board a letter of intent to tryout for another team no later than September 1 of each year.
  - d) Written confirmation of acceptance to Tier 1 "AA" or to "A" team must be provided and release will be provided by October 15.
  - e) A release form needs to be requested each and every year played away; approval guidelines apply annually.
- .05 **Release Guidelines for Female Player – All Age Groups**
  - o Player releases will be granted for female players to play on an all-girl's team, where SMHA cannot provide a girl's team to play on. Above guidelines will be followed otherwise

- .06 Changes to Player Release Policy must be ratified by the general membership at the general meeting in April or at a special general meeting of the membership subject to the voting restrictions as outlined in paragraph 6 (Amendments to The Constitution) of the constitution. As well, all proposed changes must be submitted to the Secretary at least 14 days prior to any general meeting.**

#### **14. DIVIDING TEAMS OF SAME CATEGORY**

- .01 When SMHA divides its players in any one division into two or more teams of the same category, the first priority will be to make the teams equally competitive.
- .02 The following procedure will be used:
- a) SMHA will select coaches to divide the teams. The Board may use a neutral coach at their discretion.
  - b) The players to be divided will have a minimum of three practices together at the start of the season.
  - c) The coaches involved will use these practices to evaluate players.
  - d) The coaches and division coordinators will meet together after evaluation and then divide teams by draft procedure.
  - e) The teams selected from this meeting will be scrimmaged by the coaches to be evaluated for even split by coordinators and/or a neutral coach.
  - f) Coaches and coordinators will not announce teams until all player movements are final.
- .03 There will be no tiering in any division for regular season play.

#### **15. EXHIBITION TEAMS**

- .01 Exhibition team are defined as any carded Provincial or tournament team.
- .02 Coordinators will have parents' meeting before December 1<sup>st</sup> to discuss tournament teams and provincial playoffs.
- .03 All parents will fill out an SMHA provided form stating **YES** or **NO** to whether their child is interested in trying out for such a team. No player will be granted permission to play with another team for any reason should they vote **NO** or abstain from voting.
- .04 If there is interest in a team, coaches must apply before December 1<sup>st</sup>.
- .05 The coach will:
- a. select a manager and an assistant coach.
  - b. explain to parents how he intends to select players and state if he intends to select players from outside the center of Strasbourg.
  - c. ensure that regular team games and practices have priority over exhibition teams (exception will be provincial games as per SHA guidelines).
  - d. select a minimum of eight (8) players from SMHA for Novice and Atom. All other age groups will follow as per "AA" guidelines set out by SHA.
  - e. follow SMHA policy and procedure.
  - f. ensure that such teams (with the exception of Provincials) will pay for all expenses.

#### **16. DISCIPLINARY ACTIONS**

- .01 The SHA and leagues will deal with all violations of SHA or HC rules of play.



- .02 The Board will determine any disciplinary action deemed necessary for violation of SMHA policies and procedures.
- .03 Board members have the authority to request SMHA coaches, players or fans to leave the rink for abusive behavior.
- .04 Teams are responsible for any fines and money owed.

## **17. COORDINATORS**

- .01 Two non-parent Board members will serve in each division as coordinators.
- .02 The coordinators' duties include:
  - a) informing their division of SMHA and SHA guidelines.
  - b) chairing meetings upon the request of teams or SMHA.
  - c) being involved with the dividing of teams.
  - d) dealing with concerns or complaints in their division.
  - e) procure their division's roster for the next hockey season
- .03 Complaints:
  - a) It will be recognized that team complaints should first be dealt with internally.
  - b) Unresolved complaints may be forwarded to the division coordinators in writing.
  - c) The coordinators will then decide whether the complaint is valid.
    - i) If invalid, the complaint will not be pursued any further.
    - ii) If valid, the complaint will then be investigated and dealt with promptly and appropriately by the coordinators, ensuring that all sides have been heard.
  - d) Team concerns should be dealt with at a neutral time agreed upon by the parties involved. During games or practices is not favorable.
  - e) Unresolved complaints at this stage will then be forwarded to Board for review.

## **18. OFFICIATING**

- .01 SMHA will decide the rate of pay for referees, linesmen and evaluations. For the current season, rates of pay are as follows:
  - a) All senior referees = \$35.00 per game
  - b) All linesmen = \$20.00 per game
  - c) Any two person system = \$25.00 per game each
  - d) All junior referees = \$30.00 per game in 3 person system
- .02 SMHA referees will be reimbursed for travel costs at \$0.45 per km based on total distance traveled from their home to the arena (round trip).
- .03 All SMHA games will be distributed to ensure equal chance for equal pay to SMHA officials.
- .04 Officials will be scheduled for all SMHA games two weeks in advance where possible.
- .05 SMHA will supply a minimum of three officiating sweaters for officials that will be located in the referee storage locker. SMHA will reimburse every SMHA official who completes the SHA officials' clinic the amounts required for the clinic registration fee, membership fee and a rule/casebook after the official has officiated in at least 2 games in Strasbourg. Payment will be made when the official receives his or her officiating pay cheque.
- .06 All SMHA game officials will practice ZERO TOLERANCE. Any fan, team official or player, at the discretion of the referee, will be ejected from the game for unacceptable or offensive behavior.
- .07 Appointments of Officials:

- a) A senior official is an adult referee selected by SMHA.
  - b) A referee must be at least two years older than players in the division he/she referees.
  - c) Linesmen must be at least one year older than the players in the division he/she referees. For the midget division only, linesmen may be the same age as the players in that division.
  - d) A player or team official's immediate family is not permitted to referee any games which they are rostered.
- .08 SMHA officials will participate in evaluation programs when requested. The SMHA "Buddy System" will be used to develop and evaluate all SMHA officials under the direction of the referee-in-chief.
  - .09 SMHA coaches/managers must address concerns about junior officials with a senior official of the Buddy System assigned to that division. No SMHA coach is permitted to directly address concerns with junior officials at any time.
  - .10 Any referee or official who is not on the ice 5 minutes before game time will be given a written warning (1<sup>st</sup> offence) then penalized one game.
  - .11 Any SMHA officials not wearing proper equipment will be penalized one-half of his/her pay for the game.
  - .12 All SMHA officials must be at least 10 years old as of December 31<sup>st</sup> of the season that they are to officiate. First criteria the official must be in one age group higher than they are officiating. Second criteria the official may do games at the same age level if they are approved by a senior official or evaluator.

## **19. PARENTS**

- .01 All SMHA parents will be familiar with SMHA Constitution, Policy and Procedures.
- .02 Parent responsibilities:
  - 1. To act in a proper and respectful manner during games and toward players, team personnel, officials and Board members.
  - 2. To assist in any SMHA fund raising when required.
  - 3. To perform duties such as time keeping, announcing, gate collections, goal judging, pot of gold ticket selling and other duties when requested by team personnel.
- .03 Parent concerns:
  - a) Team concerns should be dealt with internally first. It is not favorable to deal with any concern during game or practice times. Concerns should be dealt with at a neutral time agreed upon by those involved. The 24 hour rule will be observed when addressing team officials after any game.
  - b) Should the concern be unresolved, parents must obtain further assistance from the division coordinators.
  - c) Issues and concerns should be raised and dealt with promptly.

**STRASBOURG MINOR HOCKEY ASSOCIATION**  
**COLLECTION GUIDELINES**

1. Each team must appoint a person responsible for setting up a collection schedule for all league, exhibition, and play-off games.
2. Each team will be given a \$150.00 float at the beginning of the season which will be returned to the treasurer no later than April 1<sup>st</sup> of the then current season. After each event, the cash proceeds must be counted, documented, and initialed by two separate individuals before forwarding the proceeds (net of float) to the treasurer for deposit. Standardized forms will be provided by the treasurer to account for all proceeds.
3. Collectors for each game must set up the collection booth at least 30 minutes prior to game time and must continue to collect until completion of the first period. For playoff games collection will continue until the end of the second period.
4. The season gate pass paid for during Minor Hockey registration covers League games only. Individual season gate passes which are also valid for all regular league games only are available to anyone for \$ . A list of season gate pass holders will be printed and kept in the collection box. Admission must be collected for exhibition games, league play-offs and Provincial pay-offs.
5. Only three team officials are exempt from paying admission. This applies to the home team as well as to the visiting team.
6. Admission for all minor hockey games **other than Provincial Playoffs** is as follows:  
**Adults ..... \$3.00**  
**Students 17 & Under ... \$2.00**  
**Children 12 & Under ... Free**
7. Admission for **Provincial Playoff** games is as follows:  
**Adults .....\$4.00**  
**Students 17 & Under ..... \$3.00**  
**Children 12 & Under ..... Free**
8. **Tournament Admission:**  
**Adults ..... \$3.00**  
**Students 17 & Under .... \$2.00**  
**Children 12 & Under .... Free**  
**Weekend Pass..... \$5.00.**

The family pass only covers tournaments hosted by the registrant's team.

If you have any questions please contact the SMHA collection coordinator.

## **STRASBOURG MINOR HOCKEY ASSOCIATION EQUIPMENT GUIDELINES**

Each team will be provided with a lockable locker that is equipped with the following:

- 20 home sweaters
- 1 set of goalie pads (novice, atom, peewee, bantam only)
- 1 goalie blocker (novice, atom, peewee, bantam only)
- 1 goalie glove (novice, atom, peewee, bantam only)
- 1 chest protector (novice, atom, peewee, bantam only)
- 20 away sweaters
- 2 sweater bags or bins
- 1 clip board
- 1 first aid kit
- 2 captain letters (“C”)
- 6 assistant letters (“A”)
- 1 goalie stick per team (Beginner to peewee only)
- 2 tagged sets of keys which include locker key, equipment room key

### **SWEATERS**

1. SMHA sweaters are not to be worn for practices under any circumstances.
2. Team sweaters are the responsibility of each team’s equipment manager under the direction of the General Equipment Manager.
3. Use provided sweater bags or bins for storage when traveling to out of town games.
4. Sweaters are not to be kept by players. Sweaters must be collected by a designated Team Official after every game. Ensure that the sweaters are washed. Players, however, may take their sweaters home to have name tags sewn on if they wish. Do not glue name tags to sweaters.
5. Team sweaters are not to be traded to other teams without the approval of the equipment manager.

### **KEYS**

1. Head coaches are responsible for all keys. A \$10 key deposit from each team will be required at the beginning of each season and refunded at the end of season when all keys are returned.
2. The head coach of each team is responsible for collecting keys from team and assistant at the end of the season and returning them to the equipment manager.
3. Keys (with tags) must be returned and signed off by March 30<sup>th</sup>.

### **OTHER EQUIPMENT**

1. Keep equipment clean and in good repair.
2. Report the need for any equipment repair as soon as possible.
3. Return clipboards to locker after each use.
4. Keep equipment room and dressing rooms tidy and un-abused.
5. Keep locker and equipment door locked at all times.
6. Keep first aid kits fully stocked. See the equipment manager for supplies.

## **STRASBOURG MINOR HOCKEY ASSOCIATION GAME DAY DUTIES**

### **Admission Collector**

- a) must be a minimum of 18 years of age. 15 years of age may assist
- b) see *SMHA Collection Guidelines*.

### **Scorekeeper/Announcer**

1. Must be a minimum of 18 years old. Registered SMHA officials who are a minimum of 15 years or older may assist. Game officials are permitted in penalty box only.
2. Clipboard and game sheets are stored in team locker.
3. Ensure both home and visiting team players and numbers are listed on game sheet.
4. Use appropriately labeled game sheets. (For example, Major Hockey League game sheets have a Major Hockey League letterhead; SHA Provincial game sheets have a SHA letterhead, etc.)
5. When marking time of goals and penalties, use actual clock time (not elapsed time).
6. When marking type of penalty, use abbreviations as noted on clipboard.
7. Referee and linesmen must sign game sheet after the game.
8. The second copy of game sheet should be given to the coach of the visiting team after the game.
9. Return clipboard to home team coach/manager after the game.

### **Timekeeper**

1. Pick up frozen puck(s) from penalty box freezer before game. Replace with fresh pucks each period.
2. Ensure scoreboard is set up.
3. Return pucks to the freezer after the game.
4. After ice has been flooded, ensure nets are set in proper place.

### **Pot of Gold**

1. Pick up tickets and bucket from team locker.
2. Tickets are sold 1 for \$1.00, 3 for \$2.00 or arm-length for \$5.00. Draw winning ticket about 10 minutes into the third period and have announcer announce the winning ticket number.
3. Half of proceeds are given to the winner.
4. Remaining half of proceeds is given to the team treasurer.