

Saskatoon
&
District Female Hockey
Association Inc.
Constitution

19 October, 2008

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I Name

The name of this association shall be the Saskatoon and District Female Hockey Association Inc., hereafter referred to as S&DFHA Inc. or association, or Comets Zone.

II Affiliation

The S&DFHA Inc. is a member of the S&DFHA and the SMHA and as such must operate within its guidelines. S&DFHA Inc. is affiliated with the Saskatchewan Hockey Association (SHA) and the Canadian Hockey Association (CHA).

III Philosophy and Objectives

- a. To promote and improve female hockey within the jurisdiction of SHA and SMHA and the S&DFHA Inc.
- b. To encourage enjoyment of the game through good sportsmanship and fair play.
- c. To enhance the development of effective and qualified coaching personnel within the association.
- d. To promote opportunities for elite hockey.

IV Meetings

- a. The commissioner will call regular monthly Executive meetings between September and April.
- b. A quorum of seven members is required for a meeting. The Commissioner shall only vote in the event of a tie. At all meetings, each executive member shall be entitled to one vote. No members shall be entitled to vote by proxy.
- c. The Commissioner will call the Annual General Meeting each spring following completion of the regular and provincial hockey schedule and before May 31st. The order of business at the Annual meeting is as follows:
 - i) Minutes of last annual meeting
 - ii) Business arising out of minutes
 - iii) Correspondence
 - iv) Reports of all executive members
 - v) Notices of motion
 - vi) Election of officers
 - vii) New Business
 - viii) Adjournment

V Membership

- a. Membership includes all parents and guardians in good standing with children registered in the S&DFHA registered coaches, managers, and all executive members who have reached legal adult age (18).
- b. All members have voting privileges at the Annual General Meeting
- c. No one shall be represented by proxy or carry more than one vote.

VI Executive

- a. The responsibilities of the S&DFHA Association Executive are to administer Zone activities in accordance with the Bylaws and Regulations.
- b. The Executive will consist of the following members (years of election):
 1. Commissioner (even) (2)
 2. Past Commissioner (1)
 3. Assistant Commissioner (odd) (2)
 4. Secretary (odd) (2)
 5. Treasurer (even) (2)
 6. Registrar (odd) (2)
 7. Equipment Manager (even) (2)
 8. Bingo Chairperson (even) (2)
 9. Promotion and Communication Chairperson (odd) (2)
 10. Initiation Coordinator / Novice Coordinator (even) (2)
 11. Atom Coordinator (odd) (2)
 12. Peewee Coordinator (even) (2)
 13. Bantam Coordinator (odd) (2)
 14. Midget Coordinator (even) (2)
 15. Mentor / AA Program Coordinator (odd) (2)
 16. Member(s) at Large (to be filled after other positions have been taken)(one year positions)
(maximum 2 positions)
 17. AAA Liaison (non-voting member) (1)

VII Election of Officers

- a. The executive will seek nominations for each position.
- b. The names of the candidates for the positions to be filled will be presented at the Annual General Meeting.
- c. All officers may stand for re-election.
- d. The position of Commissioner will be filled for a two-year term at the Annual Meeting on even numbered years. Persons wishing to be elected to this position must have served at least one year on the Executive for S&DFHA Inc. in the last 3 years.
- e. It is recommended the member at large position(s) are held for one year and the following year that person should take on another executive position.
- f. Position terms are listed beside titles.
- g. If an Executive position is not filled by election or if a vacancy occurs, the position will be filled by appointment by the Executive.

Nominating Committee

- a. To consist of the Assistant Commissioner, Past Commissioner and three other Executive members appointed by the Commissioner.
- b. Memorial requests and nominations will be administered by the executive.

VIII Duties and Responsibilities of Executive Members

1. Commissioner

- a. To administer the association as set out by the constitution, bylaws and rules and regulations
- b. To attend regular S.M.H.A. meetings
- c. To ensure the association is administered uniformly in all respects
- d. To be the official spokesperson for the S&DFHA.
- e. To ensure that all positions on the executive are filled
- f. To supervise program Coordinators in the operation of their programs.
- g. To organize meetings with the Executive, coaches and SMHA.
- h. To vote only in case of a tie.
- i. To organize the Annual and Semi-Annual General meeting.
- j. To generally oversee the business of the association.
- k. To appoint three Executive members to the Nominating Committee.

2. Past Commissioner

- a. To act in an advisory capacity to the Executive and to the Commissioner.
- b. To assist/coordinate special projects assigned by Commissioner and agreed upon by executive

3. Assistant Commissioner

- a. To assist the Commissioner in the administration of all hockey matters in the association.
- b. To arrange and handle the distribution of pre-season ice and tryouts.
- c. To ensure all coaches and team officials have proper certification.
- d. To oversee Provincials and liaison with coordinators, coaches and SMHA.
- e. Coordinate with Tournament Chair the conditioning camps and bring a friend skate.

4. Secretary

- a. To take minutes of AGM/Semi-annual association meetings and executive meetings and distribute to executive members and general membership.
- b. To communicate notice of Executive meetings to its members.
- c. To communicate notice of AGM/Semi-AGM to members in advance of meeting.

5. Treasurer

- a. To keep account of all association funds.
- b. To submit payment and issue invoices for all fees and bills incurred by the association as approved by the Executive.
- c. To present a financial statement for both operations and bingo accounts at the Annual General meeting / Semi-AGM.
- d. An audited statement may be required on a yearly basis by an auditor chosen by the Executive. An audit must be done on completion of the treasurer's term.

6. Registrar

- a. Arrange working committee for registration time to ensure adequate number of workers present.
- b. To ensure all teams (club and provincial) in the association are properly registered with the S.M.H.A. and S.H.A. This includes making certain team registration forms are properly completed, proofs of age for new players are attached, and that these are submitted online by SMHA due date.
- c. To organize and distribute team lists to coaches and (appropriate) executive members.
- d. To maintain an up-to-date database of player and member information.

7. Equipment Manager

- a. To be responsible for the distribution of jerseys and related equipment at the beginning of the

season and collection of same at years end.

- b. To have a complete inventory list of equipment.

Purchase

- c. To be responsible for First Aid Kits.

8. Bingo Chairperson

- a. To be in charge of all activities associated with the bingo operation.
- b. To keep accurate records of all money received and disbursed.
- c. Submit monthly list of workers and dollars (\$) earned to submit to treasurer.

9. Promotion and Communication Chairperson

- a. To look after all communication and correspondence with the association.
- b. To publicize notice of Semi-Annual /Annual General Meeting.
- c. To work with media on special events, promotions, and advertising.
- d. To arrange East and West side registration locations during the S.M.H.A registration week and to notify them of such.
- e. To distribute notification of registration to Saskatoon StarPhoenix and SMHA.
- f. To be in chare of initiating fundraising activities for the association (Calendars, 50/50)
- g. To set up a committee to plan fundraising activities to generate funds for the association.
- h. Assist with Assistant Commissioner in organizing: i) fall training camps; ii) bring a friend
- i. To coordinate the memorial, and coach of the year awards
- j. To work with all teams: i) getting tournament posted on web; ii) assisting with sanctioning.

10. Program Coordinators (Initiation, Novice, Atom, Pee wee, Bantam, & Midget)

- a. To administer respective hockey programs according to S.M.H.A. bylaws and regulations and S&DFHA Inc. constitution
- b. To attend association meetings and appropriate S.M.H.A. meetings.
- c. To present a Program report at Semi-Annual / Annual General Meeting,
- d. To act as a line of communication between coaches, managers and parents to the executive.
- e. To distribute schedules, evaluations, and assist with distribution of equipment and collect evaluations and assist with the collection of equipment
- f. To arrange for independent evaluators and be present at pre-season try-outs.

11. Mentor Program Coordinator/AA Coordinator

- a. To arrange participants in the mentor program as directed by the executive.
- b. To administer and evaluate the program throughout the hockey season.
- c. To keep current the AA league program
- d. Liaison with North Sask Female Hockey League
- e. Coordinate ice for games & practices with league and SMHA

12. Member(s) at Large

- a. To assist registrar with registration and help with collection of fees.
- b. To assist with promotions and tournament persons.
- c. To assist executive as necessary.
- d. Following a one year term this person should consider taking on one of the other executive positions.

15. AAA and External Liaison

- a. To act as a liaison between the AAA program, external organization (ie Huskies) and our Association program in order to provide a positive relationship between organizations and promote the development of female hockey.

IX Finances

- a. All funds earned by the S&DFHA shall be credited to either the general or bingo account.
- b. All expenditures shall be covered by an invoice or receipt.
- c. Signing authority will be by either the Commissioner, Assistant Commissioner, Treasurer or **additional** – two signatures will be required on every cheque.
- d. A financial statement will be presented at the Semi-Annual / Annual General Meeting.
- e. Should a player quit or is injured (and not able to return by season's end) a refund may be pro-rated at the discretion of the Executive. A letter to the Executive is required. There will be no refunds issued after December 31 of the current hockey season.
- f. Late registrations will be pro-rated plus the association fee and insurance.
- g. If a player transfers from any zone to our zone, the player/parent will be asked to obtain the refund from that zone and will be expected to be responsible for our registration fee.
- h. Full payment will be required at registration, unless prior approved arrangements have been made with the Treasurer. There will be a charge for all NSF cheques. **NSF cheques are required to pay by** cash or certified cheque or money order.

X Conflict of Interest

Comet Executive members in a "conflict of interest" situation determined by the **Executive** will abstain from voting on the issue and remove themselves from the meeting room.

XI Selection of Coaches

- a. The program Coordinator will seek and review applications for coaches for his/her respective program. The Coordinator will submit their names to the Executive for final approval and selection.

Coaches should be named as soon as possible before the start of the hockey season.

- b. Head coaches will not solicit prospective Assistants and/or Managers until team rosters are finalized. **Exceptions** will be considered for those Assistant Coaches and Managers who do not have a family member on the team in question.
- c. Head coaches must submit the names of recommended Assistant Coaches and Managers to their program coordinator for final approval by the Executive.

XIII Player Movement & Guidelines

- a. All movement of players requires consultation with player, the parent(s) or guardian(s) and the coaches, and requires permission of the Program Coordinator and the Commissioner, with final approval granted by SMHA Registration Committee.
- b. All players will be expected to play within their own age group. However, if extenuating circumstances exist such as exceptional hockey ability or shortage of players the player may take written application to the Executive to move up or down one age group only. The player must attend the try-outs and be evaluated and final approval rests with the SMHA on the recommendation of the Coordinator and Executive.

XIV Rules and Regulations

1. Conduct of Team Officials

- a. All S&DFHA coaches and managers will be responsible to the Executive for their conduct on and off the ice. The Executive has the power to discipline or discharge any official on a majority vote of the Executive based on SMHA disciplinary standards. Further disciplinary action may be dispersed through SMHA.
- b. Coaches are responsible for the conduct of their players prior to a game/practice, during, and immediately after until such time as the players have safely left the area where the game/practice was played.
- c. Under no circumstances will team officials and/or players interfere with the execution of duties and authority of game officials. Violations pertaining to the above will be reviewed by the Zone Executive for appropriate action and may result in suspensions. Further disciplinary action maybe dispersed through SMHA.

2. Registration

- a. Should a player/parent request a team placement in a younger age category for their convenience a concession fee may be charged to the parents only after approval from SMHA.
- b. If it is the S&DFHA (coordinator's) recommends that the player be placed in a younger age division, the concession will be paid for by the association
- c. If the player/parent request the player be placed in a younger age division and the coaches) and coordinator recommend this move, the concession fee will be shared by the parents and the association.

3. Try-outs/Evaluations

- a. Should a registered player be unable to be present for a majority or all of the try-outs it will be left to the discretion of the program coordinator and coaches on her team placement with the intention of the players level to play ie: AA, A, club.
- b. If a player is not able to participate in try-out/evaluations because of extenuating

circumstances a written letter must be given to the coordinator of this division prior to tryouts.

4. Tournament or Provincial Team Guidelines

Teams that have been put together during the season as either a tournament team or a provincial team must follow specific guidelines. Tournament teams must follow the regulations as set by SHA and have S&DFHA approval.

A team combining players from other S&DFHA teams for provincial play must follow guidelines set out by this association. They are as follows:

- a. There must be a coach approved by the association for the team. Coaches must apply in writing to the association including coaching credentials.
- b. An information letter must be distributed to all eligible players explaining the intent, time and financial expectations including a budget. An explanation should be included about how the team will be selected.
- c. It must be made very clear to all involved the prime commitment and responsibility is to their club team. Games and practices must not conflict with any of the club team's schedule of season scheduled games/practices. If priority is given to provincial/tournament teams during the regular season without mutual consent of both coaches, suspensions may result to the offending coach.
- d. Tryouts may begin after December 15th and team selection after January 1st of the current hockey season.
- e. The provincial team cannot attend any tournaments other than provincials unless the team has written permission from the executive. They may arrange to play exhibition games or tournaments to prepare as a team as long as no conflict exists with the club teams.
- f. A team budget must be submitted to the Executive and a jersey deposit submitted to the Treasurer. A financial statement must be submitted to the Treasurer at the dissolution of the team. The jersey deposit will not be reimbursed until the financial statement has been sent in.
- g. All club tournaments must be booked and played by 31 December to allow for provincial team development.

XV Grievances

Team officials, parents or players who find themselves in a conflict situation should approach the team manager, if not resolved then to the Coordinator. A 24 hour cooling off period of both parties is mandated unless personal injury may result if not discussed immediately. If not resolved then the Executive should be made aware in writing.

XVI Release of Officials

All Executive members, coaches and team officials are responsible for carrying out their assigned duties. Failure to do so may result in the official being released from his/her elected or assigned position following a letter of warning. This decision will be reached after due consideration by the Executive.

XVII Association Colours and Logo

- a. Jersey colours are green, white and black. Green and white are the primary home and away colors. Black is an accent colour.
- b. All teams must conform to combinations of zone colours for sweaters, jackets, bunny hugs, hats, pins, etc. unless permission to deviate has been granted by the Executive.

- c. The Comet logo shall not be changed in anyway and must be used only to represent Comet Female Hockey.
- d. Any persons (player/team/coach) cannot use the Comet logo/name during the hockey off-season for the purpose of fund-raising, without the expressed written consent of the Executive.

XVIII Amendment or Repeal of Constitution

Notice of motion to amend or repeal the constitution must be received at least thirty (30) days prior to the Annual Meeting at which time it is to be voted on. Notice must be submitted, in writing, to the Comet Executive.

XIX Dissolution of Saskatoon & District Female Hockey Association Inc.

- a. In the event of a dissolution of the Association. The Executive will be responsible for determining and executing the necessitated procedures.
- b. In the disbursement of any funds, the Executive will be guided by donations to furtherance of minor hockey or other minor sporting activities.