

Hinton Minor Hockey Association 1996
Constitution- Articles & By-Laws
(April 2009)

WHEREAS the Hinton Minor Hockey Association 1996 is a voluntary association of individuals designed to promote hockey in the community of Hinton.

AND WHEREAS it is declared that the purpose of the constitution shall be to confer on the Hinton Minor Hockey Association 1996 and its' Executive the powers of a self governing organization.

NOW THEREFORE BE IT ENACTED

ARTICLE 1

1. This organization shall be known as the Hinton Minor Hockey Association 1996 (hereafter known as the "the association").

ARTICLE 2

2. The association is a member of Hockey Alberta in affiliation with the Canadian Hockey Association. The Association will comply with all Hockey Alberta rules and Regulations except for any changes made in the association By-Laws as deemed improved and surpassing Hockey Alberta rules.

ARTICLE 3

1. The objectives of the Association are as follows:
 - 3.1a to promote, govern and improve organized minor hockey in Hinton
 - 3.1b to provide the opportunity for every youth in the community of Hinton to play the game of hockey regardless of social standing, race, color or creed
 - 3.1c to encourage true sportsmanship and provide opportunities for development of leadership abilities
 - 3.1d to ensure the promotion of community spirit and good will wherever possible
 - 3.1e to raise funds as deemed necessary for the operation of the program as per the Fundraising Policies and Procedures Handbook (attachment A)
 - 3.1f to provide and maintain equipment for the program as deemed necessary by the Executive
 - 3.1g to provide and maintain goaltender equipment for the program
 - 3.1h to provide each player with equal opportunity and fair ice time if he/she is a member of a minor hockey team within the association
 - 3.1i to support all volunteer coaches in their various activities and duties

- 3.1j to provide the opportunity for individuals to attend development clinics
 - 1.) the association will be responsible for having on hand the places, times and dates of clinics being held in the arena
 - 2.) the association will review annually fees for these clinics to be reimbursed to qualified participants

ARTICLE 4

- 1. Changes in By-Laws:
 - 4.1a subject to compliance with the requirements of the Laws of the Province of Alberta, the constitution of the association shall not be altered except at an annual general meeting. Notice of any proposed alterations shall be given to the secretary in writing at least thirty (30) days prior to the annual general meeting, the fall general meeting or at a special meeting. The Secretary shall notify the Executive and post the notice of the motion. Any amendment or addition to the constitution shall be voted on at the applicable meeting and shall require a simple majority of the members present at the meeting.
 - 4.1b any change in the constitution which has been adopted, amended or revised the manner herein set forth, shall not be negated by reason of any error or omission may occur in the periodic printing of the constitution of the association

BY-LAW 1

1. Membership

- 1. Members shall be defined as:
 - 1.1a registered hockey players
 - 1.1b parents or guardians of such registered hockey players
 - 1.1c executive members as defined in By-law 3
 - 1.1d volunteer members shall be deemed as such on their acceptance by the executive a contributor to the program
- 2. Duties and Privileges of Members:
 - 1.2a all members shall be privileged to attend the annual general meeting and any general meeting that may arise, make any suggestions and recommendations to the executive, and assist in the operation of the hockey program in any manner approved by the executive
 - 1.2b all members shall be subject to the rules and regulations as may be formulated by the association in the best interest of the hockey program as a whole
 - 1.2c all members 18 years and older present shall have voting rights at general meetings. There will be no proxy votes by any members at any meetings

- 1.2d no member shall be allowed to participate in any way until any outstanding monies are paid in full
- 1.2e no member shall receive remuneration

- 3. Suspension and Expulsion of Members
 - 1.3a any violation of the constitution of this association or decision of the Executive members by any member of this association shall render such member liable to suspension by a two thirds vote of the executive members until the next annual or special meeting of this association and to expulsion by vote of the members at such meeting
 - 1.3b a member may be expelled by an extraordinary resolution of the association for any reason which may be determined by the association to be detrimental to its' well being. Thirty days prior notice in writing of the intention to place such extraordinary resolution before the general meeting must be given to the member involved and to all other members to a maximum of one per household by posting by ordinary mail to the last known address
 - 1.3c all complaints must be filed in writing with the secretary and must be dealt with at a meeting by the Executive within ten days of filing. The member in question must be notified within twenty-four hours of filing to be given the date and time of the meeting so that they may be present at the meeting

By-LAW 2

3. REGISTRATION & FEES

- 2.1 Participant members shall be assessed fees to be set by the Executive, after a budget presentation by the Treasurer to the Executive, before the start of a new season
- 2.2 Participant fees must be paid according to the category the player qualifies in
- 2.3 Participating members registered with HMHA in the previous season and now qualify to participate in the divisions of Atom, Pee Wee, Bantam, & Midget, must register and pay at the spring registration or pay a late fee of one hundred dollars (\$100.00) if reregistering after the spring registration dates.
- 2.4 All fees for the current season must be paid in full by September 01 for Atom to Midget. The initiation and Novice have until October 15th.
- 2.5 Registrants after (September 01) must pay in full before participating.
- 2.6 Any outstanding fees from previous years must be full prior to registration of players for the ensuing year including team fees.

- 2.7 Refunds will be issued on a pro-rated schedule based on a six month season, with a processing fee assessed prior to prorating. No refunds will be considered after December 15th, unless due to injury, relocation outside the association boundaries or unusual circumstances determined by the Executive.
8. Players must register each season in the division corresponding to their age

BY-LAW 3

3. EXECUTIVE BOARD OF DIRECTORS

- 3.1 The management and business of the association shall be conducted by the Executive according to the constitution of the association however in the event of a dispute; the dispute will be resolved according to Robert's Rules of Order
- 3.2 The Executive shall consist of: President, Vice-President, Secretary, Treasurer, Registrar, Ice Convener, Equipment Manager, Referee-in-chief, Gaming Coordinator, Coaching Coordinator, Ways and Means Coordinator, Past President and a Female Director
- 3.3 Any Executive member having a conflict of interest shall remove themselves from the meeting until the matter is resolved
- 3.4 The Executive shall appoint one of its' Executive members to act as the Sturgeon Pembina league representative for the association. In exceptional circumstances, the Executive may appoint a member at large to fill the position
- 3.5 The Executive shall be elected at the annual general spring meeting and shall serve a term of one year

BY-LAW 4

4. DUTIES OF THE EXECUTIVE

1. **President:**

- 4.1a will preside at all meetings and will be an ex-officio member of all committees
- 4.1b shall have the right to act on behalf of this association where deemed necessary with the well being of the association foremost
- 4.1c will call meeting of, and upon ratification by the Executive, carry out the recommendations of the discipline committee and will inform the Executive of all matters brought before the discipline committee
- 4.1d will not vote except to cast a deciding vote
- 4.1e shall have signing authority for the association
- 4.1f Obtains copy of insurance

4.2 **Vice-President:**

- 4.2a in the absence of the President or in the event of the Presidents inability to act, the Vice-President will have and exercise all the powers and duties of the President
- 4.2b coordinate and publicize all events for Minor Hockey Week
- 4.2c shall have signing authority for the association
- 4.2d shall have the duties of the League & Zone Representative (4.12)

2. Secretary

- 4.3a will keep an accurate record of the proceeding of all executive and general meetings
- 4.3b notify the Executive of the time and place of regular executive meetings
- 4.3c publish the notice of the annual meetings three consecutive weeks in advance
- 4.3d shall have signing authority for the association
- 4.3e ensure that a current copy of the constitution be posted in a conspicuous place, that all Executive members have a current copy and that a copy is available to any member upon request
- 4.3f receive proposed amendments to the Constitution from any member and deal with them in accordance with the constitution
- 4.3g post monthly executive meeting minutes once signed by the president and secretary. All postings by the Secretary will be on the main bulletin board at the Recreation Center
- 4.3h will be responsible for recording and distributing all correspondence to the appropriate members in a timely manner
- 4.3i maintain all coaches files
- 4.3j receive and file, in designated area, all association records by June 30 of each year
- 4.3k file the annual corporate return on behalf of the organization

4.4 Treasurer

- 4.4a Keep an accurate record of all general association monies received and disbursed
- 4.4b will, in conjunction with each Team/League treasurer, keep a general ledger for all team/league accounts
- 4.4c present an income statement at the annual general meeting and shall present an audited income statement at the fall general meeting
- 4.4d shall have signing authority for the association
- 4.4e chair a meeting at the start of each new season with the team/league treasurers
- 4.4f will be responsible for supervising the association's bookkeeper (if applicable)
- 4.4g book for the audit of the association's books by either two association members or by a qualified accountant

4.5 Registrar:

- 4.5a will be responsible for organization of the association's registration and will provide all necessary forms
 - 4.5b will be responsible for getting all teams registered with the league and Hockey Alberta as per Hockey Alberta rules
 - 4.5c will be responsible for all provincial card registration application for teams wishing to enter these games
 - 4.5d will be responsible for affiliation of any teams or players who may be asked to be affiliated, without prejudice, as per deadline in the Hockey Alberta rules and regulations
 - 4.5e will be responsible for reporting any correspondence from the Hockey Alberta in regards to player registration, carding, team sheeting or applications of any kind
 - 4.5f handle all liability claims seeing they are processed properly and settled
 - 4.5g keep an updated register of all players in the association
 - 4.5h present a report of the year's operation at the annual meetings
 - 4.5i will be responsible for all association travel permits and tournament sanction permits
- 4.6 **Ice Convener:**
- 4.6a will be responsible for requesting ice requirements for the association from the Town of Hinton by their proposed deadline
 - 4.6b will be responsible for scheduling, rescheduling, exchange and cancellation of all ice time for all teams and leagues in the association
 - 4.6c approve and record all ice time used by teams under the jurisdiction of the association regardless of purpose
 - 4.6d notify referee assignor of all association referee requirements for league games
- 4.7 **Equipment Manager:**
- 4.7a arrange for the handling, storage, repair, inventory and cleaning and disbursement of all association equipment and jerseys
 - 4.7b receive submissions from each team manager or coach for required equipment and jerseys
 - 4.7c form a ledger in which present equipment and jersey's shape and value are recorded, as well as any purchases and vendors purchased from
 - 4.7d will be authorized to purchase new equipment and jerseys after budget approval by the Executive
 - 4.7e will be responsible for collecting any equipment deposits
 - 4.7f will be responsible for assigning lockers to teams and distributing locks and keys
- 4.8 **Gaming Coordinator:**

- 4.9 **Coaching Coordinator:**
- 4.9a act as a liaison between coaches, members and the Executive
 - 4.9b actively recruit and receive applications for coaching positions and make Recommendations to the Executive based on all pertinent information and available coach's files
 - 4.9c Chair the team selection committee
 - 4.9d will be responsible for providing details of any development of education Clinics to association members
 - 4.9e coordinate any development or education clinics hosted by the association
 - 4.9f will be responsible for contacting coaches of players registered within each level
 - 4.9g will organize and chair coaches meeting held on or before the 15th of October of each season
 - 4.9h Chair the managers meeting before October 20th
- 4.10 **Past President:**
- 4.10a advise the new president and Executive for a minimum of one year
- 4.11 **Ways and Means Coordinator:**
- 4.11a take care of association publicity and advertising
 - 4.11b be a member of the budget committee
 - 4.11c organize fund raising activities for the association
 - 4.11d will be responsible for authorizing all fundraising requests made by all teams as per Fundraising Policies and Procedures Handbook
 - 4.11e will be responsible for soliciting for and collecting team sponsorship Funds and corporate sponsorship.
- 4.12 **League & Zone Representative (Vice-President):**
- 4.12a attend all league meetings regularly
 - 4.12b report all business of league meetings relative to the community back to the association and it's affected league coaches
 - 4.12c distribute league schedules and game books to league coaches within the association
 - 4.12d ensure the association membership coaches understand league rules and requirements for ice times, games sheets, team rosters, affiliation sheets and use of overage players
 - 4.12e submit to the league, at the start of season, the number of teams to be entered from the community, available ice times for league play, appropriate league fees and the required community bond
 - 4.12f obtain from the teams, and return to the league, all trophies held by the community
 - 4.12g advise local teams and scorekeepers on use of penalty abbreviations to be used on league game sheets

- 4.12h provide the league with a listing of current association members and team coaches including phone numbers
- 4.12i participate in and be aware of any disciplinary action being taken against the association, team, player or member by the league
- 4.13 **Referee-in-chief:**
 - 4.13a will be responsible for the coordination of all officiating requirements of the association
 - 4.13b will, through the aid of clinics, train and supply sufficient referees to satisfy the demands of the association
 - 4.13c will have the authority to dismiss a referee deemed incompetent
- 4.14. Female Director:
 - 4.14a act as a liaison between female teams, players, parents and team officials and the Executive
 - 4.14b assist the Registrar in ensuring the players are properly registered with Hockey Alberta and proper affiliation procedures followed
 - 4.14c assisting the Coaching Coordinator in team selection if required and ensuring team officials have all the necessary certification
 - 4.14d attend any League, Zone, or Hockey Alberta meetings that will directly affect Female hockey in Hinton
 - 4.14e consult with the Ice Convenor regarding ice required for all female teams

BY-LAW 5

- 5. ELECTION OF EXECUTIVE
 - 5.1 The elections will take place at the annual general meeting
 - 5.2 Elections will be held by secret ballot. If there is more than one name for any position, three people shall be appointed to hold ballots and tally results
 - 5.3 The newly elected members will take the responsibilities of their new Positions at the meeting immediately following the annual spring meeting

BY-LAW 6

- 6. MEETINGS OF THE ASSOCIATION
 - 6.1 The annual general meeting will be held on or before the 15th day of April
 - 6.2 The fall general meeting will be held on or before the 15th day of October
 - 6.3 All Executive members are required to attend the annual general meeting and the fall general meeting
 - 6.4 All Executive meetings will be held once a month and are all members up to business arising from the General membership on the agenda
 - 6.5 At the request of three Executive members, the president will call a special meeting

- 6.6 A quorum for the transaction of business at any Executive meeting will be a majority of executive. A quorum for the annual general meeting and the fall general meeting will be a quorum of twenty (20) members at large
- 6.7 Any executive member having missed two (2) consecutive monthly meetings or three (3) in the year, may be considered terminated and will be replaced with a volunteer appointed by the Executive
- 6.8 There will be a coaches meeting held on or before the 15th of October each season and should be attended by all Executive members, all coaches, all managers and all division directors

BY-LAW 7

7. RECORD KEEPING

- 7.1 The financial year end of the association will be May 31
- 7.2 Records of membership will be kept by the registrar and will be made available to any member on request
- 7.3 The minutes of the association's meetings will be kept by the secretary and will be posted once signed by the president
- 7.4 The Minute Book, which is the Certificate of Incorporation and all pertaining documents, will be the responsibility of the Secretary. The Secretary will also be responsible for the filing of the annual return with Consumer and Corporate affairs
- 7.5 The financial statements of the association will be kept by the Treasurer and shall be made available to any member upon request

- 7.6 All records of the association will be kept for a minimum of (5) five years and all records from Executive members must be turned over to the secretary for filing no later than June 30th
- 7.7 All cheques must have two (2) signatures of the Executive members with signing authority

BY-LAW 8

8. COMMITTEES

- 8.1 The Discipline Committee will be a permanent standing committee and will consist of the President, Vice-President and Coaching Coordinator. If there are any conflicts of interest regarding specific cases to be dealt with, the committee will be filled by, in order, Referee-in-chief, Past-President, Secretary, and the Treasurer
- 8.2 The Team selection Committee will be a permanent standing committee and will consist of the Coaching Coordinator, two impartial individuals in each division, who have been approved by the Executive, the coach of the team being selected and a second team official if available. This committee will follow the guidelines set forth in the Team Selection Policies and Procedures (attachment B)

- 8.3 Recommendation and reports of all committees shall be brought to the Executive and entered as a formal motion by the chair of the committee. All recommendations of committees must receive a majority vote for ratification.
- 8.4 other committees may be struck by the Executive as the need arises and shall consist of at least one member of the Executive
- 8.5 A tournament advisor will be made available by the Executive.

BY-LAW 9

9. CONDUCT

9.1 Team Officials

- 9.1a all team officials will keep the aim and objectives of the association as goals
- 9.1b it is the responsibility of the coach to notify the registrar of any team or team players they wish to be affiliated and follow affiliation rules set forth by the association
- 9.1c team officials will follow the Articles and By-Laws of the association, League and AAHA. Any breach of the above may lead to suspension from the association
- 9.1d all team officials will be responsible for the conduct of their players during all games and minor hockey functions in which they are participating both home and away.

- 9.1e all team officials will conduct themselves in a professional and respectable manner during all games and minor hockey functions in which they are participating both home and away
- 9.1f team officials will conduct themselves in accordance with the Coach's manual and other manuals governing conduct of such officials
- 9.1g all team officials will forward a copy of all suspension notices to the president of the association for review no later than for (4) days after official notification of suspension
- 9.1h request for travel permits and tournament sanctions will be made fourteen days in advance of requested function

9.2 PLAYERS

- 9.2a all players under the jurisdiction of the Hinton Minor Hockey association will conduct themselves in a manner which will not bring embarrassment or complaint to association
- 9.2b all players will, at all times, show respect and care for the equipment of HMHA and any arena facility

- 9.2c unsportsmanlike conduct both on and off the ice may lead to disciplinary action by the Executive in accordance with By-Law 1, 1.3 and/or Discipline committee recommendations
 - 9.2d no players shall enter onto the ice surface while ice cleaning is being carried out
 - 9.2e all players will abide by the rules of their team, the policies of the association and Hockey Alberta rules
 - 9.2f all players will conduct themselves in a polite and orderly fashion while participating in functions outside the Hinton Community
- 9.3 PARENTS AND GUARDIANS
- 9.3a all parents and guardians under the jurisdiction of the HMHA will conduct themselves in a manner which will not bring embarrassment or complaint to the association
 - 9.3b all parents and guardians will, at all times, show respect and care for all players and team officials within our association
 - 9.3c all parents and guardians will, at all times, show respect for all on ice officials and not abuse them verbally or physically
 - 9.3d all parents and guardians will conduct themselves in a polite, courteous and orderly fashion while participating in any HMHA function outside the community
 - 9.3e parents and guardians whose behavior does not follow these guidelines may lead to disciplinary action by the executive in accordance with By-Law 1, 1.3 and or the Discipline Committee recommendations

BY-LAW 10

10. PLAYER & PLAYER MOVEMENT

- 10.1 All players in the HMHA will complete and return registration forms to the registrar before the applicant is allowed to participate in any team try-outs, practices or games. Forms must be signed by the player's parent or guardian signifying accuracy of completed registration
- 10.2 Players will register each season in the level corresponding to their age. First year Atom age players and first time players over the age of ten (10), must submit a copy of their birth certificate with their registration form. In the event a birth certificate cannot be submitted, a Notarized Affidavit may be accepted
- 10.3 Any player issued goaltender equipment belonging to the HMHA will pay a non-refundable fee to be set by the Executive. The player is responsible for returning the equipment in good shape and promptly at the season's end.

10.4 No player will participate in practices or games unless they are dressed in full equipment and this includes sitting on the bench.

Minimum requirements will be:

10.4a a CSA approved helmet and face guard

10.4b shoulder pads

10.4c elbow pads

10.4d hockey pants

10.4e shin guards

10.4f athletic protection cup

10.4g skate

10.4h BNQ approved neck guard or throat protector for goalies

10.4i hockey gloves

BY-LAW 11

11. TEAMS & TEAM SELECTION

11.1 Registered players under the age of seven shall participate and be placed in the Initiation Program. All on-ice personnel in leadership positions in the Novice and below must have successfully completed the initiation. Program Instructor Program as per CHA and Hockey

Alberta regulations

11.2 The association will provide playing leagues for teams under the jurisdiction of the HMHA. Where leagues are not available, it will be the responsibility of the Division Director to assist the teams with exhibition games.

scheduling

11.3 Teams must have at least one registered team official on the ice for all practices and at least one registered team official on the bench for all games.

11.4 All players given the opportunity to try-out for the “Rep” team and will be chosen by the team selection committee.

11.5 Teams who choose to opt out of Provincial play, must notify the President two days prior to the deadline set by Hockey Alberta for opting out.

11.6 In any division where there is more than one team playing at the same level, the teams will be divided equally according to player ability. The teams will be chosen by the division director, coaches and the coaching coordinator.

BY-LAW 12

12. DIVISION DIRECTORS

- 12.1 A division director shall be appointed in any division that has no regular league play.
- 12.2 The division director will coordinate practices, games and tournaments ensuring equal opportunities for all teams.
- 12.3 The division director will assist the registrar in the registration for players in his/her division.
- 12.4 The division director will submit a season end report for his/her division to the Executive before the annual general meeting.
- 12.5 The division director will be a member of the team selection committee for their division.

Attachment “A”

TEAM FUNDRAISING AND SPENDING POLICIES

This was created to eliminate any confusion of what is or is not considered acceptable spending of funds raised under the Hinton Minor Hockey Umbrella.

It is recommended that the booklet be followed carefully.

Objectives

The following objectives were determined to be of significant consequence:

1. To help reduce costs associated with playing minor hockey in Hinton by fundraising in an efficient manner so as to ensure of all ages can play hockey.
2. To ensure that the integrity of the Hinton Minor Hockey Association is maintained in the community of Hinton.
3. To help guide teams with fundraising and spending policies to avoid confusion.

Policies

1. All funds under the umbrella of the Hinton Minor Hockey Association **must** be turned over to the H.M.H.A treasurer.
2. All teams must submit a budget at the start of each season. This budget must be submitted to the H.M.H.A treasurer within 2 weeks of receiving their final game schedule for the season. A copy of the budget needs to be submitted to all parents of the team at that time as well.
3. An income or financial statement must be submitted to the treasurer by April 30th for the completed season with copies available to the parents of the team. An interim statement will be provided to the parents at some point during the current season.
4. There is no minimum balance that needs to be left in the team accounts but it is imperative that accounts are not in a negative balance at the ends of the season.
5. All items charges on behalf of Hinton Minor Hockey Association (i.e. bus bills) must be mailed to Box 5050 Hinton, AB T7V 1X3. As team treasurer you are still required to provide a funds requisition form to the H.M.H.A Treasurer for direct bill items.

- The following items are expenses that may be paid from the team accounts. **Receipts are required** for all items except ice fees and referee fees.

Year end parties (max \$200.00 schedule)	Bus fees for travel (league schedule)
Tournament entry fees additional)	Ice Fees (if requesting additional)
Medallions, trophies for tournaments	Referees
Raffle prizes	Telephone/office expenses
Equipment	Advertising
Coach's rooms or meals (if coach does not have a child on the team - it is important to have this agreed upon with parents)	Tournament hospitality

Items not appearing on this may be approved at the discretion of the H.M.H.A Executive and/or Treasurer.

- Solicitation for donations from local businesses should be kept to a minimum as the ways and Means co-ordinator at the executive level has already solicited corporate and team sponsorships from the community. Requests for additional donations can be made for team tournaments and cannot exceed \$750.00 in total.
- All fundraising activities on behalf of Hinton Minor Hockey Association or its' teams must have the approval of the H.M.H.A Ways and Means co-ordinator before commencing. The only expectations to this are request of donations for scheduled tournaments.
- Teams or team reps who do not comply with the policies set out, will not be eligible to receive funds from their accounts until such time as the H.M.H.A Executive is satisfied the situation is rectified.

PROCEDURES

1. Requests for funds from the team accounts must be submitted to the H.M.H.A treasurer
2. Receipts must be provided at all times. (included with original receipt)
3. Permission requests for fundraisers should be submitted to the ways and Means coordinator.

Hinton Minor Hockey Association
Team Treasurer Guidelines

BUDGETS

A budget does not take long to compile and should be done with the help of the coach, parents, and team manager. By deciding on a few simple things before the season starts, the whole team benefits. Considering some of the following questions will help you determine how much money your team will need for the season, therefore how much money your team will need to fundraise. H.M.H.A requests that a budget be done for each team so that we are confident each team is aware of what their financial requirements are for the season. Planning financially for the entire season helps ensure that all team parents are aware of the financial or fundraising commitment that they will need to make.

Some questions to consider are:

How many tournaments is the team going to go to?

Are the tournaments going to be a part of the budget or should the team collect tournament entry fees separately from parents?

Will the coach be claiming for rooms or meals?

Will your team be having extra practices or games not covered by Minor Hockey?

Does your team prefer to travel by bus or in personal vehicles?

How much time do you want to spend fundraising? If the answer is not much, reduce your expenses (fewer tournaments, exhibition games)

If you bus, what will the fee charged individually be?

Will you be hosting your own tournament?

Below is a sample budget format

REVENUE:

Cash from HMHA	000.00
Bus fees collected (# players x p/trip)	000.00
Fundraised	000.00
TOTAL REVENUE	000.00

EXPENSES

Bus costs for year	000.00
Year End Party (max \$200)	000.00
Tournament entry fee	000.00
Phone/Postage costs	000.00
Coaches expenses	000.00
Misc. (specify)	000.00

TOTAL EXPENSES 000.00

TOTAL REVENUE-

TOTAL EXPENSES= 000.00 (should be zero as your goal is to have revenue equal

NET INCOME (loss) expenses)

Signed by Team Treasurer: _____

Signed by Coach: _____

ATTACHMENT "B"

TEAM SELECTION POLICIES AND PROCEDURES

1. The team selection committee will consist of Coaching coordinator, President and at least 3 impartial evaluators and 2 impartial goalie evaluators. (impartial meaning not having children in that age group)
2. Executive will dictate number of teams and players on them.
3. Rep Team (top team) Tryouts will consist of one skills practice and two inter squad games.
4. Team selection committee will meet and decide on team after the 3rd practice. Coaches may be used to decide bubble players at this time only.
5. Coaches coordinator will call all players within 24 hours from the time the team has been chosen.
6. All other players will be on the next level.

7. When there are two teams in the same division the coaches coordinator will choose two teams as even as possible. (may use past coaches to help divide)
8. Once the two teams have been chosen they will play a minimum of two inter squad games. At this time two coaches must be chosen and together with the coaches coordinator they will make sure the teams are as even as possible.
9. In the event there are four teams in the same level the procedure will be the same as if there are two. The executive will decide what levels they will be. Coaches will not decide who will be on their team but may be asked for their opinion.

ATTACHMENT "C"
PLAYER MOVEMENT POLICIES

1. Any player wishing to try-out and play at a higher level than they are registered at, must submit a written request, signed by a parent, to the Executive prior to the try-outs. They must also meet certain criteria:
 - 1.a For a player to move from one tiered * division to another, they must be evaluated and be rated by the Team Selection Committee as one of the top seven players (excluding goalies) of the top team in the tiered division he/she wished to play in.

A player may move from a non-tiered ** division if they are evaluated and rated by the team selection Committee as one of the top seven

players in the team or the top seven players of the B team of that tiered division. There will be a maximum of seven players moved up to that tiered division.

A player may be moved from a non-tiered division to another non-tiered division (up or down) on the recommendation of a committee comprised of the coaches and division coordinators.

- 1b. There will be no player movement to another age category if the receiving roster is full.
 - 1.c There will be no player movement to another age category if it results in any players being removed from the association.
 - 1.d The only exception to the above would be to make viable teams
 - 1.e For a player trying out in a higher division they must be on the ice for both the higher division and their age appropriate division depending on proper ice time.
2. Players may be moved down a level within their age division at the request of a coach, or parent prior to December 15. A written request must be submitted to the coaching coordinator. The only criteria for a downward movement will be player ability. The coaching coordinator and the president after re-evaluating the player, will make the decision regarding movement and make an application to Hockey Alberta and upon Hockey Alberta's approval, the child will be moved down.
 3. There will be absolutely no lateral movements within divisions.
 4. In the event of exceptional circumstances, the executive may decide to override existing policy.

* Tiered division (Atom, Pee Wee, Bantam, Midget)

**Non-tiered division (initiation and Novice)

ATTACHMENT "D" AFFILIATION POLICIES & PROCEDURES

OBJECTIVES:

To provide equal opportunity for all players within the association who are eligible for Affiliation

To assist teams with relief when absences occur

To prevent abuse of affiliation process within the association

POLICIES:

1. Novice players can only be affiliated to Atom teams as per Hockey Alberta regulations. They will be limited to a maximum of 5 games as an affiliate in any season.
2. The number of affiliated players used in a game will not cause the team numbers to exceed the carded roster (e.g. Team has 17 carded players, 2 absent, 2 affiliates maximum). The only exception to this will be for tournament play where the number of affiliated used cannot exceed the maximum team numbers allowed per Hockey Alberta regulations.
3. Request for an affiliated player will be made as follows:
 - the head coach of the team requiring the affiliate will contact the head coach of the affiliate for permission to use the player.
 - once permission is given by the head coach of the affiliate, he will contact the parents of the player for permission to play
 - once parental consent is obtained, the affiliate's coach will get consent of the player.
 - requests must be made each time an affiliate is required.
4. If permission is declined at the coaching level, and denial is felt to be unjust or unfair by the requesting coach, the dispute can be taken to the disciplinary committee for mediation. All requests for affiliation will be made in confidence and will remain confidential at all levels.
5. Teams will not allow affiliates to practice with them on a regular basis but rather only when the above process has been followed.

This attachment is to provide some clarity to the Hinton Minor Hockey Association's boundary for its' members.

The boundary to the west is the Jasper National Park boundary.

To the North is the Berland River

The East is to Hargwen Road.

The South boundary goes to (including) Robb and runs down Highway 40 to the Brazeau River (connecting HWY. 40 at the Brazeau River). It runs west to the Jasper National Park boundary, south of the Cardinal Divide.

Attached is a map of the boundaries for further reference.

ATTACHMENT "F"
CONDUCT ACKNOWLEDGEMENT

As per Hinton's Minor Hockey Association Constitution- Articles & BY-Laws (April 15th, 2002) all Parents and Guardians shall be aware and familiar with the constitution. The constitution clearly identifies the duties and privileges of its members as well as any discipline to anyone who violates the constitution.

Code of Conduct for Parents

1. *I will not force my child to participate in hockey.*
2. *I will remember that my child plays hockey for his or her own enjoyment not mine.*
3. *I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.*
4. *I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game.*
5. *I will make my child feel like a winner every time by offering praise for competing fairly and hard.*
6. *I will never ridicule or yell at my child for making a mistake or losing a game.*
7. *I will remember that children learn by example. I will applaud good plays and performances by both my child's team and their opponents.*
8. *I will never question the official's judgement or honesty in public. I recognise officials are being developed in the same manner as players.*
9. *I will support all efforts to remove verbal and physical abuse from children's hockey games.*
10. *I will respect and show appreciation for the volunteers who give their time to hockey for my child.*
11. *I will conduct myself in a manner that will not bring embarrassment or complaint to the association.*
12. *I am aware that while attending any Minor Hockey Function whether in Hinton, or out of town, while traveling by bus or staying in motels, i will not bring embarrassment to our association.*

I as a parent/guardian have read the above Code of Conduct for parents and I am aware that any conduct that brings embarrassment to the association may result in disciplinary action including suspension or expulsion from Hinton Minor Hockey. I am further aware that if I do not agree to the code of Conduct, my child or children may not be eligible to participate in any further Minor Hockey Function.

The severity of Discipline would range from **Mild** (reprimand) to **Moderate** (up to 3 game suspension) to **Severe** (minimum of 5 games to 3 years). The Disciplinary Committee will review each case. I agree to abide by the principles of this code as set and agree to abide by the rules, regulations and decisions as set by Hinton Minor Hockey.

Print Guardian Names _____ Date _____

Signatures _____

Witness _____

Attachment “G”

Tournament Duties and Responsibilities

Tournament Coordinator:

- get tournament sanction number and the sanction number must be posted where it can be seen at the tournament. This request must be made a minimum of 14 days prior to the tournament.
- put in a request for ice with the ice convenor
- finds out and decides tournament schedules
- Determines the number of teams
- ensures all areas have a coordinator and that each coordinator has done their job
- makes sure **all** parents have signed up for volunteer time slots
- is the contact person for the tournament
- submits the Thank you into the Parklander

Age Group Coordinator: (If there is one)

- takes out of town registration
- receives calls from out of town teams
- ongoing contact with teams

Raffle Table Coordinator: (if Age requires one)

- Compose a letter to be distributed to businesses (ensure the Hinton Minor Hockey Logo is on the letter) letter must be okayed by Tournament Coordinator
- Ensure every family has two or three letters and keep track of businesses that families have gone to so a business has not been asked twice
- determine prices and make tickets
- set up raffle table (make up buckets, set out items), take down raffle table and make the draws.
- must get a float and cash box as well as supplies needed for the table
- Collect all raffle items from parents and keep a list of donations and who they came from so the list can be given to the Tournament Coordinator.
- organize airplane toss or puck toss
- make price signs for the table

Hospitality Room Coordinator:

- Book the peoples Center
- Determine what will be served
- Ensure all utensils, cooking pots, soap, paper towel, plates, cups, juice Jugs etc are brought in.
- organize T.V. and movies
- set up hospitality room and take down
- decide hours you are open

Scheduler:

- verifies tournament times
- schedules games and floods
- Contact referee in Chief about getting refs for the games.
- makes up schedules for hospitality room, dressing rooms, time clock workers, raffle tables, and 50/50
- ensures all volunteers have shown up for shifts
- make sure you have game sheets available in time box

Trophies and lucky player:

- order and pick up lucky player
- Order and pick up trophies (pay for trophies prior to picking up)
- ensure the trophies have been boxed according to teams and in the penalty box for each team's last game.
- ensure the lucky player is in the penalty box for each game
- decide how you will do lucky player

50/50 Ticket Coordinator:

- Decide how many you will do
- contact Ways and Means for 50/50 licence
- Complete the paper work
- be there to count and verify money when each draw is done

Tournament Treasurer:

- determine budget
- keep track of incoming and outgoing funds
- pay all expenses
- determine tournament fee
- verify 50/50
- turns over funds to H.M.H treasurer

Team Rep:

- Informs your teams of all happenings
- ensures all of your teams parents have signed up
- submits your teams roster
- liaison between committee and your parents

Program Coordinator:

- designs and creates a program (schedules for the day, sponsors and any info that parents might need throughout the day).
- All Hinton Minor Hockey sponsors as well as tournament sponsors must be in the program.
- A copy of the program must be submitted to the Ways and Means Coordinator.

Goodie Bags and Decorations (if age requires it):

- put goodie bags together
- decorate the arena

Disciplinary Committee:

- Follow all Hockey Alberta regulations for discipline
- Knows the rules, has a rule book on hand
- hands out necessary discipline
- Tournament rules must be made available to all participants