



**SUMMERSIDE & AREA  
MINOR HOCKEY ASSOCIATION**

**Constitution/By-Laws/Policies**

**October 2020**

## **ARTICLE 1 – Name**

- 1.1 This Association shall be known as the Summerside and Area Minor Hockey Association (SAMHA), herein referred to as the SAMHA.
- 1.2 SAMHA colors will be determined by the Board, with teams required to adhere to the approved SAMHA colors.

## **ARTICLE – Boundaries**

- 2.1 SAMHA will operate within the boundaries determined by Hockey PEI, subject to changes as determined by Hockey PEI.

## **ARTICLE 3 – Objectives**

- 3.1 SAMHA, as the governing and administrative body, will endeavour to provide for growth and development for youth of all ages, at all levels.
- 3.2 SAMHA will operate all programs in keeping with rules and regulations of Hockey PEI/Hockey Canada, with a focus on development and fun.
- 3.3 SAMHA will supervise players, team officials, referees, minor officials, parents and Board members per articles 3.1 and 3.2.

## **ARTICLE 4 – Membership**

- 4.1 A member will be defined as a parent or guardian of a registered SAMHA player, as well as registered team officials and board members.
- 4.2 Only members in good standing will be entitled to voting privileges - one per player, maximum two per family.
- 4.3 Memberships run from registration to registration with members welcome to attend the AGM and other designated “membership” meetings/events.
- 4.4 SAMHA will set an annual player membership fee, payable in full per the timeframes designated by the Board.

- 4.5 Non-payment of fees may result in a player being deemed ineligible for team activities until their account is brought current.
- 4.6 Request for refunds must be in writing to the Board. Every effort will be made to accommodate medical and other reasonable requests.
- 4.7 Membership may be terminated for non-payment of fees or any player/parent actions that are deemed detrimental to SAMHA.

**ARTICLE 5 – Governance**

- 5.1 If there is deemed to be a conflict between the Governance documents of SAMHA and Hockey PEI – Hockey PEI’s shall be adhered to.
- 5.2 Constitutional amendments may be enacted at the AGM, a designated Semi-Annual Meeting or Special Meeting of the Board.
- 5.3 Amendments shall be posted to the SAMHA website one week prior to meetings in article 5.2 and require two-thirds majority to pass.
- 5.4 By-Laws may be presented and voted on at regular SAMHA Board meetings and require two-thirds majority to pass.
- 5.5 Policies may be presented and voted on at regular SAMHA Board meetings and require two-thirds majority to pass.
- 5.6 Individuals interested in serving on the Board can submit their interest for open positions, with the 10 member signatures 7 days prior to the AGM.
- 5.7 Board members re-offering can make their intentions known at the final regular Board meeting prior to the AGM, and will have their name posted.
- 5.8 The Board, with the exception of the positions of Secretary/Treasurer and President will be elected for two year terms at the AGM, and staggered to support continuity. The Secretary/Treasurer will be Board appointed. The Vice-President will automatically move into the President position. In the event the Vice-President is unable to assume the Presidency then current Board members or ones with terms expiring can offer for the position of President and as needed an election may be held.

President	renews AGM 2021 and every 2 years thereafter
Vice-President	renews AGM 2021 and every 2 years thereafter

Secretary/Treasurer	renews AGM 2021 and every 2 years thereafter
Director Female Teams	renews AGM 2021 and every 2 years thereafter
Director Technical Services	renews AGM 2022 and every 2 years thereafter
Director Development Teams	renews AGM 2022 and every 2 years thereafter
Director Club Teams	renews AGM 2022 and every 2 years thereafter
Director Rep Teams	renews AGM 2022 and every 2 years thereafter
Director At Large	term/renewal per the wishes of the Board
Director At Large	term/renewal per the wishes of the Board
Past President	2 year term per the status of President position

5.9 Board vacancies can be filled by the SAMHA Board at any regular meeting with a majority vote for the duration of the term per 5.8.

### **PRESIDENT**

- *Preside over all Association meetings and perform all duties generally associated with the position of President.*
- *Provide leadership in the administration, policy development, planning and programming of the Association.*
- *As situations warrant, per his/her discretion exercise all the authorities of the Board providing said actions are Board approved/rejected within 7 days.*
- *Be designated financial signing authority and approved for program expenditures providing all are Board approved at the monthly meeting.*

### **VICE-PRESIDENT**

- *In the absence of the President assume the responsibilities and requirements of that position.*
- *Play a role in the planning and administration of the Association's annual registration ensuring all player/parent information is accurate.*
- *Serve as a liaison with the Board Directors for all four team categories providing administrative, planning and program support.*
- *Serve as the lead on various Association Committee's as requested by the President in support of Association programming.*

### **SECRETARY-TREASURER**

- *Ensure that discussions and decisions at all meetings of the Association are recorded accurately and distribute in a timely manner.*

- *Play a role in supporting the Association's annual registration ensuring all payments are deposited and that delinquent accounts are addressed,*
- *In co-operation with designates of the Board see that "Board Approved" expenditures are paid, recorded and reported to the Board.*
- *Coordinate communications, billings, payments, and program information with Hockey PEI, the City of Summerside and others as needed.*

#### **DIRECTOR FEMALE TEAMS**

- *Assist with the annual determination, selection and formation of all Association Female "A" Teams – U9, U11, U13, U15, U18.*
- *Serve as SAMHA's designate on all Hockey PEI committees dealing with female hockey matters.*
- *Liaise with other local Associations in supporting the movement of players to/from SAMHA at the commencement of the season.*
- *Assist with coaching selection, certification attainment, address discipline matters, attend team meetings as needed – report to the Board monthly.*

#### **DIRECTOR DEVELOPMENT TEAMS**

- *Assist with the annual determination, selection and formation of all Association U7 programs and U9 "A" teams.*
- *Serve as SAMHA's designate on all Hockey PEI committees dealing with U7 programs and U9 "A" hockey matters.*
- *Liaise with other local Associations in supporting the movement of players to/from SAMHA at the commencement of the season.*
- *Assist with coaching selection, certification attainment, address discipline matters, attend team meetings as needed – report to the Board monthly*

#### **DIRECTOR CLUB TEAMS**

- *Assist with the annual determination, selection and formation of all Association "A" Teams – U11, U13, U15, U18.*
- *Serve as SAMHA's designate on all Hockey PEI committees dealing with "A" hockey matters.*
- *Liaise with other local Associations in supporting the movement of players to/from SAMHA at the commencement of the season.*
- *Assist with coaching selection, certification attainment, address discipline matters, attend team meetings as needed – report to the Board monthly*

#### **DIRECTOR REP TEAMS**

- *Assist with the annual determination, selection and formation of all Association AAA/AA/A Rep Teams – U9, U11, U13, U15, U18.*
- *Serve as SAMHA's designate on all Hockey PEI committees dealing with AAA/AA/A Rep Teams hockey matters.*
- *Liaise with other local Associations in supporting the movement of players to/from SAMHA at the commencement of the season.*
- *Assist with coaching selection, certification attainment, address discipline matters, attend team meetings as needed – report to the Board monthly*

### **DIRECTOR TECHNICAL SERVICES**

- *Co-ordinate player/goalie pre-season camps, in season development camps for players in all divisions of play in SAMHA.*
- *Co-ordinate in conjunction with Hockley PEI coaching development courses, in season skills and drills sessions and special programming.*
- *Support the development of SAMHA officials and minor officials including overseeing evaluation and feedback.*
- *Organize a season welcome event for team staff to review SAMHA program policies and expectations.*

### **MEMBER AT LARGE**

- *Provide support to other Board positions and assorted Board initiatives in support of SAMHA programming.*
- *Serve on SAMHA Board committees per the wishes of the Board in support of growing SAMHA programs and services.*
- *Act as a liaison between the Association and other groups or organizations as situations arise in support of SAMHA interests.*
- *Contribute resourcing support per professional designations of the incumbent per the needs of the Board.*

### **PAST PRESIDENT**

- *Support the sitting President and Board in a resourcing and advisory capacity in support of SAMHA program delivery.*
- *Contribute as a sitting member on Board committees per the wishes/direction of the SAMHA Board.*
- *Serve as a designate of the Association in dealings with groups, businesses and organizations external to SAMHA and report to the Board.*
- *Support and mentor new Board members in their assigned roles, attend meetings with them, provide guidance as situations warrant.*

## **ARTICLE 6 – Meetings**

- 6.1 The Board will endeavour to meet on a monthly basis based on established schedule of meetings presented at the September Board meeting.
- 6.2 As the Board deems necessary, it may hold a semi-annual meeting in January instead of its regular Board meeting.
- 6.3 A Special Meeting of the Board may be called on the written request of 3 Board members or the written request of 10 members in good standing.
- 6.4 The Board will hold an Annual Meeting after the conclusion of the regular hockey season, providing public notice one week in advance.
- 6.5 AGM Agenda would, as is reasonable to do so, follow this order
  1. Call to Order
  2. Confirmation of Votes (as needed)
  3. Review previous Minutes
  4. Reports and Questions (President, Treasurer, Directors)
  5. Constitutional Amendments
  6. Elections
  7. New Business
  8. Adjournment
- 6.6 Quorums for SAMHA Board Meetings will be a majority of serving Board members. Quorum for AGM or Special Meetings is 10 members.

## **ARTICLE 7 – Committees**

- 7.1 As deemed necessary, and of value to the delivery of SAMHA programs and services to members, the Board may establish any of the following:
  - a/ Executive/Management Committee (3 Board members)
  - b/ Discipline Committee (2-3 Board members)
  - c/ Tournament Committee (2-3 Board members)
  - d/ Recognition Committee (2-3 Board members)
  - e/ Coaching Selection Committee (2-3 Board members)

## **ARTICLE 8 – Financial Control**

- 8.1 The Board will arrange for an annual, independent review of the Board's finances to be conducted by a designated accountant or firm.
- 8.2 SAMHA teams will be required to use designated SAMHA team accounts and provide updates as requested and a year end statement.
- 8.3 All team fund raising must be submitted for pre-approval and endorsement by the SAMHA Board.

## **ARTICLE 9 – Selection of Coaches**

- 9.1 All coaching positions will be posted by SAMHA, inviting expressions of interest, as needed recruitment will be done, and interviews conducted.
- 9.2 All selected coaches will be required to have or attain any/all certifications as required by Hockey PEI.
- 9.3 All team staff require the endorsement of the respective Director of the SAMHA Board.
- 9.4 All coaches will deliver practices, oversee team activities and manage games in keeping with the spirit of development, fair play and fun.

## **ARTICLE 10 – Association Teams**

- 10.1 Teams will be comprised of a maximum of 17 skaters, 2 goalies, with team compliments adjusted in keeping with Division registration numbers.
- 10.2 For AAA and AA teams try-outs will be held with all players welcome to pay any associated fees and try-out.
- 10.3 SAMHA will work with team staff to support a try-out process that is transparent, fair and equitable to all members.
- 10.4 All SAMHA teams will be provided with weekly practice ice – some shared pending team numbers and what best serves the program and members.



- I0.5 Pending the allotment of practice ice, teams may be required to pay a pro-rated portion should some teams practice full ice versus shared ice.
- I0.6 Teams wishing to arrange for additional practices can do so by making their own bookings and arranging for payment with local facilities.
- I0.7 Every effort will be made to have all SAMHA teams play home games at Credit Union Place, scheduling other local facilities for practice ice.
- I0.8 SAMHA teams requiring more than one hour of ice for games will be required to pay the difference in two installments, December and February.
- I0.9 SAMHA teams will be responsible for any “extra” officials costs as well as all minor officials costs for their home games.



**SUMMERSIDE & AREA  
MINOR HOCKEY ASSOCIATION**

**Policies**

**October 2020**

## **POLICY 1 – Sweater Policy**

- 1.1 All SAMHA teams will be provided with Association sweaters, as needed one home and one away.
- 1.2 Team Managers are required to record and submit to the Ways & Means Coordinator a complete listing of assigned sweaters.
- 1.3 At the end of the season the Team Manager will be required to ensure all sweaters are laundered and returned to the Association.
- 1.4 Teams are encouraged to promote the use of sweater bags for transport of SAMHA sweaters to/from games.
- 1.5 With the exception of Skills and Novice game sweaters should not be worn during practices.
- 1.6 Name bars must be standard SAMHA colours and sewn on/removed professionally – absolutely no use of glue is permitted.
- 1.7 Unless approved by SAMHA no sponsor bars, corporate patches or other logos are permitted on game worn sweaters.
- 1.8 Sweaters not returned or returned damaged will result in a \$150/sweater replacement fee payable to SAMHA prior to the next season.

## **POLICY 2 – Duties of The Board**

- 2.1 All Board Members shall:
  - a/ contribute to overall management to the Association
  - b/ attend regularly meetings and contribute to SAMHA business
  - c/ work cooperatively with all volunteers, families and players
  - d/ support all SAMHA programs and services in support of members
- 2.2 Specific Duties Include:
  - a/ President – liaise with the community, corporate businesses, various Hockey entities and serve as a signing officer
  - b/ Vice-President – carry out the duties of President as situations warrant

and serve as a signing officer

c/ Treasurer – coordinate all financial transactions, maintaining an accurate set of books and serve as a signing officer

d/ Secretary – records all meetings, prepare and distribute minutes, and address all Board correspondence

e/ Registrar – input all registrations, process all transfers, liaise with the Treasurer on fees and liaise with Hockey PEI on all registration matters

f/ Ways & Means Coordinator – work with teams on all matters associated with sweaters, finances and program sponsorships, maintain website

g/ Referee-In-Chief – coordinate local clinics, assess officials, assign all games and tournaments, support development of game officials

h/ Coordinators – work with team staff, support registrar and treasurer as needed, monitor try-outs, make visitations to team on ice sessions

i/Technical Coordinator – oversee development, coordinate clinics, work with teams on program needs, liaise with Hockey PEI as needed

### **POLICY 3 – Volunteer Recognition**

3.1 SAMHA will strive to annually recognize, at a time and place designated, both a coaching recognition and volunteer recognition award winner.

3.2 Coaching Recognition Winner should demonstrate:

a/ demonstrates and teaches respect for opponents, officials, parents

b/ embraces the philosophy of fair play and fun

c/ demonstrates a commitment to player development and personal growth

d/ works to develop his/her own skills and abilities

e/ supports the delivery of SAMHA programs and services

3.3 Volunteer Recognition Winner should demonstrate:

a/ demonstrates and teaches respect for opponents, officials, parents

b/ has contributed many service hours in support of SAMHA

c/ demonstrated commitment, dedication, leadership to SAMHA

d/ works cooperatively with team staff, players and parents

e/ supports the delivery of SAMHA programs and services

#### **POLICY 4 – Fund Raising**

- 4.1 All fund raising must be submitted to and receive approval from the Ways & Means Coordinator, prior to taking place.
- 4.2 Teams are permitted only one fund raiser where the public does not get value – bottle drive, lottery, bagging groceries.
- 4.3 Teams are permitted two other fund raisers where the public gets value such as sales of items, sales for an event or dinner.
- 4.4 All fundraising monies are to be designated for hockey associated matters such as ice rental, tournament fees, travel – NOT FOR TEAM WEAR.
- 4.5 Teams with the support of their League can charge admission, all teams can sell 50/50 and the Midget AAA/AA teams can sell sweater sponsors.
- 4.6 No team can fund raise more than \$2,500 in a single season without the approval of the Ways & Means Coordinator.
- 4.7 If teams end up with a year end surplus and parents have paid “team fees” then pro-rated refunds can be made, otherwise monies stays with SAMHA.

#### **POLICY 5 – Duties of Coaches**

- 5.1 Attend any/all SAMHA coaches meetings, or ensure a designate is on site in their absence.
- 5.2 Must be 16 years of age, must complete attain all required certifications and must have a criminal reference check on file with SAMHA.
- 5.3 Maintain strong communication with parents as to team happenings, and liaise with the Division Coordinator as necessary.
- 5.4 Ensure team staff carry out their duties in keeping with the requirements of SAMHA and Hockey PEI.

- 5.5 Ensure all dressing activity, all on ice activity and all away from the rink training or team builders are properly supervised, safe and fun.
- 5.6 Promote opportunity for all, equitable treatment, focus on skills and personal development, while holding players and parents accountable.
- 5.7 Respect all home and away facility rules associated with practices and games and represent SAMHA with integrity and professionalism.
- 5.8 Ensure “safety” is a priority in practices and games for players and team staff, as well as for families associated with travel to/from hockey.

### **POLICY 6 – Duties of Managers**

- 6.1 Support the team staff in the management of the team, its practices, games, team events and fund raisers.
- 6.2 Distribute team sweaters, record a listing of who has been assigned each sweater, promote proper care of team sweaters and gear.
- 6.3 Work with the SAMHA Ice Assignor as to team needs, ice not required and ice needed for make-up games.
- 6.4 Liaise with players, parents and team staff as to all team happenings, supporting strong and timely communication.
- 6.5 Interact with the SAMHA Registrar and Ways & Means Coordinator on all team registration and fund raising matters.

### **POLICY 7 – Fair Play**

- 7.1 SAMHA’s mandate is to support the skill and personal development of all players through their participation in the “team sport” of hockey.
- 7.2 The expectation is that all players, and parents be treated in an equitable, fair and respectful manner, promoting fun and safety ALWAYS.
- 7.3 At the AAA and AA level of play, some latitude will be afforded coaches in the final minutes of a game as to the distribution of ice.

- 7.4 At the A level of play, same latitude will be afforded in tournament and play-off games but there will be no support for “formal bench shortening”.
- 7.5 Coaches of AAA and AA teams should ensure their coaching philosophy is shared and open for discussion at the initial parents meeting.