

Cut Knife Minor Hockey Association

CONSTITUTION

ARTICLE ONE - NAME

- The name of the organization will be CUT KNIFE MINOR HOCKEY ASSOCIATION
- Where the word, "Association", or the letters "CK.M.H.A.", appear in this document, they shall be taken to mean "Cut Knife Minor Hockey Association".
- The Saskatchewan Hockey Association will be referred to, throughout this document, as the "S.H.A."

ARTICLE TWO - OBJECTIVE

It is the aim of CK.M.H.A. to provide an opportunity for all to experience and enjoy the game of hockey. It is the CK.M.H.As' intention to ensure the game of hockey is as educational and enjoyable as possible to all that participate, whether as a player, coach, parent, referee or spectator and fan. The Association believes in:

1. The development / enhancement of the fundamental skills of the game.
2. Teaching the concepts of fair play, safety, teamwork, respect, positive attitude and sportsmanship.
3. Promoting the fun of the game.
4. Providing a memorable experience for everyone.

ARTICLE THREE - ASSOCIATION

A - EXECUTIVE

- The Association will consist of a minimum of three members holding one or more of the following positions:
 1. President
 2. Vice - President
 3. Secretary
 4. Treasurer
 5. Referee Mentor
 6. Past President

In the event of a three member executive, the positions will be as follows: 1) President 2) Vice - President and 3) Secretary / Treasurer.
- All positions are volunteer and are without pay.

B - DUTIES

1) The Executive shall:

- conduct the business of the Association in its entirety, authorize all expenditures and have control of all minor hockey personnel registered with the Association;
- do its utmost to ensure that all personnel of the Association exercise fair and sportsman-like conduct in promoting the game of hockey for players and the Association. The Executive may take any action necessary to encourage and promote this policy
- remove and or replace any member considered to be acting in a manner against the aims and objectives of the CK.M.H.A, or seriously neglecting his or her duties;
- replace any member who resigns.

2) The President shall:

- call and preside at the Associations annual general meeting;
- call Executive meetings as needed to deal with emergency problems of the Association;
- be responsible for the Association in its entirety and keep in close contact with all members.

3) The Vice - President shall:

- assume the duties of the President in his or her absence;
- assist the President and other executive members in any way possible.

4) The Secretary shall:

- keep records and reports of all Association business;
- keep the minutes of all meetings;
- keep a record of all changes to CK.M.H.A. policies and Constitution;
- inform members of any S.H.A. rule changes;
- distribute copies of C.H.A. Rule book and S.H.A. Constitution, Regulations and Bylaws to all coaches;
- complete and submit all necessary forms to S.H.A. in accordance with S.H.A. requirements.

5) The Treasurer shall:

- collect all fees due;
- record and deposit all Association revenues;
- keep accurate account of all Association expenditures;
- pay referees immediately after games;
- deliver financial report at annual general meeting.

6) Signing Authority

The signing authority for the Cut Knife Minor Hockey Association shall be given to the President and the Treasurer.

7) The Past - President shall:

- be available to the current executive, if deemed necessary, to provide another opinion or make a ruling for the Association.

8) The Referee Mentor shall:

- ensure that all referees used in CK.M.H.A. home games are properly certified with S.H.A.
- be available to supervise and aid in the development of our referees and linesmen in a supportive way.

ARTICLE FOUR - MEETINGS

- One General Meeting will be held each year at the beginning of hockey season in the fall. This meeting is held for two purposes:
 - 1) To review, in general, the entire last season; including the financial statement.
 - 2) To prepare for the upcoming season; which includes:
 - Registration of players, coaches, assistant coaches, managers, safety people and teams;
 - Discussions concerning old and new business;
 - Fundraising;
 - The importance of Volunteers in small towns;
 - Additions and or amendments to the Constitution or Policies of the CK.M.H.A.;
 - Election of New Executive members.

ARTICLE FIVE - MEMBERSHIP

- Membership is granted to all Parents/ Guardians of a registered player in the Cut Knife hockey centre, as defined under S.H.A. Regulations, when registration fees are paid.
- Membership will be for the current hockey season only
- Membership is also granted to anyone listed on a Team Certification Form, filed with S.H.A., as Coaching staff, providing they hold proper certification.

ARTICLE SIX - POLICY MANUAL

A) Establishment of and Amendment to Policy

- 1) The Executive shall establish and maintain a Policy Manual to govern the day-to-day affairs of the Association.
- 2) Policy and regulations included in the Policy Manual may only be changed at the general meeting, or special meeting called by the President, by a majority vote of the Association members present.
- 3) In establishing policy, the Executive shall consider carefully the wishes and directions of the members of the Association.

B) Contents of Policy Manual

1) Association Membership Registration and Fees

The Secretary and Treasurer will ensure that all necessary Association registration forms and fees are filed with S.H.A. prior to the start of the current hockey season.

2) Executive

- Any member of the CK.M.H.A. may become an executive member by;
 - 1) Volunteering for the position
 - 2) being nominated and accepting at the general meeting
 - 3) being nominated and voted in at the general meeting
- The CK.M.H.A., as a whole, will follow the rules, regulations and guidelines of the S.H.A. as closely as possible.
- The Executive will have an open-door policy in which any and all questions and concerns can be brought to any or all executive members at any time. The Executive will then discuss the matter, keeping in mind the interests of all concerned parties, and resolve the matter as quickly as possible.

3) Player Registration

- It is expected that players pre-register at the general meeting with the deadline being October 15th of the current season. All hockey fees are to be paid in full to the Cut Knife Athletic Club by November 15th of the current season.
- Late registrations will be accepted providing a \$50.00 late fee charge is paid.
- A Late Fee charge will be waived for residents who have just moved to the Cut Knife area.
- Birth Certificates Names, correct Birthdates and Saskatchewan Health Card numbers are required to register. The Executive have the right to have the Parent / Guardian produce the above mentioned certificates prior to registration.
- The Secretary will ensure that all Minor Hockey player information is correct and up-to-date, and that; All registered players must be listed on a S.H.A. Team Certification Form and filed with S.H.A. prior to the start of the current season.
- The Treasurer will ensure that all Minor Hockey player registration and insurance fees are paid to the S.H.A. prior to the start of the current season.

4) Team Registration

- The Secretary will ensure that each and all Minor Hockey teams are registered with S.H.A. and have a qualified coaching staff with proper certification.
- Teams may play in a League chosen by the coaching staff, in which case the Coach or Secretary will ensure registration with the chosen league. All Leagues must be registered.
- Teams may hold a tournament or play in several tournaments throughout the season. Tournaments must be sanctioned and all participants must be registered teams.
- The Treasurer will ensure that all Team, League and Tournament Fees are paid.
- The Treasurer will also pay the Cut Knife Recreation Board the Ice and Skating Fees due.
- All players and coaches must be registered with S.H.A. before they are allowed on the ice for practices/games.

5) Affiliations

- At the start of the season the Secretary will affiliate an entire team to the team one age group higher unless the coach has stated otherwise. eg. The Cut Knife Atoms affiliate The Cut Knife Novice Team.
- All players, parents and coaches must be notified of the intent to affiliate.

6) Releases

Releases from CK.M.H.A. will only be given if one or more of the following apply;

- There is no team registered in that age group
- The player has tried out for and made a higher level team
- The players wanting releases does not affect the numbers of the team (causing the team to be short bodies which may lead to folding the team).
- You do NOT need a release to try out for any team or to participate in a camp.

7) Officials

- It is policy that only qualified and certified officials be used in all Minor Hockey games.
- Officials will be paid immediately following the game or games by the Treasurer.
- Officials are responsible for filling in the Referee Book at the rink and having a team official verify it.
- Officials are to be respected at all times and conduct themselves in the same manner.

8) Fundraising

- Fundraising is our way of keeping fees down and hockey alive in our small town.
- All members of CK.M.H.A. are required to partake in all fundraising activities agreed upon by the executive.

9) Clinics

- Clinics will only be available if the Executive have agreed to hold them and have applied for them.

10) Equipment

- Each Minor Hockey team will be supplied with two sets of (home and away) jerseys and socks.
- Goaltender equipment will be supplied if the goalies do not have their own.
- All above mentioned equipment will remain the property of Cut Knife Minor Hockey and must be returned at the end of the season.

ARTICLE SEVEN - AMENDMENTS TO THE ARTICLES OF THE COSTITUTION

- Amendments shall only be made at the annual general meeting of the Association
- At the annual meeting, a majority of members present will be required to carry the motion.

ARTICLE EIGHT - DISSOLUTION

In the event that the Cut Knife Minor Hockey Association should be dissolved by a 2/3 majority vote of those members present at the Annual General Meeting, the Executive will prepare a plan to distribute all funds and assets among deserving organizations within Cut Knife. This plan will be presented, amended as required and ratified at a final Association Meeting called for that purpose, whereupon the Executive shall resign and cease to represent and act for the Cut Knife Minor Hockey Association.