

HAGUE MINOR SPORTS ASSOCIATION

2025-2026 BYLAWS and POLICIES

TABLE OF CONTENTS

BYLAW 1: OBJECTIVES

.....2

BYLAW 2:

MEMBERSHIP.....2

Part 1: Classes.....2

Part 2: Term.....2

Part 3:

Termination.....2

BYLAW 3: EXECUTIVE DIRECTORS COMMITTEE

MEMBERSHIP.....3

Part 1: Composition.....3

Part 2: Powers and Duties.....3

Part 3: Nominations and Elections.....8

Part 4: Directors Miscellaneous.....8

BYLAW 4: MEETING OF THE MEMBERS OF THE

ASSOCIATION.....10

BYLAW 5: MEETING OF THE EXECUTIVE

COMMITTEE.....11

BYLAW 6: SUSPENSIONS AND COMPLAINTS.....13

Part 1: Suspensions.....13

Part 2: Complaints.....13

BYLAW 7: APPOINTMENT OF

AUDITOR.....14

BYLAW 8: AMENDMENT OF

BYLAWS.....14

BYLAW 9: FISCAL

YEAR.....14

BYLAW 10:

FINANCES.....14

POLICY #1:

REGISTRATION.....15

a. Guidelines.....15

b. Financial assistance.....15

c. Refunds.....16

POLICY #2: EQUIPMENT.....16

a. Equipment regulations.....16

b. Equipment management.....17

c. Equipment items for teams.....17

d. Equipment use and care.....	17
POLICY #3: TEAM SELECTION.....	18
POLICY #4: AFFILIATED PLAYERS.....	19
POLICY #5: TEAM OFFICIALS.....	19
a. General.....	19
b. officials.....	20
POLICY #6: CO-ED DRESSING ROOMS.....	21
POLICY #7: FUNDRAISED MONEY.....	21

BYLAW 1: OBJECTIVES

The objectives of the Corporation shall be:

- (a) To foster, improve and perpetuate the game of hockey and softball for the Corporation's members;
- (b) To maintain and increase interest in the game of hockey and softball;
- (c) To have and exercise general care, supervision and direction over the playing and development interest of players, coaches, officials, and teams to promote fair and equitable competition;
- (d) To operate the Corporation according to the guidelines of the Saskatchewan Hockey Association and Hockey Canada; Softball Saskatchewan; and
- (e) To foster player skill development at all levels of hockey and softball within the Corporation.

BYLAW 2: MEMBERSHIP

PART 1 – CLASSES OF MEMBERSHIP

The membership in the Corporation will consist of the following four classes:

1. Hockey Players/Softball Players and their Legal Guardians

Each Hockey/Softball Player shall be entitled to one (1) vote at all meetings of Members. If the Hockey Player is under the age of eighteen (18) years, that Hockey/Softball Player's vote shall be exercised by the Hockey/Softball Player's legal guardian(s), who shall be in good standing. Hockey/Softball Players do not have the right to be elected as Directors of the Corporation.

2. Team Officials

Team Officials are appointed by the Executive Committee and each Team Official is entitled to one (1) vote at all meetings of the Members.

3. Executive Committee

Each Executive Committee Member of the Corporation is entitled to one (1) vote at all meetings of Members.

PART 2 – TERM OF MEMBERSHIP

Membership in the corporation begins September 1 of each year with paid in full membership fees and expires August 31 of the following year.

PART 3 – TERMINATION OF MEMBERSHIP

A person shall also cease to be a member of the Corporation

(a) by delivering his or her resignation in writing to the President of the Corporation, or

(b) on his or her death, or

(c) a member may, at the discretion of the Executive Committee, cease to be a member of the Corporation upon notification from the Executive Committee for conduct deemed to be improper, unbecoming or likely to endanger the interest or reputation of the Corporation, or who willfully commits a breach of the Constitution or By-Laws of the Corporation.

BYLAW 3: EXECUTIVE DIRECTORS COMMITTEE MEMBERSHIP

PART 1 – COMPOSITION OF THE EXECUTIVE COMMITTEE

The governance of the business affairs of the Corporation shall be carried out by the Executive Committee. The Executive Committee may be elected at the Annual General Meeting of the Corporation or appointed by the existing Executive Committee to fill a vacated or unfilled position. The Executive Committee shall consist of the following:

- (1) President
- (2) Vice President
- (3) Secretary
- (4) Treasurer
- (5) Referee-in-Chief/Referee Assignor
- (6) Registrar/Website Administrator
- (7) Coach Mentor/ Player Development Coordinator
- (8) Equipment Administrator
- (9) Referee Mentor
- (10) Minor Ball Coordinator
- (11) Events Coordinator/Fundraiser
- (12) SHA Liaison

One Director may simultaneously hold two Administrative positions as deemed necessary by the current Executive Committee.

PART 2 – POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

The Executive Committee shall have the power to administer all the affairs of the Corporation, to conduct its business and to authorize all expenditures and without limiting the generality of the foregoing shall have the powers:

- (a) to fill any vacancies that may happen;

- (b) to appoint the coaches, and all team officials for every team within the Corporation;
- (c) to conduct skills camps and evaluation competitions as it sees fit;
- (d) to register all teams and players;
- (e) to hear and rule on appeals;
- (f) to suspend any team, player, team official or game official for violation of any of the provisions in the Rules and Regulations or Special Rules and the lifting of any such suspension to any team, player, team official or game official;
- (g) to determine all questions arising from situations which are not otherwise specifically provided for;
- (h) to appoint committees as may be required to carry on the business of the Corporation;
- (i) to prescribe, consistent with these Bylaws the powers and duties of all persons set forth in Bylaw 3;
- (j) to pass all Rules and Regulations as required for the administration of the Corporation.

PART 2.1 – OFFICERS

President

The President shall, subject to the authority of the Board, have general supervision of the business of the Corporation and shall have such other powers and duties as the Board may specify.

Additionally, the President shall:

- (a) Preside over all meetings of the Corporation
- (b) Notify the Executive Committee of the time and location of all meetings, and also ensure that the dates and times of the Annual and General Meetings are adequately advertised for the benefit of the public;
- (c) Act as a mediator in disputes regarding parties within the Corporation;
- (d) Sign documentation and notify suspended teams, players, officials, and anyone else involved with a Corporation team;
- (e) Act in concert with the Executive Committee and on behalf of the association when dealing with outside agencies, the Saskatchewan Hockey Association, other leagues, and Softball Saskatchewan.
- (f) Have joint signing authority on the association financial documents;
- (g) Have the authority to exercise the power of the Executive Committee in the case of an emergency.
- (h) Provide a written report to all meetings of the general membership
- (i) Appoint all Committees unless specifically stated and form any special committees to assist in the operating of the Corporation; and
- (j) The President shall have the power to suspend any team, player, team official, member, or referee for unbecoming conduct on or off the ice, abusive language to any of the officials, or for failure to comply with the Corporation Constitution,

By-Laws, and Regulations pending review of the incident by the Discipline Committee.

The President shall not make or second motions unless the Executive Committee are deadlocked on a decision regarding a legal motion on the table. Nor shall the President vote unless the vote is tied, in which case the President can choose to vote or abstain.

Vice President

The Vice President shall:

- (a) Assume the duties of the President in his or her absence;
- (b) Have joint signing authority on the Corporation financial documents;
- (c) Will attend all Hague Parks and Recreation meetings with a report as the minor sports liaison.

Secretary

The Secretary, if appointed, shall attend and be the Secretary of all meetings of the Board and committees of the Board and shall enter or cause to be entered in records kept for that purpose minutes of all proceedings thereat. The Secretary shall give or cause to be given, as and when instructed, all notices to members, directors, officers, auditors and members of committees of the Board. The Secretary shall be the custodian of the corporate seal of the Corporation and of all books, papers, records, documents and instruments belonging to the Corporation, except when some other officer or agent has been appointed for that purpose; and shall have such other powers and duties as the Board may specify.

Additionally, the Secretary shall:

- (a) Keep accurate written record of the proceedings of the Corporation and present the minutes for all Executive Committee and general meetings as requested and required;
- (b) Be responsible for the collection and distribution of all mail and correspondence to the Corporation; and
- (c) Perform other administrative duties as may be required by the President; and

Treasurer

The Treasurer, if appointed, shall keep proper accounting records in compliance with the Act and shall be responsible for the deposit of money, the safekeeping of securities and the disbursement of the funds of the Corporation. The Treasurer shall render to Board whenever required an account of all transactions and of the financial position of the Corporation. The Treasurer shall have such other powers and duties as the Board may specify. The Treasurer may be required to be bonded for the faithful performance of his or her duties as the Board in its uncontrolled discretion may require. No director, however, shall be liable for the failure of any bond, nor for the insufficiency of any bond or for any loss by reason of the failure of the Corporation to receive any indemnity thereby provided.

Additionally, the Treasurer shall:

Have joint signing authority for the association and make all of the necessary disbursements.

- (a) Receive all monies payable to the HMSA and deposit same with HMSA's bank as determined by the Board.
- (b) Have joint signing authority for the association (with the President and Vice-President) and pay all accounts by cheques or electronic deposits;
- (c) Keep an accurate record of all monies received and disbursed;
- (d) Keep proper books of accounts and make them available to the Board on request;
- (e) Submit a year-end financial report at the Annual General Meeting and prepare the information for the auditor and act as the liaison to the auditor;
- (f) Provide a monthly account of the current financial position of the Company in relation to its budget at each Board meeting;
- (g) Arrange, with Board approval, for the investment and safekeeping of HMSA funds;
- (h) Shall have such other powers and duties as the Board may specify.
- (i) Attend Executive Committee meetings with prepared interim reports;
- (j) Submit a report at all meetings of the general membership.

Referee-in-Chief/Referee and Umpire Assignor

The Referee-in-Chief/Referee Assignor

- (a) Shall ensure that all local officials obtain required SHA certification;
- (b) Shall provide input in matters of discipline and suspensions that are required;
- (c) Shall appoint the correct number of SHA carded officials for all exhibition and league home games and home tournament games of all teams registered within the organization. This will be required at any venue that the association requires to play home games at, unless otherwise arranged;
- (d) Shall appoint SHA carded officials from within the association other than in the event that local officials are unavailable, or special circumstances that are considered in the best interest of the association (within the officiating guidelines of the applicable league constitution);
- (e) Assign officiating assignments to provide officials with responsibilities suitable to their level of experience, as well as offering the opportunity to expand and develop further when appropriate.
- (f) Assign Softball umpires as needed in ball season.

Registrar/Website Administrator

The Registrar/Website Administrator, if appointed, shall:

- (a) Coordinate the Corporation's annual registration evenings;
- (b) Collect and segregate all registration forms pertaining to the players division;
- (c) Ensure that all player/parent registration information is received and uploaded to website;
- (d) Maintain up-to-date player rosters and coach lists on the website.
- (e) Ensure that the SHA forms are filled out correctly and submit to SHA

- (g) Be the interface to SHA for ALL player and coach registrations, additions, deletions, fines. Coaches and managers would are not permitted to send any roster changes directly to SHA;
- (h) Oversee the development of technology and the website for the Corporation;
- (i) Be responsible for the management of the HMSA website;
- (j) Shall provide a report at all meetings of the general membership.
- (k) Ensure all forms are filled out correctly and submit to appropriate Softball associations.
- (l) Oversee the manager positions and ensure that they undertake all of their duties.
- (m) Provide support to tournament coordinators.

Coach Mentorship/Player Development Coordinator

The coach mentor Coordinator is a crucial position for every association. Coach Education is essential in developing better skilled hockey players. The more support and education we can provide our coaches the better skilled our players become. The coach mentor coordinator should have a wealth of coaching knowledge, passion for the game, and a desire to teach. It will be the coordinators responsibility to oversee the mentorship program, within Hague Minor Hockey.

The Coach Mentorship/Player Development Coordinator shall:

- (a) Be responsible for having the contact information and knowledge of coaching clinics, certification requirements, clinic dates, and SHA's rules and regulations involving coaches;
- (b) Be responsible for implementation of HMSA Player Development Model. This includes pre-season and in-season skill sessions for skates and goaltenders; arranging and coordinating coaching workshops,; and maintaining on-ice and off-ice props.
- (c) Be responsible for creating a coach library with the assistance of the association, with practice plans, videos; and various other types of coaching and player development information.
- (d) Be responsible for engaging coach mentors. (Identified through past history, and coach evaluation);
- (e) Promote coach mentorship, player development and its benefits in the Association;
- (f) Implement skill development in conjunction with Hockey Canada guidelines for the purpose of teaching and player development;
- (g) Implement HMSA practice plan structure for both full ice and shared practice ice, with strategic coaching methodologies to ensure effective and efficient skill based practices.
- (h) Be the liaison between coaches and the executive, providing a voice in which coaches can feel safe in raising issues, concerns and/or suggestions.

Equipment Administrator

The Equipment Administrator shall:

- (a) Be responsible for maintaining inventory control, and lifecycle for all equipment owned by HMSA and utilizing the Administrator(s) during this process;
- (b) Be responsible for pricing of new equipment through multiple companies;
- (c) Provide equipment cost estimates during the budget approval process.
- (d) Be responsible for maintaining inventory control and lifecycle for all equipment owned by minor ball.

Referee Mentor

- (a) Shall be a SHA carded official, or in the absence of such a person shall have experience in refereeing. Should the person not be carded, he/she must educate themselves in the current rules as outlined in an SHA sanctioned referee clinic;
- (b) Shall interact with the association to provide proper training and monitoring of officials. This may include periodic meetings with his/her officials to provide input in the officials 'performance and development
- (c) Shall provide input in matters of discipline and suspensions that are required;
- (d) Shall provide a written report at all meetings of the general membership.

Event Coordinator/Fundraiser

- (a) responsible for the purchase of trophies and awards for tournaments and the annual awards night;
- (b) Organize the year-end awards banquet.
- (c) responsible for the purchase of any signage for HMSA.

Minor Ball Coordinator

- (a) shall oversee all minor ball activities
- (b) Shall attend all minor ball league meetings.

SHA Liaison

- (a) shall attend SHA meetings on behalf of HMSA.

PART 3 – NOMINATIONS AND ELECTIONS

3.3.1 Executive Member Eligibility

In order to become a member of the Executive Committee of the Corporation, one has to be a current member of the Corporation. In addition, no member shall be eligible to become a member of the Executive Committee unless he is in good standing in the Corporation and by good standing is meant that such member shall have paid his current fees in the Corporation and shall be of good moral conduct and behaviour.

3.3.2 Nominations for President

Nominations for President will not be accepted unless the nominee is a serving member of the outgoing executive or the person held an executive committee position in the last 2 years. If the criteria cannot be met, written applications/nominations will be accepted up until the next Executive Committee meeting. At that time, those applications/nominations will be reviewed and will then need to have a nomination put forth by a current executive committee member in good standing for this name to be put forward to a vote.

3.3.3 Choosing to Stand for Current Position

In the event of a person choosing to stay on in their current position, their nomination will be automatic and the chair of the meeting will ask for any further nominations from the floor. In the event that there is only one (1) person nominated for a position they will be elected by acclamation.

3.3.4 Multiple Nominations for Executive Positions

In the event that two (2) or more people are in contention for the same position, they will be asked to remove themselves from the immediate area and a secret ballot vote will take place and the person with the most votes shall be entitled to serve on the Executive Committee. Two members of the outgoing Executive Committee shall count the votes. A motion from the floor, seconded and carried, is required to destroy the ballots.

PART 4 – DIRECTORS MISCELLANEOUS

3.4.1 Number and Qualifications

There shall be a board of directors consisting of not less than five and not more than twenty directors, all of whom shall be members of the Executive Committee of the Corporation. All such directors must meet the qualifications stated in the Act and Articles. To be eligible as a director, the member must reside within the boundaries of the Corporation jurisdiction.

3.4.2 Powers

The Board shall manage or supervise the management of the affairs and business of the Corporation and may exercise all such powers and do all such acts and things as may be exercised or done by the Corporation.

3.4.3 Removal by Members

Subject to the Act and any Unanimous Member Agreement, the members of the Corporation entitled to vote may by a resolution passed by at least three quarters of the regular voting members at a special meeting remove any director from office.

3.4.4 Term

Subject to the Articles and any unanimous member agreement, the members entitled to vote shall elect directors at the Annual General Meeting to hold office as follows:

- (a) The President, Vice President, shall serve terms of four (2) years; with a max of 4 years or two terms.
- (b) The election of President/ and Vice President shall be on opposing years;
- (c) Secretary, Treasurer, Referee in Chief/Referee Assignor, Registrar/Website Administrator, Coach Mentor/Player Development Coordinator, Equipment Administrator, Referee Mentor, Event Coordinator/Fundraiser, Minor Ball Coordinator and SHA Liaison shall serve terms of four (2) years; with a max of 4 years or two terms.
- (d) Should the President be unable to complete his or her term, the Vice President shall complete the balance of the President's term;
- (e) Should the Vice President, be unable to complete his or her term, his or her position may be filled by either a by-election held at the Annual General

Meeting or by appointment ratified by a majority vote of the directors at any meeting of the directors in which quorum is met;

(f) Should a by-election be used at the Annual General Meeting, the membership shall be given two (2) weeks 'notice of such by-election; and

3.4.5 Expenditures

The Board shall have the power to make expenditures for the purpose of furthering the objects of the Corporation.

3.4.6 Grants

The Board shall take such steps as they may deem requisite to enable the Corporation to acquire, accept, solicit or receive grants and donations of any kind whatsoever for the purpose of furthering the objects of the Corporation.

BYLAW 4: MEETING OF THE MEMBERS OF THE ASSOCIATION

4.1 Location

Meetings of members of the Corporation shall be held in the town of Hague, in the Province of Saskatchewan as the Board of Directors may from time to time determine.

4.2 Calling of Meetings

The Board of Directors shall call an Annual General Meeting of members not later than 15 months after holding the last preceding Annual General Meeting; and may at any time call a special meeting of members.

4.3 General Meetings

The Annual General Meeting of the Corporation shall be held on or before May 1 of each year. The date of this meeting will be determined by the Executive Committee with at least two weeks 'notice given to the general membership.

4.4 Executive Committee Meetings

All regular meetings of the Executive Committee shall be at the call of the President. The President shall call special meetings of the Executive Committee at the request of not less than three (3) Executive Committee members. Each Executive Committee team administrator shall call meetings of their appointed Team Officials during each hockey season. The Official Team/Parent Meeting (which is the first meeting of the year for each team) will require a member of the Executive Committee to be present. Any follow up meetings to the Official Team/Parent Meeting that may be required to discuss fundraising ideas, tournament information, etc. does not require an Executive Committee member to be present. However, at any time throughout the year a team can request an Executive Committee member to be present for any meeting.

4.5 Notice of Annual Meetings

Notice of the time and place of an Annual General Meeting of members shall be given, not less than 15 days or more than 50 days before the meeting, through posting on the Corporation website and email to the members of Corporation:

- (a) to each member entitled to vote or otherwise receive notice of the meeting;
- (b) to each director.

4.6 Documentation at Annual Meeting

Subject to the Act, the Board of Directors shall place before the members at every Annual General Meeting:

- (a) financial statements as prescribed by the Act; and
- (b) the report of the auditor, if any.

4.7 Quorum

Quorum for a general meeting of the membership of the Corporation will consist of at least 5 members. The members of the Executive Committee, including the President will be included when constituting a quorum.

4.8 Adjournment

The Chairman of the meeting may, with the consent of the meeting, adjourn any meeting of the members from time to time to a fixed time and place, and provided such adjournment is for less than 30 days, no notice of the time and place for the holding of the adjourned meeting need be given to the members other than by announcement at the earliest meeting that is adjourned.

4.9 Right to Vote

Subject to the provision of the Act and the Articles, at any meeting of the members, every representative shall be entitled to vote at the meeting who at the time is a member entered in the register of members as the holder of a membership interest carrying the right to vote at such meeting. No votes by proxy will be allowed at any meeting of the general membership of the Corporation.

4.10 Votes to Govern

At any meeting of the members, unless a special resolution or some other special majority is required by the Act or the Articles, all questions shall be decided by the majority of votes cast on the question. In case of an equality of votes, either upon a show of hands or upon a poll, the Chairman of the meeting shall not be entitled to a second or casting vote.

4.11 Voting

Unless a ballot is demanded, voting at a meeting of the members shall be by way of show of hands.

4.12 Presiding Officers

The Chairman of any meeting of the members shall be the President. In the absence of the President, the members shall choose one of the other directors or a member representative to Chair the meeting. The Chairman may appoint a person, who need not be a member, to act as Secretary of the meeting.

4.13 Rules of Order

All meetings of the membership of the Corporation and Executive Committee meetings will be governed by Roberts Rules of Order, Revised Edition.

BYLAW 5: MEETING OF THE EXECUTIVE COMMITTEE

5.1 Place and Convening of Meetings

Meetings of the Board and of any committee of the Board shall be held in the town of Hague, in the Province of Saskatchewan upon notice being sent to each director at least one week prior to the date of the meeting; provided that the directors may meet on regular dates without notice or may, by unanimous consent, meet at any time or at any place without notice.

The Board or any committee may by unanimous resolution appoint a day or days, an hour and place at which regular meetings will be held. Except as otherwise provided by the Act and the Bylaws the directors, either as a Board or as a committee thereof, may convene, adjourn and otherwise regulate their meetings as they think fit.

5.2 Notice

No notice needs to be given of regular meeting provided all directors have received notice of the resolution establishing or changing such regular meetings. Notice of the time and place of other meetings of the Board and of any committee of the Board shall be given in the manner provided in the these Bylaws to each director not less than 24 hours in the case of personal delivery or five days in the case of delivery by mail, before the time when the meeting is to be held, provided that meetings of the Board or of any committee of the Board may be held at any time without formal notice if all the directors are present (including present by way of telephone participation) or of all the absent directors waive notice. For the first meeting of the Board or of any committee of the Board to be held immediately following the election of the directors at an annual or general meeting of the members or for a meeting of the Board or a committee thereof at which a director or member is appointed to fill a vacancy in the Board or committee, no notice need be given to the newly elected or appointed directors in order for the meeting to be duly constituted, provided a quorum is present.

5.3 Adjournment

Any meeting of the Board or any committee of the Board may be adjourned from time to time by the Chairman of the meeting, with the consent of the meeting, to an announced time and place and no notice of time and place for the holding of the adjourned meeting need be given to any director.

5.4 Quorum

No business shall be transacted at any meeting unless a quorum is present. A quorum for an Executive Committee meeting shall consist of at least 2/3 of the Executive Committee Membership. When determining whether a quorum is present, the President shall be included as a member constituting a quorum (Note - when determining this number, any ratio of .1 or higher will always be rounded up. For example, 7.1 members would be 8).

5.5 Voting

Questions arising at any meeting of directors shall be determined by a majority of votes of the directors present and, in the case of an equality of votes, the Chairman of the meeting shall not have a second or casting vote. There will be

no voting by Proxy allowed. Voting can take place by email vote. A motion is made by email, a second is then made by email. The President then calls for a time period for questions, comments and discussions and then when voting is to occur. Votes are either a yes, no or abstain. Quorum is determined by a 50% + 1 majority of the responses received by the end of the voting deadline. The votes are sent in by email through a reply all and recorded by the Secretary. The Secretary or President then communicates the results of the vote. The Secretary then records the vote in the minutes of the next executive meeting.

5.6 Presiding Officers

The Chairman of any meeting of the Board shall be the President, or in his or her absence, one of the other directors. The Secretary of the meeting shall be the Secretary of the Corporation or, in his or her absence, the President may appoint a person, who need not be a member, to act as Secretary of the meeting.

5.7 Advisory Members

The Board may invite persons who are not directors to attend meetings of the Board as advisory members. No such advisory member, however, shall have any right to vote at any meeting of the Board.

5.8 Emergency Board Meetings

If, in the reasonable opinion of the President (or where the President is not available, the Executive Committee), a situation arises which requires immediate action by the Board, then the President, or any other executive officer in his absence, may convene a meeting of the Board on such notice as the conveyor sees fit. Such meeting shall be comprised of as many directors as are available in person or by telephone, which shall constitute a sufficient quorum for the purpose of conducting the business for which the meeting was called.

BYLAW 6: SUSPENSIONS and COMPLAINTS

PART 1 -- SUSPENSIONS

(a) Suspension of a player or a Team Official resulting from violations other than those administered by any participating Leagues (IE., SMHA, SVHL or C4HL) or the Sask Hockey Association shall be made by the President.

(b) A person that has been suspended by the President shall not be eligible to participate in any games or conduct any official business of the Corporation until the Discipline Committee has reviewed the suspension and made the decision.

PART 2 -- COMPLAINTS

The Corporation expects all members; Executive Committee, Team Officials and membership participants to exhibit qualities of good sportsmanship and decorum consistent with levels of propriety towards executive members, game officials, opponents and spectators. When these standards cannot be met they may be dealt with in the following manner:

(a) Any complaint or protest against any member, Team Officials, players, referee, or member of the Executive Committee shall be reported in writing to the

Secretary of the Corporation within five (5) days from which the complaint or protest arose;

(b) The Executive Committee by a simple majority may decide if the complaint should be brought before a General Meeting, or an Annual General Meeting;

(c) All written complaints shall be dealt with by the Executive Committee within fourteen (14) days and a decision shall be in writing and mailed within four (4) days of the decision; and

(d) The following are the possible levels of action:

i) Level 1 - A verbal reprimand

ii) Level 2 - A written reprimand

iii) Level 3 - A suspension from participation in or at specific and defined by the Corporation activities, or a complete suspension from participation in or attendance at all Corporation activities

iv) Level 4 - Expulsion or a combination of any or all.

v) Level 5 - Depending on the severity of the incident, the Executive Committee may choose to bypass any or all levels.

BYLAW 7: APPOINTMENT OF AUDITOR

The members of the Corporation shall at each annual meeting, if required by the Act, appoint an auditor to hold office until the close of the next such meeting.

Such auditor shall meet the qualifications prescribed by the Act.

BYLAW 8: AMENDMENT OF BYLAWS and POLICIES.

These Bylaws may not be altered or amended except at the Annual General Meeting, and notice of any proposed alterations shall be given to the Secretary, in writing, at least forty-five (45) days before the Annual General Meeting.

Changes to these bylaws must be approved by two thirds (2/3) of the members on attendance at the Annual General Meeting.

BYLAW 9: FISCAL YEAR

The fiscal period for the Corporation shall terminate on such date as the Board may from time to time by resolution determine

BYLAW 10: FINANCES

10.1 Financial Responsibility

It is the responsibility of the Executive Committee to provide prudent maintenance of the financial affairs of the Corporation. The Corporation must maintain a reserve at a level equivalent to fifteen percent (15%) of the Corporation's annual budget. In case of emergency, surpluses may be lowered below this fifteen percent (15%) level, however it is required that the Executive Committee provide a plan to re-establish the required surplus by the end of the following fiscal year.

10.2 Signing Authority

Three (3) members of the Senior Executive Committee are required to provide signatures at the financial institution of choice for the Corporation annually. Two

(2) Senior Executive Committee signatures are required for cheques issued by the Corporation.

10.3 Disclosing of Financial Information

The Executive Committee must provide at the Annual General Meeting a complete list of financial information for the previous hockey season.

POLICIES

HMSA POLICY #1 REGISTRATION

A. GUIDELINES

1. No player may participate in Association activities unless he/she is properly registered with HMSA
2. Registration Fees shall be set annually by the Executive
3. Registration Dates and locations shall be determined by the Executive.
4. A player is registered when a completed registration form has been filed with the Registrar of the Association, all fees have been submitted, and any outstanding fines or monies owing by family have been paid.
5. A Late Registration Fee of \$100 will apply for all registrations and/or payments received after the last Registration Date
6. Fees for players moving to Hague, Osler and area after the last Registration Date will have fees prorated as follows, and will not be subject to Late Registration Fee
 - a. Prior to November 1st: 100%
 - b. November 1st to December 31st: 75%
 - c. January 1st to SHA deadline: 50% Late registrants may not play in games until confirmation of SHA Insurance by the Registrar
7. Players will be registered only in appropriate age categories.
8. All Payments shall be submitted at time of registration by cash, cheque or e-transfer. Payment may be made in installments, as per dates set on Registration Form. Post-dated cheques for other dates will not be accepted
9. A \$50 administration fee will be charged for each NSF cheque
10. Players with outstanding fees prior to conditioning skates/evaluations will be suspended from all HMSA activities until balance is paid in full
11. Any outstanding fees AND any outstanding fines or monies owing by family from the previous year must be paid in full prior to the registration being accepted for the current year

B. FINANCIAL ASSISTANCE

- a. Financial Assistance may be available through the Kidsport/Jumpstart programs; please contact the Hague Town Office (or Osler Town office if applicable) for applications and deadlines
- b. Registration forms must indicate whether Kidsport/Jumpstart Funding has been applied for

- c. Kidsport/Jumpstart will notify HMSA and the parent/guardian of the amount of funding being approved
- d. If Kidsport/Jumpstart does not approve the full amount requested, parents/guardians are responsible for submitting the balance, according to payment policy above

C. REFUNDS

1. Registered players deciding not to play will be issued refunds according to the following policy:
 - a. The HMSA Registrar must be notified in writing of the request for withdrawal; the effective date for all refunds shall be the date that the notice is received by the Registrar
 - b. SHA Insurance paid by HMSA on behalf of the player will be deducted from all refunds
 - d. The balance after above deductions will be prorated as follows:
 - i. On or before September 15th: 100%
 - ii. September 15th to October 15th: 75%
 - iii. October 16th to November 15th: 50%
 - iv. November 16th to December 31st: 25%
 - v. No refunds will be issued for withdrawal after December 31st
 - vi. Refunds for medical reasons will be determined on an individual basis by the Executive and must be accompanied by a doctor's letter
2. Exception: A first year skater will receive a full refund until November 15th, after which the above prorated amounts will apply

WMHA POLICY #2: EQUIPMENT GUIDELINES

A. EQUIPMENT USE REGULATIONS Hockey

1. During all practices and games, all protective equipment is mandatory, regardless of the length of practice, for all players registered with HMSA
2. At all levels, the required protective equipment will include: helmet, face mask, neck protector, shoulder pads, elbow pads, protective cup, hockey pants, shin pads, hockey gloves and hockey skates
3. Mouth guards are only necessary as required by applicable league regulations or policies
4. All equipment and sticks in use shall conform to Hockey Canada standards
5. All coaches must wear helmets when on the ice
6. If a HMSA registered player is assisting during a practice that is not for their regular team they must be registered with Hockey Canada for insurance purposes and listed as a stick boy or volunteer on the team they are helping with. Any HMSA registered player assisting during a practice that is not for their regular team, and they are registered with as per #6 above, they must also be in full equipment. A full equipment exception will be made for players if there is written consent from a parent/guardian and division administrator approval.

EQUIPMENT USE REGULATIONS Softball

1. During all practices and games, all protective equipment is mandatory, regardless of the length of practice, for all player registered with HMSA.
2. At all levels the required protective equipment will include: batting helmet, back catching: helmet and mask, chest protector, shin guards.

B. EQUIPMENT MANAGEMENT

HMSA Equipment Administrator will be responsible for all aspects of equipment management, including:

1. Purchasing of new equipment for the teams in their division; the Association must approve all expenditures prior to
2. Overseeing the distribution of all equipment to teams
3. Overseeing the return of all equipment to teams
4. Performing a quality check of all returned equipment
5. Reporting year-end inventory and quality information back to the Association
6. HMSA may sell old and used equipment and all monies earned shall be returned to the HMSA general fund

C. EQUIPMENT ITEMS FOR TEAMS

Depending on the age division, all HMSA teams are entrusted with anywhere from \$3,000 to \$3,500 of equipment. This list of equipment may include:

1. Jerseys – home and away, with individualized jersey storage bags
2. Goaltender equipment; pads, chest protector, trapper, blocker, stick, helmet neck shield, and equipment bag
3. Captain and Assistant Captain letters
4. Pucks and carrying crate
5. First-Aid kit
6. Softball equipment; bats, balls, equipment bag, back catching equipment (helmet and mask, shin guards, chest protector), bat holder.

D. EQUIPMENT USE AND CARE GUIDELINES

1. Jerseys
 - a. Jerseys are the sole property of HMSA and are to be worn only to Association-approved hockey/softball games and special events as approved by the Association
 - b. Jerseys should be dry cleaned or laundered during the season, and must be cleaned before being returned to the Administrator; when laundered, they are to be washed in cold water, using detergent that contains no bleach and no scents and they are to be hanged to dry
2. Goal Equipment
 - a. Leg pads, upper body protectors, trappers, blockers and a goal stick may be made available to goaltenders in Initiation and will be available to goaltenders in the Novice and Atom age divisions. The following regulations will apply:
 1. HMSA equipment is to be used for ice hockey only

2. HMSA goaltenders may borrow equipment for hockey camps or hockey schools. In such cases, they may be required to provide a credit card number in case equipment is destroyed or goes missing.

b. During the season, repairs made to goal equipment are to be made by the Administrator, or with the Administrator's authorization, by the person responsible for its care

HMSA POLICY #3: TEAM SELECTION

All players are to come from the HMSA system unless a surrounding community does not have a team for that respective year. Preference to Hague/Osler players will be given, HMSA Executive to review on a per case basis.

1. Beginner Initiation

a. Teams will be drafted as equally as possible, taking into consideration multiple sibling requests

b. All players will be given the opportunity to play goaltender and should be rotated fairly amongst all players

c. No Captain (C) or Assistant Captain (A) designation will be given to the players at any point during the season

2. Novice.

a. All players will be given the opportunity to play goaltender if requested and no players will be forced to play goaltender.

b. No Captain (C) designation will be given to the players at any point during the season; Assistant Captain (A) will be permitted on a rotated basis throughout the season

3. Atom

a. Teams will be drafted as equally as possible, taking into consideration multiple sibling requests.

b. Captain (C) and Assistant Captain (A) designations will be permitted throughout the season on a rotated basis

4. Peewee, Bantam, and Midget

a. Teams will be drafted as equally as possible, taking into consideration multiple sibling requests.

b. Captain (C) and Assistant Captain (A) designations will be permitted and at the discretion of the coaching staff

c. Provincial Teams roster will be decided by the coaches in combination with the provincial head coach chosen.

HMSA POLICY #4: AFFILIATED PLAYERS

1. HMSA promotes the opportunity for players to be selected as Affiliated Players (AP) and have the ability to practice, and in some instances, play games, at a higher age division. The intent of the AP process is to provide additional opportunities for players who just missed out on playing at higher levels, for players who are very strong and at the top of their current age division, and for players who are not the top players in their age division but would be at the appropriate skill and maturity level for a suitable AP team. The intent of the AP

program is to find the “right fit” for a player. An AP player should never be a top player on their AP team nor should they be lacking the minimum skills and maturity level required to fit in with an AP team.

2. Providing skill development opportunities during practice is the main priority. Games can play a portion of an AP season especially for players who AP within an age division, however skill development during practice is of utmost importance.

3. The ratio of AP players from the same division vs a younger age division should be approximately 2:1.

4. AP's will be invited out to every practice through an equal player rotation system.

5. An AP selection committee made up of HMSA executive members will provide teams with their AP's. Coaches will provide valuable input to executive on players however selection of AP's will be done by the Committee based on coach feedback, to ensure the best possibility to find the “right fit” for any player selected as an AP.

6. Not every HMSA player will be selected as an AP. While HMSA encourages the AP program the reality is that there will not be enough AP positions for every player in our Association.

7. At all times a player may only be affiliated with one team

8. Once AP selection process is complete, coaches must notify affiliate players, parents and their coaches

9. The team that has drafted the Affiliated Players must fill out the required documentation and submit it to Registrar;

10. A player may not play with the affiliated team if it will cause a player to miss a game (or portion of a game) with his/her regular team.

11. At the regular team's coach's discretion, a player may miss a practice with that team in order to play a game with the affiliated team

12. A team shall not list any more players and affiliated players on a game sheet than the number of players listed on the registration sheet filed with the HMSA

13. For all games that include the participation of Affiliated Players, the total number of players including Affiliated Players cannot exceed the original team roster size – for example – a team of 13 skaters that is short 2 players can only bring up to a maximum of 2 Affiliated Players to equal the original roster size of 13

14. If a team's original roster is below 2 full lines, they can AP to make 2 full lines.

15. A team can bring additional AP's to a tournament with approval from minor sports.

16. An AP has to play at least 50% of games with their regular team.

WMHA POLICY #5: TEAM OFFICIALS

A. GENERAL

1. All courses team officials are required to take will be reimbursed by HMSA; failure to take any required courses will result in a fine and suspension from the team until the course can be completed
2. After two years not completing required courses, the offending official will be permanently suspended
3. All team officials should keep in mind the following
 - a. You are molding the attitudes of the players surrounding you
 - b. Abusive language by any team official is not tolerated
 - c. Do not allow the abuse of ref officials
 - d. Know the procedure for registering complaints
 - e. The use of drugs and alcohol will not be tolerated
 - f. Act professionally

B. OFFICIALS

1. Head

- a. Attend applicable coaching clinics as per Hockey Canada and SHA rules
- b. Criminal Record Check as per SHA rules
- c. Be aware of the rules and regulations set forth by HMSA, SHA and the League you are playing in
- d. Liaise with the Registrar to ensure that team officials are registered with SHA and their League
- e. Ensure players are properly supervised in the dressing room and on the ice
- f. Have the combination of the minor hockey locker
- h. The Head Coach must ensure the information recorded on the game sheet is correct before signing

2. Safety – duties MAY include

- a. Attend mandatory Hockey Canada training courses
- b. Criminal Record Check as per SHA rules
- c. Monitor risk level
- d. Develop an action plan if injury requires medical attention
- e. Fill out injury reports as needed
- f. Keep a medical trainer bag filled with necessary supplies provided by HMSA and player medical reports. Return the medical bag in the same state it was given with any supplies replaced as needed
- g. Advise parents of any unsafe equipment a player is using
- h. Basic first aid training

3. Manager – duties MAY include

- a. Attend mandatory Hockey Canada training courses
- b. Criminal Record Check as per SHA rules
- c. Collect Fair Play Codes from Parents (and players in Bantam/Midget age divisions) and provide to executive.
- d. Organize exhibition games (including time, location and jersey color)
- e. Be a liaison between the parents and coaches

- f. Coordinate the booking of away tournaments and team transportation if required
- g. Inform the scheduler of away tournaments and exhibition games booked
- h. Arrange for team photos
- i. Organize team meetings and make sure an Executive member is present if required
- j. Be familiar with the contacts within the League and the HMSA
- k. Aid in organizing the fundraising required
- l. Provide travelling directions if needed
- m. Set up/delegate the team website
- n. Fax/drop off/ email game sheets to SHA/League
- o. Make sure all games, tournaments or other events are properly sanctioned before entering
- p. Maintain ledgers on income and expenses throughout the year
- q. Schedule workers for the score sheet, time clock, penalty box, 50/50 sales and music for home games
- r. Provide a copy of the schedule to all volunteers

4. Tournament Coordinator

- a. Arrange the booking of teams for the home tournament with the coordination of the Coaches
- b. Arrange the raffle table and any other fundraising activities related to the home tournament.
- c. Schedule workers for the score sheet, time clock, penalty box, music, 50/50 sales for tournament
- d. Provide a copy of the schedule to all volunteers
- e. Ensure volunteers are educated on how to perform their task

5. Coach/Assistant Coach – duties MAY include

- a. Attend mandatory Hockey Canada training courses
- b. Criminal Record Check as per SHA rules
- c. Assist head coach

HMSA POLICY #6: CO-ED DRESSING ROOMS

HMSA adheres to Hockey Canada's policy 6.6 on Co-Ed Dressing Rooms. This policy in essence states that in all age groups Peewee and above, females and males will change in separate dressing rooms. We seek to provide an environment where both genders have a chance to participate in and enjoy playing hockey. We further believe in balancing this goal with the safety, privacy, modesty and wishes of ALL our members without compromising the aspects of camaraderie, social integration and bonding inherent in a team sport.

HMSA POLICY #7 FUNDRAISED MONEY

- a. 2/3 of money raised from the home tournament should be used for hockey related activities. (example... away tournaments, player/goalie development etc...)
- b. Maximum of \$600 used toward year end party

c. Maximum of \$100 to gift for any team officials.

ENACTED BY THE BOARD the _____ day of _____, A.D. 2019.

President

Vice President

CONFIRMED the _____ day of _____, A.D. 2019, by the
Members in Accordance with the Act.

President

Vice President