

ZONE G HOCKEY ASSOCIATION

CONSTITUTION

April 14, 1999

Preamble

It is the intent of this Constitution of clarify the philosophy, scope and purpose of Zone G Hockey programs by developing common objectives and shared understandings with regard to organization, administration, and expectations of all those involved in the programs.

I. Affiliation

A. The Zone G Hockey Association is a member of the Saskatoon Minor Hockey Association (S.M.H.A.) and must operate within it's guidelines.

II Aims and Objectives

A. The aims and objectives of the Zone G Hockey Association are:

1. To govern and administer organized hockey within the Zone under it's control.
2. To promote and improve organized hockey by stressing the values, appreciation and skills involved in the game.
3. To exercise a general supervision and direction over the playing interest of its players, coaches, managers and Executive Council, with emphasis on the enhancement of good character, citizenship and sportsmanship.
4. To ensure enjoyment of the game through competitive participation.
5. To enhance the development of effective and qualified coaching personnel in the Zone.

III Executive Council

A. The responsibilities of the Zone G Hockey Association Executive Council will be to administer Zone G in accordance with the Bylaws and Regulations of the C.A.H.A., S.A.H.A., and S.M.H.A. and the Zone G Hockey Association Constitution.

B. The Executive Council shall consist of the following members:

Commissioner	Fundraising Chairperson
1 st Assistant Commissioner	Initiation Coordinator
2 nd Assistant Commissioner	Past Commissioner
Atom Coordinator	Novice Coordinator
Registrar	Peewee Coordinator
Equipment Manager	Bantam Coordinator
Midget Coordinator	Treasurer
Non-Contact Coordinator	Secretary

C. Members at Large may be appointed for 1 year by the Executive Council with full voting rights to assist with matters of Zone G.

D. Executive Council shall have the power to suspend or discipline any players, coach, manager, trainer or other team official connected with any Zone G team and shall have the power to report any player to S.M.H.A. for suspension or discipline.

IV Election of Officers

- A. Executive Council Members are to be elected for two-year terms at the Zone G Spring General Meeting. The Commissioner, 1st Assistant Commissioner, Equipment Manager, Novice Coordinator, Atom Coordinator, Bantam Coordinator and Non-Contact Coordinator will be elected in odd years. The 2nd Assistant Commissioner, Secretary, Treasurer, Registrar, Fundraising Chairperson, Pee wee Coordinator, Midget Coordinator and the Initiation Coordinator will be elected on even years. If an Executive Council position is not filled by election, or if a vacancy occurs, the position will be filled by appointment by the Executive Council.
- B. All officers may stand for re-election.
- C. The Zone Commissioner shall be elected by the first term of two years and any subsequent term thereafter for one year.

V Removal of Officers

- A. Any official of the Executive Council may be removed from office by dereliction of duty, conduct detrimental to the Zone or any other just cause by a majority vote of 75% of the Executive Council.

VI Duties and Responsibilities of Executive Council Members

A. Commissioner

1. To administer Zone G Hockey according to the S.M.H.A. Bylaws and Regulations.
2. To administer Zone G Hockey according to the Zone G Hockey Association Constitution.
3. To attend regular S.M.H.A. meetings or ensure a representative from our Council is there.
4. To ensure that all S.M.H.A. zones are administered uniformly in all respects.
5. To be the official spokesperson for the Zone.
6. To ensure that all positions on the Zone G Executive Council are filled.
7. To supervise Program Coordinators in the operation of their programs.
8. To organize meetings with the Zone G Executive Council and with coaches.
9. To organize one or two General Council meetings per year spring or fall.
10. To impose suspensions on players, coaches or managers where deemed necessary and to report the same on a form provided to the S.M.H.A. office in order that a file of all suspensions may be maintained.
11. To vote only in case of a tie.
12. For the duration of his term in office the Zone Commissioner will not be allowed to act as coach, manager, trainer or treasurer of any hockey team registered with S.M.H.A.

B. Past Commissioner

1. To act in an advisory capacity to the Executive Council and the Zone G Commissioner and to provide continuity from year to year.
2. To serve on committees as appointed.
3. Duration of this office shall be no more than 2 years or the length of the Zone Commissioners term.
4. To act as chair for nomination committee for election of officers and to chair the appointment of officers portion of annual meeting.

C. 1st Assistant Commissioner

1. To assist the Commissioner in the administration of all hockey matters in the Zone.
2. To organize a power skating session school each year for Initiation to PeeWee players inclusive and Zone goal-tending school for all divisions.
3. To attend SMHA meetings in the absence of the Commissioner.
4. To be in charge of coaching evaluations; distributing them through Coordinators and reporting back to Executive.
5. To coordinate pre-skate and tryout ice schedules.

D. 2nd Assistant Commissioner

1. Responsibilities
 - Chairs the coaches selection committee
 - Receive all coaching applications
 - Ensures all coaches have their minimum coaching certification
 - Resource centre for all coaches regarding drills and lesson planning
 - Provides coordinators will preseason evaluation process including drill selection and player evaluation guidelines.
2. Assist Commissioner and 1st Assistant Commissioner with his/her assigned duties as needed.

E. Secretary

1. To take minutes of Zone G meetings and to provide copy of same to executive members within one week of meeting.
2. To prepare notices for coaches, players and parents.
3. To communicate notice of meeting to Executive Council members.
4. To publicize General Meeting in the Zone as to date, time and place.

F. Treasurer

1. To keep account of all Zone G Hockey Association fund.
2. To submit payment for all fees and bills incurred by Zone G as approved by the Executive Council.
3. Present a financial statement at General Council meetings.
4. All records shall remain the property of Zone G.

G. Equipment Manager

1. To be responsible for the equipment-out list, collection, storage, upkeep, distribution and purchase of equipment (with Executive Council approval) for Zone G.

H. Fundraising Chairperson

1. To be responsible for the coordination of sponsorships, donations, promotional items, special events and zone fundraising.
2. May appoint sub-chairs to coordinate fundraising events such as hockey draft, bingo's, Nevada's, etc.
3. To coordinate and supervise the publication of the Zone G Newsletter (monthly over the winter and at least twice in the off-season).
4. To coordinate and guide team managers in fulfilling their responsibilities to their teams and the Zone. (Includes the development of a guide booklet and holding a Managers Workshop each fall.)

I. Program Coordinators - Initiation, Novice, Atom, Pee wee, Bantam, Midget, Non-Contact

1. To administer the respective hockey program according to the S.M.H.A. Bylaws and Regulations and the Zone G Hockey Association Constitution.
2. To supervise the development of the program throughout the hockey season.
3. To attend Zone G Meetings and to represent Zone G at S.M.H.A. Coordinator meetings.
4. To present a program report at Executive Council and General Council Meetings.
5. To assist the Coaches Selection Committee in the appointment of coaches for all teams in his/her program.
6. To distribute schedules and other communiqués to coaches.
7. To assist the distribution and collection of equipment.
8. To assume other duties as may be specified by the Zone G Executive Council or the S.M.H.A.
9. Organize committees as he/she feels necessary.
10. A coaches' evaluation form will be circulated to all parents and/or players by the Coordinator prior to the end of the season to be filled out and returned to the Coordinator.
11. Shall serve as a line of communication between coaches, assistant coaches and managers in their respective division and the Zone Executive.

J. Registrar

1. To organize the registration of players in Zone G.
2. To ensure the proper completion of all forms and rosters for Zone G, S.M.H.A. & S.A.H.A.

VII Executive Council Members

- A. Members are expected to:
 - 1. Attend all Zone meetings called by the Commissioner.
 - 2. To participate in the administration of all hockey matters in the Zone.

VIII Conflict of Interest

- A. Zone G Executive Council members in a “conflict of interest” situation as determined by the Council shall abstain from voting on the issue.

IX Meetings

- A. The Zone Commissioner shall call Executive Council meetings required for the administration of all hockey matters in the Zone.
- B. The Zone Commissioner shall call one or two General Council meetings each year, spring or fall.
- C. This organization at any annual, special, general or executive meeting may adopt, amend, revise or repeal rules or regulations for the government of this organization by a two thirds majority vote of those present.
- D. The By-laws and Constitution of this organization shall not be altered except at an Annual meeting, and notice of the proposed alteration shall be given to the secretary in writing at least thirty days prior to the Annual Meeting.
- E. With prior notice an amendment to the By-laws and Constitution shall be made only at an Annual Meeting by a three quarters majority vote of those members present.
- F. Without prior notice, an amendment to the By-laws and Constitution shall be made only at an Annual Meeting provided they receive a unanimous vote of those members present.
- G. At an Annual, Special, or General Meeting of Zone G Minor Hockey Association, a quorum shall consist of twenty or more members personally present.
- H. The order of business at the Annual, Semi-Annual, Special or General Executive Meetings, if applicable, shall be as follows:
 - a) notice of meeting
 - b) minutes of previous meeting
 - c) business arising out of the minutes
 - d) delegations who have requested permission in writing prior to the meeting
 - e) correspondence
 - f) Report of 1st Assistant Commissioner
 - g) Report of 2nd Assistant Commissioner
 - h) Report of Treasurer
 - i) Report of Registrar
 - j) Report of Fundraising Chairperson
 - k) Report of Equipment Manager
 - l) Report of Initiation, Novice, Atom, Peewee, Bantam, Midget and Non-Contact Coordinators, Tier I, Tier II and Tier III Representatives.

- m) Report of Zone Commissioner
- n) Appointment of Officers
- o) New business
- p) Adjournment

X Coaches Selection Committee

- A. Chaired by the 2nd Assistant Commissioner and includes the Zone Commissioner, the 1st Assistant Commissioner and each Coordinator, will review all applications and interviews will be held at a time and place before teams are formed.
- B. Shall be done with the aid of interviews, applications and media advertising.
- C. Applications in writing for coaching positions shall be presented to the 2nd Assistant Commissioner prior to the selection process.

XI Assistant Coaches, Managers and Fundraising Representatives

- A. Head coaches must submit the names of recommended Assistant Coaches, Managers and Fundraising Representatives to their Program Coordinator for final approval by the Executive Council.
- B. Head coaches shall not solicit prospective Assistants and/or Managers until team rosters are finalized. Exceptions will be considered for those Assistant Coaches and Managers who do not bear a familial relation to any player being considered for the team in question.

XII Responsibilities of Coaches

- A. The responsibilities of Zone G Coaches are:
 - 1. To provide an equal opportunity for each player to play at a level commensurate with his/her ability
 - 2. To provide equal opportunity to play for all players on the team.
 - 3. To treat all players in a considerate and respectful manner at all times.
 - 4. To provide skill development in an atmosphere of enjoyment.
 - 5. To have a thorough knowledge of the playing rules.

XIII Conduct of Team Officials

- A. All Zone G Coaches and Managers will be responsible to the Executive Council for their conduct on and off the ice. The Executive Council has the power to discipline or discharge any official on a majority vote of the Executive Council

XIV Game Conduct

- A. Coaches are responsible for the conduct of their players prior to a game, during a game and immediately after a game until such time as the players have safely left the area where the game was played.
- B. Under no circumstances shall team officials and/or players interfere with the execution of duties and authority of game officials. Violations pertaining to the above will be reviewed by the Zone G Executive Council for appropriate action.

XV Responsibilities of Players

- A. The responsibilities of Zone G Players are:
 - 1. To formally register and to submit payment of fees before taking part in any hockey activity in the Zone.
 - 2. To abide by the C.A.H.A., S.A.H.A., and S.M.H.A. Bylaws and Regulations and the Zone G Hockey Association Constitution.
 - 3. To demonstrate a sincere desire and effort in all activities associated with the team.
 - 4. To demonstrate an attitude of good sportsmanship at all times.
 - 5. To support and respect their opponent, coaches and other hockey officials.
 - 6. To properly care for and maintain the proper condition of Zone G sweaters and equipment and ensure it's return to the coaching staff at the conclusion of the hockey season. Zone G sweaters and equipment will only be used for registered games, practices, tournaments and properly authorized goalie summer schools.

XVI Player Evaluation For Teams

- A. As far as possible a three or more person Evaluation Committee shall be appointed to help select the Tier I, PeeWee, Bantam and Midget Teams. In Tier I PeeWee, Bantam and Midget, approximately 25 skaters and approximately 4 goaltenders will be selected by the Evaluation Committee. The coaches, in conjunction with the Evaluation Committee will then make cuts to 15 skaters and 2 goaltenders. Each Tier I coach will have his roster finalized prior to the beginning of S.M.H.A. scheduled league play.
- B. Whenever possible, in the case of parent coaches, Tier I (Level 1), Tier II (Level II), and Tier III (Level III) coaches will be selected as soon as it is known where his or her son/daughter is playing.
- C. All Levels I, II, III, Tier I, Tier II, and Tier III teams shall be selected by the coaches through an equalization drafting of players as outlined in the Zone G Coaches Guidelines Manual.
- D. All players in each respective age division shall have the opportunity to try out for Tier I teams. If they have the ability and desire and are chose for Tier I, they must play on this team or play Tier III hockey, unless otherwise approved by the Executive Council

XVII Player Movements

- A. Player movement after the team registration deadline will be as per the S.M.H.A. Bylaws and Regulations. All movements of players require consultation with the player, the parent(s) or guardian(s) and the coaches. Also permission is required from the Program Coordinator and the Commissioner has final approval.
- B. All players will be expected to play within their own age group. However, if extenuating circumstances exist, such as exceptional hockey ability or shortage of players, the player may make application to the Zone G Executive Council to move up one age group only. If approval is granted, the player must make the Tier I or Level I team or be returned to his/her own age division.
- C. Coaches of special players in this category must make their decision on that player by a date specified by the Executive.

XVIII Player Transfers

- A. Player transfers due to a shortage or a surplus of players in Zone G will be as per the S.M.H.A. Bylaws and Regulations. All transfers require the permission of the player, the parent(s) or guardian(s), the Program Coordinator, the Commissioner and final approval of the S.M.H.A. Registration Committee.

XIX Teams

- A. All teams are administered at the Zone level and players picked on a Zone basis. It shall be the responsibility of the respective Program Coordinator to establish and to supervise the selection process in order to best meet the Program definitions of the S.M.H.A. and the player registrations in the Zone.

XX Grievances

- A. Team officials, parents or players who find themselves in a conflict situation should first approach the Program Coordinator for resolution. If results are still not satisfactory, that person can make a presentation in writing to the Zone Executive Council for resolution.

XXI Zone Colours

- A. Zone G colours are red and white. Red is the basic colour for competition in the S.M.H.A. programs.
- B. All teams must conform to combinations of Zone G colours for sweaters, jackets, bunny hugs, hats, pins, etc., unless permission to deviate has been granted by the Executive Council.

XII Zone Equipment

- A. **Within two (2) weeks** of the conclusion of the playing season, team officials will be responsible for the return of all equipment to the Equipment Manager for storage during the off season. Equipment referred to includes:
- equipment purchased by Zone G.
 - equipment donated through a sponsorship

XXIII Finances

- A. All funds earned by Zone G Minor Hockey Association from all sources shall be credited to Zone G accounts.
- B. All expenditures shall be covered by an invoice or a receipt.
- C. Bank signing officers shall be two of either the Past Commissioner, Zone Commissioner or Assistant Zone Commissioner.

XXIV Dissolution of Zone G Hockey Association

- A. In the event of dissolution of the Association, the Executive Council shall be responsible for determining and executing the necessary procedures.
- B. In the disbursement of any funds, the Executive Council shall be guided by donations to the furtherance of minor hockey or other minor sports in the communities presently served.

The above Zone G Hockey Association Constitution was revised at a Zone G General Council meeting in April 1997.

Revised May 2, 2005