

BYLAW CHANGES 2022/2023

BYLAW 5: PROVINCIALS & CARDED TEAMS

Remove and add to POLICY manual

BYLAW 7: EXECUTIVE DIRECTORS COMMITTEE MEMBERSHIP

Looking at creating paid position for Executive Director

Current Wording

PART 1 – COMPOSITION OF THE EXECUTIVE COMMITTEE

The governance of the business affairs of the Association shall be carried out by the Executive Committee. The Executive Committee may be elected at the Annual General Meeting of the Association or appointed by the existing Executive Committee to fill a vacated or unfilled position. The Executive Committee shall consist of a maximum of twelve (12) Executives of the Association as follows:

- (1) President
- (2) Vice President
- (3) Executive Secretary
- (4) Treasurer
- (5) Coach Mentor/ Player Development Coordinator
- (6) Secretary
- (7) Referee Assignor
- (8) U18 Administrator
- (9) U15 Administrator
- (10) U13 Administrator
- (11) U11 Administrator
- (12) U9 Administrator
- (13) U5/U7 Administrator
- (14) A/AA Administrator
- (15) Equipment Administrator
- (16) Past President

One Executive member may simultaneously hold two Administrative positions (e.g. U15 and U18) as deemed necessary by the current Executive Committee.

The Senior Executive Committee will consist of the following:

- (1) President
- (2) Vice President
- (3) Executive Secretary
- (4) Treasurer
- (5) Coach Mentor/Player Development Coordinator
- (6) Past President (If one is available)

PART 2 – POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

The Executive Committee shall have the power to administer all the affairs of the Association, 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 Association;
- (c) to conduct skills camps and evaluations 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 Association;
- (i) to prescribe, consistent with these Bylaws the powers and duties of all persons set forth in Bylaw 7;
- (j) to pass all Rules and Regulations as required for the administration of the Association; and
- (k) to have the right to by a three-quarter (75%) vote of the Executive Committee, remove forthwith from office any member of the Executive Committee who has been remiss or neglectful of duty, or displayed conduct that impairs his or her usefulness as a member of the Executive Committee. In addition, any member of the Executive Committee who has missed three (3) consecutive meetings without just explanation to the President may also be subject to removal from his or her position

under this point.

PART 2.1 – OFFICERS

President

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

Additionally, the President shall:

- (a) Preside over and call to order all meetings of the Association;
- (b) Sit on all committees as an ex-officio voting member;
- (c) In collaboration with the Executive Secretary, 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;
- (d) Call meetings of the Senior Executive, as required, to deal with problems of the Association, provided that minutes of all such can be provided at the next Board meeting.

- (e) Act as a mediator in disputes regarding parties within the Association;
- (f) Sign documentation and notify suspended teams, players, officials, and anyone else involved with an Association team;
- (g) 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 the news media;
- (h) Have joint signing authority on the association financial documents;
- (i) Have the authority to exercise the power of the Executive Committee in the case of an emergency
- (j) Provide a written report to all meetings of the general membership
- (k) In consultation with the Finance Committee prepare for the consideration and approval of the Board an operating budget for the current fiscal year by June 1 of each year;
- (l) Appoint all Committees unless specifically stated and form any special committees to assist in the operating of the Association; and
- (m) 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 Association 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 Association financial documents;
- (c) Oversee the administrator positions and ensure that they undertake all of their duties;
- (d) Responsible for the Discipline Committee
- (e) Be responsible for the coordination of all fundraising activities in order that the priorities of the Board are provided for;
- (f) Subject to the approval of the Board, appoint such members as may be required to assist with the duties involved in fundraising; and
- (g) Assume the duties of the President during that officer's absence

Executive Secretary

The Executive Secretary, if appointed, shall attend and be the Executive Secretary of all meetings of the Board. Executive Secretary will attend and act as Secretary of all meetings of other committees of the Board and shall enter or cause to be entered in records kept for that purpose minutes of all proceedings thereat. The Executive 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 Executive Secretary shall be the custodian of the all books, papers, records, documents and instruments belonging to the Association, 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 Executive Secretary shall:

- (a) Be responsible for all publicity, interaction with the media and advertising events.
- (b) Be responsible for the collection and distribution of all mail and correspondence to the Association; and
- (c) Be responsible for all correspondence on behalf of the Association
- (d) Perform other administrative duties as may be required by the President; and
- (e) In collaboration with The Treasurer, coordinate annual registration;
- (f) Collect and segregate all registrations, pertaining to the players division;
- (g) Ensure all player information is registered and uploaded to the website;
- (h) Maintain up-to-date player rosters and coach lists on the website
- (i) Create player reports as directed by the Board
- (j) Ensure SHA forms are filled out correctly and submit to SHA (Coordinate

- rosters/coaching staff with administrators, coordinate payment with Treasurer, etc)
- (k) Be the interface to SHA for ALL player/coach registrations, additions, deletions, fines, etc. Coaches and managers are NOT permitted to send any changes directly to SHA;
 - (l) Shall provide a report at all meetings of the general membership
 - (m) Be responsible for the management of the MMHA website and other social media accounts.

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.

Additionally, the Secretary shall also;

- (a) Prepare and distribute meeting agendas
- (b) Keep accurate written record of proceedings of the Association and present the minutes of all Executive Committee and general meetings as requested and required;
- (c) Distribute Board meeting agenda before and meeting minutes to members of the Executive Committee after each meeting
- (d) Give or cause to be given, as and when instructed, any correspondence to members, administrators, officers, auditors and members of committees of the board as instructed; and
- (e) Perform other administrative duties as may be required by the President or Executive Secretary; and
- (f) Lead/Oversee Fundraising Committee and such events and initiatives; and
- (g) Market the Association in terms of clothing opportunities, etc.
- (h) Create and market a quarterly MMHA Newsletter
- (i) In collaboration with the Executive Secretary, create, coordinate and oversee association documents and communications (i.e. newsletter, webpage content, etc.) if needed

Referee Assignor

The Referee Assignor, if appointed, shall

- a) 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;
- b) 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
- c) Shall provide input in matters of discipline and suspensions that are required;
- d) Assign officiating assignments in consultation with RIC to provide officials with responsibilities suitable to their level of experience, as well as offering the opportunity to expand and develop further when appropriate; and
- e) Shall provide a report at all meetings of the general membership.

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 Association. The Treasurer shall render to Board whenever required an account of all transactions and of the financial position of the Association. 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 Association to receive any indemnity thereby provided.

Additionally, the Treasurer shall:

- (a) Act as Chairman of the Finance Committee to attempt to ensure that the day-to-day and long-term financial operation of the MMHA is maintained on a viable basis and budgetary matters are adequately addressed.
- (d) Receive all monies payable to the MMHA and deposit same with MMHA's bank as determined by the Board
- (e) Keep an accurate record of all monies received and disbursed;
- (f) Keep proper books of accounts and make them available to the Board on request;
- (g) 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;
- (h) Provide a monthly account of the current financial position of the Association in relation to its budget at each Board meeting;
- (i) Arrange, with Board approval, for the investment and safekeeping of MMHA funds;
- (j) Shall have such other powers and duties as the Board may specify.

PART 2.2 – POWERS AND DUTIES OF OTHER OFFICERS

U18 Administrator

The U18 Administrator shall:

- (a) Be in charge of all teams older than the U15 age group that are registered with the Association but excluding AA teams;
- (b) Supervise the registration of the teams in his or her division with the Saskatchewan Hockey Association;
- (c) Attend pre-season meetings with all the team managers and coaches in conjunction with the U5-U18 Administrators;
- (d) Ensure that all team managers and coaches conduct pre-season meetings with the parents of their players;
- (e) Enforce the rules, regulations, and policies of the Association;
- (f) Lead Coach Selection Committee through selection process to appoint head coaches and assist if required in determining assistant coaches and managers for the teams in the U18 division, and have the right to dismiss those deemed unsuitable with prior notification and approval of the majority of the Executive Committee;
- (g) Assist, with the help of Executive Committee members, the division of teams in age groups with more than one (1) team in the manner determined by the majority of the Executive Committee;
- (h) Coordinate with the Referee-in-Chief of the requirements pertaining to referees for the games within the U18 division;
- (i) Attend Executive Committee meetings with prepared interim reports;
- (j) Submit a report at all meetings of the general membership; and
- (k) Provide support to tournament coordinators, and coaches regarding team selection, applications and general support. Ensure compliance with MMHA tournament programs if applicable.
- (l) Provide support for additional initiatives as required.

U15 Administrator

The U15 Administrator shall:

- (a) Be in charge of all teams in the U15 age group that are registered with the Association but excluding AA teams;
- (b) Supervise the registration of the teams in his or her division with the Saskatchewan Hockey Association;
- (c) Attend re-season meetings with all the team managers and coaches in conjunction with the U5-U18 Administrators;
- (d) Ensure that all team managers and coaches conduct pre-season meetings with the parents of their players;
- (e) enforce the rules, regulations, and policies of the Association;
- (f) Lead Coach Selection Committee through selection process to appoint head coaches and assist if required in determining assistant coaches and managers for the teams in the U15 division, and have the right to dismiss those deemed unsuitable with prior notification and approval of the majority of the Executive

Committee;

(g) Assist, with the help of Executive Committee members, the division of teams in age groups with more than one (1) team in the manner determined by the majority of the Executive Committee;

(h) Coordinate with the Referee-in-Chief of the requirements pertaining to referees for the games within the U15 division;

(i) Attend Executive Committee meetings with prepared interim reports;

(j) Submit a report at all meetings of the general membership; and

(k) Provide support to tournament coordinators and coaches regarding team selection, applications and general support. Ensure compliance with MMHA tournament programs if applicable.

(l) Provide support for additional initiatives as required.

U13 Administrator

The U13 Administrator shall:

(a) Be in charge of all teams in the U13 age group that are registered with the Association but excluding AA teams;

(b) Supervise the registration of the teams in his or her division with the Saskatchewan Hockey Association;

(c) Attend pre-season meetings with all the team managers and coaches in conjunction with the U5-U18 Administrators;

(d) Ensure that all team managers and coaches conduct pre-season meetings with the parents of their players;

(e) Enforce the rules, regulations, and policies of the Association;

(f) Lead Coach Selection Committee through selection process to appoint head coaches and assist if required in determining assistant coaches and managers for the teams in the U13 division, and have the right to dismiss those deemed unsuitable with prior notification and approval of the majority of the Executive Committee;

(g) Assist, with the help of Executive Committee members, the division of teams in age groups with more than one (1) team in the manner determined by the majority of the Executive Committee;

(h) Coordinate with the Referee-in-Chief of the requirements pertaining to referees for the games within the U13 division;

(i) Attend Executive Committee meetings with prepared interim reports;

(j) Submit a report at all meetings of the general membership; and

(k) Provide support to tournament coordinators and coaches regarding team selection, applications and general support. Ensure compliance with MMHA tournament programs if applicable.

(l) Provide support for additional initiatives as required.

U11 Administrator

The U11 Administrator shall:

- (a) Be in charge of all teams in the U11 age group that are registered with the Association;
- (b) Supervise the registration of the teams in his or her division with the Saskatchewan Hockey Association;
- (c) Attend pre-season meetings with all the team managers and coaches in conjunction with the U5-U18 Administrators;
- (d) Ensure that all team managers and coaches conduct pre-season meetings with the parents of their players;
- (e) Enforce the rules, regulations, and policies of the Association;
- (f) Lead Coach Selection Committee through selection process to appoint head coaches and assist if required in determining assistant coaches and managers for the teams in the U11 division, and have the right to dismiss those deemed unsuitable with prior notification and approval of the majority of the Executive Committee;
- (g) Assist, with the help of Executive Committee members, the division of teams in age groups with more than one (1) team in the manner determined by the majority of the Executive Committee;
- (h) Coordinate with the Referee-in-Chief of the requirements pertaining to referees for the games within the U11 division;
- (i) Attend Executive Committee meetings with prepared interim reports;
- (j) Submit a report at all meetings of the general membership; and
- (k) Provide support to tournament coordinators and coaches regarding team selection, applications and general support. Ensure compliance with MMHA tournament programs if applicable.
- (l) Provide support for additional initiatives as required.

U9 Administrator

The U9 Administrator shall:

- (a) Be in charge of all teams in the U9 age group that are registered with the Association;
- (b) Supervise the registration of the teams in his or her division with the Saskatchewan Hockey Association;
- (c) Attend pre-season meetings with all the team managers and coaches in conjunction with the U5-U18 Administrators;
- (d) Ensure that all team managers and coaches conduct pre-season meetings with the parents of their players;
- (e) Enforce the rules, regulations, and policies of the Association;
- (f) Lead Coach Selection Committee through selection process to appoint head coaches and assist if required in determining assistant coaches and managers for the teams in the U9 division, and have the right to dismiss those deemed unsuitable with prior notification and approval of the majority of the Executive Committee;

(g) Assist, with the help of Executive Committee members, the division of teams in age groups with more than one (1) team in the manner determined by the majority of the Executive Committee;

(h) Coordinate with the Referee-in-Chief of the requirements pertaining to referees for the games within the U9 division;

(i) Attend Executive Committee meetings with prepared interim reports;

(j) Submit a report at all meetings of the general membership; and

(k) Provide support to tournament coordinators and coaches regarding team selection, applications and general support. Ensure compliance with MMHA tournament programs if applicable.

(l) Provide support for additional initiatives as required.

U5/U7 Administrator

The Initiation Administrator shall:

(a) Be in charge of all teams in the U5/U7 age group(s) that are registered with the Association;

(b) Supervise the registration of the teams in his or her division with the Saskatchewan Hockey Association;

(c) Attend pre-season meetings with all the team managers and coaches in conjunction with the U5-U18 Administrators;

(d) Ensure that all team managers and coaches conduct pre-season meetings with the parents of their players;

(e) Enforce the rules, regulations, and policies of the Association;

(f) Lead Coach Selection Committee through selection process to appoint head coaches and assist if required in determining assistant coaches and managers for the teams in the U5/U7 division(s), and have the right to dismiss those deemed unsuitable with prior notification and approval of the majority of the Executive Committee;

(g) Assist, with the help of Executive Committee members, the division of teams in age groups with more than one (1) team in the manner determined by the majority of the Executive Committee;

(h) Coordinate with the the Referee-in-Chief of the requirements pertaining to referees for the games within the U5/U7 division;

(i) Attend Executive Committee meetings with prepared interim reports;

(j) Submit a report at all meetings of the general membership; and

(k) Provide support to tournament coordinators and coaches regarding team selection, applications and general support. Ensure compliance with MMHA tournament programs if applicable.

(l) Provide support for additional initiatives as required.

A/AA Administrator

The A/AA Administrator shall:

- (a) Be in charge of all A/AA level teams that are registered with the Association;
- (b) Supervise the registration of AA level teams with the Saskatchewan Hockey Association;
- (c) Attend pre-season meetings with all the team managers and coaches of A/AA level teams;
- (d) Ensure that all team managers and coaches conduct pre-season meetings with the parents of their players;
- (e) Enforce the rules, regulations, and policies of the Association;
- (f) Lead Coach Selection Committee through selection process to appoint head coaches and assist if required in determining assistant coaches and managers for A/AA level teams, and have the right to dismiss those deemed unsuitable with prior notification and approval of the majority of the Executive Committee;

- (g) Assist, with the help of Executive Committee members, the division of teams in age groups with more than one (1) team in the manner determined by the majority of the Executive Committee;
- (h) Coordinate with the Referee-in-Chief of the requirements pertaining to referees for the AA level teams;
- (i) Attend Executive Committee meetings with prepared interim reports;
- (j) Submit a report at all meetings of the general membership; and
- (k) Provide support to tournament coordinators and coaches regarding team selection, applications and general support. Ensure compliance with MMHA tournament programs if applicable.
- (l) Provide support for additional initiatives as required.

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 Moosomin 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 MMHA Player Development Model which includes development and submission of the player development budget during the annual budget approval process. 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 MMHA 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.

(i) Shall hold HP1 certification.

BYLAW 7: EXECUTIVE DIRECTORS COMMITTEE MEMBERSHIP

Proposed New Wording

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(1) President

(2) Vice President

(3) Referee Assignor

(4) Executive Director Mentor

(5) U5-U11 Division Director

(6) U11-U18 Division Director

(7) Manager Mentor

- (8) Tournament Mentor
- (9) Social Media
- (10) Development Coordinator
- (11) Equipment Administration
- (12) Past President

One Executive member may simultaneously hold two Administrative positions (e.g. U15 and U18) as deemed necessary by the current Executive Committee.

The Senior Executive Committee will consist of the following:

- (1) President
- (2) Vice President
- (3) Executive Director Mentor
- (4) Division Director
- (5) Division Director
- (6) Player Development Coordinator
- (7) Past President (If one is available)

PART 2 – POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

The Executive Committee shall have the power to administer all the affairs of the Association, 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 Association;
- (c) to conduct skills camps and evaluations 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 Association;
- (i) to prescribe, consistent with these Bylaws the powers and duties of all persons set

forth in Bylaw 7;

(j) to pass all Rules and Regulations as required for the administration of the Association; and

(k) to have the right to by a three-quarter (75%) vote of the Executive Committee, remove forthwith from office any member of the Executive Committee who has been remiss or neglectful of duty, or displayed conduct that impairs his or her usefulness as a member of the Executive Committee. In addition, any member of the Executive Committee who has missed three (3) consecutive meetings without just explanation to the President may also be subject to removal from his or her position under this point.

PART 2.1 – OFFICERS

President

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

Additionally, the President shall:

- (a) Preside over and call to order all meetings of the Association;
- (b) Sit on all committees as an ex-officio voting member;
- (c) In collaboration with the Executive Secretary, 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;
- (d) Call meetings of the Senior Executive, as required, to deal with problems of the Association, provided that minutes of all such can be provided at the next Board meeting.

- (e) Act as a mediator in disputes regarding parties within the Association;
- (f) Sign documentation and notify suspended teams, players, officials, and anyone else involved with an Association team;
- (g) 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 the news media;
- (h) Have joint signing authority on the association financial documents;
- (i) Have the authority to exercise the power of the Executive Committee in the

case of an emergency

- (j) Provide a written report to all meetings of the general membership
- (k) In consultation with the Finance Committee prepare for the consideration and approval of the Board an operating budget for the current fiscal year by June 1 of each year;
- (l) Appoint all Committees unless specifically stated and form any special committees to assist in the operating of the Association; and
- (m) 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 Association 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 Association financial documents;
- (c) Oversee the administrator positions and ensure that they undertake all of their duties;
- (d) Responsible for the Discipline Committee
- (e) Be responsible for the coordination of all fundraising activities in order that the priorities of the Board are provided for;
- (f) Subject to the approval of the Board, appoint such members as may be required to assist with the duties involved in fundraising; and
- (g) Assume the duties of the President during that officer's absence

Executive Director

The Executive Director, if appointed, shall attend and be the Executive Director of all meetings of the Board. Executive Director will attend and act as Secretary/Treasurer of all meetings of other committees of the Board and shall enter or cause to be entered in records kept for that purpose minutes of all proceedings thereat. The

Executive Director 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 Executive Director shall be the custodian of all books, papers, records, documents and instruments belonging to the Association, 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.

The Executive Director shall:

- (a) Be responsible for the collection and distribution of all mail and correspondence to the Association; and
- (b) Be responsible for all correspondence on behalf of the Association
- (c) Perform other administrative duties as may be required by the President; and
- (d) In collaboration with The Executive Director Mentor, coordinate annual registration;
- (e) Collect and segregate all registrations, pertaining to the players division;
- (f) Ensure all player information is registered and uploaded to the website;
- (g) Create player reports as directed by the Board
- (h) Ensure SHA forms are filled out correctly and submit to SHA (Coordinate rosters/coaching staff with administrators, coordinate payment with Executive Director Mentor, etc)
- (i) Be the interface to SHA for ALL player/coach registrations, additions, deletions, fines, etc. Coaches and managers are NOT permitted to send any changes directly to SHA;
- (j) Shall provide a report at all meetings of the general membership

Additionally, the Executive Director shall also;

- (a) Prepare and distribute meeting agendas
- (b)
- (c) Keep accurate written record of proceedings of the Association and present the minutes of all Executive Committee and general meetings as requested and required;

- (d) Distribute Board meeting agenda before and meeting minutes to members of the Executive Committee after each meeting
- (e) Give or cause to be given, as and when instructed, any correspondence to members, administrators, officers, auditors and members of committees of the board as instructed; and
- (f) Perform other administrative duties as may be required by the President or Executive
- (j) Act as Chairman of the Finance Committee to attempt to ensure that the day-to-day and long-term financial operation of the MMHA is maintained on a viable basis and budgetary matters are adequately addressed.
- (k) Receive all monies payable to the MMHA and deposit same with MMHA's bank as determined by the Board
- (l) Keep an accurate record of all monies received and disbursed;
- (m) Keep proper books of accounts and make them available to the Board on request;
- (n) 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;
- (o) Provide a monthly account of the current financial position of the Association in relation to its budget at each Board meeting;
- (p) Arrange, with Board approval, for the investment and safekeeping of MMHA funds;
- (q) Shall have such other powers and duties as the Board may specify.

Referee Assignor

The Referee Assignor, if appointed, shall

- a) 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;
- b) 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
- c) Shall provide input in matters of discipline and suspensions that are required;
- d) Assign officiating assignments in consultation with RIC to provide officials with responsibilities suitable to their level of experience, as well as offering the opportunity to expand and develop further when appropriate; and
- e) Shall provide a report at all meetings of the general membership.
- f) Shall keep a log of each referee assignment accepted and denied by officials

Executive Director Mentor

The Executive Director Mentor shall

- a) Provide support and guidance for the Executive Director
- b) Assist in any duties Executive Director needs help with
- c) Be a liaison between Executive Director and the Board

PART 2.2 – POWERS AND DUTIES OF OTHER OFFICERS

Coach Mentor/U5-U11 Director

The U18 Administrator shall:

- (a) Be in charge of all teams U5-U11 age groups that are registered with the Association
- (b) Supervise the registration of the teams in his or her division with the Saskatchewan Hockey Association;
- (c) Attend pre-season meetings with all the team managers and coaches in conjunction with the U5-U11 Directors;
- (d) Ensure that all team managers and coaches conduct pre-season meetings with the parents of their players;
- (e) Enforce the rules, regulations, and policies of the Association;
- (f) Lead Coach Selection Committee through selection process to appoint head coaches and assist if required in determining assistant coaches and managers for the teams in the U5-U11 divisions, and have the right to dismiss those deemed unsuitable with prior notification and approval of the majority of the Executive Committee;
- (g) Assist in team selection as well as AP selection to be done at start of the year
- (h) Assist, with the help of Executive Committee members, the division of teams in age groups with more than one (1) team in the manner determined by the majority of the Executive Committee;
- (i) Coordinate with the Referee-in-Chief of the requirements pertaining to referees for the games within the U5-U11 divisions;
- (j) Attend Executive Committee meetings with prepared interim reports;
- (k) Submit a report at all meetings of the general membership; and
- (l) Provide support for additional initiatives as required.
- (m) Be the liaison between coaches and the executive, providing a voice in which coaches can feel safe in raising issues, concerns and/or suggestions.

Coach Mentor/U13-U18 Director

The U13-U18 Administrator shall:

- (a) Be in charge of all teams in the U11-U18 age groups that are registered with the Association but excluding AA teams;
- (b) Supervise the registration of the teams in his or her division with the Saskatchewan Hockey Association;
- (c) Attend re-season meetings with all the team managers and coaches in conjunction with the U13-U18 Administrators;
- (d) Ensure that all team managers and coaches conduct pre-season meetings with the parents of their players;
- (e) enforce the rules, regulations, and policies of the Association;
- (f) Lead Coach Selection Committee through selection process to appoint head coaches and assist if required in determining assistant coaches and managers for the teams in the U15 division, and have the right to dismiss those deemed unsuitable with prior notification and approval of the majority of the Executive Committee;
- (g) Assist in team selection as well as AP selection to be done at start of the year
- (h) Assist, with the help of Executive Committee members, the division of teams in age groups with more than one (1) team in the manner determined by the majority of the Executive Committee;
- (i) Coordinate with the Referee-in-Chief of the requirements pertaining to referees for the games within the U13-U18 divisions;
- (j) Attend Executive Committee meetings with prepared interim reports;
- (k) Submit a report at all meetings of the general membership; and
- (l) Provide support for additional initiatives as required.
- (m) Be the liaison between coaches and the executive, providing a voice in which coaches can feel safe in raising issues, concerns and/or suggestions.

Manager Mentor

The Manager Mentor Shall

- a) Provide support and guidance to team managers in each age division as to what jobs need to be done
- b) Create a template for managers to follow to help them with season duties
- c) Hold Preseason meeting with all team managers to discuss the up coming year and duties
- d) Assist team managers in scheduling for the season
- e) Help encourage teams to have a team manager and a treasurer

Tournament Mentor

The Tournament Mentor shall

- a) Provide support to tournament coordinators, and coaches regarding team selection, applications and general support. Ensure compliance with MMHA tournament programs if applicable.
- b) Create a tournament template of "To Do's" to be shared with team tournament committee
- c) Hold meeting with tournament committees to discuss how tournaments should be done
- d) Follow up with tournament committee to see if any changes should be made moving forward

Social Media

The Social Media Admin shall:

- (a) Maintain up-to-date player rosters and coach lists on the website
- (b) Be responsible for the management of the MMHA website and other social media accounts.
- (c) Lead/Oversee Fundraising Committee and such events and initiatives; and
- (d) Market the Association in terms of clothing opportunities, etc.
- (e) Create and market a quarterly/monthly MMHA Newsletter
- (f) In collaboration with the Executive Director Mentor, create, coordinate and oversee association documents and communications (i.e. newsletter, webpage content, etc.) if needed
- (g) Be responsible for all publicity, interaction with the media and advertising events.
- (h) Make social media update posts daily/weekly/monthly

Player Development Coordinator

The Player Development Coordinator is a crucial position for every association. Player development 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 Player Development 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 Moosomin Minor Hockey.

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 MMHA Player Development Model which includes development and submission of the player development budget during the annual budget approval process. 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 MMHA practice plan structure for both full ice and shared practice ice, with strategic coaching methodologies to ensure effective and efficient skill-based practices.

(h) Shall hold HP1 certification.