

# ZONE M ACES - CONSTITUTION

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# 1. ARTICLES

## 1.1. NAME

1.1.1. This organization shall be called the Zone M Minor Hockey Association.

## 1.2. AFFILIATION

1.2.1. This organization is part of the Saskatoon Minor Hockey Association referred to here after as the SMHA and as such, is controlled to some extent by the SMHA and therefore is affiliated with the Saskatchewan Hockey Association and the Canadian Hockey Association.

## 1.3. JURISDICTION

1.3.1. The Zone M Minor Hockey Association shall have jurisdiction over the area of the city of Saskatoon as designated by the SMHA.

## 1.4. OBJECTIVES

1.4.1. To promote, govern and improve organized hockey within the Zone.

1.4.2. To stress values, appreciation, and skills involved in hockey.

1.4.3. To exercise a general supervision and direction over the playing interest of its players, coaches, managers, and executive; with emphasis on good character, citizenship, and sportsmanship.

1.4.4. To ensure that there is an enjoyment of the game and at the same time that good competition is involved.

1.4.5. To develop as many teams at all levels as are practical and economical.

## 1.5. BUSINESS

1.5.1. The business and affairs of the Zone M Minor Hockey Association shall be conducted in conformance with the Articles, By-Laws, Policy and Procedures, and Rules and Regulations of Zone M by an executive elected or appointed.

## 1.6. CHANGES IN RULES AND REGULATIONS

1.6.1. This organization at any Annual, Special, or Executive meeting may adopt, amend, revise or repeal Rules and Regulations or Policy and Procedures for the government of this organization by a two-thirds majority vote of those present.

## 1.7. AMENDMENT TO BY-LAWS AND ARTICLES

1.7.1. This organization at the Annual meeting may adopt, amend, revise, or repeal By-Laws or Articles for the government of the organization provided that thirty (30) days' notice in writing has previously been given to the Administrator of the zone and communicated by him/her to all members of the executive council of at least fifteen (15) days prior to the holding of the Annual meeting. The notice herein required may be waived by a three-quarters majority vote of those members present.

1.7.2. Without thirty days prior notice to the Administrator, in writing, a motion to amend the By-Laws and Articles shall be considered only at an Annual meeting provided they receive a unanimous vote of those members present. After a unanimous vote is given, the motion requires 75% majority vote.

1.7.3. The Executive of Zone M Minor Hockey Association at any duly called meeting may adopt, amend, revise or repeal Articles, By-Laws, Policy and Procedures, and Rules and Regulations for the government of this organization, when such changes are necessary so that Zone M Minor Hockey Association does not become in contradiction to the By-Laws, Rules and Regulations of the SMHA.

## 1.8. QUORUM

1.8.1. In order for a quorum at an Executive meeting of the Zone M Minor Hockey Association, a minimum of 5 executive members must be present, unless there is a financial decision in excess of \$1500.00, then a majority quorum must exist.

1.8.2. At an Annual or Special meeting of the Zone M Minor Hockey Association, a quorum shall consist of twenty members including the Executive personally present.

## 2. BY-LAWS

### 2.1. MEMBERSHIP

- 2.1.1. Membership is open to anyone 18 years and over who is residing within the Zone M boundaries and who has a willingness to be involved with Zone M Hockey.
- 2.1.2. Membership is also open to those residents residing elsewhere, but who have a player playing within Zone M with full approval of the SMHA Executive.
- 2.1.3. The Executive shall be members of this organization.
- 2.1.4. All members of this organization shall be entitled to vote at any Annual, or Special meeting.
- 2.1.5. No one shall be represented by proxy or carry more than one vote.

### 2.2. ORGANIZATION

- 2.2.1. The Zone M Minor Hockey Association shall operate through an Executive consisting of:

Past Commissioner (non-voting)	U9 Coordinator
Zone Commissioner	U11 Coordinator
Assistant Zone Commissioner	U13 Coordinator
Registrar	U15/U18 Coordinator
Administrator / Evaluation Assistant	Player Development Coordinator
Treasurer	Equipment / Member At Large
Bingo Coordinator	Communications Coordinator
U7 Coordinator	Evaluation Coordinator

- 2.2.2. The executive shall approve the appointment of an Assistant for each Executive position if required for a term of one year only. The assistants will report to the Executive through the Executive member and as such are not voting members on the Executive. The assistants will be voting members of the Executive if they are the official designate.
- 2.2.3. The Executive shall have the power to suspend or discipline any coach, manager, trainer or other team official connected with any team and shall have the power to report any players to SMHA for suspension or discipline.
- 2.2.4. The Executive shall be elected or appointed at the Annual meeting of the organization in accordance with By-Law 2.3 "Nominations, Elections and Removal of Officers".

### 2.3. NOMINATIONS, ELECTIONS AND REMOVAL OF OFFICERS

- 2.3.1. The Zone M Executive shall seek nominations for each position, starting prior to the Annual meeting.
- 2.3.2. The names of the candidates for the positions to be filled shall be presented at the Annual meeting.
- 2.3.3. Candidates running for position of Zone Commissioner or Assistant Zone Commissioner must have served one full term on the Zone M executive.
- 2.3.4. Candidates must have agreed to allow their names to stand for election prior to or at the Annual meeting.
- 2.3.5. All officers may stand for re-election.
- 2.3.6. The elected members of the Executive shall be elected at the Annual meeting for a term of two years:  
Election schedule as follows:

Odd	Even
-----	------

Years:	Years:
Zone Commissioner (Board Appointed)	Assistant Commissioner (Board Appointed)
Registrar (Board Appointed)	Treasurer (Board Appointed)
Administrator / Evaluation Assistant	Communications Coordinator
U9 Coordinator	Equipment / Member At Large
U13 Coordinator	U7 Coordinator
U15/U18 Coordinator	U11 Coordinator
Player Development Coordinator	Evaluation Coordinator

2.3.7. The year will commensurate with the date of the Annual meeting.

2.3.8. The Bingo Coordinator will be an appointed position annually.

- a. Will be made annually in April by motion of the Zone M Executive for the upcoming season.
- b. If vacated, be replaced by inviting interested parties from our zone to submit a letter of application.
- c. May for cause be terminated at any time by the Zone M Executive.

2.3.9. After approval has been obtained from the Executive, a vacancy on the Executive shall be filled by appointment by the Zone Commissioner.

2.3.10. The Treasurer must meet the following criteria:

- a. Provide a Criminal Record Check
- b. Have basic knowledge of understanding Financial Statements, and
- c. Experience with bookkeeping or accounting, and/or banking

## 2.4. MEETINGS

2.4.1. Meetings shall be called only by the Zone Commissioner. The Administrator shall notify the membership through those in his/her district at least three days prior to such a meeting.

2.4.2. The Annual meeting of the Zone M shall be called in the spring and held prior to May 31<sup>st</sup>.

2.4.3. The neutral person appointed by the Zone Commissioner shall chair the elections at each Annual meeting.

2.4.4. All Executive elections shall be by secret ballot. Two neutral scrutineers shall be appointed by the Zone Commissioner to count and control all ballots.

2.4.5. Special meetings shall be required to be called within ten days or sooner by the Zone Commissioner upon request in writing to the Administrator by any member provided such a request is signed by at least twenty members at large of Zone M and the cause for the holding of such a meeting is clearly stated.

2.4.6. Executive meetings shall be held every four weeks or less during the hockey season.

2.4.7. The order of business at the Annual, Special and Executive meetings, if applicable, shall be as follows:

- a. Notice of meeting
- b. Minutes of previous meeting with equivalent rights (Annual to Annual)
- c. Business arising out of minutes
- d. Delegations who have requested permission in writing prior to the meeting
- e. Correspondence
- f. Report of Zone Commissioner
- g. Report of Assistant Zone Commissioner
- h. Report of Treasurer and presentation of financial statement
- i. Report of Registrar
- j. Report of Bingo Coordinator
- k. Report of Equipment / Member At Large
- l. Report of U18, U15, U13, U11, U9, U7 and Player Development Coordinator
- m. Report of Communications Coordinator
- n. Report of Evaluations Coordinator
- o. Notice of Motion
- p. Appointment of Officers

- q. New Business
- r. Election and Appointment of Auditors
- s. Adjournment

## 2.5. DUTIES OF OFFICERS

### 2.5.1. Zone Executive

- a. To be in charge of equipment and the purchasing of such equipment as they deem necessary for any team that the Zone sponsors.
- b. Have the power to appoint persons to such positions, as they deem necessary to carry out various duties within the Zone.
- c. To set registration fees.

### 2.5.2. Coaches Selection Committee

- a. The Zone Commissioner, Assistant Zone Commissioner, and each Coordinator will review all applications and interviews will be held from April 30<sup>th</sup> to October 15<sup>th</sup> for tiering divisions. Qualified coaches can be picked in this time frame.
- b. Final selection will be completed prior to commencement of league play.
- c. On-line applications for coaching positions shall be presented to the Assistant Zone Commissioner prior to coaching duties.

### 2.5.3. Past Commissioner

- a. To provide continuity from year to year.
- b. To act in an advisory capacity to the current Executive.
- c. Duration of this shall be:
  - i. no more than two years or
  - ii. length of Zone Commissioner's term

### 2.5.4. Zone Commissioner

- a. To administer the Zone as set out by the Zone M Articles, By-Laws, Policies and Procedures, and Rules and Regulations.
- b. To be sure the Zone is being administered uniformly in all respects.
- c. To be the official spokesman of the Zone to the SMHA
- d. To preside over all meetings.
- e. To give notice of all meetings and have all concerned notified.
- f. To oversee all members of the Executive.
- g. To perform such duties as are usually performed by a Zone Commissioner and to generally oversee the business of Zone M.
- h. To vote only the case of a tie.
- i. To be responsible for all appointments of officers in Zone M.

### 2.5.5. Assistant Commissioner

- a. To perform the duties of the Zone Commissioner when he/she is absent or if the position becomes vacant.
- b. To be in charge of receiving all coaching applications, ensure coaches certifications and current police checks are in place.
- c. To handle distribution of pre-skate ice before tryouts and to schedule tryout ice.
- d. To assist reserving extra practice ice for Zone M hockey teams if required.
- e. To perform other duties relative to his/her office.

### 2.5.6. Administrator / Evaluations Assistant

- a. To keep accurate records of proceedings of all meetings of the association and to arrange for next meeting and Annual meetings.
- b. To make available a copy of all minutes to the Executive within one week of the meeting.
- c. To prepare amended Articles and By-Laws for the Annual meeting.

- d. To maintain electronic storage of documents related to the Zone.
- e. To carry out duties relative to his/her office.

#### **2.5.7. Treasurer**

- a. To keep accurate records of all monies received and disbursed and to report same at Executive, and Annual meetings.
- b. To present a financial audited statement at the Annual meeting. This includes monies disbursed through bingos.
- c. Prior to leaving at the end of term, the Treasurer shall turn over any and all records pertaining to the Zone M Aces and make a full accounting of the records to the Zone M Executive. Audit must be carried out.
- d. To carry out duties relative to his/her office.

#### **2.5.8. Registrar**

- a. To be responsible for all team and player registration and to ensure all deadlines for the registration of players and the registration of all teams are met and make sure team official list is given to SMHA, Zone Commissioner, Assistant Commissioner and Bingo Coordinator.
- b. To carry out duties relative to his/her office.

#### **2.5.9. Bingo Coordinator**

- a. To be in charge of all activities associated with operating bingos.
- b. To keep accurate record of all money received and disbursed and to report same at Executive and Annual meetings.
- c. Prior to leaving at the end of the term the Bingo Coordinator shall turn over any and all records to the Zone M Executive.
- d. To carry out duties relative to his/her office.

#### **2.5.10. Equipment / Member At Large**

- a. To assist in the selection of an Assistant Equipment Coordinator if required.
- b. To be in charge of all equipment of teams sponsored by Zone M Minor Hockey Association.
- c. To purchase equipment for teams sponsored by Zone M Minor Hockey Association.
- d. The Equipment Coordinator may purchase equipment with prior approval from the Zone Commissioner or Assistant Commissioner.
- e. To prepare equipment out list.
- f. To designate specific days for pick-up and drop off equipment.
- g. To carry out duties relative to his/her office.

#### **2.5.11. Zone Coordinators**

- a. Shall be members of their respective SMHA Central Program Committee.
- b. Shall operate and administer their respective division under provisions of the Zone M Articles, By-Laws, Policy and Procedures, and Rules and Regulations, under the direction of the Zone Commissioner.
- c. Shall serve as a line of communication between coaches, assistant coaches, and managers in their respective division and the Zone Executive.
- d. To carry out duties relative to his/her office.

#### **2.5.12. Player Development Coordinator**

- a. Shall be members of their respective SMHA Central Program Committee
- b. Shall operate and administer their respective division under provisions of the Zone M Articles, By-Laws, Policy and Procedures, and Rules and Regulations, under the direction of the Zone Commissioner.
- c. Organize goalie development programs
- d. Organize player development programs
- e. To carry out duties relative to his/her office.

### 2.5.13. Communications Officer

- a. Shall be responsible for maintenance of website.
- b. To carry out duties relative to his/her office.

### 2.5.14. Evaluation Coordinator

- a. Shall assist wherever possible other positions as deemed necessary e.g. player evaluations.
- b. Shall act as an unbiased liaison when a coordinator has player(s) in his/her level.
- c. Shall represent the Board at GSHL meetings and activities.
- d. Shall track and ensure that coaches receive all required certifications as per their age division.
- e. To carry out duties relative to his/her office.

## 2.6. REMUNERATION OF OFFICERS

All executive members will be required to pay the full registration fee for the upcoming season for any and all children they have playing hockey with the Zone M Aces. The payment of the registration fees will follow the same requirements as any other player in the zone. Similarly, consequences of non-payment by the required date (such as, but not limited to, not being able to participate in tryouts, not being a part of the initial player drafts and the inability to be placed on a team etc).

### 2.6.1. Payment of Remuneration

The executive will receive a full refund of the registration fees paid for any one of their children that was registered and played hockey with the Zone M Aces in the immediate preceding season. In the event the executive member's child played Tier 1 City wide, then the equivalent of the fees that would have been paid to the zone for their level and division will be refunded. These refunds will occur following the annual general meeting ("AGM") for the season in which the registration fees were paid so long as **all** of the following conditions are met:

- a. The executive member has attended at least 75% of the executive meetings; and
- b. The executive member has been an active member of the Zone M Aces executive and has reasonably fulfilled their responsibilities as defined in the constitution up to and including the date at which the AGM for the current season is held;

### 2.6.2. Forfeiture of Remuneration

The executive member will forfeit their full honorarium (no proration for time served will be granted) for the year if **any one** of the following situations:

- a. The executive member fails to attend at least 75% of the executive meetings held; or
- b. The executive member steps down from their position prior to the end of the AGM; or
- c. The executive member is removed from the board for any reason as provided under the current constitution such as failure to attend 3 consecutive meetings during the year; or
- d. The executive member has been involved in any fraudulent activity that the executive become aware of;  
or
- e. The executive member has been involved in any theft of any sort associated with the Zone M Aces assets.

## 2.7. FINANCES

- 2.7.1. All funds earned by Zone M Minor Hockey Association from all sources shall be credited to the Zone accounts.
- 2.7.2. All expenditures shall be covered by an invoice with purchase number and be approved by the Executive, by vote, Commissioner and/or Assistant Commissioner.
- 2.7.3. Bank signing officers shall be the Treasurer and either the Zone Commissioner or the Assistant Zone Commissioner, only if the Zone Commissioner is not available.
- 2.7.4. Bank signing officers for the Bingo account shall be, any two of; the Bingo Coordinator, Zone Commissioner or the Treasurer.
- 2.7.5. All players on Zone M sponsored teams shall pay a registration fee to Zone M. Any unpaid registration



fees will result in that player(s) removal from the ice and team function until paid in full.

- 2.7.6. No team will ever use the Zone M Aces name, in whole or part on any bingo license; if this is done all team officials will be immediately dismissed. Only the Zone will use this name.
- 2.7.7. All teams, coaches, managers, assistant coaches, parents and players sponsored by the Zone M Minor Hockey Association must have permission from the Zone Executive, by vote, Zone Commissioner, and/or Assistant Commissioner, to raise funds for their own use.

## 2.8. DISSOLUTION

- 2.8.1. Upon dissolution or liquidation of the Association all the remaining assets of the Association after payment of all debits and liabilities shall be donated for such charitable benevolent recreational or educational purposes as may be decided by the Association at its last General meeting.

## 2.9. GENERAL

- 2.9.1. In the event of any dispute as to meaning of any article By-Law, Rule or Regulation, the interpretation of the Executive shall be final and conclusive.

## 2.10. RULES OF CONDUCT FOR MEETINGS

- 2.10.1. Voting majority will be determined by the number of voting members present.
- 2.10.2. Motions:
  - a. Written (mover/second).
  - b. Verbal (mover/second).
- 2.10.3. Speak to a motion (debate):
  - a. can speak only once to a motion, exception (d).
  - b. first speaker the mover of the seconder.
  - c. other speakers' affirmative and/or negative.
  - d. close debate by first speaker.
- 2.10.4. Vote on the Motion.
- 2.10.5. Order to follow during debate before the call for the question:
  - a. 1. Amend, add, strike out, replace or substitute words, or divide the question into parts.  
CAN AMEND A MOTION, CANNOT AMEND AN AMENDMENT.  
Debate amendment.  
Vote on amendment.  
If passed, debate the amended motion,  
Vote on the amended motion.  
2. Rescind (remove, cancel, and repeal).  
3. Refer to Committee.
  - b. 1. Defer for a certain time.  
2. Table (NON-DEBATABLE).
  - c. 1. Call for question.
  - d. 1. Not to consider the question.
- 2.10.6. After the vote on a motion.
  - a. Reconsider the vote (only once).
  - b. Second reconsider only if motion was amended during first consideration.
  - c. Motion to reconsider must be made by someone who voted on the prevailing side in the original question.
- 2.10.7. Challenge chair
  - a. On all above procedures.

## 2.11. GREIVANCES

- 2.11.1. Team officials, parents, and/or players, who find themselves in a conflict situation will first approach the team manager, assistant coaches and/or coaches on his/her respective team for resolution. If results are not satisfactory at the team level, then the person should approach the appropriate Program Coordinator/Commissioner/Assistant Commissioner. If results are still not satisfactory, that person can make a presentation in writing to the Zone Executive for resolution.

- 2.11.2. Zone M Aces executive (when necessary) will have a special meeting called (by the commissioner, assistant commissioner or appropriate coordinator) for disciplinary reasons. This meeting will only require the commissioner or assistant commissioner, appropriate coordinator or executive representative, and the administrator or executive representative, totaling a minimum of 3 executive members present for decisions. All other executive members are welcome to attend the discipline meetings if available and will be informed of the decisions, which were made.

### 3. POLICY AND PROCEDURES

#### 3.1. FINANCIAL REFUND AND RETURN POLICIES

##### 3.1.1. REGISTRATION

- a. A player will only be considered registered and be allowed on the ice once the Registrar has received the on-line registration form and full payment is made. Late registrations must be received by the Registrar and full payment made prior to being allowed on the ice.
  - b. If funding is being reviewed by a third party for approval e.g. Kidsport, Canadian Tire Jump Start, Band funding etc., full payment is required prior to stepping on the ice. Confirmation of funding approval provided by the third party to the Registrar will be accepted in good faith as payment for that portion of the fees. If the funded amount is less than the total fees, the remainder is due in full prior to being allowed on the ice.
  - c. It is strongly suggested that applications for all third party funding be completed as early as possible (May or early June is preferable) in order gain confirmation prior to player evaluations; some funding sources do not hold regular meetings through the summer months e.g. Kidsport, and confirmation of approval may be delayed until the fall. Consequently, families are required to pay up front until funding is secured or players miss evaluations and are not placed on a team roster until payment is received/confirmed.
  - d. Players who register for evaluations with GSHL are required to complete the on-line registration form for the Zone M Aces; payment is due in full in the event that the player returns to the Zone and prior to being allowed on the ice.
  - e. Acceptable payment types are: on-line via credit card or debit card using PayPal, cheque, money order or cash. Zone Executive Committee Members are not permitted to accept payment via e-transfer. Personal cheques will not be accepted after August 31<sup>st</sup> of any given year. A non-refundable NSF fee of \$50 will be applied to any funds returned as insufficient. Full payment of NSF fees is required prior to being allowed on the ice.
  - f. Players who choose to register with the Zone M Aces after January 1 of the current season for the reason of a recent geographical move to the zone and are not previously registered with SMHA for the current season will pay late registration fees taking into account the following factors:
    - a) Number of players on team
    - b) Remaining regular season and playoff games
    - c) Remaining practices
    - d) Insurance cost/player on team
    - e) Administration fee
- i.e. U13C, 16 players on team, 7 regular season and 2 playoff games, 11 practices, insurance and admin fee. (7 regular season and 2 playoff games \$140, 11 practices \$155, Insurance \$45 and Admin Fee \$25 = \$365)

##### 3.1.2. REGISTRATION REFUND

- a. Refunds will only be issued for health reasons with a Doctor's Certificate.
- b. Refunds must be requested prior to December 1<sup>st</sup> in any season (as this is when we have full paid registration to SMHA). The refund will be pro-rated and will exclude insurance costs. No refunds after December 1<sup>st</sup>.
- c. Any player moving to another hockey area must have their new area request a transfer of registration fees from Zone M. (Zone M will issue directly to the new area.)
- d. KidSport or Bingo funds cannot be refunded to the persons who received them; they are required to remain in the zone.
- e. Registered players withdrawing from Zone M Aces hockey prior to September 1<sup>st</sup> in the year of transaction will

be subject to a non-negotiable administration fee of \$25 to offset transaction and other costs incurred by the Zone.

- f. All refund requests after September 1<sup>st</sup> in the year of transaction will be reviewed by a sub-committee comprised of the Registrar, Treasurer and Zone Commissioner/Assistant Commissioner. Decisions regarding refunds are final and are not subject to appeal.

If approved, the following deductions will apply to the refund based on the following timelines:

- a. From September 1<sup>st</sup> but prior to evaluations: admin fee charged (\$25) then 90% of remainder is refundable.
  - b. After start of evaluations but prior to first assigned team ice time: admin fee charged (\$25) then 80% of remainder is refundable.
  - c. Following first assigned team ice time but prior to November 1<sup>st</sup>: admin fee charged (\$25) then 65% of remainder is refundable.
  - d. After November 1<sup>st</sup> through December 31<sup>st</sup>: admin fee charged, then 30% of remainder is refundable.
  - e. As of January 1<sup>st</sup>: no refund.
- g. Refunds in the form of cash/cheque will not be allowed for registration fees paid by bingo credits or Third Party Funding sources.
  - h. The Zone M Aces organization is committed to ensuring that as many players as possible be provided the opportunity to play. In support of that ideal the following order of refunded payment(s) will apply:
    - a. MSS
    - b. Kidsport
    - c. Canadian Tire Jumpstart
    - d. Helpone
    - e. Band Funding
    - f. Other funding sources
    - g. Bingo Credits
    - h. Player's family
  - i. Effective September 1<sup>st</sup> in the year of transaction, no refunds will be issued for withdrawal without sufficient reason. The following refund policy will apply to circumstances in which a player is unable to complete their season for one of the following reasons only:
    - a. Significant illness (with supporting documentation from a medical doctor)
    - b. Significant injury (with supporting documentation from a medical doctor)
    - c. Relocation of the player's primary residence outside of SMHA boundaries

### **3.1.3. CHEQUE RETURN**

- a. There will be a zero tolerance for NSF cheques written to the zone. Once a cheque is received NSF the player(s) for whom the cheque was paying for will be removed from the ice immediately until such time that the equivalent amount plus a \$50 NSF fee is received in cash.
- b. Cheques will no longer be allowed to be written by any person(s) who have shown a history of writing NSF cheques to the zone. To further deal with this the Executive's Finance Committee will carry the final decision for re-instatement of abilities to provide cheques in the future for registration fees to these repeat offenders.

## **3.2. PLAYER PARTICIPATION POLICY**

- a. The Saskatoon Zone M Aces require proof of participation prior to placing any player in any division on a team. Therefore, participant families who have registered but not paid in full as of the first evaluated ice time of the current season will be required to register with the Saskatoon Minor Hockey Association office and will not have a place held for them on any team in the Saskatoon Aces Zone. Additionally, participants that have registered and have made payment in full must present themselves to their zone coordinator if not taking part in the evaluation process. Failure by the participant or parent or guardian of the participant to do so will result in the

participants place in the zone forfeited. The participant will then need to re-register with the Saskatoon Minor Hockey Office.

### 3.3. TEAM SELECTION POLICIES & PROCEDURES

#### 3.3.1. DRAFT SELECTION POLICY

##### a. U9 Players

- Top 10 evaluated players go to highest tier; Senior Level being drafted first, then Intermediate and finally Beginner
- Next top 8 players per team in that tier go in the bubble for the coaches to select
- If there are 2 teams playing in the highest tier the top 20 players will go to the highest tier and the bubble will increase to 10

##### b. U11 Players

- Top 10 evaluated players go to highest tier
- Next top 8 players per team in that tier go in the bubble for the coaches to select
- If there are 2 teams playing in the highest tier the top 20 players will go to the highest tier and the bubble will increase to 10

##### c. U13, U15 and U18 Players

- Top 6 evaluated forwards and top 4 evaluated defensemen go to the highest tier
- Bubble then consists of next top 5 (minimum) to 8 (maximum) evaluated forward skaters and 5 (minimum) to 8 (maximum) defensemen
- If there are 2 teams the top 12 evaluated forwards and the top 8 evaluated defensemen go to the highest tier and the bubble will consist of the next top 5 (minimum) to 8 (maximum) evaluated forward skaters and 5 (minimum) to 8 (maximum) defensemen
- The top evaluated goal-tenders go to the highest tier
- In order for a player to be placed on a Tier 1 or Tier 2 team, that player needs to attend tryouts. Players who do not attend tryouts will be placed according to SMHA guidelines

##### d. Goalies

- All goalies (U11 to U18) must attend goal-tender evaluations
- Two ice times are dedicated to goalie tryouts; the first for U11 and U13 and the second for U15 and U18
- Goalies will also attend each scrimmage session with the rest of the group in their division; scrimmages will also be evaluated
- Top evaluated goalies will go to the highest level
- If a goalie attends tryouts as a goalie and only a goalie (and there ends up being 2 goalies on a team) the goalie will only be allowed to play goal. The goalies will alternate ice times. If your child wants to play as a goalie and play as a skater the child must be evaluated as both a goalie and as a skater, he/she must attend tryouts as both. The child will play goal at the level in which he/she was evaluated as a player

#### 3.3.2. DRAFT SELECTION PROCEDURES

##### a. Two Team Player Selection

- For a draft where there are 2 teams, the players will be in groups of 6; coaches will draw numbers and the selection process will be as follows:
  - 1 – 2
  - 2 – 1
- The coaches will draw numbers before selecting from each group

##### b. Three Team Player Selection

- For a draft where there are 3 teams, the players will be in groups of 9; each coach will draw a

number and the selection process will be as follows:

- 1 – 2 – 3
- 3 – 2 – 1
- 2 – 1 – 3
- The coaches will draw numbers before selecting from each group

**c. Goalie Selection**

- for a draft where there are 3 teams, coaches will draw numbers; the selection process will be as follows:
  - 1 – 2 – 3
  - After the first pick, whoever drew the 2 and 3 will draw numbers again and select their second pick for goalies. The coach that drew the number 1 in the first draw gets last pick for goalies.
- For a draft where there are 2 teams, coaches will flip a coin for the first pick. The selection process will be as follows:
  - 1 – 2
  - 2 – 1

### **3.3.3. COACH SELECTION PROCEDURE**

- All coaches must fill out an application and submit to the interview process conducted by the coach's selection committee.
- Parent coaches will not be confirmed until game play has commenced.
- Parent coaches for higher tiers can only be confirmed if their child is among the top 50% of their level.

## **3.4. EQUIPMENT POLICY**

### **3.4.1. Jersey Distribution**

- Each team will be supplied with the following:
  - a. Player Jerseys – 17 away and 17 home (various sizes)
  - b. Goalie jerseys – 2 away and 2 home
  - c. Garment bag for jerseys
  - d. Pucks
- Each team will need to submit a cheque of \$300 for Equipment Damage
  - a. Deposit and \$75 for practice jerseys to be cashed and held by the zone when receiving jerseys in September or October of each season.

### **3.4.2. Goalie Equipment Distribution**

- Goalie equipment will be loaned to any player attending hockey schools or Zone tryouts upon signing a receipt accepting responsibility for the equipment.
  - a. People eligible to sign the goalie equipment are coaches, assistant coaches, trainers, managers, parents, or guardians.

### **3.4.3. Responsibility**

- Equipment for each team will be signed out by the team coach, assistant coach or manager, who will become responsible for the equipment for the duration of the season.
  - a. Team jerseys are to stay in possession of team officials and are not allowed to be taken home by players as a regular occurrence.
  - b. Each team will become responsible for maintenance of equipment signed out by team other than normal wear.
  - c. Name bars, where required are to be sewn by and removed prior by the Zone M's designated seamstress. Also, the name bars must be removed prior to turning the jerseys in.
  - d. Game jerseys shall not be used for practices.

### **3.4.4. Return**

- Equipment will be picked up at a designated location of specific days in the fall and returned at a designated location on specific days at season end

## **3.5. PLAYER DEVELOPMENT POLICY**

### **3.5.1. Goaltenders**

- Every Goaltender (U11 through U18 Divisions) actively playing for, and residing in Zone M shall be eligible to receive 50% or up to \$350/goalie (maximum) from the zone, per season, for goaltender development training by an authorized Goaltending Training Centre. Goalies must play 30% or more games to receive the credit. Goalies in U9 will be considered on a case by case basis upon request; reimbursement is contingent on approval by the Board.

## **4. RULES AND REGULATIONS**

### **4.1. Bingo**

- Any funds raised through working bingos by a Zone M Hockey Association team will be paid directly

to that team by cheque issued from the Zone M Hockey Association. These cheques will only be issued when receipts for legitimate expenses (as per Gaming Commission guidelines) are presented to the Zone M Hockey Association Executive by the team, to at least equal amount of the cheque. If the team cannot provide receipts to cover the amount of the cheque, Zone M Hockey Association Executive will review that situation on an individual basis. There may be no more bingos given to that team.

#### 4.2. Coach

- All coaches must select a parent of one of their players as a team manager and another parent as treasurer to act as joint signing officers. These parents must be acceptable to the Coordinator.
- Coach Selection Committee:
  - a. As far as possible, a three or more person selection committee with no players involved shall be appointed by the Coordinators with the approval of the Executive to help select the Level I, Level II and Level III players for the U9 and U11 division.
- For all non-parent coaches, a parent must be given first consideration as assistant coach and must be suitable to the Zone Coordinator.
- All selected coaches must complete a prescribed application form, a criminal record check and agree to an interview as well as provide a written resume (background information sheet). Coaches failing to acquire proper accreditation by the SMHA deadline may be required to reimburse the zone for their fines incurred or may lose the opportunity to coach in the future until such time as proof can be provided to the zone that the appropriate courses have been obtained.
- When applying to coach, you will coach the level at which your child is evaluated.

#### 4.3. Team

- Team managers must submit a financial statement by January 1<sup>st</sup> of every year and two weeks at the end of the season. All income and expense receipts must be kept for an additional three weeks, subject to Zone audit, in the event of discrepancy. Each team registered as a Zone M Hockey Association team shall have and control a bank account in that team's name. This account will be used for all team income and expenditures incurred during that team's existence.
- The Zone Executive must approve all sponsors, acquired beyond the Zone Executive.

#### 4.4. Tryout

- All players' tryout numbers will be posted on the Saskatoon Aces Website prior to their tryout session, stating the date, time and location of their next tryout session.
- Siblings: need to determine when siblings are trying out the same age group if the parents want them to play on the same team they will play at the level of the lowest evaluated family member
- Any player removed from the ice for disciplinary action and/or unsportsmanlike conduct (including verbal abuse), during tryouts, will be assessed a score of 0 for that tryout session; this score will be included in the cumulative average score

#### 4.5. Jersey

- All sponsors advertising shall be displayed by a sewn-on shoulder patch or hip patch.
- All third retro jerseys must be approved by the Zone Executive prior to being ordered otherwise will not be allowed.
- Every coach must return his team sweaters and goalie equipment on the designated date assigned by the Equipment Coordinator.

#### 4.6. Executive

- If an executive member appoints an assistant, it becomes their personal responsibility to provide remuneration to their assistant unless agreed upon differently by majority vote of the executive. They would forfeit half of their remuneration to their assistant.

- Each executive member is required to sign and abide by the Executive Code of Ethics or removal from the board may come about. Furthermore, if an executive member fails to attend 75% of the called meetings or misses 3 consecutive meetings in a season it may also result in removal from the board. When an Executive Committee member is suspended or removed from the Board they cannot run for any position on the Board for a period of four years