

**ST. MATTHEW HOCKEY & SPORTS CLUB (SMHSC)
BOARD POLICIES AND PROCEDURES**

Approved by the Board of Directors

Date: February 20, 2020

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1. CODE OF CONDUCT

1.1 Conflict of Interest Policy

SMHSC is committed to the ethical behavior of its volunteers and the Board of Directors. All members of the Board of Directors, committees and sub-committees are bound by the Conflict of Interest Policy.

For the purposes of this policy, a conflict of interest may be deemed, but not limited to exist when:

- a volunteer or member of the Board of Directors places themselves in a position which might benefit them, their children or any person directly related to them from improper consideration or favoring; or
- a volunteer or member of the Board of Directors seeks or is perceived to seek, gain, receive or benefit financially from preferential treatment in the duties and responsibilities in SMHSC from situations, but not limited to:
 - participating as an owner, part owner, director or officer of a firm which is a supplier of materials or services to SMHSC;
 - entering into a sponsorship agreement or promotional agreement with SMHSC where the participant is an owner, part owner, director or officer of the company; or
 - receiving gifts, monies or favors of any kind in exchange for preferential treatment on the team.
- When a conflict or perceived conflict arises, the person(s) involved shall:
 - immediately advise the President (or in the case of the President, he / she will advise the Board) of the nature of his/her conflict of interest(s); and
 - remove themselves immediately from the meeting or situation.

1.2 Board of Directors Code of Conduct

The Board of Directors shall abide by the SMHSC Policies & Procedures and Bylaws, maintain the integrity, purpose and values of the organization at all times.

The Board of Directors shall:

- respect the members and not cause any public embarrassment or humiliation;
- be supportive and respectful of each other;
- not use their position for personal profit, personal gain or their child/children's gain;
- not use their position to influence the selection of a team official or benefit any team or individual(s) within the organization;
- use the position for the benefit of SMHSC as a whole;
- act in an ethical manner at all times as one would expect from an organization of integrity; and
- maintain the information of SMHSC including but not limited to financial information, strategy, actions or any matter or decision by the Board of Directors made *in camera* or described as confidential in nature.

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2. BOARD NOMINATIONS

This policy applies to all board nominations held at Annual General Meetings or Special Meetings called for the purpose of electing directors.

2.1 Board Nominations

Board nominations, as outlined in the SMHSC Bylaws dated September 20, 2019 are as follows:

- 7.1.4.1 Voting Members are entitled to nominate a Member or a non-Member as a candidate for a Board position at the Annual General Meeting.
- 7.1.4.2 At each Annual General Meeting, Voting Members elect: the Initiation Director, Novice Director, Atom Director, Pee Wee Director, Equipment Manager, Apparel Coordinator, Special Events Coordinator, Casino Coordinator, Communications Coordinator and Bingo Coordinator to one (1) year terms.
- 7.1.4.3 At each Annual General Meeting ending in an odd year, Voting Members elect: the President, Vice President - Administration & Secretary and Registrar to two (2) year terms.
- 7.1.4.4 At each Annual General Meeting ending in an even year, Voting Members elect: the Vice President - Hockey Operations, Treasurer and Ice Allocator to two (2) year terms.
- 7.1.5 The President serves for a maximum of two (2) consecutive terms. In the event that no other individual is nominated for the position of President at an Annual General Meeting, then the outgoing President may serve for an additional term.

2.2 Board Nomination Procedure

The notice to members provided by the Vice President - Administration & Secretary in advance of the meeting shall include a list of Board of Directors' positions that are eligible for election at the meeting.

At the meeting, the President or his / her appointed delegate provides voting members with a prepared schedule with the board positions eligible for election and space for the voting members to write in the slate of directors so nominated during the meeting. A sample is provided at Appendix 1.

As each nominee accepts his / her nomination for a position, the President or his / her delegate writes the nominee's name under the board position for which he /she was nominated.

A Member may advise the President or Vice President - Administration & Secretary prior to the meeting that he / she will be unable to attend the AGM or Special Meeting, and should he / she be nominated for a specific Board of Directors position, that he / she accepts the nomination.

A Member may be nominated for more than one (1) Board position, but once elected to a Board position, his / her name is then struck from the remaining positions eligible for election.

The documentation of the nominees shall be made on a white board or electronic board such that voting members in attendance can read the complete list of nominees under their respective Board of Director titles, as well as refer to their own notes taken on their prepared schedule.

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The names of Board Members' whose positions are not eligible for election shall also be listed on the white board or electronic board.

In the event of discrepancies between voting members' notes and the white board or electronic board, the white board or electronic board shall take precedence.

Once nominations have been received for all eligible positions, the voting members can then consider the list of names in its entirety.

The President then asks if there are any further nominations.

- If there are further nominations, these names are added to the slate. A motion, seconded to approve the slate of directors, shall be passed by a simple majority.
- If there are none, the President calls the nomination process closed.

A motion, seconded to close the nomination process, shall be passed by a simple majority.

It is acceptable that an eligible Board position remain with no nominations.

Voting for each eligible position then occurs in accordance with Article 7.3.5 of the Bylaws dated September 20 2019, and in the order in which the Board positions are listed in Appendix 1

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3. DUTIES AND RESPONSIBILITIES

The Board of Directors meets at least ten (10) times per year. Board meetings may last between two (2) and four (4) hours duration. Preparation time for Board meetings may require as much or more time than a meeting itself, depending on the Board position, special projects and seasonality.

Some Board positions require increased time and effort at certain times of the year, while others are fairly consistent during the year. For example, Category Directors (Initiation, Novice, Atom, and Pee Wee) require effort in preparation for development camps in August, player evaluations, and team and coach selection in September. The Registrar expends a good deal of time and effort in preparation for on-line and in-person registrations (June - November), and following rep cuts and late registrations in September.

In addition, time commitments for positions such as Apparel, Special Events and Casino Coordinators, and the Equipment Manager are event specific and accordingly require time for planning and successful execution of events.

The following summarizes the respective duties and responsibilities of each Board position.

3.1 President

Reporting to: The Members

Duties and responsibilities:

- Supervises the affairs of the Board;
- When present, chairs all meetings of the Society and the Board of Directors;
- Is an ex officio member of all Committees, except the Nominating Committee (if established);
- Acts as the spokesperson for the Society;
- Attends or appoints a designate to attend all Knights of Columbus Hockey Association or other Hockey organization meetings, as may be required;
- Is an Officer of the Society; and
- Carries out other duties assigned by the Board of Directors.

3.2 Past President

Reporting to: The President

Duties and responsibilities:

- Attends meetings of the Board of Directors, as requested; and
- Advises and assists the President and the Board of Directors generally as requested.

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3.3 Vice President - Hockey Operations

Reporting to: The President

Duties and responsibilities:

- Presides at meetings in the President's absence. If the Vice-President - Hockey Operations is absent, the Directors elect a Chairperson for the meeting;
- Replaces the President at various functions when asked to do so by the President or the Board of Directors;
- Chairs the player Evaluation Committee;
- Is an Officer of the Society; and
- Carries out other duties assigned by the Board of Directors.

3.4 Vice President - Administration & Secretary

Reporting to: The President

Duties and responsibilities:

- Attends all meetings of the Society and the Board of Directors;
- Keeps accurate minutes of the Society's meetings;
- Has charge of the Board's correspondence;
- Makes sure a record of names and addresses of all Members of the society is kept;
- Makes sure all notices of various meetings are sent;
- Keeps the Seal of the Society;
- Files the annual return, changes in the directors of the organization, amendments in the bylaws and other incorporating documents with the Corporate Registry;
- Responsible for developing and maintaining the Society's administrative and operating policies and procedures;
- Prepares amendments to the bylaws for approval by the Board of Directors and Members;
- Is an Officer of the Society; and
- Carries out other duties assigned by the Board of Directors.

3.5 Treasurer

Reporting to: The President

Duties and responsibilities:

- Makes sure all monies paid to the Society are deposited in a chartered bank, treasury branch or trust company chosen by the Board of Directors;
- Makes sure a detailed account of revenues and expenditures is presented to the Board of Directors as requested;
- Makes sure annual audited financial statements of the Society are prepared and presented at the Annual General Meeting;

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- Prepares the SMHSC annual budget for presentation and approval by the Board of Directors;
- Approves all Team budgets;
- Ensures that all required reports are filed on time with Alberta Gaming, Liquor & Cannabis (AGLC);
- Is an Officer of the Society; and
- Carries out other duties assigned by the Board of Directors.

3.6 Registrar

Reporting to: The President

Duties and responsibilities:

- Official registrar contact for KC Hockey, Hockey Edmonton and Hockey Alberta;
- Coordinates the registration process for the hockey season and conditioning camps run by SMHSC;
- Maintains accurate and complete records and documentation relating to player registration, coach registration, funding and registration payments;
- Liaises with the Treasurer and Bingo Coordinator to ensure that all registration requirements have been met in terms of payments and mandatory volunteer requirements;
- Liaises with the Vice President - Hockey Operations, Category Directors, Head Coaches and Managers, to ensure all player and coach registration requirements have been met in terms of compliance with obtaining Respect in Sport, Respect in Sport Activity Leader and all other required coaching certifications;
- Rosters all players and coaches in Team Snap and HCR;
- Finalizes and submits hard cards to Hockey Edmonton for approval;
- Responsible for obtaining affiliate forms and uploading them to the players' HCR profiles;
- Responsible for initiating transfers to SMHSC and approving/rejecting transfers out of SMHSC; and
- Carries out any other duties as assigned by the Board of Directors, KC Hockey, Hockey Edmonton and Hockey Alberta.

3.7 Ice Allocator

Reporting to: The President

Duties and responsibilities:

- Reviews ice requirements each hockey season (including conditioning camps, regular season and playoffs);
- Attends all Knights of Columbus Hockey and City of Edmonton ice meetings;
- Liaises with Knights of Columbus Hockey, City of Edmonton and private owners to secure sufficient ice for the Society;
- Assigns evaluation ice and practice ice based on identified needs;
- Sells any ice determined to be in excess of the Society's requirements;
- Forwards invoices for ice purchases and any funds received for ice sales, to the Treasurer;
- Prepares monthly ice status and usage reports for the Board of Directors; and

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- Assists Vice President - Hockey Operations in the development of ice allocation policies, or changes thereto.

3.8 Category Directors - Timbits (Initiation), Novice, Atom & Pee Wee

Reporting to: The President

Duties and responsibilities:

- Each Director is responsible for his / her respective age category;
- Ensures player evaluations result in players placed on an appropriate hockey team;
- Ensures coaches are assigned to teams at the beginning of the hockey season;
- Provides guidance, support and advice to coaching staff and players' parents;
- Attends one (1) game or one (1) practice per tiering round for each team in their respective category;
- Ensures all volunteers have completed the appropriate programs and clinics;
- Ensures all coaches use a coaching approach that is age appropriate;
- Assists with player placements, if necessary, during player evaluations;
- Provides input to the Vice President - Hockey Operations regarding divisional placement of teams;
- Performs an initial assessment of any disputes and grievances that may arise and make best efforts to resolve these issues;
- Advises Registrar of any player movements; and
- Assists in the collection of membership fees, if required.

3.9 Bingo Coordinator

Reporting to: The President

Duties and responsibilities:

- Secures all bingo licenses for the Society;
- Ensures each bingo event has a chairperson and sufficient volunteers;
- Attends all bingo association meetings where the Society holds a license;
- Ensures all Members have booked their required number of mandatory bingos;
- Maintains financial records for each bingo hall's profit and loss statements, pooling information and worksheets;
- Assists in the collection of outstanding membership fees as required;
 - Prepares monthly reports to the Board of Directors, including but not limited to Bingo chits issued, redeemed and outstanding; and
- Assists the Vice President - Administration & Secretary in development of Bingo policies or changes thereto.

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The Bingo Coordinator position is a paid position. The Bingo Coordinator receives a modest stipend of \$75 per bingo event attended and partial reimbursement of cellular telephone costs of \$25 per month. The Bingo Coordinator attends at least 4 bingo events each month.

3.10 Apparel Coordinator

Reporting to: The President

Duties and responsibilities:

- Secures and maintains a good working relationship with a non-hockey apparel supplier;
- Maintains a line of non-hockey apparel supporting the Society's logos and colours;
- Participates in coaches and managers meetings at the beginning of the hockey season, advising of apparel line and ordering procedures;
- Maintains order forms;
- Negotiates pricing with vendor(s); and
- Arranges for display of apparel so Members can select apparel items for purchase.

3.11 Special Events Coordinator

Reporting to: The President

Duties and responsibilities:

- Plans social events for the Society;
- Plans and coordinates team picture day;
- Coordinates ticket sales with team coaches and managers;
- Coordinates publicity of events on the Society's web-site and Member e-mails;
- Provides event budgets to the Board of Directors for approval; and
- Provides a financial summary of each event to the Board of Directors within 1 month of the event taking place.

3.12 Equipment Manager

Reporting to: The President

Duties and responsibilities:

- Ensures that deposits are received from Members for any equipment lent out in the off-season;
- Submits a list of equipment required for purchase prior to the start of the season to the President, Vice President - Hockey Operations and Treasurer for review and discussion;
- Ensures equipment is stored safely and that any required repair or cleaning is completed;
- Ensures all equipment lent out during the hockey season is returned to stock prior to May 1st; and
- By July 1st of each year, provides the Board of Directors with a schedule of proposed equipment purchases for review and approval.

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3.13 Casino Coordinator

Reporting to: The President

Duties and responsibilities:

- Secures casino licenses as requested by the Board of Directors;
- Ensures a casino manager and alternate managers are available;
- Ensures volunteer worker forms are submitted to AGLC for approval;
- Ensures the Society has sufficient volunteers to work at the Casino;
- Selects volunteers to perform specific tasks (count room, banking, etc...);
- Prepares reports to the Board of Directors; and
- Assists the Vice President - Administration & Secretary in development of Casino policies or changes thereto.

3.14 Communications Coordinator

Reporting to: The President

Duties and responsibilities:

- Collects, records and disseminates news to all Members regularly throughout the hockey season, via the club web-site and e-mails in a timely manner;
- Sends announcements and other information to the Members in a timely manner as needed for club events such as Bingo, Casino and hockey registration; and
- Updates and coordinates maintenance of the Society's web-site.

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Appendix 1 - Schedule of Board of Director Positions Eligible for Election

Position	Nominee #1	Nominee #2	Nominee #3
President			
Vice President - Hockey Operations			
Vice President - Administration & Secretary			
Registrar			
Treasurer			
Ice Allocator			
Director - Initiation			
Director - Novice			
Director - Atom			
Director - Pee Wee			
Equipment Manager			
Apparel Coordinator			
Bingo Coordinator			
Casino Coordinator			
Communications Coordinator			
Special Events Coordinator			