

**CONSTITUTION
OF THE
ENFIELD HOCKEY ASSOCIATION, INC.**

ARTICLE I

Name

The name of this organization shall be the "Enfield Hockey Association, Inc.," a non-profit Corporation organized in the State of Connecticut.

ARTICLE II

Purposes

The purposes of the Enfield Hockey Association, Inc., hereafter called "Corporation," shall be to provide a supervised, recreational, and competitive hockey program for the youth in the Enfield area. The Directors shall bear in mind at all times that the primary purpose of the Corporation is to provide a healthy, recreational athletic program for our youth. The Directors of this Corporation shall bear in mind, at all time, that the attainment of exceptional athletic skills and the winning of games are secondary. The Association will provide facilities and instruction in the sport of hockey and related activities and recreation. In the Traveling Team program, greater emphasis shall be placed upon elite player development through strategy, discipline, and fair play, while in the House League programs, greater emphasis shall be placed upon basic skill development and recreational activities for each participant.

A. Aims of this Corporation shall be:

1. To provide an opportunity for youth in the Enfield area to play organized hockey, according to the established by-laws, rules, and regulations of the Corporation.
2. To instill a sense of honesty, courage, and respect in our youth, as well as teach them the merits of good sportsmanship and fair play under all circumstances and conditions, thus providing the framework for the development of strong, healthy and happy youth, who will mature into good, respected, adult citizens.

B. Objectives of this Corporation shall be:

1. To promote, encourage, and govern a youth hockey program in the Enfield area.
2. To protect the mutual interests of its members.
3. To conduct a recreational hockey program for age groups from three years old through high school.
4. To select competitive teams for within the Enfield Hockey Association in games with teams outside this association.
5. To support High School Hockey programs.

ARTICLE III

Duties of Elected Officials

A. President

The President shall be the Chief executive officer of the Corporation. He/she shall see that regular elections are held, in accordance with the by-laws of the Corporation. He/she shall appoint and supervise the functions of the various committees. He/she shall have the power with the approval of the Board to replace any appointed position or committee chairperson at his/her discretion.

B. VP-Administration

The VP Administration shall be responsible for enforcement of the rules of the Corporation. He/she shall chair any disciplinary committee.

C. VP-Finance

The Treasurer shall keep full and accurate accounts of all receipts and disbursements of the Corporation, and shall deposit all moneys in the name and to the credit of the Corporation in such bank or banks as may be designated by the Board of Directors.

The Treasurer shall coordinate registration activities with the Registrar and shall be responsible for the collection of registration fees and other moneys payable to the Corporation at registration.

D. VP-Player/Coach Development

The VP Player/Coach Development shall be responsible for the development and implementation of a standard curriculum to ensure all of the Corporation's goals for its players and coaches can be met.

E. VP-Public Relations

Public Relations VP shall be responsible for the soliciting of sponsors for both in-house teams and Travel teams.

F. VP Scheduler

The VP Scheduler shall act as liaison with the Enfield Twin Rinks. He/she shall be responsible for developing the season master ice schedule and for coordinating changes with Enfield Twin Rinks and the Corporation's Referee in Chief.

The VP Scheduler is responsible for the Corporation's league schedules and assists Division Directors in scheduling non-league games.

G. VP-Travel

The VP-Travel shall attend any CHC meeting that pertains to the interests of the Corporation and report back to the board his/her findings.

H. Secretary

He/she shall keep the minutes of the Corporation meetings, the Board of Directors and the Executive Committee meetings. All minutes shall be maintained current in a book kept for this purpose.

The minutes shall record all financial transactions approved by the Board of Directors. He/she shall be the custodian of the Corporation's contracts, records, and other documents belonging to the Corporation. He/she shall act as Corresponding Secretary when necessary.

I. Booster Club President

The Booster Club President shall report to the Board on Booster Club activities

J. Division Directors

Each Board authorized division is to be operated by a Division Director. Each Director shall be responsible to implement policy as established by the board. Each shall organize and supervise his/her division throughout the entire season and ensure that all youths obtain equal opportunities and recognition.

Each Division Director shall approve all game and practice schedules for his/her respective division within established Board guidelines. Each shall be responsible for all financial requirements of all players in his/her division, as established annually by the Board, in addition to collecting other moneys as required in all fund raising projects, ice rentals, transportation costs, etc. All money received is to be turned over to the Treasurer.

Each shall be responsible for any player changes within his/her own division, always aiming to balance each House League team as much as possible with the others according to the rules and regulations established annually by the Board.

Player changes outside his/her age group shall be recommended to the Board for action.

Each shall insure that there are timekeepers for games in his/her division.

Each shall be responsible for all Corporation owned uniforms and equipment assigned to his/her division, and shall make certain all are returned at the season's end to the Equipment Director.

Each Director shall assist the Board in the selection of coaches for teams in his/her division. Travel Coaching candidates shall be ready for review by the June Board meeting with the Board voting on Travel Coaches during it's July meeting. In-house coaching candidates shall be presented for review at the July meeting and voted on during the Board's August meeting.

K. Equipment Manager

The Equipment Manager is responsible for the purchase and maintenance of team jerseys, goalie equipment, first-aid kits, and other team equipment. The Equipment Manager is responsible for distributing equipment to the teams, accepting equipment at season end and storing equipment during off-season.

L. Fund Raising Coordinator

The Fund Raising Coordinator shall be responsible for the Corporation's major fund raising activities. He/she shall chair the various committees set up for each fund raising event.

M. GSL Representative

The GSL Representative shall attend all GSL meetings and report back to the Board. He/she shall keep all participating coaches aware of necessary scheduling requirements.

N. Ice Chips Director

The Ice Chips Director shall gather all necessary information to publish weekly reports to the association.

O. Raffle Director

The Raffle Director shall be responsible for the annual raffle that serves to help skaters offset their 3rd ice payment. He/she shall comply with the necessary state regulations regarding raffles.

P. Referee-in-Chief

He/she shall be responsible for the supervision of all referees for all in-house and traveling team games played on the Corporation's usual ice facilities. His/her interpretation of the playing rules shall be accepted as final.

Q. Registrar

The Registrar shall be responsible for the Annual Registration of all Associate members as determined by the Board of Directors. He/she shall obtain satisfactory proof of age for all players. He/she shall obtain from each Division Director a Team Roster. He/she shall provide a copy of any or all rosters as requested, for the smooth and efficient operation of the league.

The Registrar shall be responsible for the provision and distribution of all printed material required at and for registration. He/she shall coordinate registration activities with the Treasurer and Division Directors and assist in the collection of registration fees.

R. Risk Manager

The Risk Manager shall be responsible for the filing of applications for insurance required of the Corporation. The Risk Manager shall be responsible for the registration of players, coaches, managers, and referees as required with the insurance company providing the Corporation's personal injury and liability insurance not later than the last day of November, annually.

S. Rules Director

The Rules Director shall be responsible for updating and the distribution of the EHA rules to the Division Directors and all board members.

T. Tournament Director

The Tournament Director shall run the Corporation Tournament. He/she shall chair the tournament committee.

U. Whaler Coordinator

The Whaler Coordinator shall coordinate all Whaler / Corporation activities.

<i>Revision History</i>			
<i>Date</i>	<i>Version</i>	<i>Description</i>	<i>Author</i>
<i>5/05/1996</i>	1.1	Revised	
<i>5/04/2004</i>	1.2	Formatting cleanup and added revision history.	Michael Silva

(These job descriptions were never approved)

The President shall be the Chief executive officer of the Corporation. He/she shall see that regular elections are held, in accordance with the by-laws of the Corporation. He/she shall appoint and supervise the functions of the various committees. He/she shall have the power with the approval of the Board to replace any appointed position or committee chairperson at his/her discretion. All appointments and decisions by the President are subject to the approval of the Board, unless otherwise expressly stated in this or other by-laws. He/she shall have such other powers and duties as may be conferred on him/her by the Board of Directors, or as set out from time to time in the Corporation's by-laws. He/she shall appoint a representative(s) of the Corporation, or delegate(s), to other Hockey Associations as required, subject to Board approval. He/she shall appoint an independent Auditor or Auditing Committee when legally required. This appointment shall be made at the Annual Meeting. Said audit shall be reported at the first fall meeting.

The Treasurer shall keep full and accurate accounts of all receipts and disbursements of the Corporation, and shall deposit all moneys in the name and to the credit of the Corporation in such bank or banks as may be designated by the Board of Directors. He/she shall disburse the funds of the Corporation only pursuant to the direction of the Board of Directors and shall render to the Board an account of all his/her transactions as Treasurer, and of the financial position of the Corporation whenever requested by the Board member(s). He/she shall submit a monthly statement to the Board, and shall be prepared to render a financial report at all regular Board meetings. At such time as the Board of Directors may require or direct, the Treasurer shall present for examination all books, papers, vouchers or other data that may be necessary for the proper auditing of his/her accounts. He/she shall be one of the Corporation's signatories for all corporate financial disbursements, the other officer being the President. The Treasurer shall be responsible for filing the Annual Report with the Secretary of the State of Connecticut, the Annual Report with the Attorney General of the State of Connecticut, and the annual Federal Tax report required of tax exempt charitable corporations. It is also the responsibility of the Treasurer to see that the Connecticut sales tax exemption remains in effect and that the tax-exempt status of the Corporation remains in force. The Treasurer shall coordinate registration activities with the Registrar and shall be responsible for the collection of registration fees and other moneys payable to the Corporation at registration.

J. Division Directors

Each Board authorized division is to be operated by a Division Director. Each Director shall be responsible to implement policy as established by the board. Each shall organize and supervise his/her division throughout the entire season and ensure that all youths obtain equal opportunities and recognition.

Each Division Director shall approve all game and practice schedules for his/her respective division within established Board guidelines. Each shall insure that there are timekeepers for games in his/her division. Each shall be responsible for all financial requirements of all players in his/her division, as established annually by the Board, in addition to collecting other moneys as required in all fund raising projects, ice rentals, transportation costs, etc. All money received is to be turned over to the VP-Finance.

Each shall be responsible for any player changes within his/her own division, always aiming to balance each House League team as much as possible with the others according to the rules and regulations established annually by the Board. Player changes outside his/her age group shall be recommended to the Board for action.

Each shall be responsible for all Corporation owned uniforms and equipment assigned to his/her division, and shall make certain all are returned and/or accounted for at the season's end to the Equipment Director.

Each Director shall assist the Board in the selection of coaches for teams in his/her division and shall submit in writing the names of the perspective coaches and resumes, if available. Travel Coaching candidates' names shall be submitted for review by the June Board meeting with the Board voting on Travel Coaches during it's July meeting. In-house coaching candidates' names shall be submitted for review at the July meeting and voted on during the Board's August meeting.

The Director will report monthly the status and any activities in his/her division to the Board. The Directors will submit detailed reports of any injuries, disciplinary actions, or other major activities. It is the Director's responsibility to ensure a coaching schedule and a skater skills development plan is established for the season. The Director is also responsible to ensure his/her coaching staff receives development opportunities and is properly certified.

R. Risk Manager

The Risk Manager shall be responsible for the filing of applications for insurance required of the Corporation. The Risk Manager shall be responsible for the registration of players, coaches, managers, and referees as required with the insurance company providing the Corporation's personal injury and liability insurance not later than the last day of November, annually.

The Risk Manager shall make every effort to minimize the Corporation's risk and exposure to liability. He/she shall direct and recommend actions to be undertaken to obtain the goals of the Corporation while minimizing its risk and liability. It shall be the Manager's responsibility to enforce the policies as established by the board, which involve risk or risk minimization.

T. Tournament Director

The Tournament Director shall be responsible for the organization and structure of the Corporation's Tournament(s). He/she shall chair the tournament committee and shall report monthly to the Board. Each Tournament will be documented and presented to the Board, the tournaments will be critiqued in writing as to their strengths and weaknesses. This Director shall divide and delegate most of the responsibilities of running a successful tournament. The Director shall prepare and present budgets, timelines, and milestones for each tournament. Although, the Annual Meeting and elections are held prior to the Corporations major annual tournament, the director shall be responsible through the completion of the tournament, including the final documentation and budget report.

U. AHL Coordinator

The AHL Coordinator shall coordinate all activities between the Corporation and the American Hockey League organizations in the Hartford-Springfield areas. This office will work as the public relations representative to the local AHL organizations placing emphasis on obtaining opportunities for interaction with the EHA skaters. Emphasis will be placed on obtaining opportunities for younger skaters to participate in AHL game entertainment. Additionally, the

coordinator will aid in the organization of CHC sanctioned games played on the AHL ice. This officer will be a member of the Tournament Committee.