



LEDUC MINOR HOCKEY ASSOCIATION (LMHA)

BYLAWS

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1.0 NAME OF THE ASSOCIATION

- 1.01** This organization shall be known as the Leduc Minor Hockey Association (LMHA).
- 1.02** This association is the governing body for all minor hockey in the City of Leduc. The organization shall be in good standing with Hockey Alberta and the Canadian Hockey Association.
- 1.03** The Hockey Alberta shall be a member of the Alberta Amateur Hockey Association and the Canadian Hockey Association and shall be bound by all bylaws and regulations of these Associations.

2.0 DEFINITIONS & INTERPRETATIONS

- a) The headings herein are given for convenience only, and shall not affect the interpretations of the by-laws.
- b) These by-laws shall be interpreted in a large and liberal sense so as to give effect thereto wherever possible.
- 2.01** "Act" means the *Societies Act of Alberta*, R.S.A. c. S-18 as amended from time to time;
- 2.02** "AA" Hockey means the top team in each division Pee Wee – Midget
- 2.03** "AAHA" means the Alberta Amateur Hockey Association;
- 2.04** "AFHL" means the Alberta Female Hockey League;
- 2.05** "Annual General Meeting" means the general meeting of the Members as provided for in Bylaw 6.01 hereto;
- 2.06** "Appeal" means an appeal pursuant to Bylaw 10.04 hereto;
- 2.07** "Board" means the governing body of the LMHA comprised of Board Members as defined in Bylaw 7.07 hereto;
- 2.08** "By-laws" means the by-laws of the LMHA as amended from time to time;
- 2.09** "Board Meeting" means a meeting of the Board Members as provided for in Bylaw 7.08 hereto;
- 2.10** "Board Member" means a person that has been elected or appointed to the Board of the LMHA as provided in Bylaw 7.07 hereto;

- 2.11** "CHA" means the Canadian Hockey Association (Hockey Canada);
- 2.12** "Category (ies)" means those sub-divisions of the Divisions commonly known as AAA, AA, A, B, **Female Elite** and/or such other sub-divisions as the Board may from time to time decide;
- 2.13** "Coach" means a person registered with Hockey Alberta as a coach of a Hockey Team;
- 2.14** "Coaching Staff" of a Hockey Team means the persons registered with Hockey Alberta including but not limited to the coach, assistant coach(es) and trainer.;
- 2.15** "Committee(s)" has the meaning set out in Bylaw 8.0 hereto;
- 2.16** "County of Leduc" means the area within the County of Leduc boundaries and includes the City of Leduc, the Towns of Beaumont, Calmar and Devon, and the Villages of New Sarepta, Thorsby and Warburg;
- 2.17** "Current Season" or "Current Year" means the fiscal year (May 1 to April 30th) that a game, event, function, occurrence, practice or tournament has occurred. Current Year is always defined as the first year (i.e. 2011-2012 Hockey Season) or the year that it is as at the beginning of the hockey season (September 1st);
- 2.18** "Discipline" means correction, chastisement, punishment, penalty, and, without limiting the generality of the foregoing, shall include suspension, expulsion and posting of a bond;
- 2.19** "Divisions" shall have the meaning as defined by the CHA from time to time relating to the classification of Players by level;
- 2.20** "Elite Female Hockey" refers to the AAA level of Female Bantam Hockey and the AA level of Midget Female Hockey;
- 2.21** "Executive Committee" means the committee as defined in Bylaw 8.01;
- 2.22** "Executive Meeting" means a meeting of the Executive Committee as provided for in Bylaw 7.09;
- 2.23** "Financial Statement(s)" means the financial statements of the LMHA;
- 2.24** "Fiscal Year" shall commence the 1st day of May of every year to and including the 30th day of April of the following year;

- 2.25 "General Meeting"** means a meeting of the Members as defined in Bylaw 6.01;
- 2.26 "Hockey Team"** means a group of persons, as defined by Hockey Alberta, all of whom are registered with the Hockey Alberta;
- 2.27 "Import"** means a player that resides outside of the Leduc Hockey Area for all levels, except for Bantam AAA, Midget Minor AAA, and Midget AAA for which import means a player that resides outside the County of Leduc, as well as for Female Elite whose import players reside outside of the North Central recruitment area as defined by Hockey Alberta;
- 2.28 "Leduc Hockey Area"** means the area consistent with and boundaries defined by the Hockey Alberta directive of a player's resident Minor Hockey Association. Leduc Minor Hockey shall retain a copy of the boundary map as defined by Hockey Alberta and agreed to by bordering associations.;
- 2.29 "LJAC"** means the Leduc Junior Athletic Club which is the society incorporated under the *Societies Act of Alberta* that has an agreement with LMHA as defined in Bylaw 2.30;
- 2.30 "Legal Guardian"** means a person that is granted guardianship of a player under the age of eighteen (18) years by the law courts of competent jurisdiction;
- 2.31 "Level Director"** means the Board Member elected or appointed with the responsibility for a particular Division as defined in Bylaw 7.07;
- 2.32 "Life Member"** means a person as set out in Bylaw 3.02 hereto;
- 2.33 "LJAC-LMHA Hockey Operations Agreement"** means the agreement that provides the definitions, terms and scope whereby LJAC participates in the minor hockey program in the Leduc area to accomplish its philosophy of "providing the highest level of development in the sport of hockey" for the Bantam AAA, Midget Minor AAA, and Midget AAA, representing the highest caliber of competition within these age groups;
- 2.34 "Member"** means a person or legal entity that has been admitted as a member of the LMHA, as set out in Bylaw 3.01 hereto;
- 2.35 "Member in Good Standing"** means any Member who has properly registered for the current season and is not a Member under suspension;
- 2.36 "North Central Impact (NCI)"** means the elite female level of hockey teams operating within LMHA;

- 2.37 "Off-ice Officials"** means persons who work as time-keepers, goal judges, penalty-box attendants and other persons which may be required off the ice from time to time for the organized conduct of a game of hockey;
- 2.38 "On-ice Officials"** means persons who work as referees or linesmen as required for the organized conduct of a game of hockey;
- 2.39 "Ordinary Resolution"** means a resolution passed at a General Meeting or a Board Meeting by a vote of not less than 50% of those members present in person plus one (1);
- 2.40 "Past President"** means the immediate former President of LMHA;
- 2.41 "Player"** means a person properly registered with LMHA;
- 2.42 "President"** shall mean the president of the LMHA;
- 2.43 "Recruitment Area"** is the geographical area of recruitment for North Central Impact teams in Alberta as defined by Hockey Alberta;
- 2.44 "Regulations"** means those regulations of the LMHA for the administration and operations of hockey;
- 2.45 "Rules"** means those rules of the game of hockey as made from time to time by the CHA;
- 2.46 "Secretary"** means the secretary of the LMHA;
- 2.47 "Bench Staff"** means the team officials, as defined by Hockey Alberta that are not directly involved with coaching. (i.e. Manager, Trainer, Safety Person,)
- 2.48 "Special Meeting"** means a General Meeting that is not the Annual General Meeting as defined in Bylaw 6.02;
- 2.49 "Special Membership"** means a member for purposes as defined in Bylaw 3.03;
- 2.50 "Special Resolution"** shall have the meaning as defined in the Act as defined in the bylaw 6.11.

3.0 MEMBERSHIP

3.01 MEMBERS

- a) The current members of the LMHA shall consist of:
 1. Any Parent or Legal Guardian, eighteen (18) years of age or older;
 2. Board Members;
 3. Coaching staff and/or Bench Staff of each Hockey Team that is registered with LMHA
 4. Any other community member interested in furthering the objectives of the LMHA as approved by the Board.
- b) Members must agree to abide by all rules and regulations of the LMHA and that the agreement will be indicated by the Member's signature on the registration/application form
- c) Membership is subject to approval of the LMHA. Such approvals will be evidenced by the Registrar upon acceptance of the appropriate registration/application form and payment of registration fees for players
- d) Residency of members must be consistent with LMHA Bylaws & Regulations, Hockey Alberta Regulation and LMHA authorized categorization
- e) Any Member of the Leduc Minor Hockey Association who does not conduct him or herself in accordance with the Rules and Regulations of Hockey Alberta, Hockey Canada or either the By-Laws or Policies of the Leduc Minor Hockey Association can, upon a 2/3 majority vote of the entire current Board, be expelled as a Member of the Leduc Minor Hockey Association for the remainder of the present hockey year or such longer period of time as the Board may decide upon.
 - i) Any recourse to another Hockey Branch, Commission, or the Courts of any jurisdiction by any member or individual, before all the rights of appeal and all the rights and remedies of the LMHA By-Laws, Regulations, Policies & Procedures have been followed, and all those in Hockey Alberta and Hockey Canada of which the Association is affiliated with, have been fully exhausted, shall be deemed to be a violation and breach of the LMHA Bylaws, Regulations, Policies & Procedures and shall result in the immediate and automatic indefinite suspension of such member from all LMHA related, League and Branch Association games and sponsored or organized activities.
 - ii) Anyone taking any action as noted in i) above against LMHA or its officers, or any other organization in Hockey Canada, including but not limited to LMHA, Hockey Alberta and Hockey Canada, before exhausting all rights of appeal shall pay all expenses incurred by LMHA and/or its officers, or any other organization in Hockey Canada, to defend such actions, before any application for reinstatement will be considered

- f) The Executive claims the right as the Rental Contract Carrier to bar any expelled, or suspended member from any or all facilities where the Association functions including where meetings, games and practices are taking place for a specified period of time as defined by the board and/or Discipline Committee.
- g) If any member has been expelled from Leduc Minor Hockey, for any reason, the Board of Leduc Minor Hockey reserves the right to include some or all family members of the expelled member in the expulsion, which can include but not be limited to, parents, legal guardians, children, siblings, grandparents, or any other person(s), either members or non-members, associated with the expelled member at the complete discretion of the board. Members that have been expelled, or that are not in good standing, are not able to attend nor vote at Special Meetings or General Meetings of the Association.

3.02 LIFE MEMBERS

Life membership is the highest honor that may be bestowed by LMHA. It is only awarded to individuals for very distinctive services to the LMHA. Nominations for life membership must be forwarded to the Board by the Annual General Meeting each year. Life Members shall be approved at a Board Meeting by a two-thirds majority of the Board present.

3.03 SPECIAL MEMBERS

Relatives of Members of LMHA shall be Special Members.

3.04 RIGHT OF THE MEMBERS

- a) Members and Life Members shall be entitled to such information and advice with regard to the affairs of the LMHA, if requested may be able to supply.
- b) Members in Good Standing and Life Members present in person, shall have one (1) vote at General Meetings or Special Meetings. In the case of a Family Member as specified in 3.01(a) 1, voting rights are restricted to persons over the age of eighteen (18) years with only one vote per family.
- c) In the case where a family member, as specified in 3.01(a), has been expelled, the entire family unit of the member would then be considered expelled, at any General Meeting or Special Meeting, and therefore would not be entitled to a family vote as per 3.04(b). In addition, the family unit including the member, parents, legal guardians, children, siblings, grandparents, or any other person(s), either members or non-members associated with the expelled member would be considered a member not in good standing. Members not in good standing forfeit all rights as members as defined in this regulation and are not entitled to attend any General Meeting or Special Meeting of the Association.

- d) Special Members do not have a vote at General Meetings or Special Meetings.
- e) Members, Life Members and Special Members shall be allowed to work LMHA's fundraising events.

3.05 RESPONSIBILITIES OF THE MEMBERS

All Members are to conduct themselves in accordance with the CHA "Fair Play Guidelines / Codes of Conduct".

4.0 FEES

4.01 DETERMINATION

The base level registration fees for Players for the Current Season shall be determined annually by the Board prior to the Annual General Meeting.

4.02 RATIFICATION

The Members at the Annual General Meeting must ratify changes to the base level registration fee.

4.03 DEADLINE

In order for a Member to be in good standing, the registration fees for the Current Season must be paid by the date established by the Board and as communicated to the membership through the registration / application form.

4.04 TRYOUT FEES

- a) Tryout fees will be charged to players trying out for Competitive teams as determined by the Board.
- b) Tryout fees shall be determined annually by the Board prior to the Annual General Meeting and will be communicated to the Members at the Annual General Meeting as well as through the registration process.

5.0 ZONES & BOUNDARIES

5.01 ZONE

LMHA is assigned to a Zone as set out by Hockey Alberta.

5.02 BOUNDARIES

The boundaries of the LMHA shall be the Leduc Hockey Area, as defined by Leduc Minor Hockey and surrounding areas and registered with Hockey Alberta.

- a) Various Leduc Minor Hockey teams (i.e. AA teams) may fall under boundaries as determined by Hockey Alberta. These teams/leagues are to be overseen by the ~~VP—AA Hockey~~ **applicable AA level director and the VP of Directors.**
- b) **NCI Elite Female hockey teams will abide by the recruitment area boundaries as defined by Hockey Alberta. These teams/leagues are to be overseen by the VP of Female Hockey**
- c) The teams governed by LJAC shall have boundaries as defined by Hockey Alberta.

6.0 GENERAL MEETINGS OF THE MEMBERS

6.01 ANNUAL GENERAL MEETING

The LMHA shall hold an Annual General Meeting during the month of April at a place and time to be determined by the Executive Committee.

6.02 GENERAL AND SPECIAL MEETINGS

- a) All Meetings other than the Annual General Meeting shall be called Special Meetings.
- b) Special or General Meeting requests will be granted upon written notice to the President from at least eight (8) Board Members or twenty (20) Members.

6.03 CALLING OF MEMBER MEETINGS

- a) At least twenty-one (21) days before every General Meeting or Special Meeting, notice thereof specifying the place, the day, and the hour of the meeting, and in the case of special business, the general nature of such business, shall be given to the Members. Members will be notified through an email sent from the website and/or registration website to all members who registered on a team in the

previous year. An advertisement in the local media newspaper will also be advertised on the LMHA website.

- b) The accidental omission to give such notice to or the non-receipt of such notice by any Member shall not invalidate the proceedings at any General Meeting or Special Meeting.

6.04 QUORUMS

- a) At any General Meeting or Special Meeting a quorum shall consist of 20 voting Members present in the person. This number can include the members of the Board in attendance.
- b) If within 30 minutes from the time appointed for the meeting, a quorum is not present, the meeting shall stand adjourned and postponed at a later date until a quorum can be met.
- c) All attendees at the Annual General meeting must sign in to have their membership verified and to receive their ballots.

6.05 ORDER OF BUSINESS

The suggested order of business for meetings for all General Meetings shall be:

- (1) Minutes of the previous meeting
- (2) Business arising from the minutes
- (3) President's Report
- (4) Treasurer's Report
- (5) Directors' Reports
- (6) Correspondence
- (7) New Business
- (8) Elections (Annual General Meeting only)
- (9) Adjournment

6.06 MEETING CHAIRPERSONS

The President, or in his or her absence, a Vice-President, shall chair the General Meetings. If neither the President nor a Vice-President are present at the time of holding a General Meeting, or if they are not present within 30 minutes from the time appointed from the meeting, the Members present shall choose one of their members to be the President for such meeting by a majority vote of the Members so present.

6.07 MEETING ADJOURNMENT

The President may, with consent of the Membership, adjourn any General Meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business unfinished at the meeting from which the adjournment took place.

6.08 VOTING

- a) At every General Meeting or Special Meeting, every motion shall be decided by a simple majority of the votes, in the first instance by a show of hands, unless before the show of hands, a secret ballot is demanded by at least two (2) Members personally present.
- b) A declaration by the President that a resolution has been carried or carried by a particular majority, or lost, shall be conclusive evidence thereof, without proof of the number or proportion of the votes recorded in favor or against any such resolution.
- c) If a poll be demanded, it shall be taken at such time and place and in such manner as the President may direct, and the result of such poll shall be deemed to be the resolution of the General Meeting or Special Meeting at which the poll was demanded.
- d) A demand for a poll may be withdrawn.
- e) No person attending any meeting shall be entitled to more than one vote on each motion at the meeting. Where a person is entitled to vote as a Member in more than one capacity, they must select in which capacity they are voting as a member.
- f) At the discretion of the president and/or two members of the executive committee where the matter at hand cannot wait until the next monthly board meeting, a vote conducted via email shall be allowed. The email vote will be documented and discussed at the next monthly board meeting.

6.09 DECIDING VOTES

- a) Every Member shall have one vote and all votes shall be personally at the General Meeting or a Special Meeting.
- b) Members in Good Standing and Life Members present in person shall have one (1) vote at General Meetings or Special Meetings. In the case of a Family Member as specified in 3.01(a) 1, voting rights are restricted to persons over the age of eighteen (18) years with only one vote per family.
- c) In the case where a family member, as specified in 3.01(a), has been expelled, the entire family unit of that member would then be considered expelled, at any General Meeting or Special Meeting, and therefore would not be entitled to a family vote as per 3.04(b). In addition, the family unit, including the member parents, legal guardians, children, siblings, grandparents, or any other person(s) either members or non-members, associated with the expelled member would be considered a member not in good standing and therefore no longer entitled to a vote.
- d) In case of an equality of votes at any General Meeting or Special Meeting, whether upon a show of hands or at a poll, the President shall be entitled to a second or casting vote.
- e) In case of any dispute as to the admission or rejection of any vote, the President shall determine the same, and, such determination made in good faith, shall be final and conclusive.

6.10 RULES OF ORDER

The rules contained in Robert's Rules of Order shall govern LMHA in all cases in which they are applicable and in which they are not consistent with the rules of the order of this society.

6.11 SPECIAL RESOLUTION

A "Special Resolution" means:

- a) A resolution passed:
 - i. at a General Meeting of which not less than twenty one (21) days notice specifying the intention to propose the Resolutions has been duly given and
 - ii. by the vote of not less than 75% of those Members who, if entitled to do so, vote in person
- b) A resolution proposed and passed as a Special Resolution at a General meeting of which less than 21 days notice has been given, if all Members entitled to attend vote at the General Meeting so agree, or

- c) A resolution consented to by all Members who would have been entitled at a General Meeting to vote on the resolution in person.

Notice of any Special Resolutions to amend, delete or add to the By-Laws must be received by the President in writing at least 14 days prior to the General Meeting and be posted on the Association website at least 10 days prior to the meeting.

Notice of the Special Resolution shall be provided to the General Membership by notice on the association website for 10 days prior to the meeting date.

7.0 BOARD GOVERNANCE

7.01 BUSINESS OF THE BOARD

- a) The affairs and business of the LMHA shall be managed and supervised by the Board.
- b) The Board exercises all such powers and does all such acts and things as may be exercised or done by the LMHA and is not by these by-laws or by Statute expressly directed or required to be done by the LMHA at meetings of the Members.

7.02 BOARD'S AUTHORITY

Subject only to those rights of appeal as provided for herein and in the by-laws and regulations of the CHA, all decisions, ruling and interpretations of the Board are final and binding upon the Members, Hockey Teams, Players, Board Members, and Officials.

7.03 POWERS OF BOARD MEMBERS

- a) The Board Members shall control and manage all the affairs and property of the LMHA and may exercise all such powers of the LMHA, and do so on behalf of the LMHA, all such acts as may be exercised and done by the LMHA, and as are not by these presents required to be exercised or done by the LMHA in General Meeting.
- b) Notwithstanding the foregoing provisions of these by-laws, the LMHA in the General Meeting may by Ordinary Resolution:
 - 1. do anything which the Board Members may do;
 - 2. ratify anything which purports to have been done as an act of the Board;
 - 3. govern or restrict the manner in which the Board Members are to exercise their powers, so long as this is not done retroactively.
- c) None of the powers granted by this bylaw shall read as being limited or restricted to any special power given by another bylaw.

- d) The Board Members may exercise all or any of the powers of the LMHA to borrow or raise money from whatever person and in whatever manner they see fit.
- e) The Board Members shall have the power to sell, dispose of, mortgage or charge the entire undertaking and property of the LMHA or any part thereof, for such consideration as they may think fit.
- f) The Board Members may engage all such agents and servants as they consider necessary and shall regulate their duties and fix their compensation.

7.04 INDEMNITY OF BOARD MEMBERS

- a) Each and every Board Member shall be deemed to have assumed office on the express condition that the Board Member, his/her heirs, executors, administrators and estate and effects respectively shall at all times be indemnified and saved harmless out of the funds of the LMHA against all costs, charges and expenses whatsoever, such Board Member sustains or incurs in any action or proceeding which is brought or prosecuted against him/her in respect of any act or matter done or permitted by him/her in the execution of the duties of his/her office and also costs, charges and expenses which he/she may sustain or incur in relation to the affairs of the LMHA except such costs, charges and expenses as are occasioned by his/her own fraud, dishonesty, willful neglect or default.
- b) No Board Member of the LMHA shall be liable for the acts, receipts, neglects or defaults of any other Board Member or Employee or for joining in any receipts or act for conformity or for any loss, damage or expense happening to the LMHA through the insufficiency or deficiency of title to any property acquired by order of the Board Members for or on behalf of the LMHA for the insufficiency or deficiency of any security in or upon which any of the moneys of or belonging to the LMHA shall be placed out or invested or for any loss or damage arising from bankruptcy, insolvency or wrongful act of any person, firm or corporation with whom any moneys, securities or effects shall be lodged or deposited or for any loss occasioned by an oversight or error in the judgement on his/her part or for any other loss, damage or misfortune which may happen in the exercise of his/her respective duties or trust or in relation thereto unless the same shall happen by his/her own and through his/her own willful act or default.
- c) Board Members may rely upon the accuracy of any statement or report prepared by the LMHA's auditors and shall not be responsible or held liable for any loss or damage resulting from acting upon such statement or report.

7.05 QUALIFICATIONS

- a) Board Members must be 18 years of age or older at the time that the Board Member is elected or appointed to the Board.

- b) A Board Member cannot be on the Coaching Staff or Bench Staff of a Hockey Team in the Current Season in which the person is a Board Member, except upon and with the consent of the Board. Consent shall be determined by a majority vote of the board and can be made by a single motion for all Board Members requested to be on Coaching Staff or Bench Staff of a team.
- c) Any person nominated for a board position must be a Member in good standing under Article 3.01(a).

7.06 ELECTIONS

- a) The Board will be determined by the election at the Annual General Meeting based on the Board Member terms that expire at the AGM.
- b) Every Member of Leduc Minor Hockey Association shall have the privilege of nominating a qualified representative for each Board position open for election in any given year.
- c) Nominations may only be made by current members in good standing and **MUST** be received, in writing to the Nomination Committee, at least 10 days prior to the Annual General Meeting. If no nominations have been received prior to the AGM, then nominations from the floor will be accepted.
- d) All positions on the Board are elected positions for a period of two (2) years with the following exceptions:
 1. Past President which exists based on the status of the Member as the previous President of LMHA
 2. ~~Advisor of~~ **VP of** Hockey Operations which is a position that is filled by nomination of the Board.
 3. Level Directors which are all one (1) year terms.

The two year terms for positions will be on the following two year rotation:

Open for nomination at the AGM where the year of the AGM is an ODD number (i.e. April **2015**)

- TOURNAMENT COORDINATOR
- EQUIPMENT COORDINATOR
- RISK MANAGEMENT
- TREASURER
- REFEREE IN CHIEF
- **VOLUNTEER COORDINATOR**

Open for nomination at the AGM where the year of the AGM is an EVEN number (i.e. April **2016**)

- PRESIDENT
 - VICE PRESIDENT – DIRECTORS
 - **VICE PRESIDENT – FEMALE HOCKEY**
 - SECRETARY
 - FUNDRAISING DIRECTOR
 - SPONSORSHIP COORDINATOR
 - COACH/PLAYER DEVELOPMENT
- e) Each year, before the Annual General Meeting, the Nomination Committee shall be formed to obtain the names of all interested in persons wishing to run for election for open vacancies on the Board.
- f) The Nomination Committee shall establish a list of all persons wishing to run for election, complete with telephone numbers. One (1) week prior to the Annual General Meeting, all persons on the list must be notified of the meeting to ensure attendance.
- g) At the Annual General Meeting, at the request of the President, the list shall be distributed to all Members in attendance to be used as an election ballot.
- h) A person who has been nominated to a vacant position may refuse the nomination prior to the election.
- i) If more than one nomination is made for any vacant position, an election by secret ballot will be held by all Members attending. Once the voting begins, no one shall be permitted to leave the meeting until all votes have been counted and results announced. Ballots will be counted by one (1) Executive Member and one (1) Non-Executive Member as determined by the Chairperson. The nominee with the most votes for each vacant position will be announced and shall be elected to the Board in that position for a one or two year term as described in Bylaw 7.07. Ballots will immediately be destroyed after a Motion has been approved to do so unless a recount is required.
- j) If a position remains vacant after the Annual General Meeting, new Board Members may be appointed to the Board, by a majority vote of the current Board, to fill the position until the next Annual General Meeting.
- k) Following the elections, where a change to the President is made, the incumbent President shall turn over the meeting to the President-elect. The President may then make any statements regarding the Board, welcoming the new members, etc. and will adjourn the meeting.
- l) After the Annual General Meeting, the responsibility for the efficient change of Board Members shall be placed upon the President.

- m) After the Annual General Meeting, the President is responsible for coordinating the submission of all Bylaws or Objectives changes to Corporate Registry for approval. The President shall also arrange for the uploading of any new Bylaws, Regulations, or Objectives to the LMHA website for membership prior to June 1 of the current season.

7.07 BOARD MAKE-UP

The Board shall at maximum consist of the following:

- PRESIDENT
- PAST PRESIDENT (NON-VOTING)
- VICE PRESIDENT – DIRECTORS
- VICE PRESIDENT FEMALE ~~ELITE~~ HOCKEY
- VICE PRESIDENT – HOCKEY OPERATIONS (NON-VOTING)
- ADMINISTRATOR (NON-VOTING)
- SECRETARY
- TREASURER
- TOURNAMENT COORDINATOR
- FUNDRAISING DIRECTOR
- SPONSORSHIP COORDINATOR
- EQUIPMENT COORDINATOR
- REFEREE-IN-CHIEF (NON-VOTING)
- RISK MANAGEMENT
- COACH/PLAYER DEVELOPMENT
- VOLUNTEER COORDINATOR

And a Level Director for each of the following Divisions based on the representation required by each Division as determined by the Executive Committee and presented for nomination of a one (1) year term at the Annual General Meeting.

- INITIATION
- NOVICE
- ATOM
- PEEWEE
- BANTAM
- MIDGET
- PEEWEE AA
- BANTAM AA
- MIDGET AA
- ~~BANTAM FEMALE ELITE~~
- ~~MIDGET ELITE FEMALE~~
- FEMALE ELITE
- FEMALE RECREATION

7.08 BOARD MEETINGS

- a) The LMHA shall hold a Board Meeting at least once a month at regularly determined dates during the hockey season as determined by the President or, more frequently:
 1. at the request of the President; or
 2. at the request of two Board Members
- b) A quorum shall be present before a vote is valid.
- c) A quorum shall be a majority of voting board members (19 voting positions = 10 for quorum, 16 voting members = 9 for quorum, this number includes the President)
- d) Each Board Member at the meeting shall have one vote except the President who will only vote in the event of a tie and the Past President, VP Operations and Administrator who shall be non-voting at all Board Meeting.

7.09 EXECUTIVE MEETINGS

- a) The LMHA shall hold an Executive Meeting as determined necessary by the President but shall be held at least once during the hockey season.
- b) A quorum for Executive Meetings shall consist of a majority of Executive Committee Members.
- c) Each Executive Meeting shall consist of a majority of Executive Committee Members.
- d) Each Executive Committee Member present at the meeting shall have one vote.

7.10 RESIGNATIONS

- a) A Board Member may resign from office upon giving notice thereof in writing to the Board.
- b) The resignation of a Board Member shall be effective upon acceptance by the Board.
- c) Any member wishing to withdraw membership to the LMHA Minor Hockey Association may do so upon written notice to the Executive Committee. The effective date of withdrawal shall be the date on which the President, Registrar or Administrator of the Leduc Minor Hockey Association receive the Notice of withdrawal

7.11 REMOVAL

- a) The Members, by resolution passed by a majority of the votes cast at a General Meeting or Special Meeting of Members duly called for that purpose, may remove any Board Member before expiration of his/her term of office. The Members, by a majority of votes cast at the General Meeting or Special Meeting may elect another person into the vacated position for the remainder of the term of the Board Member so removed.
- b) The Board may, by a two-thirds majority vote of the entire current Board, remove a Board Member who, in the opinion of the Board has been or is being remiss or neglectful of duty or by conduct tending to impair his/her usefulness and/or discretion as a Board Member.
- c) Any Board Member who fails to attend Board Meetings on three (3) consecutive occasions, without just cause (which shall be determined by the Board), may be removed as a Board Member upon a motion to that effect passed by a majority of the Board Members.

7.12 DISCLOSURES

Board Members must disclose any possible conflict of interest with an issue under motion prior to the commencement of the vote of the motion.

7.13 CODE OF CONDUCT

All Board Members are required to sign the LMHA Code of Conduct as defined in the Regulations.

7.14 OATH OF CONFIDENTIALITY

All Board Members are required to sign the LMHA Oath of Confidentiality as defined in the Regulations.

7.15 REMUNERATION

- No LMHA Board Member shall receive any remuneration for their volunteer services as it relates to their LMHA position and duties
- The members, by majority vote at a General Meeting may approve the hiring of paid position(s) may be paid by Honorarium, monthly pay or annual pay to be determined by majority vote of the members at the annual general meeting.
- The hiring of any paid positions(s) would be determined by majority vote of the current board.
- Monthly or Annual paying positions must be put out to tender and sent to membership for applications.

- The Executive Committee would narrow the applications down to one successful applicant by reviewing applications, resume, and interviews or any other means they see necessary and present their choice to the board for 2/3 board approval.

7.16 DUTIES OF THE BOARD MEMBERS

a) PRESIDENT

Responsibilities and Duties:

- Serves a two year term as President followed by a two-year term as Past President
- In general terms, performs all duties incident to the Office of President and such other duties as may be prescribed by the Board from time to time.
- In general terms, supervises and controls all business and affairs of the Board
- Acts as authorized signing officer for LMHA for any contracts or other documents which the Board of Directors has authorized to be executed
- Acts as authorized signatory for all LMHA bank accounts
- Sets the agenda for and presides over Board Meetings, Annual General Meetings, General Meetings and Special Meetings
- Liaise directly with the City of Leduc representatives
- **Appoints a board member to preside over all Social Media updates**
- Attends or appoints a designate to attend Hockey Alberta meetings
- Attends or appoints a designate to attend any other meetings where LMHA is represented and where a Board Member is not specifically assigned the responsibility to attend
- Signs or appoints a designate (where applicable) to sign all Player Releases, Player Verification forms and LMHA Affiliation forms
- Serves on the following committees:
 - Executive Committee – Chairperson
 - Finance Committee
 - Coach Selection Committee
 - Registration Committee
 - Team Selection .Player Evaluation Chairperson
 - Bylaws & Regulations Review Committee
 - Fundraising Committee
- Presides over the Player Affiliation process

b) PAST PRESIDENT (NON-VOTING)

Responsibilities and Duties

- Serves for the two-year term of office of the incumbent President
- Authorized to perform such duties as delegated by the Board
- Shall, given the extent of his/her past experience provide to the Executive Committee and the Board, guidance and support in the control and management of the business and affairs of the Association
- In the absence of the President or in the event of the President's inability or refusal to act, the Immediate Past President shall perform the duties of the President and when so acting, shall have all the powers of and be subject to all restrictions upon the President
- Serves on the following committees
 - Executive Committee
 - Bylaws & Regulations Committee
 - Finance Committee
 - Registration Committee

c) VICE PRESIDENT – OPERATIONS (NON-VOTING)

Responsibilities and Duties

- Board Appointed Positions as nominated and approved by at 2/3 majority of the Board.
- Non-Voting Position
- Must meet the following qualifications, must include:
 - Must have served on Leduc Minor Hockey Board Executive for a minimum of two (2) Years
 - Must have a minimum of four (4) years' experience with Leduc Minor Hockey Rules and Regulations or similarly sized association
- In general, shall be an advisor to the board concerning bylaws, regulations and operations pertaining to Leduc Minor Hockey, Hockey Alberta and Hockey Canada
- Under the direction and approval of the President, act as a liaison with Hockey Alberta, Hockey Canada and other associations.
- Shall, given the extent of his/her past experience, provide to the Executive Committee and the Board guidance and support in the control and management of the business and affairs of the Association based on the historical successes and struggles of Leduc Minor Hockey operations.
- Performs the duties of the President in the event of absence or disability of the President and Past President.
- Any other duties as assigned by the President or by the Board.
- Serves on the following committees:
 - Executive Committee
 - Finance Committee
 - Bylaws & Regulations Committee
 - Team Selection/Player Evaluation
 - Registration Committee

d) VICE PRESIDENT – DIRECTORS

Responsibilities and Duties

- Serves a two (2) year term.
- In general, oversees the development and operation of the LMHA tiered teams comprised of Midget, **Midget AA**, Bantam, **Bantam AA**, Peewee, **Peewee AA**, Atom, Novice, **and Initiation.** ~~and Female.~~
- In general, supervises and controls the affairs of the Directors for these teams.
- Ensure that league schedules, rules and regulations are obtained on a timely basis and distributed to the Ice Coordinator and Referee in Chief.
- Attends or appoints a designate to attend league meetings for each of these teams leagues
- Serves on the following committees:
 - Executive Committee
 - Coach Selection Committee for Tiered Teams – Chairperson
 - Team Selection/Player Evaluation Committee for Tiered Teams – Chairperson
 - **Registration Committee**
- Any other duties as assigned by the President or by the Board
- Participates in the Player Affiliation process if requested by the President.
- Maintains all Coaches and Managers Manuals for these divisions.
- **Co-ordinates with level directors on Stage 1 Discipline Policy**

e) VICE PRESIDENT – FEMALE HOCKEY

Responsibilities and Duties

- **Serve a two year term**
- **Oversee the development, operation, and enhancement of LMHA's Female Recreational program and the Female Elite Hockey program**
- **Liaise between LMHA and Hockey Alberta and Hockey Canada for all matters pertaining to female hockey**
- **Pursue financial support for the ongoing development of female hockey**
- **In general, supervise and control the affairs of all LMHA female teams**
- **Provides direction and support to LMHA in the marketing and promotion of female hockey- both Recreational and Elite**
- **Maintain all Coaches and Managers Manuals for Recreational and Elite teams**
- **In general, support and supervise Female Hockey Directors**
- **Maintain all financial records for female hockey programs for funds not specific to a team**
- **In general, support the development of female players within mainstream hockey**
- **Participate in the Player Affiliation process, if requested by the President**
- **Participate in the Player Movement Process, if requested by the President**
- **Serves on the following committees**

- Executive Committee
- Coach Selection Committee for Female Elite & Recreational Teams - Chairperson
- Team Selection / Player Evaluation Committee for North Central Impact Female Elite Teams – Chairperson
- Registration Committee
- Any other duties as assigned by the President or by the Board

f) SECRETARY

Responsibilities and Duties

- Serves a two (2) year term.
- Reports directly to the President.
- In general, perform all duties incidental to the office of Secretary
- Acts as authorized signatory for all LMHA bank accounts
- At the direction of the President, prepares of reviews, and distributes the agenda for all meetings.
- Records, or directs others to record, the minutes of all Board Executive Committee and General meetings and distributes the minutes to the Board, Executive Committee or membership as applicable.
- Contacts Board Members to advise of upcoming meetings.
- Carries on, or directs, and supervises others to carry on, the correspondence of the Association.
- Maintains the Bylaws and Regulations Manual.
- Soliciting nominations for Board positions from membership in March of each year.
- Prepares ballots to be used in elections at Annual General Meeting.
- ~~Responsible for the security and safe keeping of the LMHA Mailbox Key as well as the collection, opening, tracking and distribution of the mail received.~~
- Ensures that all notices are duly given in accordance with the provisions of the bylaws or as required by law.
- Ensures that regular and current news information is updated and posted on the website.
- Coordinates all other communication issues and events at the decision of the Board
- Maintains and updates the LMHA website to ensure that it remains current.
- Responsible for the coordination, management and update of the LMHA emails and email system.
- Custodian of all website usernames and passwords.
- Responsible for changing passwords on a yearly basis or sooner if required
- Serves on the following committees:
 - Executive Committee
 - Bylaws & Regulations Review Committee – Chairperson
 - Registration Committee
 - Fundraising Committee

- Any other duties as assigned by the President or by the Board.

g) **TREASURER**

Responsibilities and Duties

- Serves a two year term
- Reports directly to the President
- Acts as authorized signatory for all LMHA bank accounts
- In general, has charge and custody of and is responsible for all funds and securities of LMHA; shall receive and give receipts for monies due and payable to LMHA from any source whatsoever and deposit all such monies in the name of LMHA in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of the bylaws and in general shall perform all the duties incident to the Office of the Treasurer
- Maintains the financial books and records for LMHA
- Receives and deposits all registration and similar fees from the Registrar on a timely basis. At year end, prepares a reconciliation of the Registrar's database to the fees deposited
- Ensures payment of expenditures on a timely basis
- **Responsible for the security and safe keeping of the LMHA mailbox key as well as the collection, opening, tracking and distribution of the mail received.**
- Presents a report to the Board on a monthly basis of the operating results of LMHA
- Along with the members of the Finance Committee, prepares the budget and presents the budget to the Board for approval
- Monitors revenue and expenditures throughout the year and when necessary, makes recommendations on revisions to the budget for approval by the Board
- Monitors the bank accounts to ensure appropriate use of funds and levels of funding in each account
- After the fiscal year end, prepares the books and records for audit and liaise with the auditors throughout the duration of the audit
- Presents the audited financial statements to the Board for approval
- At the Annual General Meeting, presents the audited financial statements
- Serves on the following committees:
 - Finance Committee – Chairperson
 - Executive Committee
 - Registration Committee
 - Fundraising Committee
 - **Bylaws & Regulations Committee**
- Any other duties as assigned by the President or by the Board

h) ADMINISTRATOR (NON VOTING)

This is an honorarium position

REGISTRAR –

Responsibilities and Duties

- Reports directly to the President
- Maintains the books and records of LMHA relating to registration of players and member pursuant to the bylaws and regulations
- Ensures that the proper registration procedures are followed for all players registered to play in LMHA pursuant to the bylaws and regulations
- Coordinates the registration process pursuant to the bylaws and regulations
- Assists with player affiliation process
- Serves on the following committees:
 - Finance Committee
 - Executive Committee
 - Registration Committee – Chairperson
 - Bylaws & Regulations Review Committee
- Any other duties as assigned by the President or by the Board.

ICE ALLOCATOR –

Responsibilities and Duties

- Reports directly to the President
- Determines the ice requirements for the season
- Attends meetings with the City of Leduc and other applicable ice providers representing LMHA to secure the appropriate amount of ice for the season
- Allocate ice to each team in accordance with LMHA regulations and policies
- Responsible for scheduling ice time, re-scheduling ice time, exchanges of ice time and cancellation of ice time to minimize the cost of ice to LMHA with maximum ice utilization
- Shall make ice schedules available through the web site
- Ensures that league schedules, rule and regulations are obtained on a timely basis and distributed to the ~~Ice Coordinator and~~ Referee-in- Chief and Referee assignors
- Certify ice bills to the Treasurer for payment
- Serves on the following committees:
 - Finance Committee
 - Registration Committee
- Any other duties as assigned by the President **and LMHA Board**

i) TOURNAMENT COORDINATOR

Responsibilities and Duties

- Serves a two year term
- Reports directly to the ~~Fundraising Coordinator~~ **President**
- Co-ordinates with the ice allocator the number of tournaments LMHA will be able to host during the current season
- ~~Assign teams to tournaments for the current season using the approved team rotation listing and present the tournament proposal to the board for approval~~
- Ensures that the Hockey Alberta tournament permits are obtained and posted on the HA website
- Maintains the Tournament page on LMHA website so that relevant information is displayed
- **Co-ordinates tournament sub-committee as approved by the LMHA Board**
- **Upon completion of each tournament, provides a financial report to the treasurer clearly showing detailed transactions and ensures that all expenses have been repaid**
- ~~Notifies teams that are able to host tournaments in the current season so they can form a tournament committee.~~
- Is the point of contact for the tournament **sub**-committees - supplying guidance and information
- ~~Ensures that the Tournament Committee, upon completion, provides a financial report to the tournament coordinator, level director, fundraiser chair, treasurer, and ice coordinator clearly showing that all LMHA-incurred expenses have been repaid and all gaming revenue has been spent on LMHA approved gaming expenditures.~~
- Serves on the following committees:
 - Finance Committee
 - Fundraising Committee
- Any other duties assigned by the President or by the Board.

j) EQUIPMENT COORDINATOR

Responsibilities and Duties

- Serves a two (2) year term
- Reports directly to Treasurer
- Determines the equipment and supply requirements for the season and advises the Treasurer of the budget required
- Presents to the Board the equipment requirement for the year for approval
- Maintains an inventory of all LMHA-owned equipment
- Assigns all equipment to LMHA teams in accordance with the Regulations
- **Ensures all deposit cheques for equipment rentals are undated**
- Ensures all deposits and/or rental charges for equipment are received and forwards rental amounts to the Treasurer for deposit **within one month of**

receipt

- Ensures that all equipment is returned to LMHA at the end of the season and for equipment not returned, ensures the deposit cheques are forwarded to the Treasurer for deposit
- Disposes of old, worn or unnecessary equipment, if required
- Serves on the following committees:
 - Finance Committee
- Any other duties as assigned by the President or by the Board.

k) FUNDRAISING COORDINATOR

Responsibilities and Duties

- Serves a two year term
- Reports directly to the President
- In general, supports LMHA in its efforts to provide an economical hockey program that will benefit all players
- ~~• At the beginning of the season, contacts businesses and requests sponsorship donations for each LMHA team~~
- ~~• Provides the Treasurer with a list of all sponsors, amounts donated and team sponsored in order for the Treasurer to issue invoices~~
- Appoints an assistant or committee for assistance all of whom must be approved by majority vote of the board. Fundraising Coordinator shall be Chairperson of the committee.
- ~~• Follow up with outstanding sponsorship amounts not paid on a periodic basis to ensure payment is received~~
- Maintains all raffle and gaming licenses and ensures that the necessary paperwork is processed and filed prior to the deadlines provided.
- ~~• Maintains the Sponsorship Boards at both arena and ensures the Boards are kept up to date~~
- Coordinates or directs any other fundraising event undertaken by LMHA
- Serves on the following committees:
 - Fundraising Committee – Chairperson
 - Finance Committee
 - Registration Committee
- Any other duties assigned by the President or by the Board

l) RISK MANAGEMENT

Responsibilities and Duties

- Serves a two year term
- Ensures that all Risk Management policies as provided in the Regulations are followed
- Coordinates the Criminal Checks and the Intervention Record Check process for LMHA Board Members, Coaching Staff and Manager.
- Applies for and manages Travel Permits and Special Event Permits for all LMHA Teams.

- Is the point of contact for all Injury Reports and coordinates with the Treasurer the payment of injury costs and the recovery of costs from insurance
- Reports directly to the Registrar-Administrator
- Any other duties as assigned by the President or by the Board

m) COACH/PLAYER DEVELOPMENT

Responsibilities and Duties

- Serves a two year term
- Deals directly with any bench staff needing assistance
- May hold meetings and training/courses for LMHA bench staff with approval of the board.
- May hold specialty coach clinics with board approval
- **Manages the Coach Evaluation process – Conducts evaluations/surveys, reviews responses & follows up accordingly.**
- Serves on the following committees:
 - Coach Selection Committee
 - Team Selection/Player Evaluation Committee
- Any other duties as assigned by the President or by the Board

n) LEVEL DIRECTORS

Responsibilities and Duties

- Serves a one year term
- Initiation, Novice, Atom, Peewee, **Peewee AA, Bantam, Bantam AA, & Midget & Midget AA** Directors report directly to the Vice President – Directors
- The **Female Recreation and Bantam/Midget Female Elite** Directors will report to Vice President **Female Elite Hockey.**
- In general, oversees the development and operation of the teams within the Directors level.
- Financial:
 - Receives monthly financial updates from teams
 - ~~Resolves financial disputes~~
- Liaise with the teams under his/her direction and the Vice President – Directors **or Vice President - Female Hockey for Female Recreation & Female Elite teams.**
- **Assist in the planning, development, management, and execution of camps, recruitment and retention initiatives and other special events.**
- **Periodically attend league games to informally connect with coaches, players and parents about their season’s progress. Address any issues and report progress to VP – Directors/VP – Female Hockey**
- **Conducts mid season coach reviews**
- Serves on the following committees:
 - Coach Selection Committee

- Team Selection/Player Evaluation Committee
- Registration Committee as required
- Participates in the Player Affiliation process, if requested by the President.
- **Any other duties assigned by the President or by the Board**

o) REFEREE-IN-CHIEF

Responsibilities and Duties

- Serves a two year term
- This is a non voting position
- Voted on at AGM
- Act as a liaison between the Board and the Referee's Association
- Determine the requirement for and arrange Referee Clinics as requested
- Ensure an ongoing development and training program for referees is in place
- Reports directly to the President
- Ensures assignors complete and submit their timesheets on a regular basis for payment
- **Provides Treasurer with proper paperwork/receipts when requesting reimbursements for referees**
- Any other duties as assigned by the President or by the Board

p) SPONSORSHIP COORDINATOR

Responsibilities and Duties

- **Reports directly to the President**
- Serves as a two (2) year term
- **At the beginning of the season, contacts businesses and requests sponsorship donations for each LMHA team**
- **Provides the Treasurer with a list of all sponsors, amounts donated and team sponsored in order for the Treasurer to issue invoices**
- **Appoints an assistant or committee for assistance all of whom must be approved by majority vote of the board. Sponsorship Coordinator shall be Chairperson of the committee.**
- **Follow up with outstanding sponsorship amounts not paid on a periodic basis to ensure payment is received**
- ~~Seek out new companies to fill vacant sponsorship openings.~~
- Maintain detailed records on Sponsor info
- Assign teams to Sponsors
- This is a voting position
- ~~Be a liaison with the Treasurer on Sponsor's accounts and fundraising~~
- Maintain a positive relationship with current and new sponsors
- Be a liaison with jersey supplier on new name bars for new sponsors and team managers.
- **Serves on the following committees:**
 - **Fundraising Committee – Chairperson**

- Finance Committee
- Registration Committee
- Any other duties assigned by the President or by the Board

q) VOLUNTEER COORDINATOR

Responsibilities and Duties

- Serves a two year term
- Reports directly to the President
- Responsible for maintaining Signup.com or applicable website used for LMHA Volunteer coordination
- Coordinates with Fundraising Coordinators, Tournament Coordinators & Directors to create events for Volunteers as they become available
- Coordinates with the Administrator to create and maintain the master list of all members and all volunteer credits
- After teams are finalized – coordinates with the Administrator to enter all LMHA carded coaches and all managers into the master list
- Collects Volunteer commitment cheques from all LMHA members
- Informs Administrator on any LMHA member that would like their credits to be paid out
- Collects volunteer list from directors
- Coordinates with the Fundraising Coordinator and the Tournament Coordinator to ensure that all completed volunteer commitments are entered into the master list after each event
- Follows up with members who have not completed their volunteer credits to fill vacancies as requested by LMHA Board
- Coordinates with the Administrator to ensure that all LMHA member’s outstanding volunteer credits are assigned to their proper RAMP account by March 31
- Any other duties as assigned by the President or the Board

8.0 COMMITTEES OF THE LMHA

- a) The President may designate Members or Board Members to fill vacant positions on the following committees.
- b) The following committees apply to matters of LMHA except as specifically identified in the LJAC-LMHA Hockey Operations Agreement.

8.01 EXECUTIVE COMMITTEE

- a) The Executive Committee shall be comprised of Board Members holding the following positions in the Current Year:
 - President (Chairperson)
 - Past President

- Administrator
 - Secretary
 - Treasurer
 - Vice-President – Female ~~Elite~~ Hockey
 - Vice-President - Directors
 - Vice-President Hockey Operations
- b) The duties of the Executive Committee shall include but are not limited to:
1. Performing the day to day operations based on the limits established by the Board.
 2. Establishing the agendas for the Board meetings.
 3. Performing other duties as considered necessary by the Board from time to time.
 4. The Chairperson must appoint another board member to this committee if any positions are vacant to fill each vacant position

8.02 FINANCE COMMITTEE

- a) The Finance Committee shall be comprised of Board Members holding the following positions in the Current Year:
- Treasurer (Chairperson)
 - Equipment Coordinator
 - Tournament Coordinator
 - President
 - Past President
 - Fundraising Coordinator
 - Administrator
 - Vice-President Hockey Operations
- b) The duties of the Finance Committee shall include but are not limited to:
1. Preparing the budget for upcoming year for presentation at the Annual General Meeting.
 2. Making recommendations for registration, tryout, level adjustment and any other fees.
 3. Performing other duties relating to financial matters as considered necessary by the Board from time to time.

8.03 COACH SELECTION COMMITTEE

- a) LJAC-LMHA Hockey Operations Agreement specifically deals with coach selection procedure for LJAC hockey teams.
- b) The Coach Selection Committee for the selection of Coaches for all teams

shall be comprised of Board Members holding the following positions in the Current Year:

- Vice-President – Directors (Chair for Tiered Teams)
- President
- Coach/Player Development Mentor
- Vice-President Hockey Operations
- Vice President Female ~~Elite~~ Hockey
- Level Director(s) for each division as required by the Chairperson

- c) The duties of the Coach Selection Committee(s) shall include but are not limited to:
1. Soliciting coach applications for the applicable Hockey Teams prior to start of the Current Season.
 2. Evaluating applications for head coach positions and placing coaches to the appropriate Hockey Teams.
 3. Approving all assistant coaches for all Hockey Teams.
 4. Performing other duties relating to coach selection as considered necessary by the Board from time to time.

8.04 REGISTRATION COMMITTEE

- a) The Registration Committee shall be comprised of Board Members holding the following positions in the Current Year:
- Administrator (Chairperson)
 - President
 - Past President
 - Treasurer
 - Vice President Female ~~Elite~~ Hockey
 - Vice President Hockey Operations
 - Fundraising Coordinator
 - **Tournament Coordinator**
 - Secretary
- b) The duties of the Registration Committee(s) shall include but are not limited to:
1. Preparing for and participating in annual registration process.
 2. Performing other duties relating to the registration process as considered necessary by the Board from time to time.

8.05 TEAM SELECTION / PLAYER EVALUATION

- a) The committee for all teams shall be comprised of Board Members holding

the following positions in the Current Year:

- President (Chairperson)
- Vice President - Directors
- Vice President Hockey Operations
- Coach/Player Development
- VP Female Elite Hockey
- Level Director for each division as required by the Chairperson

b) The duties of the Team/Player Selection Committee(s) shall include but are not limited to:

1. Coordinating player evaluation and team selection processes at the beginning of the season.
2. Developing and maintaining a comprehensive player evaluation process that reflects the values and beliefs of the LMHA.
3. Ensuring all age groups follow the player evaluation process as set out by LMHA.
4. Ensuring proper communication of the processes to the applicable player parents or legal guardians.
5. Performing other duties relating to the player evaluation and team selection processes as considered necessary by the Board from time to time.

~~8.06 NOMINATION COMMITTEE~~

~~a) The Nomination Committee shall be comprised of Board Members holding the following positions in the Current Year:~~

- ~~• Present Board Member (Chairperson)~~
- ~~• Present Board Member~~
- ~~• Present Board Member~~

~~b) The duties of the Nomination Committee(s) shall include but are not limited to:~~

- ~~a. Soliciting nominations for Board positions from membership in February of each year.~~
- ~~b. Preparing ballots to be used in elections at Annual General Meeting.~~
- ~~c. Performing other duties relating to the nomination process as Considered necessary by the Board from time to time.~~

8.07 BYLAWS & REGULATIONS REVIEW COMMITTEE

a) The Bylaws & Regulations Review Committee shall be comprised of Board Members holding the following positions in the Current Year:

- Secretary (Chairperson)
- President

- Administrator
 - Vice-President Hockey Operations
 - **Treasurer**
 - Present Board Member
- b) The duties of the Bylaws & Regulations Review Committee(s) shall include but are not limited to:
1. Reviewing and recommending changes to the Bylaws and Regulations.
 2. Performing other duties relating to the bylaw and regulation review process as considered necessary by the Board from time to time.

8.08 DISCIPLINE COMMITTEE

- a) The Discipline Committee shall consist of five Members of the Association as follows:
1. The LMHA Executive Committee shall appoint the Chairperson of the Discipline Committee from one of the elected Board Members of the Association. Such appointment shall be for a term of one year and may be renewed at the discretion of the Executive Committee.
 2. One other member of the committee will be a current board member
 3. The remaining three members of the Discipline Committee shall be appointed by the Executive Committee from members in Good Standing in consultation with the Chairperson of the committee as defined in 3.01(a). Each member shall serve for a one (1) year term.
 4. These appointed members of the committee shall serve until the next Annual General Meeting of the Association.
 5. A representative from Hockey Alberta may also be included in the Discipline Committee if required under the Hockey Alberta Rules and Regulations or if considered necessary by the Board Members on the Discipline Committee.
- b) The duties of the Discipline Committee(s) shall include but are not limited to:
1. Making decisions regarding discipline and suspension of Players, members of the Coaching Staff and/or bench staff of a Hockey Team, Members, team followers, etc.
 2. The chairperson shall be responsible for the conduct of meetings of the Discipline Committee within the Regulations of the Association and shall attend monthly Board meetings to provide information regarding the Discipline Committee.
 3. The Discipline Committee shall conduct its meetings as required.

- During such meetings, a quorum shall be comprised three (3) members.
4. Disciplinary hearings and investigations conducted by the Discipline Committee shall be conducted in accordance with the Regulations established by the Association for such deliberations.
 5. The Discipline Committee, in conjunction with the President of the Association, shall make recommendations for any changes to the Regulations to the Board relating to the Discipline Procedure. The Executive Committee shall ensure that such policies exist and that such policies ensure that:
 - a) The Discipline Committee deals with each disciplinary incident in a timely manner.
 - b) Not less than three members of the Disciplinary Committee, as applicable, deal with each disciplinary incident.
 - c) Fairness and consistency is maintained in the application of the disciplinary procedure and policies.
 6. The Discipline Committee is not to discuss any discipline issue with any member of the board except the President until the decision has been communicated to the member being disciplined, and the appeal deadline has passed, or the appeal has been completed and communicated.
 7. Performing other related duties as considered necessary by the Board from time to time.

8.09 APPEALS COMMITTEE

- a) The Appeals Committee shall be comprised of the current Board Members of the LMHA. The Chairperson for the Appeals Committee shall be the current President of the Association, or in their absence, the chairperson of the Board Meeting.
- b) The Appeals Committee shall convene a hearing, as necessary, to hear the evidence from both the Discipline Committee Chairperson and the Complainant and any other party it feels should be required to appear, or, upon request from the Complainant or Discipline Committee Chairperson.
- c) The hearing process will be that as set out in the Regulations of the Association.
- d) A representative from Hockey Alberta may also be included in the Appeals Committee if required under the Hockey Alberta Rules and Regulations or if considered necessary by the Members on the Appeals Committee.

- e) The duties of the Appeals Committee(s) shall include but are not limited to:
1. Where possible, all appeal hearings will take place at the beginning of monthly board meetings, however, it is a hope that a hearing be completed within 30 days from the time the appeal has been received.
 2. Making decisions regarding an appeal that has been made to the decision of the Discipline Committee.
 3. Performing other related duties as considered necessary by the Board from time to time.

8.10 FUNDRAISING COMMITTEE

- a. The Fundraising Committee shall be comprised of the following members:
- Fundraising Coordinator (Chairperson)
 - Sponsorship Coordintor
 - Treasurer
 - Secretary
 - Tournaments
 - President
 - as many LMHA members in good standing as deemed necessary by the Fundraising Coordinator
- b. The duties of the Fundraising Committee(s) shall include but are not limited to:
- Setting up and running the fundraising activities for the Association
 - obtaining the necessary AGLC approval for all events
 - ~~Securing sponsors for Association teams and signing contracts if needed~~
 - any other duties the Treasurer or President considers necessary

9.0 POLICIES & REGULATIONS

9.01 CHANGES

- a) The Executive Committee may make changes from time to time of the policies, procedures and regulations for the betterment of amateur hockey in the City of Leduc.
- b) The Board must approve of the changes at the next Board Meeting.

9.02 COPY ENTITLEMENT

Each Member, Hockey Team, Player, Coaching Staff, Bench Staff, On-ice Official, Off-ice Official and Board Member shall be entitled to a copy of the Bylaws and Regulations of LMHA.

9.03 NOTIFICATION

Upon the Board approving and adopting a policy or regulation, the President shall give notice in writing to the Members and Hockey Teams.

9.04 AGREEMENT TO ABIDE

All Members, Hockey Teams, Players, Coaching Staff, Bench Staff, On-ice Officials, Off-ice Officials and Board Members unconditionally agree to abide by the Bylaws, Regulations and Policies of the LMHA.

10.0 DISCIPLINE PROCEDURE & DISPUTE RESOLUTION PROCESS

10.01 GENERAL POLICY

- a) The Regulations adopted by the Association provide for the general rules of conduct for all members including Directors and Officers, Coaches, Assistant Coaches, Managers, Players, Bench Staff, Parents or Spectators.
- b) The LMHA expects the Coaching Staff of a Hockey Team to exhibit qualities of leadership which promotes in players, sportsmanship and decorum, considered with acceptable levels of propriety towards opponents, game officials, and spectators. As such, standards of behavior should be clearly defined and maintained by the Coaching Staff throughout the season, within a climate of mutual respect.
- c) Any member of LMHA which includes but is not limited to: Board Member, Team Player, Coach, Assistant Coach, Trainer, Manager, Bench Staff, Parent, Legal Guardian, or Spectator who violate the By-Laws, Regulations, Code of Conduct or Oaths, Rules & Guidelines as adopted by the Association is subject to discipline under the Discipline Procedure.
- d) The Discipline Committees shall be empowered to issue discipline against any member of LMHA which includes but is not limited to: Board Member, Team Player, Coach, Assistant Coach, Trainer, Manager, Bench Staff, Parent or Spectator which it determines is guilty of a breach of the By-Laws, Regulations, Code of Conduct or Oaths,, Rules & Guidelines as adopted by the Association. Such discipline may take the form of, but is not limited to:
 1. a verbal reprimand;
 2. a written reprimand;
 3. a Course;
 4. a demand for an apology, either writer or verbal, to any affected party;
 5. a suspension from participation in or at specific and defined association activities, or a recommendation to the board for a complete suspension from participation in or attendance at any or all Association activities;
 6. A recommendation to the Board for an expulsion from the association; and/or
 7. a combination of two or more of the above
- e) The President shall ensure that written policy or regulations exist with respect to the application of discipline that ensures that each disciplinary incident is dealt with consistently with the process provided for below:

- f) Incidents that may warrant disciplinary action include but are not limited to the following:
1. Use of profanity by a Player, a member of the Coaching Staff, member of the bench staff, parent, team follower, On-ice Official, Off-ice Official, or Member while representing LMHA during the normal duration of a hockey LMHA activity including the time before or after the actual hockey game while in the hockey arena in the general vicinity of the hockey area.
 2. Receipt of a player of a game misconduct, gross or match penalty.
 3. Assessment to a Hockey Team of two or more bench minors in one game.
 4. Ejection from a game of a member of the Coaching Staff.
 5. Assessment of a Hockey Team of an excessive number of penalties of a serious nature, in the opinion of the Level Director and Vice President of the Level.
 6. Conduct of a Player, member of the Coaching Staff, member of the Bench Staff, Member or team follower in repeatedly brings discredit to the team and LMHA, through violent, abusive, or gross behavior, whether on or off the ice.
 7. Use by a Player, member of the Coaching Staff, member of the Bench Staff or team follower of alcohol or other illegal substances while representing LMHA during the normal duration of a hockey game including the time before or after the actual hockey game while in the hockey arena in the general vicinity of the hockey area.
 8. Conduct by a parent or Legal Guardian who exhibits conduct unbecoming to the integrity of the LMHA Hockey program.
 9. Failure of a Hockey Team to utilize ice time without sufficient prior notification to the Ice Coordinator.
 10. Failure to pay all outstanding **association** fees for the Current Season as required or failure to follow through on any commitment made with respect to ~~a waiver of fees for the Current Season.~~
 11. If a player has a significant amount of penalties as decided by the Disciplinary committee the affected player may get additional suspensions by the LMHA Board.
 12. If a coach has a significant amount of suspensions as decided by the Disciplinary committee the affected coach may get additional suspensions by the LMHA Board.
- g) Incidents with respect to Board Members that will warrant disciplinary action and the proposed disciplinary action include but are not limited to:
1. Any Board Member who does not attend three consecutive meetings may be relieved of his or her duties.

2. Any Board member who is deemed to be doing an unsatisfactory job, by way of a 2/3 majority vote of the Board, shall relieve the person of their duties. President shall ensure that written policy or regulations exist with respect to the application of discipline to ensure that each disciplinary incident is dealt with consistently.

h) All documents will be held on for a minimum of three (3) years by the Secretary

i) Three different stages of Discipline Procedure and Dispute Resolution include:

STAGE 1 – The Informal Process as described in Bylaw 10.02;

STAGE 2 - The Formal Process as described in Bylaw 10.03; and

STAGE 3 - The Appeal Process as described in Bylaw 10.04.

j) Without restricting the discussion below, the following general guidelines apply:

1. First infractions by ~~Players~~ Members will normally be satisfactorily concluded at Stage 1.
2. Second infractions by ~~Players~~ Members will normally proceed directly to Stage 2.
3. Suspensions when applied shall specify:
 - a) the number of games to which the suspension applies, both league and exhibition; or
 - b) the time period for which the suspension applies.
4. Suspension includes no activity in the dressing room or bench area, prior to or after the specified games, or during the specified time period.
5. Suspensions when applied shall normally restrict the access of those persons to dressing rooms, bench areas, and possibly even spectator areas of arenas or facilities where Leduc Minor Hockey are participating.

k) In order to ensure the consistency in the application of discipline:

1. When requested or required, the Discipline Committee will summarize the complaints where discipline was issued. These summaries shall identify the issues giving rise to the discipline and the discipline issued by the Discipline Committee. These summaries shall not make reference to either the complainant or to the individual being disciplined.

2. When requested or required, the Discipline Committee will request that the LMHA Referee-in-Chief provide a summary of the complaints where discipline was issued by it. These summaries shall identify the issues giving rise to the discipline and the discipline issued by the LMHA Referees. These summaries shall not make reference to either the complainant or to the individual being disciplined.
 3. The files in respect of specific discipline matters will be retained by the Secretary for a period of three years after which they shall be destroyed and disposed of in accordance with policies established by the Board.
 4. The annual summaries referred to in 1, 2 and 3 shall not be destroyed but shall be retained on file by the Secretary.
- 1) When requested or required, the Discipline Committee, shall prepare a report to the President of the Association providing a summary of the discipline matters including at least the number of complaints received, the number of hearings held and a general description of the issues encountered and the discipline imposed.

10.02 STAGE 1 - INFORMAL PROCESS

a) STANDARD SUSPENSIONS

Where the CHA current Rule Book dictates a suspension for a player for a rule transgression, and game officials determine, by write-up, that such a transgression took place, the suspension will be implemented by the coach in consultation with the Level Director as a matter of routine.

b) NON-STANDARD DISCIPLINE

1. These suspensions are applicable to Players, Coaching Staff, Bench Staff, Parents or Legal Guardians.
2. When an incident involving a Player occurs which may warrant disciplinary action, the Coach(s) or another member of the Coaching Staff or Bench staff shall report the incident to the Level Director immediately following the game, and at least prior to the next game, for action.
3. When an incident involves a member of the Coaching Staff or the Bench Staff which may warrant disciplinary action, another member of the Coaching Staff or Bench Staff, or a concerned Parent shall report the incident to the Level Director immediately following the game.
4. The Level Director, the Vice-President of the applicable Level, and a member of the Coaching staff and/or Bench Staff of the Hockey Team (if applicable) shall meet, investigate the incident, and determine the sanction

to be applied. In investigating the incident, consultation with such game officials, players, parents, or other observers as deemed necessary may be required to gain the relevant facts of the incident. **The VP must document all minutes of the meetings.**

5. The Vice-President of the applicable Level will implement the sanctions with the Player(s).
6. The Level Director will report the situation and sanctions to the Board.

c) APPEAL

1. Notwithstanding the above, should a member of the Coaching Staff, Bench Staff, Person, Player, or parent feel that Stage 1 has not Satisfactorily resolved the issue; the person may appeal the issue to Stage 2 in writing. Stage 1 sanctions remain in effect until Stage 2 is complete.
2. For incidents of a serious nature, the President and the applicable Vice-President of the applicable Level may suspend the Player(s) or Member(s) indefinitely and proceed directly to Stage 2.

10.03 STAGE 2 - THE FORMAL PROCESS

- a) The Vice-President of the applicable Level, upon receiving a written appeal shall turn over all information to the Discipline Committee.
- b) The Discipline Committee shall establish a hearing and invite such persons, as deemed necessary, to provide relevant information to the Committee.
- c) The Discipline Committee shall, with all dispatch, render a decision and communicate that decision to the offending party (ies). Such communication may initially be verbal but shall be confirmed in writing with copies maintained in LMHA files.
- d) The Chair of the Discipline Committee will report the outcome of the hearing to the President

APPEAL

Notwithstanding the above, should a member of the Coaching Staff, Bench Staff, Person, Player, **or** parent feel that Stage 2 has not satisfactorily resolved the issue, the person may appeal the issue to Stage 3 by writing to the Secretary, requesting an Appeal to the decision².

10.04 STAGE 3 - THE APPEAL PROCESS

- a) The Secretary, upon receiving a written request for an appeal, shall call the President, to arrange the Appeal Committee hearing.
- b) The Appeal Committee shall, with all dispatch, render a decision and communicate that decision to the offending party (ies). Such communication may initially be verbal but shall be confirmed in writing with copies maintained in LMHA files for 3 years.
- c) The decision of the LMHA Appeal Committee shall be final and binding on all parties, except for those avenues of recourse provided by AAHA and CHA.
- d) All Appeals shall be initiated and filed within seven (7) days of the date of the decision or ruling being appealed. The application must be accompanied by an Appeal Fee of one hundred and fifty dollars (\$150) in cash, bank Draft, money order or certified cheque payable to the Leduc Minor Hockey Association.

REFUNDS

- e) If the appeal to Appeals Committee results in an endorsement of the decision of the Discipline Committee, or an increase in penalty, the fee shall be forfeited.
- f) If the Appeal to the Appeals Committee results in a modification or lesser penalty than that imposed by the Discipline Committee or Hockey Operations Committee, the fee shall be refunded.

11.0 GENERAL

11.01 FISCAL YEAR

The fiscal year of the LMHA shall be from May 1st to April 30th.

11.02 AUDITS

A qualified accountant shall be appointed by the Board to audit the "Books" accounts and records of the LMHA each year. The audited financial statement shall be provided to the LMHA members at the Annual General Meeting.

11.03 BORROWING POWERS

For the purpose of carrying out its objects, the Association may borrow, raise or secure the payment of money in such manner as it thinks fit. The Leduc Minor Hockey Association may issue Debentures or General Security Agreements only under the sanction of a Special Resolution passed at a general meeting of the General Membership.

11.04 SEAL

There is no seal for the Leduc Minor Hockey Association.

11.05 AMENDMENTS TO BYLAWS, REGULATIONS AND POLICIES

- a) The Bylaws of the Leduc Minor Hockey Association may only be rescinded, altered or added to by a Special Resolution passed at a General Meeting of the General Membership.
- b) The Board may from time to time, add to or amend Rules, Regulations and Policies for the betterment of minor hockey in Leduc.
- c) The President shall ensure that all Bylaw or Objective changes are filed with Alberta Corporate Registry and Alberta Gaming and Liquor Commission (AGLC) and Hockey Alberta.

11.06 INSPECTION

The books and records of the LMHA may be inspected by any Member in good standing upon giving reasonable notice and arranging a time satisfactory to the Board Member having care of the applicable books and/or records.

11.07 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

LMHA will follow the guidelines of the Freedom of Information and Protection of Privacy Act (“FOIPP”) as provided by the Hockey Alberta.

11.08 DISSOLUTION CLAUSE

In the event that Leduc Minor Hockey Association dissolves, after paying all debts and liabilities, any assets remaining will be donated to another charitable organization.