

RECEIVED
DR
OCT 29 2007
Corporation Registry

Special Resolution

I hereby certify that the following special resolution was passed at a meeting of the members of the Spirit River Minor Hockey Association Corporate Access Number 50475 4235 on April 24/2007

The by-laws and objectives were changed as follows:

- All existing by-laws and objectives are replaced. They are replaced by the attached by-laws, objectives and appendices.

Date: *Oct 23/2007*

Signature: *Mel Vollman*
Mel Vollman

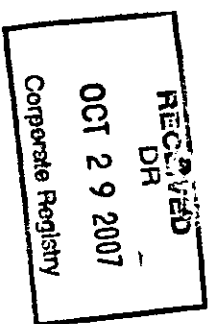
Title: *President SRMHA*

FILED 201
OCT 29 2007
Registrar of Corporations
Province of Alberta

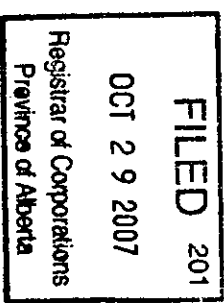




Spirit River Minor Hockey Association
Corporate Access Number 50475 4235



Spirit River Minor Hockey
Box 533
Spirit River Alberta
TOH-3G0



Bylaws, Objectives and Appendixes



Spirit River Minor Hockey Association

Bylaws and Appendixes

INDEX

1.0 STRUCTURE

- 1.1 NAME
- 1.2 DEFINITIONS
- 1.3 PURPOSE
- 1.4 AFFILIATION
- 1.5 SEAL OF SOCIETY

2.0 MEMBERSHIP

- 2.1 REGULAR MEMBERSHIP
- 2.2 CONDITIONS OF MEMBERSHIP
- 2.3 REFUSAL
- 2.4 RESIGNATION
- 2.5 EXPULSION
- 2.6 LOSS OF MEMBERSHIP
- 2.7 ASSOCIATE / LIFE MEMBERSHIPS

3.0 REGISTRATION / DUES

- 3.1 REGISTRATION
- 3.2 FEES
- 3.3 COMMITMENTS TO MAJOR FUND RAISING ACTIVITIES

4.0 MEETINGS OF MEMBERS

- 4.1 ANNUAL MEETINGS
- 4.2 ORDER OF BUSINESS
- 4.3 GENERAL MEETINGS
- 4.4 EXECUTIVE MEETINGS
- 4.5 VOTING
- 4.6 SPECIAL MEETINGS
- 4.7 CONFLICT OF INTEREST
- 4.8 RULES OF ORDER

5.0 OFFICERS

- 5.1 QUALIFICATIONS
- 5.2 KEY RESPONSIBILITIES
- 5.3 TERMS
- 5.4 ELECTIONS
- 5.5 REMOVAL
- 5.6 RESIGNATION
- 5.7 VACANCIES
- 5.8 REMUNERATION

6.0 INDEMNIFICATION

7.0 COMMITTEES

- 7.1 EXECUTIVE COMMITTEE
- 7.2 COACHES EVALUATION COMMITTEE
- 7.3 APPEAL COMMITTEE
- 7.4 FUND RAISING COMMITTEE
- 7.5 INVESTIGATIONS COMMITTEE
- 7.6 SPECIAL COMMITTEE

8.0 COMPLAINTS / VIOLATIONS

- 8.1 REPORTING INVESTIGATION / DOCUMENTATION
- 8.2 PRESIDENT'S AUTHORITY
- 8.3 DISCIPLINARY ACTION / SUSPENSIONS
- 8.4 RIGHTS OF APPEAL
- 8.5 APPEAL COMMITTEE AUTHORITY
- 8.6 COURT ACTION

9.0 BYLAW AMENDMENTS

- 9.1 AMENDMENT PROCEDURES
- 9.2 COMING INTO FORCE

10.0 RULES & REGULATION

11.0 OPERATING GUIDELINES

12.0 GENERAL

- 12.1 FISCAL YEAR
- 12.2 BUDGETS
- 12.3 AUDITS
- 12.4 BANKING
- 12.5 ASSET INVENTORY
- 12.6 ANNUAL REPORTS
- 12.7 INVESTMENTS / BORROWING POWERS
- 12.8 RECORDS

13.0 Appendixes

- A Parent and Code conduct
- B Player Code of Conduct
- C Parent/Player signature form
- D Coach Code of conduct.
- E On ice official code of conduct
- F Player Discipline form
- G Incident Report form
- H Discipline guidelines.
- I Tiered Hockey Development

BYLAW 1.0 - STRUCTURE

1.1 NAME

1.1.1 this organization shall be called the Spirit River Minor Hockey Association (herein referred to as SRMHA).

1.2 DEFINITIONS

- (1) "C.A.H.A." shall mean the Canadian Amateur Hockey Association.
- (2) "A.A.H.A." shall mean the Alberta Amateur Hockey Association.
- (3) "Legal Guardian" shall be defined as a person who is granted guardianship of a player under the age of eighteen years by the law courts of Alberta.
- (4) "Major Resolution" shall refer to any amendment, deletion, or addition to the Bylaws of the SRMHA.
- (5) "Minor Resolution" shall refer to any motions or Special Rules adopted by the membership and/or Executive Committee in order to carry out the day to day activities of the SRMHA within the confines of the Bylaws.
- (6) "Special Rules" shall describe those rules or motions adopted by the membership and/or Executive Committee that establish or further clarifies the required procedure, practice or conduct of the Association members within the confines of the SRMHA Bylaws. These rules or motions shall reside in the "Operating Guidelines". Refer to Bylaw 10.
- (7) "Operating Guidelines" shall be a collection of information and Special Rules used by the SRMHA in order to carry out its day to day activities within the confines of these Bylaws. Refer to Bylaw 11.

1.3 PURPOSE

1.3.1 The objectives of the SRMHA are:

- (1) to promote, govern, and improve organized minor hockey, and to encourage participation by all interested adults and young persons in the Town of Spirit River and immediate surrounding area.
- (2) to operate as an Association by the authority of the A.A.H.A. Bylaws and Rules and Regulations as well as in accordance with A.A.H.A. affiliation with the C.A.H.A.
- (3) to foster among the members, supporters, and teams of the SRMHA a general community spirit of sportsmanship and good citizenship
- (4) to maintain and increase interest and fellowship in the game of hockey.
- (5) to have and exercise a general care, supervision and direction over the playing interest of the teams and players within the SRMHA, with emphasis on equal opportunity for all players regardless of ability.

1.4 AFFILIATION

1.4.1 The A.A.H.A. is the governing body for amateur hockey in the Province of Alberta in accordance with its affiliation with the C.A.H.A. The SRMHA is a member of the Alberta Hockey and therefore must abide by the Bylaws, Rules and Regulations of the A.A.H.A. The SRMHA Bylaws shall not be and are not any less restrictive than the Bylaws, Rules and Regulations of the A.A.H.A. The SRMHA Bylaws shall be consulted first on any issue before pursuing an issue with the A.A.H.A. or C.A.H.A.

1.5 SEAL OF THE SOCIETY

1.5.1 The SRMHA does not have or use a "Seal". Check

BYLAW 2.0 - MEMBERSHIP

2.1 REGULAR MEMBERSHIP

The membership of the SRMHA shall consist of:

- (1) all of the hockey clubs, team officials and players participating within the jurisdiction of the SRMHA,
- (2) the Executive Committee as defined in Bylaw 5.0,
- (3) other officers appointed by the Executive Committee,
- (4) parents or legal guardians of children registered to play within the SRMHA and for whom the prescribed fees have been paid,

(5) any person who contributes their services voluntarily to perform such duties as may be assigned by the SRMHA officers.

2.2 CONDITIONS OF MEMBERSHIP

2.2.1 Each prospective Member, as a condition precedent to membership in the SRMHA, shall agree that:

- (1) all Members recognize the SRMHA as the highest authority concerning amateur hockey in the Town of Spirit River and immediate surrounding area, subject only to the rights of appeal to the A. A.H.A.;
- (2) all Members shall unconditionally abide by the Bylaws and Special Rules of the SRMHA and any amendments thereto;
- (3) in order for the SRMHA to function efficiently, properly and to the best advantage of all Members, teams, players, coaching staff, officials, as well as the sport and game of hockey, the Executive Committee shall be the sole and final interpreter of the Bylaws, Special Rules and Operating Guidelines of the SRMHA and the application of the same, subject only to the rights of appeal as described in Bylaw 8.0.

2.3 REFUSAL

2.3.1 The Executive Committee of the SRMHA shall have the sole and absolute right to accept or refuse an application for membership in the SRMHA.

2.4 RESIGNATION

2.4.1 Any Member may resign from membership in the SRMHA by submitting his/her resignation in writing to the Executive Committee of the SRMHA. Upon such resignation becoming effective, such Member shall forfeit his/her rights and privileges in the SRMHA.

2.4.2 Resignation of Executive Committee officers is addressed in Bylaw 5.6.

2.5 DISCIPLINE/EXPULSION.

A team's coach is responsible to the executive for the behavior of his or her players and associated team officials

2.5.1 A coach may bench his players for part or all of one game for an individual disciplinary reason

2.5.2 For a major discipline problem the coach may suspend a player from further participation until the incident is reviewed by the executive. This must be reported to the executive within 24 hours and the matter dealt with within a seven day period.

2.5.3 The executive may suspend a player, parent, coach, team, or official for a period up to the end of the current season, from any or all participation in activities sponsored by the association.

2.5.4 The executive has the right to investigate and rule on any activities by which individuals may be considered to have brought the name of the association into disrepute

2.5.5 Any suspected use of alcohol or illegal drugs by players immediately prior to, during or associated with the Associations activities shall be reported to the Executive

2.5.6 In cases where the player may play for more than one of the Associations teams, each coach shall impose any discipline sanctions requested by the other coach unless excused by the executive.

2.5.7 Player and parent have the right to appeal discipline problems to the executive and the executive decision is final.

2.5.8 There shall be zero tolerance for any abuse either physical or verbal, by any member of the Spirit River Minor Hockey Association to any official, executive member, or coach. Any such abuse will result in disciplinary action to the offender of appropriate measures at the discretion of the Spirit River Minor

Hockey Association. Appropriate appeal mechanisms will be set in place.

2.5.9 Player eligible to drive will be prohibited from driving themselves or any other players to away/home games or practices played outside the Spirit River Arena.

2.5.10 Suspensions of Members are addressed in Bylaw 8.0.

2.6 Life Members

2.6.1 Nominations shall be submitted to the Executive Committee for consideration a minimum of 30 days prior to an Annual Meeting. Two-thirds majority vote of all Executive Committee officers shall be required to approve a life membership.

2.6.2 Life Members can act in an advisory capacity as requested by the Executive Committee and shall be eligible to vote at all SRMHA Annual or General Meetings.

BYLAW 3.0 - REGISTRATION / DUES

3.1 REGISTRATION

3.1.1 Registration is open to all children interested in the sport of hockey whose age is or between four and seventeen (17) years as of December 31st of the year in which one is registering.

3.1.2 Registration shall be held the first two weeks of September not without notices published in local newspapers and advertised on the local radio as a minimum.

3.1.3 Registration forms for all minor hockey players shall be completed and signed by the child's parents or legal guardians. If registration is not completed, one does not become a member, and the minor hockey player shall not be allowed on the ice until the registration form is properly completed; all current dues and default charges are paid in full for that child and family; all major fund raising activities have been signed up for; and the Executive Committee has accepted the application.

3.1.4 All coaching staff must register with the Coaching Coordinator prior to the start of the hockey season.

3.1.5 The SRMHA Registrar shall maintain a complete register of all its members and file all applications with the following information on each person as a minimum:

- (a) the full name and residential address,
- (b) the date on which the person is admitted as a member,
- (c) the date on which any member ceases to be a member or is suspended,
- (d) the class of membership of the person i.e. hockey player, coaching staff, Executive Committee member, parent, or a life time member.

3.1.6 The register of all SRMHA members shall be available for inspection by any member of the SRMHA in good standing at any of the General or Annual Meetings or upon making arrangements with the Registrar or Secretary. Copies of this register shall not be given out for the purpose of any form of solicitation without the prior approval of the Executive Committee. A nominal charge of \$2.00 shall be assessed for any copies requested.

3.1.7 Registrations may be accepted after the accepted registration dates, by executive approval until Oct 15 if there is room on a team, however, \$150.00 late penalty fee will apply.

3.2 FEES

3.2.1 The Executive Committee shall have the sole responsibility in setting the annual registration fees and default charges based on expected budgetary costs, anticipated fund raising revenues and the direction received from the membership at the Annual Meeting.

3.2.2 The rationale for the annual fee structure shall be reviewed with the SRMHA membership at the first General Meeting following registration. These fees shall cover as a minimum the costs such as ice rental, referee fees, insurance, equipment purchases, tournaments, referee and coaching clinics, and other operating expenses.

3.2.3 If a Member is not accepted, resigns, is expelled, or withdraws, a formal request in writing to the Executive Committee can be made to obtain a refund of all or part of any paid registration fees. The SRMHA Executive Committee shall determine an equitable refund based on the circumstances and portioning the amount of the season completed.

3.3 COMMITMENT TO MAJOR FUND RAISING ACTIVITIES

3.3.1 In an attempt to keep annual fees as low as possible, the SRMHA membership shall determine by means of a two-thirds majority vote of those present at the Annual Meeting which major fund raising activities (i.e. casino, food booth, etc.) shall be compulsory for all members in the upcoming season.

3.3.2 All major fund raising activities shall be signed up for at time of registration. Once one is signed up, it shall be that individual's responsibility to fulfill this obligation or find someone to fulfill it for them.

3.3.3 (a) In the event a member fails to fulfill his/her obligation, there shall be a default charge assessed against the member in addition to any wages that may have been paid out to cover this obligation. The default charge is payable in full upon receipt of a written notice from the Executive Committee.

(b) The Executive Committee shall be charged with setting appropriate default charges and in setting the maximum wage to be paid another individual in fulfilling a missed obligation. The default charge shall be non-refundable. The Executive Committee shall determine if default charges will be paid in advance, prior to commencing registration. When a member fails to meet his/her obligation, the prepaid default charges, e.g., post dated checks will be cashed without providing written notice.

(c) In the event that a member fails to meet another obligation in the second year, or refuses to pay any default charges, the Executive Committee shall have the right to suspend that member and all direct family members from participating in the SRMHA for a time frame the Executive Committee deems appropriate.

(d) All prior default charges or portions thereof not paid shall become payable no later than at the next season's registration otherwise registration may be rejected.

(e) The officer assigned to oversee a major fund raising activity is responsible to keep track of any missed obligations and report them immediately to the Executive Committee.

(f) There will be no additional solicitation of business's that have been previously contacted by SRMHA, unless prior approval is granted by SRMHA.

BYLAW 4.0 - MEETINGS OF MEMBERS

4.1 ANNUAL MEETINGS

4.1.1 An Annual General Meeting shall be held each year between Mar 31st and April 30th pending any undue circumstances for the purpose of reviewing the past year's performance, presenting the Treasurer's and Auditor's reports; voting on major resolutions to the Bylaws; and electing the Executive Committee officers for the next hockey season.

4.1.2 At least 14 days notice of an Annual General Meeting shall be given to the membership via weekly subscriptions in the local newspaper(s), reminders on the local radio station(s) and by posters at the arena with the date, time, place and any proposed major resolutions to the Bylaws duly received by the Executive Committee as required by Bylaw 9.0.

4.1.3 For a quorum, a minimum of five Executive Committee officers and five adult members shall be present. These meetings are open to all of the membership.

4.1.4 Minor resolutions can be presented and adopted at an Annual Meeting.

4.1.5 Two minor resolutions that must be presented and adopted at an Annual Meeting include:

- (i) any amendments to honorariums dispersed to Executive Committee officers
- (ii) approval to renew the SRMHA's Casino License with the Alberta Gaming Commission.

4.2 ORDER OF BUSINESS

The order of business for an Annual General Meeting shall be as follows:

- (1) Call the meeting to order.
- (2) Confirm a Quorum exists to proceed.
- (3) Read and adopt last year's Annual Meeting minutes.
- (4) Conclude any business from the old minutes.
- (5) President's Report.
- (6) Treasurer's and Auditor's Reports
- (7) Report's of Committee's.
- (8) Notices of Motions
- (9) Election of Officers/Directors
- (10) Appointment of Auditors
- (11) Honorariums
- (12) Casino License Renewal Motion
- (13) New Business
- (14) Adjournment

4.3 GENERAL MEETINGS

4.3.1 General Meetings shall be at the call of the Executive Committee for the purpose of sharing information, seeking direction in conducting the day to day business, allowing a forum for the membership to ask questions, adopting minor resolutions and amending, adding or deleting Bylaws. There shall be as many general meetings as deemed necessary by the Executive Committee but no less than one per season. There shall be a General Meeting each year shortly after registration prior to the start of the regular hockey season.

4.3.2 At least 14 days notice of a General Meeting shall be given to the membership via weekly subscriptions in the local newspaper, reminders on the local radio station and by posters at the arena with the date, time, place and any proposed major resolutions to the Bylaws.

4.3.3 For a quorum, a minimum of four Executive Committee officers and five adult members shall be present. These meetings are open to all of the membership.

4.3.4 An agenda shall be prepared by the Executive Committee with copies available at the door for the members.

4.4 EXECUTIVE MEETINGS

4.4.1 The President shall call Executive Meetings as required and the Secretary shall notify the Executive

Committee officers of the time and place. An agenda shall be prepared by the President and the Secretary prior to the meeting.

4.4.2 A quorum shall be four Executive Committee officers. A regular member may attend these meetings but may not participate in the discussions unless officially on the agenda. A regular member or an outside organization wishing to make a presentation at this meeting shall make arrangements with the Secretary ahead of time.

4.4.3 During Executive Committee Meetings, only Executive Committee officers shall make motions and vote there upon.

4.5 VOTING

4.5.1 all members of the SRMHA present and in good standing during Annual General, General or Special Meetings are eligible for one vote per family per decision, special resolution or election of each officer. Proxy votes shall not be allowed.

4.5.2 At all Annual General, General, Executive Committee or Special Meetings of the SRMHA, all minor resolutions except for those covered in Bylaw 2.5 shall be decided by a majority of those votes cast by the members present and in good standing. The voting requirements for major resolutions are covered in Bylaw 9.0.

4.5.3 Voting during elections is covered in Bylaw 5.4.

4.5.4 All votes shall normally be conducted by a show of hands unless the President specifies a secret ballot. When a clear majority exists for or against during a show of hands, a declaration by the President that a resolution has been carried or not carried and an entry to that effect in the minutes of the SRMHA shall be sufficient evidence of the fact without proof of the number of proportion of the votes accorded in favor of or against such motion or election. In the event of a secret ballot, the President shall direct the manner in which it shall be conducted with the final results of the ballot determining the outcome.

4.5.5 Casting Vote: The President for all meetings of the SRMHA shall refrain from voting except in the case of an equality of votes or where one vote may determine the outcome of a special resolution or as specified in Bylaw 5.4.

4.6 SPECIAL MEETINGS

4.6.1 The Executive Committee may at its discretion call Special Meetings with certain parties to address issues specific to those parties which do not impact the general membership.

4.6.2 A minimum quorum of three Executive Committee officers shall be appointed by the Executive Committee to be present at this Special Meeting and to provide a status report back to the Executive Committee. The Executive Committee shall define the powers, the Chairperson, boundary conditions and reporting expectations for this meeting and the officers in attendance.

4.6.3 At least one week's notice of this Special Meeting shall be given to all parties impacted via telephone or written handouts and by posting a notice at the arena. The Chairperson shall be responsible for ensuring that the above notification has occurred and for preparing a meeting agenda.

4.6.4 A quorum of 10 adult members or 50% of those impacted by the Special Meeting, which ever is least, must be present in order for the meeting to proceed. All decisions or motions adopted at this Special Meeting must then be ratified by the Executive Committee before being acted upon to ensure consistency with the SRMHA Bylaws and Special Rules.

4.7 CONFLICT OF INTEREST

4.7.1 Every officer who has, directly or indirectly, any personal interest in any contract, transaction, disciplinary action or complaint to which SRMHA is or is to be a party other than a motion limited solely to his/ her remuneration, shall declare the nature and extent of such interest to the Executive Committee. This officer shall then be excused from further discussion and voting on the matter in question.

4.8 RULES OF ORDER

4.8.1 All meetings of the SRMHA shall generally be conducted in accordance with the rules contained in "Robert's Rules of Order", to the extent they are applicable to, and not inconsistent with, the Bylaws or any specific rules of order as adopted by the SRMHA Executive Committee. A summarized version of these rules is maintained in the "Operating Guidelines".

BYLAW 5.0 - OFFICERS

5.1 QUALIFICATIONS

5.1.1 to be eligible for election as an officer of the SRMHA, the following qualifications are required:

- (1) a member in good standing for the current or the past hockey season.
- (2) An adult of the age of 18 years or older.

5.1.2 It is preferred that an individual seeking the President's position should have previously served as an Executive Committee officer for a period of one year.

5.1.3 All officers and directors will be unpaid positions.

5.2 KEY RESPONSIBILITIES

Without limiting the generality of the following, the key responsibilities of the Executive Committee officers shall be to:

PRESIDENT

- hold valid Hockey Alberta Coach Certificate. Or obtain by Nov 30th of the current year.
- attend all Alberta Hockey and All peace league meetings or designate a replacement.
- manage and supervise the operations and affairs of the SRMHA
- ensure that SRMHA's Constitution and Bylaws are followed
- sign as one of the signing officers of the SRMHA
- exercise the powers of the Executive Committee in case of emergency
- refrain from voting except to cast a deciding vote
- represent the SRMHA whenever formally dealing with outside agencies

- ensure that all of the duties of the SRMHA's officers are fulfilled
- preside at all Annual, General and Executive meetings of the SRMHA
- promote the objectives of the SRMHA to the fullest
- suspend/discipline any team or team management, member, or player in accordance with Bylaw 8.0.

VICE-PRESIDENT

- hold valid Hockey Alberta Coach Certificate. Or obtain by Nov 30th of the current year.
- attend all Alberta Hockey and All peace league meetings or designate a replacement.
- exercise all powers of the President in the event of the President's absence or inability to act
- represent the SRMHA in the All Peace Minor Hockey
- act as the Appeal Committee Chairman
- obtain qualified coaches for all teams within the SRMHA
- conduct regular meetings with the coaches and managers on coaching requirements
- serve on the Coaches Evaluation Committee sign as one of the signing officers of the SRMHA.

PAST PRESIDENT

- = Shall act in an advisory capacity upon request.
- = All voting rights will remain intact.

SECRETARY

- responsible for the preparation and custody of minutes of proceedings of the Association, including Executive Committee meetings
- maintain accurate records of the proceedings of the SRMHA and issuance of any notices of meetings, registration, or other information
- retain up-to-date copies of the SRMHA's By-Laws, Special Rules and Operating Guidelines
- sign as one of the signing officers of the SRMHA
- process all liability claims, seeing they are processed properly and settled
- obtain all necessary insurance coverage
- filing of the SRMHA's Annual Return to Consumer & Corporate Affairs

Arrange for any Coaching Clinics

- arrange for a first aid clinic

TREASURER

- maintain or cause to be maintained a record of all monies received and disbursed and be entrusted with the banking of all monies, securities, and safety box keys, including Casino monies
- sign as one of the signing officers of the SRMHA
- within 7 days of receiving a written request, arrange a time and a place at which the books and records of the Society may be inspected by the member in good standing within the Association who has submitted a

- request
- ensure an Audit of all bank accounts and assets is completed prior to and is presented at each Annual Meeting, including the Casino Account
- prepare an Annual Financial Statement and a Report for presentation at the Annual Meeting

FOOD BOOTH COORDINATOR {Applies only when position is active}

- ensure the food booth is operational as required throughout the hockey season
- arrange for handling, storage, inventory and purchasing of supplies
- designate when and which teams shall be responsible for staffing the food booth
- collect monies received and hand over to the Treasurer.

CASINO COORDINATOR

- ensure Casino's are staffed with the required number of members throughout the entire year
- ensure the annual license application and Annual Report are submitted to the Alberta Gaming and Liquor Commission

REGISTRAR {Secretary}

- maintain a register of all players in the SRMHA
- coordinate all phases of player registration and affiliation for A.A.H.A. purposes.

ICE TIME COORDINATOR {Applies only when position is active}

- arrange all ice time for the SRMHA
- disperse ice time fairly amongst the various teams in the SRMHA
- responsible for scheduling, rescheduling of ice time, exchange and cancellation of ice time
- approve and record all ice time used by teams under the jurisdiction of the SRMHA regardless of purpose and means of payment.

EQUIPMENT COORDINATOR/PROMOTIONS COORDINATOR

- maintain an inventory of all hockey equipment and what is disbursed to each team
- recommend new equipment purchases and oversee actual purchase following approval by the Executive Committee.

- = Assemble the annual SRMHA tournament brochure.
 - coordinate any general fund raising activities
 - promote reporting of SRMHA activities to the local news media
 - compile the history of the SRMHA
 - coordinate the annual minor hockey photographs.
 - coordinate the annual banquet and awards night.

DIRECTORS

- = Act in good faith and in the associations best interest.
- = Assist in any day to day activities where SRMHA may need assistance.
- = Help manage the affairs of SRMHA

5.3 TERMS

5.3.1 The term of office for all Executive Committee officers except for the Treasurer shall be for one year running from May 1st to April 30th. There will be a period at the end of each season where the new

executive will overlap with the old executive for the purpose of facilitating a smooth wrap-up of the current year's operation and a smooth turnover. The newly elected Executive Committee officers may participate in the decision making process but shall not have any voting responsibilities until the start of their term on May 1st. The Treasurer's term shall coincide with our fiscal year.

5.4 ELECTIONS

5.4.1 all officers and directors of the Executive Committee should be elected each year at the Annual Meeting. As a minimum, the President, Vice-President, Secretary, and the Treasurer plus at least two other officers of the Executive Committee shall be elected at the Annual Meeting.

5.4.2 Any positions on the Executive Committee or directors which remain vacant or become vacant after the Annual Meeting shall be filled for the remainder of the term:

- a) by appointment by the Executive Committee, or
- b) the duties reassigned by the Executive Committee amongst the newly elected and appointed officials, or
- c) by holding a by-election at the next General Meeting.

The Executive Committee shall determine the best alternative in order to conduct its business. All appointments or reassignment of duties shall be added to the minutes by the Secretary and shall be approved by the Executive Committee officers by majority vote. Any by-elections shall be conducted in a similar manner to the elections held at the Annual Meeting.

5.4.3 The Executive Committee shall prepare a slate of members who would like to let their names stand for election to a specific office prior to the Annual Meeting. In the event a potential nominee can not attend the Annual Meeting due to extenuating circumstances which are acceptable to the Executive Committee but wishes his/her name to be nominated for a specific office and this request is received in writing, that individual's name shall be nominated by the Executive Committee. Failure to be present otherwise shall result in the missing member's name being removed from the nominee list.

5.4.4 All adult members of the Association shall be eligible to nominate candidates for an office of the Executive Committee at the Annual Meeting.

5.4.5 Any member nominated at the Annual Meeting for an office of the Executive Committee shall be in attendance, except as described in 5.4.3, and shall be given the opportunity to decline or agree to run for election prior to the vote being taken for that position.

5.4.6 The President shall act as the Returning Officer for any Annual election or by-election. He/she shall make any rules which he/she believes are necessary for the proper and efficient conduct of the election provided such rules shall not contradict or nullify the Constitution or Bylaws of the Association.

5.4.7 The nomination and election for the office of President, if an election is required, shall be conducted first and the results of the vote, if any, shall be announced before proceeding with the election of the Vice-President, Treasurer, Secretary in that order, followed by the remaining officers.

5.4.8 The candidate who receives the number of votes which is greater than the number received by any other candidate for that office shall be deemed elected.

5.4.9 In the event that two or more candidates receive the same greatest number of votes and the numbers of tied candidates are less than the original number of candidates, another vote shall be conducted to decide the successful candidate. Otherwise, the Returning Officer shall place the names of the candidates who have received the greatest number of votes in a suitable container from which one name shall be drawn and the person whose name is drawn shall be declared elected.

5.5 REMOVAL

5.5.1 The Executive Committee may, by a two-thirds majority vote of all eligible Committee officers or directors, remove a fellow officer who, in the opinion of the Executive Committee has been or is being remiss or neglectful of duty or by conduct tending to impair his usefulness and/or discretion as an Executive Committee officer.

5.5.2 Any Executive Committee officer or director who fails to attend three (3) consecutive Executive Committee Meetings, without just cause as determined by the Executive Committee, on a motion passed by two-thirds majority of all eligible Executive Committee officers, shall be removed from office.

5.5.3 Any removal from office is open to appeal procedures as covered in Bylaw 8.0. Vacancies shall be filled in accordance with Bylaw 5.4 and 5.7.

5.5.4 The members may, by resolution passed by a majority of the votes cast at a General Meeting of members duly called for that purpose, remove an Executive Committee officer before the expiration of his term of office and may by a majority of votes cast at the meeting, elect any person in his stead for the remainder of the term of the officer so removed subject to Bylaw 2.5.

5.6 RESIGNATION

5.6.1 An Executive Committee officer may resign from office upon giving notice thereof in writing to the SRMHA and such resignation becomes effective in accordance with its terms or upon acceptance by the Executive Committee.

5.7 VACANCIES

5.7.1 In the event of a vacancy in the office of the President, the Vice-President shall assume the duties of and the title of the President for the balance of the term.

5.7.2 In the event of a vacancy occurring in the office of any other Executive Committee officer, the vacancy shall be filled in accordance with Bylaw 5.4.

5.8 REMUNERATION

5.8.1 Executive Committee officers shall be reimbursed for any reasonable out-of-pocket expenses incurred in attending any League or AAHA Zone meetings or in performing their duties as the Executive Committee may from time to time determine.

5.8.2 The only Executive Committee officers that may receive an honorarium are the Food Booth Coordinator, Casino Coordinator, Secretary, Treasurer or Bookkeeper, and the Ice Time Coordinator.

5.8.3 The general membership shall at the Annual Meeting approve the honorarium/wages that the SRMHA may pay to the above five positions.

BYLAW 6.0 - INDEMNIFICATION

6.1 The SRMHA shall indemnify every Executive Committee officer, all SRMHA volunteers, and all SRMHA members, his/her heirs, executors or administrators against all losses, costs, and expenses, including solicitor and client fees, reasonably incurred by he/she in connection with any action, suit or proceeding to which he/she may be made a party by reason of his/her being or having been an officer, volunteer or member of the SRMHA except to the extent that such losses, costs, and expenses incurred or suffered by the SRMHA by reason of, or arising out of or in conjunction with, the foregoing indemnification provisions shall be treated and handled by the SRMHA as an expense of the SRMHA.

BYLAW 7.0 - COMMITTEES

7.1 EXECUTIVE COMMITTEE

7.1.1 The Executive Committee shall be comprised of the following officers: the President, Vice-President,

Past President, Secretary, Treasurer, Food Booth Coordinator, Casino Coordinator, Ice Time Coordinator, and Equipment Coordinator/Promotions Coordinator.

7.1.2 The key responsibilities of each officer are provided in Bylaw 5.2. A detailed job description for each officer shall be maintained in the Operating Guidelines.

7.1.3 The Executive Committee shall be charged with the duties to interpret and administer the objectives of the Association in accordance with the Bylaws. The Executive Committee has the authority to develop Operating Guidelines and adopt Special Rules which build upon the intent of the Bylaws to assist in implementation and provide consistency in approach for the day to day operation of the SRMHA.

7.2 COACHES EVALUATION COMMITTEE

7.2.1 The Coaches Evaluation Committee shall be comprised of the President, vice president and one other executive or assigned qualified evaluator. I.e. RCMP officer

7.2.2 The function of the Coaches Evaluation Committee shall be to evaluate the performance of coaches; resolve conflicts between coaches and parents, coaches and players, and coaches and referees; select coaches for annual awards; and to recommend removal, replacement or suspension of coaches or players who do not abide by the Bylaws or Special Rules of the SRMHA or the Rules and Regulations of the AAHA.

7.2.3 This Committee shall report to the Executive Committee and shall obtain approval from the Executive Committee for all of its recommendations. Upon approving the recommendation, the Coaches Evaluation Committee shall have the responsibility to supervise and carry out the decision.

7.3 APPEAL COMMITTEE

7.3.1 The Appeal Committee shall normally be chaired by the Vice-President with one other Executive Committee officer plus three non-partisan members of the SRMHA. These three members plus the other Executive Committee member shall be chosen by the Vice-President

7.3.2 The appeal process and the authority of the Appeal Committee are covered in Bylaw 8.0.

7.4 FUND RAISING COMMITTEE

7.4.1 The Fund Raising Committee shall be comprised of the Promotions/ Equipment Coordinator as the Chairperson with a tournament or promotions representative from each of the hockey teams in SRMHA.

7.4.2 The main function of the Fund Raising Committee shall be to organize a joint effort by all teams in raising funds for tournament expenses through advertising and sponsorships in the form of a SRMHA tournament brochure. This Committee shall also develop criteria for additional fund raising by individual teams or with corporate sponsors.

7.4.3 The Fund Raising Committee shall normally coordinate any participation on SRMHA's behalf in any large fund raising events sponsored by SRMHA or the local community.

7.4.4 Prior to committing to any fund raising activities or expenditures, the Fund Raising Committee shall make recommendations in sufficient detail to obtain approval from the Executive Committee.

7.5 INVESTIGATIONS COMMITTEES

The Investigations Committee shall consist of those persons appointed by the President from time to time, usually three (3) people, to investigate complaints or violations against the SRMHA or against individual(s) within the membership. This Committee shall report back to the Executive Committee their findings and recommendations.

7.6 SPECIAL COMMITTEES
The Executive Committee may establish special committees from time to time as it decides necessary by adoption of a motion. The Executive Committee shall duly establish the chairperson, the special committee's expectations, powers, and reporting requirements.

BYLAW 8.0 - COMPLAINTS / VIOLATIONS

8.1 REPORTING / INVESTIGATION / DOCUMENTATION

8.1.1 Any complaints against the SRMHA or its members, abuse of arena facilities or any violations of the SRMHA's Bylaws or Special Rules or the Rules and Regulations of AAHA shall be made in writing and submitted to the President before it will be dealt with by the Executive Committee.

8.1.2 Any violations of the Rules and Regulations of the AAHA shall normally be dealt with by the appropriate channels within AAHA, however, SRMHA may, in addition to any AAHA ruling, also investigate and deal with a significant violation when the SRMHA President deems it to be in the best interest of the SRMHA to do so.

8.1.3 Any of the Executive Committee members may be approached if guidance on making a complaint or reporting a violation is desired. All complaints involving coaching staff, parents or players should be dealt with at that level first, secondly brought to the Executive Committee via a sealed and signed written complaint or explanation. A forty eight hour cooling off period is recommended, unless the nature of the complaint is criminal, harassing or deemed of extreme nature.

8.1.4 The Secretary shall notify the President immediately of any complaint or violation received in writing and shall forward a copy to the President to initiate action.

8.1.5 Any rumors or problems brought to the Executive Committee's attention even though it was not in writing may, at the discretion of the Executive Committee, be investigated further if it is in the best interest of the SRMHA that it be resolved or prevented in the future.

8.1.6 All complaints and violations shall be investigated with the findings and recommendations documented. Every attempt shall be made to provide a verbal response to the originator within 14 days of receiving a written complaint or violation notification. The SRMHA shall issue a final written report to the originator.

8.1.7 All complaints or appeals to the AAHA shall be made by the SRMHA as it is the recognized member of AAHA. Individual teams, parents, or players within the SRMHA must first approach the Executive Committee.

8.1.8 To ensure all complaints are filed in the best interest of all of SRMHA. Information needs to be based on current facts, current events, as well history relative to the complaint. Any personal attacks, defamation of character are unnecessary, and may result in disciplinary conduct against the complainant.

8.2 PRESIDENT'S AUTHORITY

8.2.1 The President, upon receiving a written complaint or notification of a violation, shall:

- (i) establish a special Investigation Committee to pursue the matter and report to the Executive Committee within 7 days, or
- (ii) convene the Executive Committee within 7 days if further direction on the matter is warranted, or
- (iii) without further investigation, determine that there was a serious violation or breach of the Bylaws or Special Rules requiring immediate action and impose such disciplinary measures as the President deems appropriate until the matter can be addressed by the Executive Committee.

8.3 DISCIPLINARY ACTION / SUSPENSIONS

8.3.1 Every effort shall be made to obtain input from all parties involved in an alleged complaint or

violation of the Bylaws or Special Rules of the SRMHA or AAHA Rules/Regulations in order to ascertain whether disciplinary action is warranted.

8.3.2 Except as described in Bylaw 8.2.1 (iii), the Executive Committee shall approve by majority vote any disciplinary measures including suspensions as deemed appropriate for the particular circumstances.

8.3.3 If disciplinary action is to be imposed or levied against a member(s) of the SRMHA by the President as in Bylaw 8.2.1 (iii) or by the Executive Committee, the member(s) shall be notified by the President in person or by telephone as to the nature of the offense, extent of the disciplinary action, and the term involved subject to the rights of appeal. This verbal notification shall be followed up in writing within 10 days.

8.3.4 Failure to comply with the disciplinary action shall result in the immediate suspension of membership until such time as the Executive Committee deems appropriate with no recovery of fees or expenses and no rights of appeal.

8.3.5 When hockey players are suspended, the player, the parent(s) or legal guardian(s), and the coach shall be notified of all terms and conditions as per Bylaw 8.3.3. The coach shall uphold any suspension as laid out by AAHA, the League or the SRMHA or himself become liable for disciplinary action.

8.3.6 When coaches are suspended, the President shall be responsible for finding a replacement as soon as possible or take over as interim coach until he is able to find a replacement. The team shall be informed as to the terms and conditions only as deemed appropriate by the Executive Committee. This needs to be approved through Hockey Alberta Zone Rep or signing of additional coach's card.

8.4 RIGHTS OF APPEAL

8.4.1 Any member of the SRMHA that is dissatisfied with a decision or disciplinary action, in whole or in part, of the SRMHA Executive Committee shall have the right of appeal to the President.

8.4.2 If a member wishes to appeal a decision or disciplinary action, he/she shall submit an appeal in writing to the President within 14 days of receiving the written notification from the Executive Committee. The appeal shall contain the following:

- i) a statement of the decision which is being appealed or a copy of the written notification received;
- ii) a concise statement of the grounds for appeal in numbered paragraphs;
- iii) a concise statement of the facts as alleged by the Appellant;
- iv) a summary of the evidence which the Appellant intends to produce at the Appeal Hearing.

8.4.3 The Secretary shall notify both the President and the Vice-President immediately of any appeal received in writing and shall forward a copy to each. The Vice-President shall select his Appeal Committee members and schedule an Appeal Hearing within 14 days.

8.4.4 The Appeal Committee shall obtain any information, call witnesses, consider both sides of the appeal and document their findings as required in order to make a ruling.

8.4.5 The Appeal Committee shall issue a final report within 10 days of the Appeal Hearing to the Appellant with copies for the Appeal Committee members and the Executive Committee officers.

8.5 APPEAL COMMITTEE AUTHORITY

8.5.1 The Appeal Committee shall give a decision based on a majority vote whether to:

- a) allow the Appeal;
- b) dismiss the Appeal;
- c) give any decision or ruling which ought to have been made and make such further or other decision(s) and/or ruling as the circumstances require.

8.5.2 The decision of the Appeal Committee shall be considered final subject only to a right of appeal to the AAHA as may be allowed according to the AAHA Bylaws, Rules and Regulations.

8.6 COURT ACTION

8.6.1 All members of the SRMHA shall agree that any recourse to the law courts of any jurisdiction before all rights provided by these Bylaws and the Bylaws of the AAHA have been availed of and utilized shall be prohibited. Any such recourse to the law courts as foresaid shall be deemed by the SRMHA and AAHA as unsportsmanlike conduct enabling the President to suspend the said members.

BYLAW 9.0 - BYLAW AMENDMENTS

9.1 AMENDMENT PROCEDURES

9.1.1 Notice of any proposed major resolutions to the Bylaws shall be received by the Secretary in writing by December 15th of the current hockey season if the motion is to be voted upon at the Annual Meeting.

9.1.2 Notice of any proposed major resolutions to the Bylaws shall be received by the Secretary in writing no later than forty (40) days prior to a General Meeting.

9.1.3 The Secretary shall notify the President of any notices received under Bylaws 9.1.1 or 9.1.2. An Executive Committee Meeting shall be called to determine if there is a need to research the implications of a notice or to clarify the intent or wording of a notice prior to scheduling the Annual or General Meeting.

9.1.4 All proposed major resolutions as described above shall be advertised in the local newspaper and by posters at the MRC in advance of the Annual or General Meeting where they shall be voted upon.

9.1.5 These bylaws may be rescinded, altered or added to only through a special resolution and shall be deemed passed if 75% of those members present and in good standing vote in favor of the special resolution at a General or Annual meeting, of which 21 days notice of intention to propose the motion as a Special Resolution has been given.

9.1.6 Any special resolution adopted in the manner provided for in these Bylaws shall not be negated by reason of any error or omission which may occur in the periodic printing of the Bylaws.

9.2 COMING INTO FORCE

9.2.1 Subject to compliance with the requirements of the laws of the Province of Alberta, any major resolutions, if received in writing, advertised and passed by the SRMHA in the manner provided for in these Bylaws, shall not take effect until they have been registered in accordance with the Societies Act.

BYLAW 10.0 - RULES & REGULATIONS

10.1 The SRMHA and all of its members shall abide by the Rules and Regulations as established by AAHA.

10.2 The SRMHA may amend, add or delete Special Rules by passing a minor resolution at either a General or Annual Meeting or at an Executive Committee Meeting. A Special Rule shall be deemed passed if it receives a majority of the votes cast by those members or officers present and in good standing.

10.3 Special Rules shall come into force on the day following the day on which they are adopted or amended or on the date specified in the Special Rule.

10.4 All newly adopted or amended Special Rules shall be posted at the MRC Arena for a minimum period of two weeks for general awareness of all SRMHA members.

BYLAW 11.0 - OPERATING GUIDELINES

11.1 Operating Guidelines shall provide a means for capturing various processes, procedures, logistics,

detailed job descriptions, sample forms, typical agendas, special notices or advertising, etc, and other reference material of the Association to facilitate consistency and fairness in the application of our Bylaws on a day-to-day and year-to-year basis and to speed up the learning curve for new members.

11.2 The Executive Committee shall be empowered to develop these guidelines and amend or add to as required during their term.

11.3 The Operating Guidelines shall be the home for all Special Rules adopted by the SRMHA.

11.4 The custodian of the Operating Guidelines shall be the Secretary but it is the responsibility of all Executive Committee officers to keep it current.

BYLAW 12.0 - GENERAL

12.1 FISCAL YEAR

12.1.1 The fiscal year of the SRMHA shall commence on the 1st day of September every year running up to and including the 31st day of August the following year. The Casino Account's fiscal year runs from the 1st day of September to the 31st day of August.

12.2 BUDGETS

12.2.1 The Treasurer shall prepare a Budget at the beginning of each hockey season including recommended registration fees, anticipated expenditures, expected fund raising revenues, and any other special expenses.

12.2.2 The Executive Committee shall review and finalize the Budget for the SRMHA. The Executive Committee shall be empowered to set the registration fees based on the income and expense projections from this budget. This Budget shall then be presented to the general membership at the first General Meeting of each season for information.

12.2.3 A copy of the Budget shall be made available to all members at the first General Meeting.

12.2.4 The SRMHA may, in a fiscal year, without having adopted a budget, expend an amount less than or equal to 120% of the budgeted expenditures of the preceding fiscal year.

12.3 AUDITS

12.3.1 The Auditors shall be determined at the Annual Meeting subject to approval by a majority vote of members present. The Auditors shall consist of either a qualified accounting firm or an elected audit committee comprised of a minimum of two SRMHA members. If unsuccessful in electing the Auditors at the Annual Meeting, the Executive Committee shall be empowered to appoint the Auditors by majority vote.

12.3.2 The books or records of SRMHA must be audited.

12.3.3 The Auditors shall state in their report whether in their opinion the Financial Statements presents fairly the financial position of the SRMHA and the results of its operations for the period under review, in accordance with general accounting principles applied on a basis consistent with that of the preceding period.

12.3.4 The Auditors shall also make appropriate statements in their report in any instance that:

- i) the financial statement is not in agreement with the accounting records,
- ii) they have not received all the information and explanations that they had required/ requested, or
- iii) proper accounting records have not been kept so far as appears from their examinations.

12.4 BANKING

12.4.1 Funds of the SRMHA shall be retained in two separate accounts - one for normal SRMHA receipts/expenditures, and one for revenue generated from Casino Operations. The Casino accounts are to be operated as defined in the SRMHA's license from the Alberta Gaming and Liquor Commission.)

12.4.2 These two separate accounts plus term deposits shall be kept on deposit in a chartered bank or Treasury Branch in Spirit River, and all expenses are to be paid by check. All two accounts are to be managed by the Treasurer with all cheques against these accounts signed by the Treasurer and one other, the President, the Vice President or Secretary co-signing.

12.4.3 No teams will have individual bank accounts

12.5 ASSET INVENTORY**If this does apply**

12.5.1 The Treasurer with support from the Equipment Coordinator, Food Booth Coordinator and Secretary shall maintain an inventory of all Association Assets.

12.6 ANNUAL REPORTS

12.6.1 The Treasurer shall prepare a Financial Report for the main and casino accounts at the end of each fiscal year. The Treasurer shall prepare an Income Statement and Balance Sheet for the SRMHA for the past fiscal year, make copies for the members, and present it at the Annual Meeting.

12.6.2 The Treasurer shall present a summary of the Association's Inventory with any acquisitions or disposal of assets over the past year highlighted.

12.6.3 The Treasurer shall prepare interim financial reports for the main and casino accounts for the current year and present them at the Annual Meeting.

12.6.4 The Auditors shall report to the members at the Annual Meeting regarding the Financial Statements of the SRMHA for the preceding fiscal year.

12.7 INVESTMENTS / BORROWING POWERS

12.7.1 The Executive Committee shall be authorized to invest surplus funds in securities maturing within two years, issued or guaranteed by the Government of Canada or any of the provinces of Canada, or the Alberta Treasury Branches.

12.7.2 For the purpose of carrying out its objectives, the SRMHA may, by minor resolution of the Executive Committee, borrow or raise or secure monies, and the repayment thereof, in such a manner as is required. In no case shall any debentures of the SRMHA be issued without a special resolution of the general membership requiring the support of 75% of the members present at a duly constituted General Meeting and which 21 days notice of such meeting has been given.

12.8 RECORDS

12.8.1 All SRMHA correspondence, files, minutes of meetings, register of members, financial reports, inventory of assets, original copies of the Bylaws, Special Rules and Operating Guidelines, etc shall be retained in the SRMHA's office at the MRC Arena.

13.0 Appendices

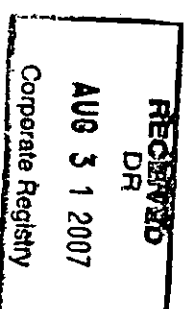


Spirit River Minor Hockey Association Positive Participation Program Appendix A- Parent Code of Conduct

Membership in SRMHA is not a right - it is a privilege. Members must abide by the Bylaws, Policies and Procedures, and their behavior is expected to mirror the spirit of the code. All parents must sign this form before being allowed to participate in SRMHA.

- I will respect and adhere to all ideals, policies and rules determined by the C.H.A., the A.A.H.A, the Spirit River Minor Hockey Association, the league in which the Association operates and the Coaches.
- I will show respect for the judgment and authority of the officials and coaches by supporting the decisions they make and not undermining their efforts. I will not verbally abuse officials or coaches...
- I will show respect before, during, and after practices and games by not using abusive or foul language or harassing players, coaches, officials, spectators, or other participants
- I will refrain from behavior which may have the effect of creating a negative, hostile or uncomfortable team environment.
- I will ensure that my child is at practices and games on time or I will contact the coach ahead of time.
- I will respect the facilities, either home or away, in which my child is privileged to play.
- I will exhibit a high degree of sportsmanship, teamwork and positive attitude at all times when representing my child, their team, and the Association.
- I will show respect for the feelings and abilities of my child, my child's team-mates and the players on the other team by accepting their capabilities. I will not ridicule or yell at my child or other players for making a mistake or losing a game.
- I will avoid unnecessary or exaggerated celebration of a goal scored or a game won that would embarrass or demean the opposing team.
- I will ensure that my child's equipment is complete, safe and in good condition.
- I will not approach the bench during a game situation unless summoned by a coach.
- I will avoid confusing my child by coaching from the stands.
- I will support the team as a whole, not just my own child. I will not be critical of players, parents, coaches or referees in the presence of players.
- I will encourage my child to play by the rules and to resolve conflict in a positive manner without resorting to hostility or violence.
- I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game.
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- I will attend all parent meetings scheduled by my child's coach or team manager: in my absence I will accept decisions made by the majority of team parents.
- I will help with team chores such as fundraising, working the clock and penalty box, etc.
- I will recognize the value and importance of the volunteers who give their time and resources to provide hockey for my child.
- If I wish to express concern or make a complaint, I will do so using the appropriate channels and in a positive and constructive manner.

Love the game above the prize!
- **SRMHA may suspend or expel any team, member of a team or parent refusing to accept and abide by the Code of Conduct.**





Spirit River Minor Hockey Association Positive Participation Program Appendix B - Player Code of Conduct

Membership in SRMHA is not a right - it is a privilege. Members must abide by the Bylaws, Policies and Procedures, and their behavior is expected to mirror the spirit of this code. All players must sign this form before being allowed to participate in SRMHA.

- I will respect and adhere to all ideals, policies and rules determined by the C.H.A., the A.A.H.A., the Spirit River Minor Hockey Association, the League in which the Association operates and my Coaches.
- I will play hockey because I want to not because others want me to.
- I will attend all games and practices on time or contact the coach ahead of time.
- I will respect the arena facilities and staff, either home or away, in which I am privileged to play. I will behave myself at all times in all public places, including hotel rooms and restaurants, etc., during minor hockey events. I will leave a positive impression of SRMHA.
- I will exhibit a high degree of sportsmanship, respect for others, teamwork and self control at all times when representing my team and the SRMHA.
- I will refrain from using foul language towards team-mates, coaches, officials and opponents.
- I will control temper - fighting and mouthing off will not be tolerated.
- I will respect the decisions, judgments and authority of the officials and coaches. I will remember that coaches and officials are there to help me.
- I will listen to my coach's instructions.
- I will show respect for the feelings and abilities of my team-mates and opponents.
- I will not be critical of team mates and never discuss their abilities except to encourage good team play.
- I will remember that winning isn't everything - that having fun, improving skills, making friends, and doing my best are also important.
- I will ensure that my equipment is complete, safe and in good condition.

Love the game above the prize!

SRMHA may suspend or expel any team, member of team or parent refusing to accept and abide by the Code of Conduct.



**Spirit River Minor Hockey Association
Positive Participation Program
Appendix D - Coach Code of Conduct**

Membership in SRMHA is not a right - it is a privilege. Members must abide by the Constitution and Bylaws, and their behavior is expected to mirror the spirit of this code.

- Agree to background criminal check
 - I will respect and adhere to all ideals, policies and rules determined by the C.H.A., the A.A.H.A., the Spirit River Minor Hockey Association, and the League in which the Association operates.
 - I will obtain proper training and continue to upgrade my coaching skills as required.
 - I will exhibit a high degree of sportsmanship, teamwork, and positive attitude at all times.
 - I will respect the rules of the game, opponents, officials, and their decisions and teach my players to do the same.
 - I will do my best to control the behavior of my players.
 - I will refrain from using foul language towards players, other coaches, or officials.
 - I will show respect for the feelings and abilities of my players and the players on the other team.
 - I will ensure that my players' equipment is complete, safe, and in good condition.
 - I will prohibit unacceptable conduct within dressing rooms, at player's bench, or on the ice surface.
 - I will organize practices that are fun and challenging for players. I will familiarize myself with the rules, techniques and strategies of hockey; I will encourage all my players to be team players. I will be prepared. I will not ask anything of players, other coaches, executive or parents that I would not ask and expect of myself.
 - I will be reasonable when scheduling games and practices.
 - I will inform parent/guardian and/or submit a Player Discipline Form (see attached) to the Disciplinary Committee if a child is disciplined during a game or practice.
 - Using my discretion, I will fill out a Player Discipline Form and inform parent/guardian of the documentation. This form is for my files unless the matter goes further, such as Parent Liaison meetings or the Disciplinary Committee.
 - I will keep lines of communication open with parents, players, and the executive.
 - I will be a positive role model to my players and display emotional maturity by maintaining self control.
 - I will be generous with my praise when it is deserved and encourage players to have confidence in themselves; I will not ridicule or yell at players or criticize them publicly. I will be consistent, honest, fair, and just. I will remember the value of a positive, respectful approach, even in discipline.
 - I will ensure that all players get equal instruction, support, and fair playing time.
 - I will keep winning in perspective and accept defeat graciously.
 - Love the game above the prize!
- **fair ice time is determined by the coach, weighing factors such as player commitment, work ethic, dedication, and situational play throughout the season. Considering these factors fair may not always imply equal in any given game.

I have read and agree to abide by the rules and the principles of the Coach code of Conduct as set and supported by the Spirit River Minor Hockey Association.

Date: _____

Print Name: _____

Coach Signature: _____

CR0701727 003 13



**Spirit River Minor Hockey Association
Positive Participation Program
Appendix E - On Ice Official Code of Conduct**

CR0701727 0014

- I will respect and adhere to all ideals, policies and rules, determined by the C.H.A., THE A.A.H.A., and the Spirit River Minor Hockey Association and the Leagues in which the Association operates.
- I will make sure that every player has a reasonable opportunity to perform to the best of his or her ability within the rules.
- I will avoid or remedy any situation that threatens the safety of the players.
- I will maintain a healthy atmosphere and environment for competition.
- I will not permit the intimidation of any player by word or by action. I will not tolerate unacceptable conduct towards myself, other officials, players, coaches, or spectators.
- I will be consistent and objective in calling all infractions, regardless of my personal feelings towards a team or individual player.
- I will handle all conflicts firmly but with dignity.
- I will accept my role as a teacher and role model for fair play, especially with young participants.
- I will be open to discussion and contact with players before and after the game.
- I will remain open to constructive criticism and show respect and consideration for different points of view.
- I will obtain proper training to upgrade my officiating skills.
- I will work in co-operation with coaches for the benefit of the game.



**Spirit River Minor Hockey Association
Positive Participation Program
Appendix F- Player Discipline Form**

Date of Incident: _____

Team: _____

Reason for Discipline: _____

Disciplinary Action Taken: _____

Effective date(s) of Discipline: _____

Parent/Guardian Informed Y/N

by whom _____

Coach Name _____

Coach Signature _____

Note: This form will be used at the discretion of the Coach. It will serve as your record if a parent and/or player disagree with your disciplinary action and pursue it beyond the team level. If in disagreeing with your disciplinary action inappropriate conduct is displayed by a parent then you must follow the steps described in the constitution.



**Spirit River Minor Hockey Association
Positive Participation Program
Appendix G-Incident Report Form**

Submit completed form to the team coach or manager.

This form is to be utilized by anyone in the Spirit River Minor Hockey Association to report an incident of unacceptable behavior. An individual is considered to be displaying unacceptable behavior if they are verbally or physically harassing and/or abusing a game participant (player, coach, spectator, or official)

Date of Incident: _____

Name of offending individual: _____

Associated with (team name): _____

Name(s) of additional witnesses: _____

On a separate attachment, please provide a clear description of the unacceptable behavior witnessed. Please write clearly or type the report. Reports that are not legible will not be reviewed.

You can expect the SRMHA Disciplinary Committee to investigate your report. Unfortunately, a written response to all reports is not possible. We will however make every effort to contact complainants at some point during or after the investigation.

Please summarize your expectations of the outcome resulting from your report:

If additional space is required, please use reverse side or attach separately.

Name: _____

Address: _____ City/Town: _____

Phone: _____

Signature: _____ Date: _____

CR0701727 0035



**Spirit River Minor Hockey Association
Positive Participation Program
Appendix H - Discipline Guidelines**

CR0701727 0037

In many instances, offences that are similar to those identified in the Hockey Alberta Minimum Suspension Guidelines will be dealt with in the same manner. The only difference being that when we are dealing with adults who should know better, they would be given an additional game suspension.

When an individual is suspended, they are suspended from all Minor Hockey activities. This includes attending other sibling's games if they are a parent with other children playing hockey. It also includes refereeing games if they are a referee.

ALL SUSPENSIONS WILL BE REVIEWED BY THE PRESIDENT OF SRMHA, OR HIS/HER DESIGNATE, TO ENSURE CONSISTENCY IN THE APPLICATION OF DISCIPLINE IS MAINTAINED.

Severity of Discipline

a. **Mild** (Reprimand and/or 2 game suspension)
This would be applied when it is a first offence which is less severe in nature. The offending individual has shown true remorse and the actions are out of character. There is little chance of this person re-offending.

b. **Moderate** (Minimum 3 game suspension)
This is for offences which are mild to moderate in severity. Application of this type of discipline would be for a second offence. It would also be applied to individuals who have not accepted responsibility for their actions, shows no remorse and the likelihood of reoffending is high.

c. **Severe** (Minimum 5 games to 3 years suspension)
This is for the most serious offences. An example could be physically threatening or assaulting another individual. Application of this type of discipline would be for individuals who have re-offended multiple times or have not accepted responsibility for their actions, shown no remorse and are likely to re-offend.

The following individuals have been delegated authority to assess suspensions on behalf of SRMHA:

- The President or his/her designate
- The Disciplinary Committee
- The Executive Board Members as a whole
- The Head Coach or his/her designate - for player suspensions



**Spirit River Minor Hockey Association
Positive Participation Program
Appendix I - Tiered Hockey for Development**

Player Selection (includes level 1 and 3, or 2 equal teams)

- The team Head Coach shall enlist a selection panel to assist in player evaluation. Coaches are encouraged to avoid any real or perceived bias in selecting evaluators. A minimum panel of four evaluators is required, each having no child or sibling in the division. The SRMHA shall review and approve the evaluation panel.
- Each player shall be evaluated by the panel, using a form supplied by the SRMHA and to include such specific criteria as skating, shooting, passing/receiving, puck control, positional play, scoring, and checking.
- The team Head Coach shall receive evaluations and then make his/her own rankings on a form supplied by the SRMHA and to include such specific criteria as attitude, willingness to take instruction/direction, leadership qualities, and respect for coaches/officials/opponents. The Head coach will assemble the team based on the evaluations. With 80% of the tiered team will be non-removable based on the evaluations. The remaining 20% of the players will be moveable based on coach and/or coaches from Tier 1 team.

Goalie Selection

- Goalies will be rated by a Goaltender Evaluator with training and/or experience in evaluating goaltenders. The Goaltender Evaluator may enlist other qualified individuals to assist in the process, subject to approval by the SRMHA. The Goaltender Evaluator will be appointed by the SRMHA.
- Each goaltender will be evaluated during the team tryout for the age group, on a form to be supplied by the SRMHA, and to include such specific criteria as skate control, lateral movement, stance, agility, quickness, recovery, puck handling and puck control.
- The teams Coaches shall receive evaluations and make his/her own rankings, on a form to be supplied by the SRMHA and to include such specific criteria as attitude, willingness to take instruction/direction, leadership qualities, and respect for coaches/officials/opponents.
- The final selection decisions will be made by the team Head coaches. The selection criteria regarding the coach's child being "on the bubble", applies to goalie selection as well.

Process for Cuts

- All cuts shall be done by the team Coaches and should not occur until at least three ice sessions have been provided for every player. Initial cuts may be made by way of a posted list. The list should include an invitation to the parents/guardians of players being cut to talk directly to the team Coaches if any concerns exist.



**Spirit River Minor Hockey Association
Positive Participation Program
Appendix J - On/Off Ice Official Incident Report Form**

Submit completed form to the Disciplinary Committee.

This form is to be utilized by an on or off ice game official for the Spirit River Minor Hockey Association to report an incident of unacceptable behavior. An individual is considered to be displaying unacceptable behavior if they are verbally or physically harassing and/or abusing a game participant (player, coach, spectator, or official).

DATE & TIME OF INCIDENT _____

NAME OF OFFENDING INDIVIDUAL _____

ASSOCIATED WITH (TEAM NAME) _____

NAME(S) OF ADDITIONAL WITNESSES _____

On a separate attachment, please provide a clear description of the unacceptable behavior witnessed. Please write clearly or type the report. Reports that are not legible will not be reviewed.

You can expect the SRMHA Disciplinary Committee to investigate your report. Unfortunately, a written response to all reports is not possible. We will however make every effort to contact complainants at some point during or after the investigation.

Please summarize your expectations of the outcome resulting from your report:

If additional space is required, please use reverse side or attach separately.

Name: _____

Address: _____ City/Town: _____

Phone: _____

Signature: _____ Date: _____