

**THE
WETASKIWIN MINOR HOCKEY
ASSOCIATION**



ASSOCIATION BYLAWS

April , 2015

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THE WETASKIWIN MINOR HOCKEY ASSOCIATION BYLAWS

BY-LAW 1 – INTERPRETATION

- 1.1 In these By-Laws and Regulations, unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.
- 1.2 When constructing these By-Laws and Regulations, references shall be made to the Societies Act, and the By-Laws, Rules and Regulations of the Alberta Amateur Hockey Association (A.A.H.A) known as Hockey Alberta, and Hockey Canada. Words and expressions used in These By-Laws and Regulations shall, so far as the context does not otherwise require, have the same meaning as would be the case when used under the Act, By-Laws, Rules and Regulations.
- 1.3 References to the “Association” in these By-Laws refer to the Wetaskiwin Minor Hockey Association (WMHA).
- 1.4 The Association, as a member of Hockey Alberta and affiliated with Hockey Canada, shall conform and comply with the Boundaries and By-Laws, Rules and Regulations as set forth by the Alberta Amateur Hockey Association (A.A.H.A) Hockey Alberta and Hockey Canada respectively.

A potential or actual conflict of interest exist when commitments and obligations to the association are likely to be compromised by that person’s other interests or commitments. A conflict arises when a board member is or may be in a position to influence a specific hockey team by taking on a head coach or managing position; or lead to any form of personal gain for themselves or a family member, or give improper advantages to the others to the association’s detriment.

When a Board member of the Association is in or believes they are in a conflict of interest position, they must declare so and remove themselves from all discussions and voting on the item.

Situations may include but are not limited to:

 - Discussion regarding a spouse or child

BY-LAW 2 –NAME OF ASSOCIATION

- 2.1 The name of the organization will be “WETASKIWIN MINOR HOCKEY ASSOCIATION”, hereafter referred to as W.M.H.A.

BY-LAW 3 –MEMBERSHIP

- 3.1 The members of the Association shall be the subscribers to the Application, the By-Laws and Regulations and such other persons as subsequently become members of the Association in accordance with these By-Laws.
- 3.2 A person may become a member of the Association who has paid or has had paid for him the annual membership fee set by the Executive.
 - 3.2.1 Has reached the age of eighteen years, and is a resident of Wetaskiwin
 - 3.2.2 Has been approved as a member by the Executive, or
 - 3.2.3 Is a member of coaching staff, manager, referee, any other volunteer position, or parent / legal guardians, in good standing of a player currently registered with the Wetaskiwin Minor Hockey Association.
- 3.3 The annual membership fee shall be an amount as may be determined from time by resolution of the Executive.
- 3.4 Honorary Membership is an honorary type of membership of the Association that is given for life to an individual.
 - 3.4.1 It is appointed by the Executive of the Association to people who are not members of the Association.
 - 3.4.2 This membership provides all the rights and privileges of a normal member of the Association without paying the annual membership fee.
- 3.5 A person shall cease to be a member of the Association:
 - 3.4.1 Upon failure or refusal to pay the annual membership fee, or
 - 3.4.2 Upon notification in writing to the Executive of his withdrawal from membership,
 - 3.4.3 When he is expelled from membership in accordance with these By-Laws.
- 3.6 A RESIDENT shall:
 - 3.6.1 Resides within the City of Wetaskiwin, or in the geographic area, which has been identified as the boundaries of Wetaskiwin Minor Hockey Association as determined by Hockey Alberta.
- 3.7 A Non-Resident:
 - 3.7.1 Is not a member of the WMHA, and does not reside in the City of Wetaskiwin or geographical area.
 - 3.7.2 Any Player, who wishes to play within the WMHA., must comply with Hockey Alberta By-Laws and Regulations.
 - 3.7.3 May be subjected to a Non-Resident fee, which will be determined on an annual basis by the WMHA Executive.

BY-LAW 4- TERMINATION OF MEMBERSHIP

- 4.1 Any member may resign from the Association at any time by notifying the office in writing; however an administration fee may be charged.
- 4.2 Any member who, in the opinion of the Discipline Committee, fails to maintain an acceptable standard of conduct may be asked to resign in written form after at least one previous written warning. That decision will result in the loss of voting privileges, unless the member wins a successful appeal. An administration fee may be charged.
- 4.3 Any member who has been requested to resign may exercise the right to appeal the decision provided the written request is received by the Office within seven (7) days of the request to resign. Any member that refuses to resign on written request will be considered expelled from the Association.
- 4.4 The Executive claims the rights and interests as the Rental Contract Carrier to bar any suspended, expelled or resigned member from any or all facilities where Association functions occur including meetings, games and practices, are taking place for a specified period of time.
- 4.5 A member who ceases to be a member, or is expelled or suspended from the Association shall forthwith forfeit all rights and interests from, or Association with membership in the Association. This means the suspended or expelled member cannot coach or manage a team, hold an elected or appointed position until suspension is served or waived upon successful appeal.
- 4.6 The member can be suspended or expelled for a time frame deemed appropriate by the President or Discipline Committee and ratified by the Board of Directors.
- 4.7 The member who voluntarily ceases to be a member shall forfeit all rights and interests for any refund of player fees if applicable.

BY-LAW 5 –MEETINGS

GENERAL MEETINGS

- 5.1 The Annual General Meeting (AGM) of the Association membership shall be held in the City of Wetaskiwin, during the period April 1 and June 30, Inclusive, in each year.
- 5.2 Meeting of the Association membership:
 - 5.2.1 Shall be at the call of the President
 - 5.2.2 When required or desired the Executive may call a meeting of the Association membership.

- 5.2.3 At the written request from twenty members in good standing of the Association membership, a special meeting shall be convened. The proceedings of such a meeting shall be confined to the matters specified in the request.
- 5.3 Notice of WMHA Annual Meeting or Special Meeting will be given in writing and advertised at least 14 days in advance of the meeting.
- 5.3.1 Nomination for Executive positions must be made in writing, to the Secretary, 14 days prior to the AGM date as set by the Executive, if the person nominating or being nominated will not be in attendance at the AGM.
- 5.3.2 Nominations, in general, must be accepted in writing by the person nominated if they will not be in attendance at the AGM in a general letter of acceptance, sent to the secretary.
- 5.3.3 Nominations will be accepted off the floor as well as any written nomination received for this position ahead of time by secretary.
- 5.4 Upon Instruction from the President, the Secretary shall notify the appropriate members of the time and place of each meeting. Notification may be by phone or posting of notices on public notice boards, or in local newspapers, or by other methods deemed appropriate by Executive.
- 5.5 A Quorum for the Annual General Meeting or Special Meeting shall consist of less than 20 members in good standing.
- 5.6 The President shall chair all meetings. In the event the President is unable to fulfill this responsibility, the Vice-President will fill in.
- 5.7 At any annual or special meeting of the WMHA., the following, as appropriate, will be the order of business;
- Roll call of Delegates;
 - Reading of Minutes;
 - Report of the President ;
 - Report of the Vice President;
 - Report of the Secretary;
 - Report of the Treasurer;
 - Report of the Registrar;
 - Report of the Coordinators;
 - Resolutions;
 - Elections;
 - Orders and General Business
 - Adjournment.
- 5.8 Business will be conducted by following Roberts Rules of Order.
- 5.9 The President may, when deemed necessary, invite any member, or non-member to any meeting of the Association, to address a particular subject on the agenda.

5.10 Voting on any issue arising at Meetings of the Members shall be decided by a simple majority of the eligible members present in person. Each eligible member in attendance is entitled to only 2 votes per family and issue, regardless of the number of positions they may occupy on the Executive or other committees. There shall be no proxy votes. The Chairman of any meeting is not entitled to vote on an issue, unless it is to break a tie.

MEETING OF THE EXECUTIVE

5.11 Meeting of the Executive:

5.11.1 Shall be at the call of the President

5.11.2 A minimum of six (6) board meetings per year shall be held and at least once every 2nd month. The Board may decide to meet more than once every 2nd month and may decide not to meet in a particular month.

5.11.3 At the request of three members of the Executive, the President shall convene a special meeting of the Executive. The proceedings at such a meeting shall be confined to the matters specified in the request.

5.11.4 Associations members may submit, in writing, items for inclusion on the agenda of an Executive meeting. These members shall be entitled to attend that portion of the meeting devoted to those agenda items but not vote.

5.11.5 A quorum for the transaction of the business shall consist of not less than seven (7) members of the Board of Directors. Only members of the Executive, present in person are eligible to vote.

5.11.6 The President is entitled to invite any member to be present or to make presentation to the Board when deemed necessary.

BY-LAW 6- THE EXECUTIVE

6.1 The Society will be run by the Executive and there will be no Directors. The Executive shall consist of the following 17 positions.

President	Equipment Manager	Novice Coordinator
Vice President	Public Relations	Atom Coordinator
Treasurer	Player/Coach Development	Peewee Coordinator
Register	Ice Coordinator	Bantam Coordinator
Secretary	Bingo Coordinator	Midget Coordinator
Referee in Chief	Initiation Coordinator	

BY-LAW 7 DUTIES & POWERS OF THE EXECUTIVE

- 7.1 The Executive shall have the power to appoint to any vacant Executive Position. That appointee will hold that office until the next AGM unless deemed otherwise by the Committee. The appointment must have a 3/4 support of all Board Members in attendance, before the appointment can be ratified. No two positions on the Executive may be held by the same person for the same term or alternating terms.
- 7.1.1 At no time may two positions on the Executive be held by two or more members of a household. This includes spouses, common law, divorced spouses and or any other member of a specific household unless there are no other nomination or volunteers.
- 7.2 The Executive shall have control of the affairs of the Association, and shall govern in the best interest of the Association.
- 7.3 The Executive will have the power to impose and enforce penalties for violations of the By-Laws, Regulations, Oath of Confidentiality, Code of Conduct and rules of WMHA.
- 7.4 The Executive shall be elected at the Annual General Meeting of the Association membership.
- 7.5 All Division Coordinators are elected for the term of one (1) year.
- 7.6 All Executive positions on the Board are elected positions for a period of two (2) year with the following exceptions:
Coordinators which are all one (1) year terms:
Initiation Coordinators Peewee Coordinator
Novice Coordinator Bantam Coordinator
Atom Coordinator Midget Coordinator
- 7.6.1 These two (2) year terms for the positions will be on the following two (2) year rotations. Open for nominations at the AGM where the year of the AGM is an ODD number. (Ex: beginning at the AGM in 2015):
President Treasurer
Player/Coach Development Public Relations
Referee Coordinator Secretary
- 7.6.2 Open for nominations at the AGM where the year of the AGM is an EVEN number. (Ex: beginning at the AGM in 2016)
Vice President Registrar
Ice Coordinator Bingo Coordinator
Equipment Coordinator
- 7.7 Each member of the Executive shall be elected or appointed to hold office until the conclusion of his/her term. If any member of the Executive resigns his office, or ceases to be a member of the Association Executive or without reasonable excuse absents himself from three (3) consecutive meetings of the Executive, or be suspended or expelled from the Association, the Executive shall declare his office vacant. The

- Executive Committee shall then be charged with filling vacant position subject to By-Law 7.1.
- 7.8 Unless authorized by any meeting of the Executive, no officer or member of the Association shall receive any remuneration for his services.
- 7.9 The Executive shall have the Authority to appoint any committee as deemed necessary.
- 7.10 An Executive member may be reimbursed for out of pocket expenses incurred on behalf of the Association, providing a majority vote of the Board is made prior their incurred, approved such expenses.
- 7.11 The Executive may, by a three –quarters ($\frac{3}{4}$) vote, forthwith remove from office any member of the Board for neglect of duty, or conduct tending to impair such member’s usefulness; for example “not meeting the responsibilities” of the Position.
- 7.12 The Executive will supervise the collection and authorize the expenditure of funds of the WMHA provided always that funds into WMHA will be allocated in accordance with the purpose so intended.
- 7.13 The Executive shall develop Rules, Policies and Regulations for the management and operations of the Association.
- 7.14 The Executive will interpret, define and explain all provisions of the By-Laws and Regulations of the Association.
- 7.15 The Executive will adjudicate all disputes between members, which may arise between Annual Meetings.
- 7.16 The Executive will appoint any member of the Executive to attend all meetings of the members of Hockey Alberta, Zone Meetings and League meetings.
- 7.17 Where the President or Vice Presidents is unavailable to Chair a meeting, the members present can nominate a chairperson for the purpose of a meeting. This can only be done after fifteen minutes (15) has passed from the “call of the meeting”.
- 7.18 All Board members are required to sign WMHA Board Members Code of conduct and Oath of Confidentiality as defined in By-Law 7.3.

BY-LAW 8- DUTIES AND POWERS OF THE PRESIDENT

- 8.1 The President will have the power to suspend summarily, any player, coach, trainer, or manager of any team under the auspices of a member of the WMHA for ungentlemanly

conduct, on or off the ice, for abusive language to any official, or for any other infraction, in the sole discretion of the President, deemed to be detrimental. Such suspension to be effective until dealt with by the Discipline Committee.

- 8.2 The President shall also have the power to prevent summarily any spectator from viewing any game or other activity, or to enter a facility to view such games or activity falling under the auspices of Wetaskiwin Minor Hockey Association for any conduct, which in the sole discretion of the President is deemed to be unbecoming or detrimental to the game.
- 8.3 Further the President shall have the power to suspend summarily the player, coach, team official or the team to which the spectator is affiliated. Such suspension to be effective until dealt with by Discipline Committee within a reasonable period of time, as determined by the Chairman of the Discipline Committee.
- 8.4 The President may delegate this authority to such Association Executive, official or Committee as he designates.
- 8.5 No person may be elected President unless that person has served as a member of the Board of Directors for a period of not less than one year, with the exception made when there is no present board member able to make that commitment.
- 8.6 The President, within the jurisdiction of the Association, shall:
 - 8.6.1 Be a signing officer for the Association
 - 8.6.2 Shall be elected for a term of two (2) years.
 - 8.6.3 Exercise the powers of the Executive, in case of emergency
 - 8.6.4 Discipline up to and include suspension of any member, coach, manager, player, trainer, or other official connected within the Association, subject to ratification at the next meeting of the Discipline Committee but does not vote.
 - 8.6.5 Sit on committees as an ex-officio voting member.
 - 8.6.6 Generally manage and supervise the affairs and operations of the Association.
 - 8.6.7 Together with the Office, or other officer appointed by the Executive for that purpose, shall sign all resolutions, transfers, and releases.

BY-LAW 9 – DUTIES OF THE VICE PRESIDENT

- 9.1 No person may be elected a Vice-President unless that person has served as a member of the Executive for a period of not less than one year, with the exception made when there is no present board member able to make that commitment. In the absence of the President, or in the event of his inability to act, the Vice-President shall first have and executive committee to be ratified at the next Executive meeting.
- 9.2 The Vice-President is the Chairperson of the Discipline Committee.

- 9.2.1 The Vice President is the chairperson of the Discipline Committee.
- 9.2.2 The Vice President is the Chairperson of the Ralph Pocock Fund Committee.
- 9.2.3 Any other duties assigned by the President or the board.

BY-LAW 9.3 - SECRETARY RESPONSIBILITIES AND DUTIES

Serve as a 2 year term

- 9.3.1 Reports directly to the President.
- 9.3.2 In general, performs all duties incidents to the office of Secretary.
- 9.3.3 At the direction of the President, prepares or reviews, and distributes the agenda for all board meetings.
- 9.3.4 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.
- 9.3.5 Contacts Boards Members to advise of upcoming meetings.
- 9.3.6 Carries on, or directs, supervises others to carry on, the correspondence of the Association.
- 9.3.7 Maintains the Bylaws and Regulations Manual.
- 9.3.8 Responsible for the security and safe keeping of all WMHA records.
- 9.3.9 Responsible for the security and safe keeping of the WMHA mailbox keys and as well the collection, opening, tracking and distribution of the mail received.
- 9.3.10 Ensure that all notice are duly given in accordance with the previsions of the By-Laws or as required by law.
- 9.3.11 Ensure that regular and current news information is updated and posted on the website.
- 9.3.12 Co-ordinates all the other communication issues and events pertaining to the decision of the Board.
- 9.3.13 Maintains and Updates the WMHA website to ensure that it is current.

9.3.14 Responsible for the coordination, management, and update of the WMHA emails and email system.

9.3.15 Custodian of all Website usernames and passwords.

9.3.16 Responsible for changing passwords on a yearly basis or sooner if required.

9.3.17 Serves on the following committees:

- Executive Committees
- Bylaws & Regulations Review Committee-Chairperson
- Registration Committee
- Fundraising Committee

9.3.18 Any other duties assigned by the President or by the Board.

BY-LAW 9.4 - TREASURER RESPONSIBILITIES AND DUTIES

Serves a two year term

9.4.1 Reports directly to the President.

9.4.2 Acts as authorized signatory for all WMHA bank accounts.

9.4.3 In General, has charge and custody of and is responsible for all funds and securities of WMHA; shall receive and give receipts for monies due and payables to WMHA from any source whatsoever and deposit all such monies in the name of WMHA in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of the by-laws and in general shall perform all duties incident to the office of the Treasurer.

9.4.4 Maintains the financial books and records for WMHA.

9.4.5 Receives and deposits all registrations and similar fees from the Register on a timely basis.

9.4.6 At year end, prepares a reconciliation of the Registrar on a timely basis. At year end, prepares a reconciliation of the Registrar's database to the fees deposited.

9.4.7 Ensures payment of expenditures on a timely basis.

9.4.8 Presents a report to the Board on a monthly basis of the operating results of WMHA.

- 9.4.9 Along with the members of the Finance Committee, prepares the budget and presents the budget to the Board for approval.
- 9.4.10 Monitors revenue and expenditures throughout the year and when necessary, makes recommendations on revisions to the budget for approval by the Board.
- 9.4.11 Monitors the bank accounts to ensure appropriate use of funds and levels of funding in each account.
- 9.4.12 After the fiscal year end, prepares the books and records for audit and liaise with auditors throughout the duration of the audit.
- 9.4.13 Presents the audited financial statements to the Board for approval.
- 9.4.14 At the Annual General Meeting, presents the audited financial statements.
- 9.4.15 Serves on the following committees:
- Finance Committee-Chairperson
 - Executive Committee
 - Registration Committee
 - Fundraising Committee
- 9.4.16 Any other duties as assigned by the President or the Board.

BY-LAW 9.5 - ICE COORDINATOR RESPONSIBILITIES AND DUTIES

Serves a two year term (2016)

- 9.5.1 Reports directly to the President, determine the ice requirements for the season.
- 9.5.2 Attends meetings with the City of Wetaskiwin and other applicable ice providers representing the WMHA to secure the appropriate amount of ice for the season.
- 9.5.3 Allocate ice to each team in accordance with the WMH regulations and policies.
- 9.5.4 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 WMHA with maximum ice utilization.
- 9.5.5 Shall make ice schedules available through the web site.
- 9.5.6 Shall approve and record all ice time used by teams.

- 9.5.7 Ensure that league schedules, rules and regulations are obtained on a timely basis and distributed to the Ice Coordinator and Referee-in-chief.
- 9.5.8 Certify ice bills to the Treasurer for payment.
- 9.5.9 Serves on the following committees:
- Finance Committee
 - Registration Committee
- 9.5.10 Any other duties as assigned by the President.

BY-LAW 9.6 - REGISTRAR RESPONSIBILITIES AND DUTIES

Serves a two year term (2016)

- 9.6.1 Reports directly to the President.
- 9.6.2 Maintains the books and records of the WMHA relating to registration of the players and members pursuant to the bylaws and regulations.
- 9.6.3 Ensures that the proper registration procedures are followed for all players registered to play in WMHA pursuant to the bylaws and regulations.
- 9.6.4 Coordinates the registrations process pursuant to the bylaws regulations.
- 9.6.5 Assists with player affiliation process.
- 9.6.6 Serves on following committees:
- Finance committee
 - Executive Committee
 - Registration Committee-Chairperson
 - Bylaw and Regulation Review Committee
- 9.6.7 Any other duties as assigned by the president or the Board.

BY-LAW 9.7 - EQUIPMENT COORDINATOR RESPONSIBILITIES AND DUTIES

Serves a two year term (2016)

- 9.7.1 Reports Directly to the Treasure, Vice President and President.
- 9.7.2 Determines the equipment and supply requirements for the season and advises the Treasurer of the budget required.

- 9.7.3 Presents to the Boards the equipment requirements for the year for approval.
- 9.7.4 Maintains an inventory of all WMHA owned equipment.
- 9.7.5 Assigns all equipment to WMHA teams in accordance with the regulations.
- 9.7.6 Ensures all deposits and or rental charges for equipment are received and forwards rental amounts to the Treasurer for deposit.
- 9.7.7 Ensures all equipment is returned to WMHA at the end of the season.
- 9.7.8 Disposes of old, worn or unnecessary equipment, if required.
- 9.7.9 Maintains the equipment room in an organized manner.
- 9.7.10 Any other duties as assigned by the President or the Board.

BY-LAW-9.8-DIVISION COORDINATOR RESPONSIBILITIES AND DUTIES

Serves a one year term

- 9.8.1 Initiation, Novice, Atom, Peewee, Bantam and Midget directors report directly to the Vice President and President
- 9.8.2 In general, oversee the operations of the teams within the directors level.
- 9.8.3 Receives yearly financial updates from the teams to be given to the Treasurer for reporting to the Board and AGM purposes.
- 9.8.4 Resolves any financial disputes.
- 9.8.5 Liaise with the team under his / her direction and the Vice President.
- 9.8.6 Serves on the following committees:
 - Coach selection Committee
 - Team selection /Evaluation Committee
 - Registration Committee as required
- 9.8.7 Participates in the player affiliation process, if requested by the President.

BY-LAW 9.9 - REFEREE-IN-CHIEF RESPONSIBILITIES AND DUTIES

Serves a two year term (2015)

- 9.9.1 Acts as a liaison between the Board and the Referee's Association.
- 9.9.2 Determines the requirements for, and arranges Referee Clinics as requested.
- 9.9.3 Ensures that ongoing development and training for referees are in place.
- 9.9.4 Reports directly to the Vice President and President.
- 9.9.5 Will also act as the assignor and ensures that game record sheets are completed on a regular bases for payment.
- 9.9.6 Any other duties as assigned by the Vice President or President or Board.

BY-LAW 9.10 -PLAYER / COACH DEVELOPMENT RESPONSIBILITIES AND DUTIES

Serves a two year term (2015)

Coach Selection and Recruitment

- 9.10.1 Oversee coach selection process.
- 9.10.2 Recruitment of coaches and selection committee.
- 9.10.3 Application process.
- 9.10.4 Interviews and arrange times for committee.
- 9.10.5 Sites on the committee for Final Coach Selection

Coach Evaluation

- 9.10.6 Implement and oversee coach evaluation plan.
- 9.10.7 Player, parent and peer feedback and evaluation.
- 9.10.8 Coach Retention/Appreciation plan.

Coach Education & Certification

- 9.10.11 Communicate to association and coaches, the certification requirements.
- 9.10.12 Work with Hockey Alberta staff to request and host coaching clinics.
- 9.10.13 Works on procedures and policies for Player Selection and Evaluation.

9.10.14 Oversee player evaluation process for your WMHA.

9.10.15 Work with division director and coaches to ensure player evaluation process is upheld.

Coach Mentorship

9.10.16 Oversee coach mentorship plan and implementation.

9.10.17 Help develop and outline coach and development philosophy and attend the first parent meeting and sign off on parent meeting documentation used by coaches on behalf of WMHA. This document will be kept on file for future support for coaching philosophy.

9.10.18 On Ice/ Practice planning support.

9.10.19 Coach development meetings and presentations.

9.10.20 Will arrange and supervise a definite period of training for all coaches in order that technical knowledge is conveyed at the necessary level of instruction, that is:

- Approved and accredited coaches clinics
- Approved and accredited sports medicine clinics

9.10.21 Any other duties as assigned by the Vice President or President or Board.

Player Development

9.10.22 Will arrange and supervise a definite period of training for all coaches, and players, in order that technical knowledge is conveyed at the necessary level of instruction, that is:

- Approved and accredited player clinics that will include:
- Skill development for player
- Checking clinics for those players moving into checking levels
- Goalie clinics

BY-LAW 9.11 - PUBLIC RELATIONS RESPONSIBILITIES AND DUTIES

Serves a two year term (2015)

9.11.1 Reports directly to the Vice President and President.

9.11.2 In general, supports WMHA in the efforts to provide an economical hockey program that will benefit all players.

9.11.3 At the beginning of the seasons, contacts businesses and requests sponsorship donations for each WMHA team.

9.11.4 Provides the Treasurer with a list of all sponsors, amounts donated and teams sponsors in order for the Treasurer to issue invoices.

9.11.5 Follow up with outstanding sponsorship amounts not paid on a periodic basis to ensure payment is received.

9.11.6 Maintains the sponsorship Boards at both arena and ensure the boards are kept up to date.

9.11.7 Coordinates or directs any other fundraising event undertaken by WMHA.

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

9.11.9 Develop and distribute articles to the local newspaper highlighting players who have gone through the WMHA and made it to a high level of hockey (i.e. a player from Wetaskiwin playing in WHL, AJHL, etc.). This can also be used to highlight any current member of our association that has had a high achievement in his or her hockey season (i.e. an Initiation player who has greatly improved his or her skating.

BY-LAW 10 – BORROWING

10.1 For the purpose of carrying out its objectives, the Association may borrow, or raise or secure the payment of money in such a manner, as it deems appropriate, and in particular, by the issue of debentures. If the Executive wishes to raise monies through a debenture, the decision must be ratified through a Special Resolution of the members.

BY-LAW 11 – BANKING

11.1 The signing Officers of the Association for the purpose of drawing cheques on the account or accounts of the Association shall be any two Executive members.

11.2 Signing authority for the “Ref Account” shall be the Referee in Chief and one other signing officers of the Association.

11.3 All signing officers of the Association must be able to be bonded.

BY-LAW 12 – SEAL

12.1 The Executive may adopt a seal, which shall be the common seal of the Association.

- 12.2 The common seal of the Association shall be under the control of the Executive, and the Executive shall determine the responsibility for its custody and use from time to time.

BY-LAW 13 – REVIEW OF BOOKS

- 13.1 The books of the Association must be audited once a year at the end of each fiscal year.

BY-LAW 14 - AMENDMENTS

- 14.1 No amendments to the By-Laws of the association, whether by way of new provision, amended provisions, or to rescind any if the provisions in these bylaws, shall be made except at Annual Meetings or other general meetings of the Association membership, and only then by “Special Resolution.” Notice of any proposed amendment or amendments must be filed with the President or Vice President in writing at least twenty-one (21) days prior to the meeting to be reviewed and amended at the Annual General Meeting. The Secretary shall cause the contents of the resolutions, or a summary therefore to be posted on the WMHA website with the notice of the AGM or other general meeting at which it is proposed to consider the resolution.
- 4.1.1: A “Special Resolution” means a resolution passed.
At a general meeting of which, with no less than twenty-one (21) days notice, specify the intention to propose the Resolution has been duly given, and by the vote of not less than 75% of those members who, if entitled to do so, vote in person.
- 14.2 The Executive is empowered to amend or alter Rules & Regulations, Policy and Procedures, as required to conduct the affairs of the Association.
Amendments to By-Laws can only be made at an Annual General or Special Meeting of the members.

BY-LAW 15 – MINUTES OF MEETING AND OTHER BOOKS AND RECORDS

- 15.1 The minutes of the meetings of the Association and of the Executive shall be taken and prepared by the Secretary. After approval of the minutes the President and Secretary shall first sign them. The Secretary shall keep a record of all minutes arising out of the meetings of the Association and the Executives and documents of the Association. Upon a change of Secretary shall maintain the long-term records of the Association. The Secretary’s position; all records shall be transferred to the new Secretary. The Treasurer shall keep the financial records of the Association. On a change of the Treasurer, all records shall be transferred to the new Treasurer.

BY-LAW 16 – INSPECTION OF BOOKS AND RECORDS

- 16.1 The President shall make available for inspection, the books and records of the Association to a member of the Executive at any time and all other members of the Association in good standing at the Annual Meeting of the Association.

BY-LAW 17 – CODE OF CONDUCT/DUTIES

17.1 VOLUNTEERS

- 17.1.1 Expect no special rights or privileges because you are a volunteer.
- 17.1.2 Understand that even though you may not agree with all of the Association's policies or rules, as a representative of the Association, you have an obligation to publicly support and at all times abide by them. If you do not agree with them you can work within the system to make changes.
- 17.1.3 Base your decision on what is best for the majority of the hockey players while respecting the rights of the individual.
- 17.1.4 Be slow to anger and hard to discourage.

17.2 PARENTS

- 17.2.1 Do not force an unwilling player to participate in sports.
- 17.2.2 Remember that participants should be involved in sports to their enjoyment, not yours.
- 17.2.3 Encourage your son/daughter to always play by the rules.
- 17.2.4 Teach your son/daughter that honest effort is as important as victory and that if you give your best, then you have won, regardless of the score.
- 17.1.5 Turn defeat to victory by helping your son/daughter work hard towards skill improvement and good sportsmanship. Never ridicule or yell at your son/daughter for making a mistake or losing.
- 17.2.6 Congratulate your son/daughter on honest effort and skill improvements, not just on goals and assists.
- 17.2.7 Remember players learn by example; applaud good plays either team.
- 17.2.8 Do not question an official's judgment and never their honesty.
- 17.2.9 Abuse of Players, Coaches, Officials, or Volunteers will not be tolerated.
- 17.2.10 Attend most practices and games, if needing to miss contact Team Official to let him/her know about absence.
- 17.2.11 Have players at the rink at coaches specified times before games and practices.
- 17.2.12 Show respect for Team Officials as they are Volunteers.

17.3 PLAYERS

- 17.3.1 Play for the fun of it, not to please your coach or parents.
- 17.3.2 Play by the rules.
- 17.3.3 Never argue with the officials decision, let your captain or coach ask any questions.
- 17.3.4 Control your temper no mouthing off, throwing tantrums, breaking or throwing sticks and equipment.
- 17.3.5 Be a good sport. Cheer good plays on and show class.
- 17.3.6 Treat all players as you would like to be treated. Do not interfere with bully or take advantage of any player.
- 17.3.7 Remember that the goals of the game are to have fun, improve your skills and feel good. Don't be a show off, always trying to get the most points or penalties; you are part of the team whether they win or lose.
- 17.3.8 Use of Illegal drugs, alcohol and or tobacco at any time, could result in a lengthy suspension.

17.4 COACHES

- 17.4.1 Understand you have an obligation to abide by the policies of the Association and failure to do so could result in a loss of coaching privileges.
- 17.4.2 Understand the player's code.
- 17.4.3 Be reasonable in your demands on the player's time, energy, and enthusiasm. Remember they have other interests outside the hockey world.
- 17.4.4 Teach your players, management, and parents the rules of the game.
- 17.4.5 Never ridicule or yell at the player for making a mistake or losing a competition.
- 17.4.6 Develop team respect for the ability of the opponents, as well as for the judgment of the officials and the opposing coaches.
- 17.4.7 Remember that players need a coach they can respect and look up to. Be generous with your praises when it is deserved and set a good example.
- 17.4.8 Make a personal commitment to keep yourself informed on sound coaching principles, growth and development for the players. Attend all functions and clinics the Association may hold from time to time.
- 17.4.9 Do not lower yourself or your team to the level of the fans or other coach's tactics; do not use profanity, make gestures, or abuse officials.
- 17.4.10 Coaches are responsible for the conduct of their players and team officials during practices, games, and team functions.
- 17.4.11 Alcohol, Drug and or Tobacco consumption will not be tolerated of any kind at any team or Association function.
- 17.4.12 You shall be responsible for enforcing rules, discipline and behavior of the team.
- 17.4.13 You must attend all league/Association meetings as requested.

17.5 MANAGERS

- 17.5.1 Shall be responsible for liaison with the press to coordinate reporting of minor hockey.
- 17.5.2 Responsible for all team/Association equipment.
- 17.5.4 Alcohol consumption will not be tolerated of any kind at any team/Association function.
- 17.5.5 Shall call parent meetings are required.
- 17.5.6 Shall be a spokesman between the parents and the coaching staff.
- 17.5.7 Shall be the league contact and be responsible for arranging games, practices, tournaments and officials.
- 17.5.8 Shall distribute coach evaluation forms or anything as required by the Association to parents/players.
- 17.5.9 Must attend all league/Association meetings as required.

BY-LAW 18 – DISCIPLINE PROCEDURE & DISPUTE RESOLUTION PROCESS

18.1 **GENERAL POLICY-** The Wetaskiwin Minor Hockey Association expects all team officials to exhibit leadership qualities that promote player sportsmanship and decorum, as well as acceptable levels of propriety, towards opponents, game officials, and spectators. As such, standards of Behavior should be clearly defined and maintained throughout the season, within a climate of mutual respect. It is recognized, however, that from time to time, sanctions may be necessary, from an external source, for behavior, which transgresses standards. Such sanctions may be applied to any player, team official, team follower, parent, or member, and may take the form of:

1. A verbal reprimand
2. A written reprimand
3. A suspension
4. An expulsion
5. A combination of the above

The Wetaskiwin Minor Hockey Association through its elected or appointed officials, have the authority to discipline any player, team official, team follower, parent or member. 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 within the process set out below:

Three different Discipline stages are possible, namely:

- STAGE 1- The Informal Process
- STAGE 2- The Formal Process
- STAGE 3- The Appeals Process

Some incidents that may warrant disciplinary actions are as follows:

1. Profanity by players, team officials or club representatives
2. A player who receives a game misconduct, gross or match penalty
3. A team assessed two (2) or more bench minors in one game

4. A coach or bench assistant who is ejected from the game
5. A team, who in the opinion of the Chairman, is being assessed too many penalties of a serious nature.
6. A team member or team follower who repeatedly brings discredit to the team and the Hockey Association, through violent, abusive, or gross behavior, on or off the ice.
7. Use of Alcohol or other illegal substances while representing WMHA through participation in any team activities.
8. A parent or guardian who exhibits conduct unbecoming to the integrity of Wetaskiwin Minor Hockey program
9. Any team that fails to utilize ice time without notification

Two Wetaskiwin Minor Hockey Association Executives situations that will warrant disciplinary actions are:

1. Any elected or appointed member of the WMHA Executive who does not attend three consecutive meetings may be relieved of his or her duties.
2. Any elected or appointed member of the WMHA Executive, who by a vote of the Executive, is deemed to be doing an unsatisfactory job, shall by a 75% majority vote be relieved of his or her duties.

18.2 **STAGE 1 – THE INFORMAL PROCESS STANDARD SUSPENSIONS**

Where the Hockey Canada current Rule Book dictates a suspension for a player for a rule transgression, and game officials determine, by a write-up, that such a transgression took place, the coach in consultation with the Category Directors, as a matter of routine will implement the suspension.

NON-STANDARD SUSPENSIONS

When incidents occur which may warrant disciplinary actions the coach(s) shall report the incident as quickly as possible, and least prior to the next game, for action. The Category Hockey Director, and coach(s) shall meet, investigate the incident, and determine the sanction to be applied. In investigating the incident they may consult such game officials, players, parents, or other observers that they may deem necessary to gain the relevant facts of the incident.

Team Officials implements the sanctions with the player(s). A file must be created and established with the Category Director until the end of the season when the file will be maintained with the Secretary of WMHA. The Category Director must inform the Vice-President of the sanction or discipline as soon as is possible.

APPEAL OF DISCIPLINE

Notwithstanding the above, should a coach, player, or parent feel that Stage 1 has not satisfactorily resolved the issue, it may be appealed to Stage 2 in writing. However, Stage 1 sanctions remain in effect until Stage 2 is complete.

For incidents of a very serious nature, the Category Director may elect to suspend the player(s) indefinitely and proceed directly to Stage 2.

Any appeal of discipline must occur within 72 hours of notification of the original discipline being communicated. The appeal must be in writing to the Vice-President who acts as the Chairperson for Discipline.

18.3 **STAGE 2- THE FORMAL PROCESS**

The Vice-President, on receiving a written appeal or request shall convene a Discipline Committee Meeting.

The Discipline Committee shall consist of a Category Director but not the Category Director involved in a Stage 1 decision, and another executive member approved by the President, and shall be no less than 3 people.

The Discipline Committee shall establish a hearing and invite such persons, as they deem necessary to provide information to the Committee.

The Discipline Committee shall, with all dispatch, render a decision and communicate that decision to the offending party or parties. Such communication may be verbal at the outset but shall be confirmed in writing with copies logged with the WMHA Secretary.

The Vice-President reports the outcome of the hearing to the President.

APPEAL OF DISCIPLINE

Notwithstanding the above, should a coach, player or parent feel that Stage 2 has not satisfactorily resolved the issue, it may be appealed to Stage 3 by writing to the WMHA Office, requesting an Appeal to decision. This appeal must occur within 72 hours of the decision being communicated.

18.4 **STAGE 3 – THE APPEAL PROCESS**

The WMHA Office on receiving a written request for an appeal shall place the item on the agenda for the next regular meeting of the WMHA Executive, and inform the President, Vice President and respective Category Directors of its receipt.

The WMHA Executive may provide up to thirty minutes (30) of meeting time for the person making the appeal to state their case. After the statement has been given, the executive will discuss the case private.

The WMHA Executive shall render its decision by motion, and a simple majority of those members in attendance shall suffice.

APPEAL OF DECISION

Notwithstanding the above, should a coach, player, or parent feel that Stage 3 has not satisfactorily resolved the issue, it may be appealed by writing to the WMHA Office, requesting an Appeal to the decision. This appeal must occur within 72 hours of the decision being communicated.

The WMHA Office on receiving a written request for an appeal shall place the item on the agenda for a special meeting of the Executive. The Office must inform the President, Vice President and the respective Category Director of its receipt.

The WMHA Executive may provide up to thirty minutes (30) of meeting time for the person making the appeal to state their case.

The Executive shall render its decision by motion, and a simple majority of those members in attendance shall suffice.

The decision of the Executive shall be final and binding on all parties, except for those avenues of recourse provided by Hockey Alberta and Hockey Canada.

Without restricting the foregoing the following general guideline apply:

- a) First infractions by players will normally be satisfactorily concluded at Stage 1.
- b) Second infractions by players could proceed directly to Stage 2 under extreme circumstances.
- c) Infractions that involve coaches, team followers, or parents will normally proceed directly to Stage 2.
- d) Suspensions when applied to player shall specify:
 - The number of games to which the suspension applies, both league and exhibition, or
 - The time period for which the suspension applies
- e) Player suspension includes no activity in bench area, prior to or after the specified games, or during the specified period.
- f) Suspensions when applied to parents, coaches, or team followers shall normally restrict the access of those persons to dressing rooms, bench areas, and possibly spectator areas of arenas.

BY-LAW 19 – GRIEVANCES PROCEDURES

- 19.1 Parental, player, or team problems not resolved by the Parent Liaison, Head Coach or Team Manager shall be addressed to the respective Coordinator and then to the Executive of the Association.
- 19.2 Resolution not received at the above level shall be directed to the Discipline Committee Via the appropriate Coordinator.
- 19.3 All Grievances shall be initiated in written to the Discipline Committee.
- 19.4 Upon receipt of written notification, a Grievance hearing date shall be set within seven (7) days.

- 19.5 The Vice President of the Association shall convene the Discipline Committee. In the event of conflict of interest, the Executive will name another designate.
- 19.6 The decision of the Discipline Committee shall be given in writing within forty-eight (48) hours.
- 19.7 All decisions of the Discipline Committee shall be subject to appeal to the Executive of the Association.
- 19.8 All decisions shall be subject to appeal to Hockey Alberta as provided for in By-Law XVIII of Hockey Alberta.

BY-LAW 20 – COURT AND LEGAL ACTION

- 20.1 13.3 & 13.20 from Hockey Alberta Bylaws & Regulations
- 20.2 All decisions shall be subject to appeal to Hockey Alberta as provided for in By-Law XIII of Hockey Alberta.
- 20.3 Pursuant to By-Law 13.20 – Court Actions of Hockey Alberta
- (All People) by virtue and because of their status as such, agree that any recourse to the law court of any jurisdiction before all right and remedies as provided for by the By-Law of the Association, Hockey Alberta and Hockey Canada have been availed of and utilized, shall be deemed by the WMHA to be unsportsmanlike conduct enabling the President to suspend and or disqualify the said persons.

BY-LAW 21 – FISCAL YEAR

- 21.1 The fiscal year of the WMHA shall commence the 1st of July every year to and including the 30th day of June of the following year.

BY-LAW 22 – LIQUIDATION OR WINDING UP

- 22.1 The Association shall be wound-up voluntarily whenever a Special Resolution is passed requiring the Association to be so wound-up. In the Event of Liquidation, dissolution or winding up of the association the property of the Association be distributed as followed:
- 22.1.1 Where funds are held by the Association in trust for and on the behalf of any organization, all such funds shall be returned to such organization.
- 22.1.2 For the objects and purposes stated in these By-Laws; or
- 22.1.3 Any money in Gaming proceeds will go to other Charitable Organizations

REGULATIONS

- 1) The Executive shall have the authority to make Regulations, which shall be binding on all members of the Association. These regulations may be added to, changed or deleted from time to time at the discretion of the Executive by a majority vote at any Executive Meeting as per Section 7.13 of the Association.
- 2) To ensure an executive response, any complaints pertaining to minor hockey must be submitted to the President in writing and signed by the complainant. The complainant will then be dealt with at the next executive meeting.
- 3) Only authorized people (players, coaches, and officials) will be allowed on the ice area during games or practices as per Hockey Alberta rules. All players and coaches must be in equipment outlined by Hockey Alberta By-Laws.
- 4) No player shall be allowed on the ice area, including player boxes, before the ice cleaning machine has left the ice and gates are closed.
- 5) All players must be registered with the Association before being permitted to try out, practice, play in a game or go on the ice for any team under the jurisdiction of the Association. Players from other Associations must have permission form from their Association before allowed on the ice.
- 6) Coaches are not allowed to solicit players who reside outside the Wetaskiwin Zone, with the exception of Bantam and Midgets Divisions.
- 7) All players are to wear all necessary equipment as specified by CHA and HA whenever they skate on the ice under jurisdiction of the Association.
- 8) Coaches may try out, practice, and play only those players whose names appear on list of registered players provided to them by the Registrar of the Association.
- 9) Players must register to play in the division for which they are qualified to play by age.
- 10) Players in Wetaskiwin Zone will automatically be eligible to register and play in the Association.
- 11) Only the Equipment Manager, President, Coordinators, team coaches and or managers shall have access to the Equipment Room and WMHA board room. Only the WMHA General Manager and WMHA Executive will have access to the WMHA office.
- 12) The refund schedule for players moving away from Wetaskiwin Zone or who became unable to play hockey because of injury, illness, or other valid reasons is as follows:

Up to and including September first (1)	one hundred percent (100%)
Up to and including September thirtieth (30)	eighty percent (80%)
Up to and including October thirtieth (30)	sixty percent (60%)
Up to and including December thirtieth (30)	fifty percent (50%)
After December thirtieth (30)	No Refund

*Fund raising credits are non-refunding

- 13) At the discretion of the WMHA Executive divisions shall be allowed to carry players from outside the Wetaskiwin Zone, that bring registration numbers as deemed by Ha, numbers per team will be decided by the executive no later than November 15th of each year. All other teams, with the exception of female, shall be comprised entirely of players residing within the Wetaskiwin Zone.
- 14) Any player from outside the Wetaskiwin Zone must also be approved by the Executive.
- 15) The first 38 players will be accepted into their designated program. Players registered after the 38 players shall be placed upon a waiting list. By Sept 15 the executive and coordinators will determine the number of teams that will play in those divisions.
- 16) The female program will accept players from both within the Wetaskiwin Zone and from outside the Wetaskiwin zone with preference being given to players residing within Wetaskiwin zone.
- 17) All players registered shall be processed by the Association. All registration fees will be payable to Wetaskiwin Minor Hockey Association and shall be paid in full by August (15) of each year. If fees are unpaid, a person shall lose his/her member status and shall not be entitled to vote at any meeting and the player(s) concerned shall not be allowed to play. A player shall be reinstated once fees are paid in full. Any outstanding fees must be paid in full before registration next year.
- 18) All teams receiving direct sponsorship funds, association funds, or through fund raising shall prepare a season financial statement, substantiated by receipts and bank statements and upon request, present that statement to the Executive at the end of the season before yearly Annual General Meeting. Team Accounts balances at the end of the year will not be rolled over to the next year.
- 19) Any/all board members shall not hold a team official position (coach, assistant coach, manager, trainer, etc) within the Association or any association outside of WMH, unless they submit a letter of request and are approved by the majority of the board.
- 20) If a Midget or Bantam age player tries out for a team of higher caliber than is offered in the Wetaskiwin Zone and then wishes to return to play in Wetaskiwin, provided that he returns before December first (1) to Wetaskiwin, he will be permitted the same opportunity to make the Wetaskiwin Zone team, if he has registered with WMHA on time. Thus, players on Midget and Bantam teams may be cut and transferred to other teams to make room for these returnees.
- 21) The Discipline Committee will deal with all suspensions within seven (7) days.
- 22) The Association will replace all Novice, Atom, Peewee, Bantam, and Midget uniforms as needed with the Wetaskiwin Minor Hockey Colors.
- 23) Every Effort will be made to purchase all minor hockey uniforms, goalie equipment, club jackets, and other miscellaneous items through sporting goods suppliers in the City of Wetaskiwin and within the Wetaskiwin Minor Hockey Boundaries.
- 24) Establishment of Sponsors for all teams shall be set by executive.
- 25) When a player is suspended from a hockey game, he/she is to be placed in the control of a responsible adult for the remainder of the game and immediately following the game, he/she is to return to the club dressing room, or as per league rules.
- 26) All requests for players release must come forward in writing to the President and releases will only be directed as per HA GUIDELINES.

- 27) Any type of electronic photo devices will not be permitted in the team dressing room at any time.
- 28) Minutes shall be posted on the website for the membership to view once they are approved by the Executive at the following meeting.
- 29) Bullying and Harassment will not be tolerated as per Hockey Canada Policy and Procedures Manual Section 5.12

ACCEPTANCE OF BYLAWS

These Bylaws having been adopted by the Executive of Wetaskiwin Minor Hockey Association on the ____ day of _____, in the Year 2015, are the official recognized Bylaws for the Association.

Signature Date: _____, 2015

President

Signature

Address

Phone Number

Vice President

Signature

Address

Phone Number

Secretary

Signature

Address

Phone Number