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# The Central Alberta Hockey League



## Operating Policy Manual

Amended April 14, 2015

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## 1. The Central Alberta Hockey League (CAHL) Objects and Governance

### Article I

This organization shall be known as the CENTRAL ALBERTA HOCKEY LEAGUE (CAHL).

### Article II

- a) This is a registered member of the Alberta Amateur Hockey Association, which is duly constituted and registered under The Societies Act.
- (b) This League is the governing body of minor hockey for all teams registered in the CAHL.
- (c) This League will play under the Rules of the C.A.H.A., Alberta Branch, and each team will be responsible for complying with all rules and regulations of that Association and those of the CAHL.

### Article III

The objectives of this League will be to provide a league framework in which boys and girls may participate in organized hockey, with a view to:

- a) Developing character and sportsmanship;
- b) Maintaining and increasing interest in the game of hockey;
- c) Developing the skills of hockey;
- d) Developing a healthy self-image and enjoyment of the sport;
- e) Fostering a general community spirit;
- f) Showing leadership (by example) through hockey, by teaching what is right and wrong, fair and unfair, co-operation with teammates, respect for authority, respect for the property of others, unselfishness and a sense of duty;
- g) To maintain competitive hockey and attempt to accommodate travel concerns.

## 2. Membership

- a) A member of this League shall be a properly organized Minor Hockey Association wherein all its' Minor Hockey teams, participating in CAHL, shall be registered with the Alberta Amateur Hockey Association; as required by the Hockey Alberta.
- b) New members, within or adjacent to the league boundaries, shall be admitted to this League only after applying in writing to the President of the CAHL, and being approved at the Annual General Meeting by a quorum vote. Any such new member applicants must declare if they are applying to enter male teams or female teams, and if accepted cannot at a later date enter the other division without applying in writing to do such.

League Boundaries will identify areas that will be considered for participation in the CAHL League activities. They would be identified by a league map at the end of this document. These boundaries are:

To the South – Alberta's southern border from east to west.

To the West – From the Southern Alberta western point and would extend north to a point directly west of Sundre on the Alberta western border.

To the North – From Highway # 27 at Sundre east to Highway # 2, then north to Highway # 791 then to the junction of Highway # 11A. It would then travel east until Highway # 11A meets Highway # 11 following east to Highway # 12 and then east to Stettler, then south on Highway # 56 to Highway # 9 and east to the Saskatchewan Border.

To the East – From the southern Alberta eastern point following the Saskatchewan south western border north to Highway # 9.

- c) Team(s) from outside this League may participate in league play, but will not be Voting Members of the CAHL. The Minor Hockey Associations these teams belong to shall be known as Participating Members of the CAHL. Only a Voting Member Minor Hockey Association with teams that will be playing hockey against the Participating Members' teams shall vote on the matter of these teams playing in the CAHL, although a quorum vote will be required if so requested by a Member Association. The effect upon other leagues or teams, of a team leaving that League to play in the CAHL, must be taken into consideration. After one (1) year, a participating member may request in writing to the President of the CAHL, full voting member status, subject to a quorum vote approval at the Annual General Meeting.
- d) Any Member Association may apply for a one (1) year leave of absence without forfeiture of their bond, only after applying in writing to the President of the CAHL and subject to a quorum vote approval preferably at the Annual General Meeting but no later than the September meeting.
- e) Each voting member and participating member Association must be prepared to supply a candidate(s) for Governor each year as per CAHL Regulation 1 (e).
- f) If any CAHL member incurs a violation of the CAHL Bylaws, Policies or Regulations and it is submitted in writing to the CAHL Executive, or is witnessed by a member of the CAHL Executive the following procedure will take place:

The CAHL Executive will review the written submission or the witness information and will identify if the Member has violated the rules of the CAHL and the penalty that will be assessed. If the member association is found responsible for the violation then:

A letter will be sent to the member associations Director informing them of the violation, the decision and the penalty assessed by the CAHL Executive.

The member association has the right to appeal the decision as per CAHL Regulations #13.

### 3. Board of Directors

- (a) Each Member Minor Hockey Association shall appoint an individual to the Board of Directors (BOARD)
- (b) The appointee (League Director) will be named and recorded at the Annual General Meeting
- (c) If a League Director of a Member Minor Hockey Association is replaced by his Association prior to the next Annual General Meeting, the replacement League Director will be named and recorded at the first CAHL league meeting after his appointment within his own Association.

### 4. Executive

- (a) The Executive shall consist of:
  - 1. President
  - 2. Vice-President (3)
  - 3. Secretary
  - 4. Treasurer
  - 5. Past President
  - 6. VP / Governor in Chief Female Division
  - 7. Governor in Chief
- (b) The incoming Executive will be elected at the Annual General Meeting. The Executive will be elected for a two (2) year term.
- (c) A vacancy in the Executive will be filled by appointment by the Board of Directors and will be ratified at the next League meeting.
- (d) The Executive is responsible to the Board of Directors.

### 5. Voting

- (a) Each member of the Board of Directors or their representative will be the only voter at any meeting on any issue or motion requiring a vote. Maximum of one vote per member town. Participating members may not vote on motions.
- (b) To pass a motion shall require a positive vote of at least fifty percent plus one (50% + 1) of the total members of the Board of Directors, including members absent from the vote, but not including participating members and this shall constitute a quorum vote.

## 6. Amendments to Documentation

Motions to amend the CAHL Society Bylaws will be completed by Special Resolution as per Alberta Societies Act requirements at a General Meeting of the Society called for that purpose. They will be approved by that Special Resolution but will not take effect until approved by the recognized authority under the Societies act.

Any portion of the CAHL Operating Policy Manual and the CAHL Game Regulations may be duly presented and seconded in writing at any meeting prior to and including the March meeting. Discussion of the proposed amendment will take place at the time the motion is presented.

The final deadline for submission of the proposed changes on the Notice of Motion form will be set by the League Secretary and will be expected to be one week prior to the March Meeting. This will allow adequate time to process and distribute the proposals for review.

All the proposed amendments will be distributed no later than with the March meeting's minutes. The proposed amendments will be approved or denied by a quorum vote at the Annual General Meeting (usually April).

## 7. Meetings

- (a) This Association shall conduct one (1) Annual General Meeting and this meeting shall be held each spring on or about the 30th of April, at a site to be determined by the Executive.
- (b) The Executive of this League shall be empowered to call a General Meeting at any time. Such meetings may be called only if requested by no less than two-thirds of the Executive
- (c) The Order of Business at the Central Alberta Hockey League Meetings will reflect the business at hand for the League. The order shall be conducted in a manner considered normal meeting practices and rules of order. The order may be altered for breaks, to allow the timing of topics, availability of Guests and consideration of meeting flow.

Throughout the year priorities will alter the order of the meetings so Team Declarations, Tiering and completion of other activities that does not require all Members can be conducted. A typical meeting agenda would be:

1. Call meeting to order
2. Acceptance of minutes of the last meeting or amendments there of
3. Hockey Alberta reports
4. Referees Association report
5. Business arising from the minutes
6. Treasurer's report.
7. Governor In Chief's and League Tier Status Report
8. New Business
9. Any Further Questions from the Attendees
10. Adjournment

## 8. Duties of the CAHL Executive

### I DUTIES OF THE PRESIDENT

- (a) Is responsible for calling all meetings and presiding over same
- (b) Should meet with the Secretary to prepare an Agenda prior to the meeting
- (c) Shall be one (1) of the three (3) signing officers of the League
- (d) Shall exercise the Powers of Executive in case of emergency and will be responsible to the Executive for actions on their behalf
- (e) May sit on all committees as an Ex-Officio member
- (f) At any duly constituted meeting of the League, the President shall have the power to appoint committees to deal with specific problems, to report on these problems and also to state their recommendations. Once a committee struck has fulfilled the purpose for which it was called, the committee shall be disbanded
- (g) Shall ensure the Treasurer's financial statement is audited annually by an independent third party

### II DUTIES OF THE VICE-PRESIDENT

- (a) The Vice-President is to preside over league matters and meetings in the absence of the President
- (b) Shall be one (1) of three (3) signing officers of the league
- (c) Will keep informed of this League's activities and be prepared to assist and work with the Executive and other members of the Board at any time
- (d) Will oversee and track complaints about Officials and act as a liaison between the League and the Referees Association
- (e) Will work with assigned governors on dealing out suspensions for major incidents that are above the governor's authority

### III DUTIES OF THE SECRETARY

- (a) The Secretary shall keep an accurate record of the proceedings of the League
- (b) Shall order the League Champions Banners in January of each season and deliver them to the February League meeting. The Governors who will present to their divisions will take possession of the appropriate banner until it is presented to the championship team.
- (c) Shall notify the Executive and Members of the time and place of meetings
- (d) Shall fax or email the notice of the Annual General Meeting to each Member Minor Hockey Association at least fourteen (14) days prior to the scheduled date of this meeting. Such notice will include, a summary of the proposed amendments or alterations to revise the CAHL Bylaws, Policies, Regulations and any other pertinent information from the March CAHL Meeting
- (e) Shall prepare a copy of the minutes of the last meeting to be forwarded to the CAHL Directors, Executive Members and the CAHL Webmaster prior to the next meeting. These minutes shall be published to the CAHL website after they have been accepted and approved by the membership at the next meeting.

- (f) Shall maintain, with the aid of the Webmaster, an address list of the Executive, Governors and all Member Minor Hockey Associations for the purposes of telephone contacts or to email. All communications will be intended for any Member Minor Hockey Associations shall be addressed to the attention of their League Director of record.
- (g) Shall prepare the agenda for each meeting and forward it to the CAHL Directors, Executive and the Webmaster along with the meeting reminder message in the week before (at least three (3) days prior to) the meeting.
- (h) Shall maintain accurate administrative information associated with the league, i.e. insurance, bylaws, policies, regulations, bulletins, directives for the Governors, suspension guidelines, coaches or manager's guides, etc.

#### IV DUTIES OF THE TREASURER

- a) Shall keep an accurate record of all monies received and disbursed
- b) Shall present a financial report for the CAHL Membership to review annually. This duly audited statement of the League activities will be presented at the next available CAHL meeting following its completion.
- c) Shall be one of the three signing officers of the League
- d) Place majority of funds in a savings account and/ or term account and ensure that funds are transferred to the chequing account as required
- e) Receive and post monthly bank statements and present an unaudited report at each league meeting

#### V DUTIES OF THE PAST PRESIDENT

Will provide backup to the President and Vice-President, serving on committees as required. The Past President will provide advice and experience to help ensure continuity to the administration of the league.

#### VI DUTIES OF THE FEMALE LIAISON

- (a) Attend all League meetings to bring forward any concerns the female Associations or teams may have. To bring the regular membership up to date with happenings or events concerning the female teams in the League.
- (b) Be the first contact for any teams with questions about the League Bylaws, Rules and Regulations or Directives for Governors.
- (c) Shall chair all female division meetings as the League Executive Representative. Other Executive members will attend when possible.

#### VII DUTIES OF THE GOVERNOR IN CHIEF

- (a) Shall be responsible for supervising and providing training and support to the league Governors in matters of league records, scheduling and statistics.
- (b) Must ensure that Governors have provided a Balanced Schedule to teams and managed the division through the completion of that schedule. All governors will be asked to provide a schedule cross check chart to the Governor in Chief.
- (c) Must ensure that Governors are keeping their statistical information no more than 10 days out of date. Should Governors fall behind in their duties; the governor in Chief will contact them. Should they continue to fall behind in their duties; the Governor in Chief will press the association Director to find a replacement.



## 9. Duties of the Board of Directors

- (a) Each member of the Board is responsible to the CAHL for their Minor Hockey Association.
- (b) Is responsible for their Minor Hockey Association having qualified on-ice and off-ice Officials for all league and league playoff games.
- (c) CAHL League Directors shall ensure that each of their Coaches and Managers are provided with a current copy of the Policies of the League, the CAHL Game Regulations and any available CAHL Documentation / Information Sheets. This information must be provided prior to the start of the CAHL Season.

For the remaining portions of the season they shall ensure all pertinent communications that may affect their Teams from the CAHL is directly shared as soon as possible with the Team Managers.

The Team's Head Coach will be held responsible for the actions of any team member.

- (d) Shall assume the duties of a vacant Governor's position should a Governor put forward by his/her Association not be able to complete his/her term.
- (e) Shall present any appeals or protests to CAHL on behalf of his/her Association. The Director will be the Official representative of his/her Association during the appeal or protest. With the approval of the Director, team officials or specified association members may be present during the appeal or protest to answer questions of the committee.

## 10. Appointed Officials

### I LEAD GOVERNOR AND GOVERNOR

#### General Governor Information

- a) All Governors shall be appointed by the Governor in Chief after approval of the CAHL President and may be dismissed for failure to perform his/her duties by either the Governor in Chief or the President.
- b) Subject to approval of the President, shall have the power to suspend, suspend and fine, or discipline any coach, manager, player, trainer, or other official connected with a team playing within this League and under his jurisdiction for any infringement of the rules or regulations of either this league, Hockey Alberta or the C.A.H.A.. To obtain consistency within this League each Governor shall contact the Vice President or President for advice and direction before implementing any disciplinary action.
- d) Will report to and are responsible to the President, under the direct supervision of the Governor in Chief.
- e) Will assist the executive committee in matters of policy as requested.
- f) Will immediately advise the President of any protests filed.
- g) A Governor may not be a coach, manager, or parent of a player etc., in the same category of hockey (e.g. Bantam C coach may not be a Bantam C Governor) without permission of the President and Governor in Chief.
- h) All Governors may be reimbursed for expenses to a MAXIMUM of Two Hundred Dollars (\$200.00) for the Novice and Atom Age Categories, Three Hundred Dollars (\$300.00) for the Pee Wee Age

Category, Four Hundred Dollars (\$400.00) for the Bantam Age Category and Five Hundred Dollars (500.00) for the Midget Age Category or higher. Mileage will be calculated at Fifty Cents (\$0.50) per kilometer. A Governor attending a CAHL game where a family member is participating may charge no mileage. Governors shall submit expenses in a detailed statement accompanied by receipts for postage, telephone calls etc. The detailed statement is subject to the approval of the Executive. If a Governor's expenses exceed the specified maximum, the amount or a portion of the amount exceeding the aforementioned maximum may be reimbursed, subject to the approval of the Executive. Governors in their year-end report should be prepared to give an overview of their division for regular season and the playoffs. Governors may not submit expenses related to attending regular league meetings.

- i) A Governor's submitted expense account should include the level of hockey (Age Category) and division they were responsible for.
- j) Governors shall have all expenses submitted by the spring AGM so that the financial books can be properly balanced and submitted for audit.
- k) A member association whose Governor does not complete their duties under the CAHL Bylaws, Policies, Regulations and guiding documents shall be given one warning and then after that will be fined Two Hundred Dollars (\$200.00).

## **Specific Governor Information**

### **Lead Governor**

- a) When assigned will be responsible for the overall monitoring and management of their assigned division, provide mentorship and support for the tier governors of that division. In the event that the Lead Governor also assumes a Governor Role they will assume all of those duties as well.
- b) Must provide update reports at all CAHL Meetings, including the AGM. Lead Governors must attend all CAHL meetings; however the Governor in Chief may excuse a Lead Governor from attending in consultation with the President. Lead Governors are ultimately responsible for giving summarized reports for all tiers in their Age Category at these meetings. There must be a replacement attendee for the Lead Governor in their absence to provide this report.
- c) Each Lead Governor will ensure that each Governor and Team Manager in their division has their telephone and email contact information at the start of the season.

### **Governor**

- a) When assigned the Tier Governor will be responsible for the overall monitoring and management of the assigned tier of teams in their age category and to provide communications point for the league activities, leadership, direction, confirmation all entered data, complete all corrections as needed, communicate and dispense reprimands as needed to the Teams in their Tier.
- b) Each Governor will ensure that each Team Manager in their division has their telephone and email contact information at the start of the season.
- c) Shall enter game changes after they approve them following the appropriate procedure outlined in Regulation 9 (m). Completed game changes entered should be summarized in provided form to the League Administrator weekly.
- d) Shall arrange and approve cross-over games involving their tier. These crossover games played should be reported to the League Administrator on a weekly basis in the provided form

- e) Shall be responsible to verify the accuracy of the game stats on the website by Wednesday at midnight directly following the weekend of games played. The data entry of the game sheet information will be the responsibility of the designated Data Entry Person of the Home Team of each game.

Any Association whose Data Entry Person who fails to complete the data entry of a home game by Monday Midnight after weekend games may be fined Fifty Dollars (\$50.00) for each game in violation.

- f) Must provide update reports as requested at all CAHL Meetings, including the AGM. Non-Lead Governors are encouraged to attend as many meetings as possible, however the Lead Governor may excuse Non-Lead Governor from attending in consultation with the Governor in Chief. Non-Lead Governors are required to send a full report of their tier to Lead Governor for presentation on their behalf at meetings.

## **11. Freedom of Information and Privacy Protection Act (FOIPPA)**

The FOIPPA of Alberta identifies that all personal information from all members will not be shared for any other reason than purposes required for the CAHL organization. When a member submits personal information to the CAHL they accept that they are granting permission to CAHL to allow organizational and promotional use associated with CAHL activities.

All personal information shared by a member with team volunteers will be managed as per the separate Information Management Policy mandated by Hockey Alberta. This policy will be made available upon request of any member to the President. Any comments, questions or concerns will be forwarded directly to the League President. They will be ultimately responsible for all aspects of Privacy Policies. The President may delegate this role to a volunteer Privacy Officer but they will be the designate as required by the separate Association Policy.

## **12. Conflict of Interest**

Any Executive Member and all other Members of the Association are required to declare a conflict of interest in matters where their vote could potentially result in their own personal benefit - financially or otherwise. Any possible conflict of interest will suspend the voting rights of the effected member for that item of business in such instances. The Executive shall make a ruling where the question of a conflict of interest has been declared or arises.

## **13. Resignation of an Executive Committee Member**

Members of the Executive can resign their position by providing the President and Secretary with written notice of their resignation. The effective date of the resignation shall be 30 days after the President receives the resignation, so that the Executive will have an opportunity to elect or appoint a replacement. Under some circumstances the President may accept immediate resignation of the individual at their discretion.

## **14. Removal of an Executive Committee Member**

A member of the Executive Committee shall be relieved of their duties and removed as a member of the Executive Committee upon a 66% of majority vote of the Executive on the basis that the Executive member is doing an unacceptable job that cannot be corrected, or bringing CAHL into disrepute. The individual will be given the opportunity to resign prior to this vote being completed as per section 13.

## 15. Logo's, Colours and Insignias

The CAHL has logo's (examples below) that are used for the organizations purposes. No Entity has approval or is allowed to use them without express written consent of the CAHL Executive Committee. Contact the Executive for more information or permission requests.



## 16. Finances of the CAHL

The CAHL Treasurer shall maintain a bank account(s) and an electronic accounting ledger as identified in Section 8 of the Policy Manual. In addition they shall follow the intent of the Leagues management of all financial transactions:

- Whenever possible all expenditures shall be paid by cheque directly to the invoicing supplier or reimbursed by cheque to the individual who completed the purchase with the submission of an acceptable record of purchase and the completion of the CAHL expense form. The approved form(s) is included on the following pages of this document.
- The President or their designated representative(s) of the CAHL will be reimbursed for travel and actual costs of additional expenses associated with meetings or training sessions that are deemed necessary for the operation of the League. These will be approved in advance by the President. These events will include but not be limited to – all mandatory League, Hockey Alberta, Hockey Canada sessions and other sessions deemed by the President as vital to the operation of the CAHL (examples - meetings with Hockey Alberta, adjacent Leagues, associations, Executive / Team Volunteer Training). All expense claims must be submitted with acceptable receipts where applicable and with complete detailed descriptions on the CAHL Expense form and submitted to the Treasurer for reimbursement.
- It is expected that usual signing authority for the CAHL Financial account(s) shall reside with the President and Treasurer. Additional executive committee members can be authorized to have signing authority as the executive committee chooses. In any case any two of the above mentioned can authorize issuance of a payment.
- When possible, funds not required for day to day operations of the League can be placed in interest bearing accounts as managed by the CAHL Treasurer.
- All financial records will be stored by the League for 7 years or as required for all reporting requirements.

- The accounts and records of the League Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the League with adequate knowledge to complete the assessment as directed by the CAHL Executive. Any two Members will volunteer, be acclaimed or elected to do so at any meeting for that purpose as directed by the CAHL Executive Committee. A complete and proper statement of the standing of the records for the previous year shall be submitted by such auditor(s) at the next available Meeting of the CAHL Directors after its completion.
- All purchases are to be preapproved at an executive committee meeting or by the President and one other Executive Committee Member prior to any order approval is provided to a supplier.
- With respect to payment, our policy is that no payment shall be made in advance of receiving the goods or services being purchased without specific executive committee approval in advance of the order being placed with the supplier.
- The CAHL will not accept liability for the payment of any invoice where the provisions of the procedures described in this policy have not been fully followed. In such instances individuals responsible for the incurred costs may be responsible for the payment in question.

### **Financial Management of League Operations**

Under the direction of the League Executive, the projected actual costs of the Operation of the CAHL will be generally be managed in accordance with the following on a cost recovery basis:

- Generally the sum of the Players Fees are to cover the costs associated with the CAHL Website presence, its administration/technical support and tier scheduling
- Generally the sum of the Team Fees are to cover the costs associated with the general operation of the League, its expenses, travel, banners and other costs associated with the League operation.

The excess funds available at the end of each season will be maintained at an amount that is approximately 40% of what is required to operate in the next CAHL season. This will allow for management of unforeseen or sudden changes in costs of operation and for invoices that the League receives before the player fees are invoiced/paid.

The Treasurer will monitor the amount of excess funds in comparison to the actual costs and make recommendations the Executive Committee on any fee changes in February of each year for their consideration.

### **Invoices to Members**

All CAHL invoices to Members are due when they are received usually by email. The Treasurer will advise the CAHL President at any time any invoice is 30 days past due. After 30 days the President will authorize the Treasurer to use the Members Bond to cover the costs of the invoice and the Treasurer will advise the Member the invoice has been assessed and paid from their Bond including any late fees that may have been applied.

In the event that the outstanding invoice amount is larger than the Bond of the Member, the Treasurer will remove the Bond of the Member, use it towards the Invoice/late fee and the offending Member will be given 14 days to provide adequate payment for the outstanding invoice and the Bond amount.

Failure to do so in the identified time period will result in all Teams of the Member Association to be suspended from CAHL Games until it is paid. All other penalties will apply to the Member Association and Teams during times of suspension.

# CAHL Expense Reimbursement Form

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_

CAHL Role: \_\_\_\_\_  
 \_\_\_\_\_  
 If you are a Governor please complete below  
 Division: \_\_\_\_\_  
 Tier: \_\_\_\_\_  
 Colour or Area: \_\_\_\_\_  
 Season: \_\_\_\_\_

## Itemized Expenses

DATE	DESCRIPTION	MILEAGE	AMOUNT
<b>TOTAL REIMBURSEMENT</b>			

**Notes:**  
 Mileage reimbursement for personal vehicles = \$0.50 / km  
 Limits apply to Governor Year End Expenses  
 All Receipts must be attached for reimbursement

**Don't forget to attach receipts!**

Date: \_\_\_\_\_ Submitted by Signature \_\_\_\_\_  
 Date: \_\_\_\_\_ Treasurer Approval \_\_\_\_\_  
 Date: \_\_\_\_\_ Executive Approval \_\_\_\_\_



## 17. Management of Good or Services Contracts

In the event the CAHL Executive Committee chooses to enter into written formal contract arrangements for goods or services, it is expected that the President be the representative signature for the League and will make final approval of all contracts. The CAHL Treasurer shall keep a current record of all valid contracts and payments processed. These contracts or attachments will clearly lay out schedules of payment or the authorized payment process.

In the event that the contract has payment schedules or assigned payment deadlines, the President will authorize those payment schedules. The Treasurer then has the authorized approval to pay the amounts specified on the schedule for each individual transaction. This will allow processing time for the delivery of the payment prior to the date required. In the event of an issue with any contract; the President has the right to withhold payment until the situation of concern is resolved.

## 18. Member Bonds and Fines Management

The CAHL Treasurer shall keep a Record of current members of the League. This record will include their status, date of entrance into the League and their Bond amount and any fines that have been paid to the CAHL.

### **Bond Account**

The Bond Account is managed by the CAHL Treasurer and can be interest bearing as directed by the CAHL Executive Committee.

In the event that the Member Bond is held in an interest bearing account the members will not be reimbursed that interest earnings if they withdraw or are removed from the CAHL. The interest earned will be considered surplus in the account.

Bond Account surpluses will be periodically reported to the CAHL Executive Committee. These funds can be used for operational costs of the League as decided by the Executive Committee.

In the event a Member pays an initial bond amount less than the maximum as they only enter a small number of teams, they must top up the bond as there team numbers grow until the maximum is reached.

This will be periodically confirmed by the Treasurer and if a deficiency is found an invoice will be forwarded to the Member to top up their bond to the required amount.

The Bond amounts are held only for 1 year for any member that has not participated in the League. In the event a member is no longer participating and/or are not in good standing in the CAHL they will have 1 year to advise they are declaring teams again in the CAHL or to request reimbursement of their Bond less any fees, fines or outstanding amounts and will not receive any interest accumulated from their Bond amount.

Any funds over and above the amounts held in trust for bonds from current members will be considered surplus funds.

### **FINES**

Violation Fine amounts that are paid by Member Associations, their teams or other representatives to the CAHL will be held or can be will be placed in the Bond Account until such a time that the appeal period is over. At that time the funds will be considered as surplus.

In the event a member is no longer participating and/or are not in good standing in the CAHL they will have 1 year to advise they are declaring teams again in the CAHL or to request reimbursement of their Bond less any fees, fines or outstanding amounts. Offending Associations will not be allowed back into the CAHL until any outstanding balances are paid from fines, fees or penalties and they must apply and are accepted as a participating member following the League process stated in the Bylaws, Policies and Regulations.

# CAHL

## Document History –

<b>Original approval</b>	This document was originally issued by – Doug Durbano on April 7, 2014	
<b>Review history</b>	The following identifies the reviews and all revisions that were completed for the last 36 months on this document.	
<b>Date</b>	<b>Reviewed by</b>	<b>Comments</b>
April 7, 2014	D. Durbano / J. Parks / T. Siverson / J. Vincent	Initial implementation of handbook

### Revision History

Version #	Membership Approval Date	Description of Changes
1	April 7, 2014	Initial Implementation of manual
2	April 15, 2015	Title page changed, no longer bylaws only Operating Policy Manual required
	April 15, 2015	Section 2 – updated wording, document names, descriptions and reference numbers
	April 15, 2015	Section 6 – updated wording, document names, descriptions and change processes for CAHL documents
	April 15, 2015	Section 8 – updated wording, document names, role descriptions for Secretary and Treasurer
	April 15, 2015	Section 9 – updated wording and clarified process for Directors Responsibilities
	April 15, 2015	Section 10 – updated Governors duties including amalgamation of Governor sections from the Regulations
	April 15, 2015	Section 16 – updated league financial management and section number of treasurers duties
<b>FUTURE Examples</b>		
3	April 9, 2016	Section 14 – updated to meet Hockey Alberta requests
	April 9, 2016	Section 16 – Removed – not approved by Hockey Alberta





Appendix 'A' CAHL Map

