

# **CAMROSE MINOR HOCKEY BYLAWS**

## **1. GENERAL MEMBERSHIP**

### **1.1 Name**

The name of this society shall be "Camrose Minor Hockey Association": hereinafter referred to as CMHA.

### **1.2 Boundaries**

Shall be those as defined by the Local Association and approved by Hockey Alberta.

### **1.3 Membership**

A Member shall be:

- a) Any family registered with the Camrose Minor Hockey Association;
- b) Any coach, assistant coach or manager that is officially registered with the Camrose Minor Hockey Association and in this capacity to a maximum of five (5) persons per team; or
- c) Any volunteer who has previously been a Member of the Camrose Minor Hockey Association under Article 1.4 a) or 1.4 b) and who is approved by the Board to be a member, or
- d) Any other person who is approved by the Board to be a member.

### **1.4 Membership Fees**

The Membership Fee for Members under article 1.4:

- a) Shall be the registration fee per hockey player, such fee being determined by the Board before each new hockey year;
- b) There shall be no membership fee for a Member admitted under Article 1.3 b) or 1.3c) or 1.3d).

### **1.5 Withdrawal from Membership**

Any member wishing to withdraw from membership to the Camrose Minor Hockey Association may do so upon written notice to the Executive Committee. The effective date of withdrawal shall be the date on which the President or Coordinator of Camrose Minor Hockey Association receives the Notice of Withdrawal.

### **1.6 Removal of Membership**

Any Member of the Camrose Minor Hockey Association who does not conduct themselves in accordance with the Rules and Regulations of the Alberta Hockey Association, the Canadian Hockey Association or either the By-Laws or Policies of the Camrose Minor Hockey Association can, upon a 2/3 majority vote of the Board at an CMHA meeting, be expelled as a Member of the Camrose Minor Hockey Association for the remainder of the present hockey year or such longer period of time as the Board may decide upon.

### **1.7 Meetings**

#### ***a) Annual General***

The Camrose Hockey Association shall hold their Annual General Meeting on or before the 30 day of April each year. Such meeting shall be called by the President and notice shall be given to the general membership by email sent at least 21 days prior to the meeting date and posting on the CMHA website

for a minimum of 21 consecutive days prior to the meeting date Such Annual General Meeting will deal with:

1. The associations Bylaws - Notice of the Special Resolutions to amend the Bylaws must be received by the President in writing at least 10 days prior to the General Meeting.
2. The association's yearly review of operations.

### ***b) General and Special Meetings***

1. General and Special Meetings of the general membership of the Camrose Minor Hockey Association will be called at any time by the Coordinator upon the instructions of the President, or on written request of three Members of the Executive Board, or upon receipt by the Board of a petition signed by 1/3 of the Members of the Camrose Minor Hockey Association who are in good standing, which petition shall set forth the reasons for calling the General or Special Meeting. Notice of the General and Special Meetings shall be provided to the general membership by email sent at least 21 days prior to the meeting date and posting on the CMHA website for a minimum of 21 consecutive days prior to the meeting date.

## **1.8 Voting Rights**

a) In the case of a family membership as specified in Article 1.3 a), voting rights are restricted to persons over the age of eighteen (18) years with only one vote per family.

b) Voting rights for the Members identified in Article 1.3 b) shall be one vote per person.

c) Voting rights for those Members identified in Article 1.3 c) and 1.3 d) shall be one vote per member.

d) No person attending any meeting shall be entitled to more than one vote on each motion at the meeting. Where a person is entitled to vote as a member in more than one capacity, they must select in which capacity they are voting as a member.

e) Every motion shall be decided by a show of hands. A declaration by the President that a motion has been carried or not carried shall be sufficient evidence of the fact without proof of number or proportion of the votes accorded in favor of or against such motion. A member may demand a poll on any vote which vote shall then be counted by a written ballot.

## **1.9 Quorum**

A quorum at any Special Meeting or Annual General Meeting of Members shall be equal to Twenty (20) voting Members. This number can include the members of the Board in attendance.

## **1.10 Majority Vote**

Except in the case of a Special Resolution, all motions shall be adopted by majority vote of those Members in attendance at a meeting.

## **1.11 Special Resolution**

A "Special Resolution" means:

a) A resolution passed at a General Meeting of which not less than ten (10) days notice specifying the intention to propose the Resolution has been duly given, and;

b) By the vote of not less than 75% of those Members who, if entitled to do so, vote in person.

c) A resolution proposed and passed as a Special Resolution at a General Meeting of which less than 10 days notice has been given, if all Members entitled to attend vote at the General Meeting so agree, or

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

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

### **1.12 Nominations**

Every Member of the Camrose Minor Hockey Association shall have the privilege of nominating a qualified representative for each Executive Board position open for election in any given year.

### **1.13 Qualifications of Executive Members**

Any person nominated for a Board position must be a member in good standing under Article 1.3. To be eligible for nomination as the President, it is recommended that the individual have been on the Board for a minimum of one year.

### **1.14 Election of Board**

At every Annual General Meeting there shall be an election of Officers as follows:

- a) Elected on even numbered years (2016, 2018, etc.) shall be the Vice President and Treasurer.
- b) Elected on odd numbered years (2017, 2019, etc.) shall be the President and Secretary.
- c) The elected officers shall form part of the Board until their successors are elected and installed.
- d) Each of the remaining Directors shall serve two-year terms, with 50% being elected in each year.
- e) Officers will be restricted to only one member per immediate family.

### **1.15 Conduct of Meetings**

All Regular, Special, and Annual General Meetings shall be conducted under the Robert's Rules of Order.

### **1.16 Dissolution**

Should the Camrose Minor Hockey Association dissolve or vote to conclude its activities all assets held by the Camrose Minor Hockey Association after payment of all debts shall be transferred to the control of the City of Camrose Leisure Services until such assets can be distributed to eligible done.

## **2 THE BOARD**

### **2.1 Composition**

The affairs and business of the CMHA shall be managed and supervised by a board consisting of the President, Vice – President, Secretary, Treasurer and twelve (12) Directors for a total of 16 members. The Board will exercise all such powers and do all such acts and things as may be exercised or done by the CMHA and are not by these by-laws or by Statute expressly directed or required to be done by the CMHA at meetings of the Members.

The Camrose Referee Association will appoint an elected rep to have a voting seat on the Camrose Minor Hockey Board. This person will serve as the Referee-In-Chief. The Board shall meet the third week of the month or as determined by the President.

## **2.2 Qualification**

Directors must be 18 years of age or older.

## **2.3 Withdrawal**

Any Member of the Board can withdraw from the Board by providing to the President or Coordinator written notice of withdrawal. The effective date of the withdrawal shall be the date on which the President or the Coordinator of the Camrose Minor Hockey Association receives the notice of withdrawal.

## **2.4 Removal**

A Member of the Board shall be relieved of their duties and removed as a Member of the Board in the following circumstances:

- a) Upon the failure to attend 3 consecutive meetings without a reasonable excuse;
- b) Upon 75% majority vote of the Members of the Board on the basis that a Member is doing an unsatisfactory job;
- c) Upon a Special Resolution of the general membership at a General Meeting.

## **2.5 Elections**

The Board must be determined by election at the annual General Meeting in April.

- a) Each year, before the Annual General Meeting, a Nomination Committee shall be formed with the assistance of the Coordinator, to obtain the names of all interested persons wishing to run for election to CMHA.
- b) This committee shall establish a list of all persons wishing to run, one (1) week prior to the general meeting, all persons on the list should be notified of the meeting to ensure attendance.
- c) At the meeting, at the request of the President the list shall be put up on the screen to all in attendance to be used as an election ballot. If a position remains vacant after the annual General Meeting, new Directors may be appointed to the Board by the current Board.
- d) If more than one nomination is made for any position, an election by secret ballot will be required by all persons attending. Those persons nominated who don't wish to run may refuse their nomination. The nominees with the most votes shall then comprise the Board for the following year.
- e) Following these elections, the incumbent President shall turn over the meeting to the President-elect (if a change has been made). The President for the following year may then make any statements regarding the Board, welcoming the new members, etc. and close the meeting. After this meeting, the responsibility for the efficient change of Directors shall be placed upon the President.

## **2.6 Filling of Vacancies**

In the event that the President is unable to perform the required duties, the Vice President will assume the position of President for the balance of the term or until the next Annual General Meeting, whichever event first occurs. In the event that the Vice President cannot assume the President's position, or in the event that any other Member of the Executive Board withdraws or is removed from the Board, or should a Board position not be filled by an election of the general membership at an Annual General Meeting, then the Board shall elect a Member from the general membership to fill the vacancy until the next Annual General Meeting. Any such executive position filled will be up for election at the next Annual General Meeting with the balance of the length of the term for the position decided in accordance with the time limitations in Article 1.12.

## **2.7 Meetings**

There shall be a minimum of 8 general meetings of the Board held each year. The date and time of such meetings shall be set by the President.

## **2.8 Voting**

Each Member of the Board shall be entitled to one vote. In the case of a tie vote the President of the Camrose Minor Hockey Association shall be entitled to a second or casting vote.

## **2.9 Quorum**

A quorum at any Board Meeting shall be 50% plus 1 of the Members of the Board at the time of the meeting.

## **2.10 Powers**

The Board shall be subject to the By-Laws or directions given by majority vote at any General Meeting of the Camrose Minor Hockey Association properly called and constituted:

- a) have full control and management of the affairs of the Camrose Minor Hockey Association;
- b) have the power to adopt or amend policy, guidelines, procedures or regulations, at any General or Special Meeting, by motion, which shall be binding upon all members of the Camrose Minor Hockey Association;
- c) Have the power to establish policies to ensure allotted ice time is distributed on a fair and just basis.

## **2.11 Majority Vote**

- a) On any general motion a majority vote of the quorum shall pass the motion. A motion to adopt a policy, guideline, procedure or regulation requires a 2/3-majority vote of the quorum to pass the motion;
- b) Every motion shall be decided by a show of hands or written ballots as declared by the Chairperson;
- c) A declaration by the President that a motion has been carried or not carried shall be sufficient evidence of the fact without proof of number or proportion of the votes accorded in favor of or against such motion;
- d) A Member may demand a poll on any vote which vote shall then be counted by a written ballot.

## **2.12 Board Structure**

The Board shall consist of the following, and each will have specific duties, roles and responsibilities:

### **a) Executive**

- President
- Vice President
- Treasurer
- Secretary

### **b) Directors of the Board**

- Director, Registration
- Director, Evaluations / Tryouts
- Director, Equipment
- Director, Coach Mentorship
- Director, Discipline

- Director, Sponsorship
- Director, Promotions & Public Relations
- Director, Elite Mainstream Teams (AAA, AA Teams and/or those defined by Hockey Alberta as Elite)
- Director, Elite Female
- Director, Tiered Teams (Teams playing in Tiered Leagues)
- Director, Community Female
- Director, U5 & U7
- Director, U9
- Director, U11
- Director, U13
- Director, U15
- Director, U18
- Referee In Chief
- Director, Goaltending

## **2.13 Duties**

### **1. Finances**

- a) The Finances of CMHA shall be maintained by the Coordinator. A proposed budget for the CMHA shall be prepared by the Coordinator and presented to the Board at the first meeting following the AGM; same shall be submitted to the Board of Directors for consideration and approval.
- b) All funds earned by the CMHA through its activities shall be credited to the account.
- c) All expenditures shall be covered by invoice.
- d) Bank signing officers shall be any two of the President, Vice President, and Coordinator (or in their absence the Treasurer or Secretary).
- e) Each player registering with the CMHA shall be assessed a registration fee to assist in payment of expenses in connection with the operation of the CMHA.
  - i. In order for a member to be in good standing, the registration fees must be paid by October 1st (or by post-dated cheque with the last date being November 15th)
  - ii. Tryout fees may be charged to players trying out for Elite teams registered at all levels and other designated or top ranked tiered teams as the board sees fit.

### **2. Ice Allotment**

- a) The CMHA Coordinator(s) will request ice from The City of Camrose (surrounding jurisdictions if applicable) and allocate to the six divisions: U5&U7, U9, U11, U13, U15 and U18. Distribution will take into account Elite team's requirements and tiered or house league requirements for each league. The first three weeks of CMHA ice allocation shall be allotted first to the Elite teams with emphasis in the first week of selection to be placed on the selection of AAA teams; in the second week to the selection of AA, and in the third week to the selection of the top tiered team and proceeding down through the ranks as needed. Teams not requiring tryouts to form their team may start preparing their players for the season at this point with ice not required for tryouts to form higher ranked teams.
- b) Schedules are to be drawn up as soon as the number of teams in each program is known, and copies of the schedules will be made available to all concerned.

## **2.14 Board Positions**

### **1. President**

- a) Will serve as a member of the Executive Committee of the Camrose Minor Hockey Association.
- b) Will be responsible for the general administration of the operations and be responsible for the supervision of the Coordinator.
- c) Will be a signing authority along with one of the Coordinator, Vice President, Treasurer or Secretary.
- d) Will preside at all meetings.
- e) Will exercise the powers of the Executive Board in case of emergency. Such exercise of power must be ratified by the executive (within 48 hrs of the president exercising such powers) Emergency — defined where immediate action is required in the best interest of the members and Association.
- f) Will suspend clubs or coaches, subject to ratification at the following meeting of Executive Board.
- g) Will serve on all committees as an ex-officio voting Member
- h) Will attend or appoint a designate to attend Hockey Alberta Annual General Meeting, all zone meetings, and all applicable League Meetings.
- i) Will ensure that coaches are ratified by the Board.
- j) Will receive the reports from the Discipline Committee and the Coaches Committee in respect to disciplinary actions within the Policies, Rules and Guidelines of the Association.
- k) Will be responsible for developing and maintaining the CMHA administrative operating policies and procedures.
- l) Will be responsible for developing agenda for yearly Annual General Meeting with input from the Coordinator.
- m) Will authorize player releases/tryouts and affiliations forms in conjunction with the Coordinator.

### **2. Vice President**

- a) Will assume responsibility of duties of the President in the absence of the President.
- b) Will serve as a member of the Board of the Camrose Minor Hockey Board.
- c) Will be a signing authority along with the Coordinator, Treasurer, Secretary and President.
- d) Will serve on all committees as an ex-officio voting Member.
- e) Will be responsible for developing and maintaining the CMHA's administrative operating policies and procedures
- f) Will report to the President.

### **2. Secretary**

In the absence of the coordinator:

- a) Attend all General Membership, Annual General Membership and Board Meetings and shall maintain accurate minutes of same. Will serve as a member of the Minor Hockey Board.
- b) Will have charge of all Board Records
- c) Will maintain and update the By-Laws as required
- d) Will be responsible for all Board correspondence.
- e) Will be responsible for the safekeeping of all committee reports, minutes, By-laws and Policies.
- f) Will perform such other duties as designated by the President.
- g) Will report to the President.
- h) Will be a signing authority along with the Coordinator, Treasurer, Vice President and President.

#### **4. Treasurer**

- a) Will be a signing authority, along with the Coordinator, Secretary, President and Vice President.
- b) In the absence of a Coordinator, will have charge of all Board financial records.
- c) In the absence of a Coordinator, will present an annual statement of all operations.
- d) Will report to the President.

#### **2.15 Duties of the Coordinator**

- a) The Association may employ a Coordinator whose remuneration shall be set by the Board.
- b) The Coordinator will report directly to the President.
- c) The Coordinator shall be responsible for the administration and operation of the office and the employees as per the policies and guidelines established by the Board. This shall include, but not be limited to:
  - i. To prepare and distribute a rink package (schedules, score sheets, constitutions, etc.) to rink operators via Facilities Operations Supervisor.
  - ii. To keep a register of all teams in the CMHA.
  - iii. To be Public Relations liaison with parents, coaches, and volunteers and assist in recruiting and training.
  - iv. To handle all correspondence on behalf of the CMHA.
  - v. To assist the President in preparing a list of duties to be assigned to officers appointed by the Executive.
  - vi. To register CMHA teams with Hockey Alberta.
  - vii. To register CMHA teams for Hockey Alberta play-offs.
  - viii. To receive and certify all certificates submitted to him/her on behalf of the players applying for registration in the CMHA; and to keep a register of all players in the CMHA.
  - ix. To process all certifications and inform the Board of Directors of any difficulties.
  - x. To follow up on lists forwarded to Hockey Alberta and ensure that lists are processed and returned to CMHA and to coaches in a reasonable time.



xi. To be responsible for all ice allocations, registration record management, equipment record management, travel permits, and will handle all liability and insurance claims.

d) To be responsible for all activities associated with the positions of Secretary and Treasurer of the Board. These activities shall include, but not be limited to:

i. To keep an accurate record of the proceedings of all meetings of the CMHA.

ii. To take care of such correspondence as is delegated to them by the executive of CMHA.

iii. To ensure that all forms and directives are available to directors, coaches, and for zone and provincial proceedings for Hockey Alberta are made available for distribution.

iv. To distribute notices and minutes of all meetings.

v. To prepare in an orderly manner all documents which are forwarded to a printer for duplication.

vi. To pay all accounts by cheque, electronic or other means that produce an audit trail similar to a cheque.

vii. To keep an accurate record of all moneys received and disbursed and report same on a quarterly or as need basis. To present an interim income and expense statement at the annual meeting of the Camrose Minor Hockey Association incorporated to make application for grants.

viii. To notify the executive board of any delinquent registration accounts on or before January 4<sup>th</sup> 25.

ix. Immediately after the annual meeting to make arrangements to establish the bank signing authority.

The Coordinator shall not have a vote at any meeting of the Board of Director or at the Annual General Meeting.

## **2.16 Board Directors and Duties**

### **1. Registration Director**

a) Shall serve as the chairperson of the Registration Committee; Will work with the Coordinator, in the absence of the Coordinator will be responsible for all registration issues for all participants in the Association

b) Work with the Coordinator, in the absence of the Coordinator will approve all players, registered in the Association in accordance with Hockey Alberta criteria and CMHA residential boundaries.

c) Work with the Coordinator, in the absence of the Coordinator will ensure all players, coaches and teams are registered correctly with Hockey Alberta.

d) Work with the Coordinator, in the absence of the Coordinator will be the second signing authority next to the President for player releases.

e) Work with the Coordinator, in the absence of the Coordinator will provide final verification that a player within CMHA is eligible for release.

f) Will report to the President and Vice President.

## **2. Evaluation / Tryouts Director**

- a) Shall serve as the Chairperson of the Evaluation Committee; the committee shall consist of a minimum of 3 members.
- b) Will be responsible for organizing all evaluation programs in conjunction with the all-applicable Division Directors
- c) Will ensure the association has clear policies and procedures for the evaluation of all players at all levels.
- d) Will ensure each division, U5 & U7, U9, U11, U13, U15, U18, Female Hockey and Elite follows the evaluation policies.
- e) Will report to the President and Vice-President.

## **3. Equipment Director**

- a) Will help with the distribution of goalie equipment to teams where CMHA provides the equipment for use.
- b) Will ensure all equipment is returned at the end of the season with the help of the Coordinator.

## **3. Coach Mentorship Director**

- a) Shall serve as the Chairperson of the Coach Mentorship Committee; the committee shall consist of a minimum of two members.
- b) 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:
  - i. approved and accredited coach's clinics;
  - ii. approved and accredited players clinics;
  - iii. approved and accredited sport medicine clinics.
- c) Will establish and maintain a coaching mentoring system for all levels in the Association.
- d) Will establish, as required specific camps, for Camrose Minor Hockey programs.
- e) Will report to the President and Vice-President.

## **4. Discipline Director**

- a) Shall serve as the Chairperson of the Discipline Committee.
- b) The Discipline Director shall report findings or decisions to the Board on behalf of the Discipline Committee according to article 3.0 Discipline.

## **5. Sponsorship Director**

- a) Shall serve as the Chairperson of the CMHA Sponsorship Committee; the committee shall consist of a minimum of two members.
- b) Will work with the Coordinator, will solicit and work to secure a sponsor for each team.
- c) Will work with the Coordinator, will investigate all potential for grants from Government and sporting agencies.
- d) Will work with the Coordinator, in the absence of the Coordinator will coordinate grant applications in conjunction with other Officers.

- e) Will monitor marketplace and propose annual budget adjustments and sponsorship fees.
- f) Will report to the President and Vice President.

## **6. Promotions & Public Relations Director**

- a) Shall serve as the Chairperson of the Promotions and Public Relations Committee; responsible for Minor Hockey Week, the committee shall consist of a minimum of two members which may include the Coordinator.
- b) Will work with the Coordinator, and will promote the Association and Association's activities through to the community at large through appropriate promotional vehicles and be the liaison for such activities for the association in general.
- c) Will work with the Coordinator, and prepare all required press releases and advertising to all media as required by the Association.
- d) Will work with the Coordinator, in the absence of the Coordinator will assume responsibility to manage special projects as identified by the Association.
- e) Will report to the President and Vice President.

## **7. Referee-in Chief**

- a) Shall serve as the Chairperson of the Referees Committee; the committee shall consist of a minimum of two members.
- b) Will be the Referee-in-Chief appointed by Camrose Minor Hockey Association
- c) Will see that all games are handled in accordance with the Camrose Minor Hockey Association Policies and the Hockey Canada Playing rules.
- d) Will liaise with Hockey Alberta Officials
- d) Will suspend or discipline officials as required.
- e) Will submit to the Board in writing the details of any disciplinary action taken.
- f) Will arrange clinic instruction for all officials.
- g) Will monitor supervisions for all officials.
- f) Will report to the President and Vice President.

## **8. Officials Assigner**

- a) The Association may employ an-Official Assigner whose remuneration shall be set by the Board.
- b) Will assign the officials for all games hosted by CMHA. The Coordinator will serve as backup for assigning games when necessary.
- f) Will report to the President and Vice President.

## **9. Director, Elite Teams**

Will be responsible for the complete operation of Elite teams, and henceforth this division will be referred to as the Elite System.

- a) Will appoint a committee of not less than 3 and not more than 5 members to assist in the selection of the coaches in the Elite System hockey programs and the members of this committee cannot be involved with a team selection where they have a child or relative registered with that particular Elite division team.

- b) Will work with the President and Vice President and will recommend coaches for all teams in the Elite System to the Board for ratification.
- c) Will recommend coaches to the board for ratification.
- d) Will ensure that every team in the Elite hockey system will submit a team operational budget by December 31 of each year or upon request of the Board.
- e) Will encourage all on-ice personnel to complete all required coaching clinics.
- f) Will represent Camrose Minor Hockey Association at League meetings or appoint a designate or a member of the specific hockey team to attend and report.
- g) Will be a member of the CMHA Board and will report to the Vice President of CMHA.
- h) Affiliation Responsibility.
- i) Will chair our draw zone AA committee and perform any duties and implement any policies or procedures Hockey Alberta directs for Elite hockey in our area.

## **10. Director, Tiered Teams**

Will be responsible for the operation and coach selection of tiered teams (including female teams)

- a) Will be responsible for selection of all coaches within the tiered system and all other teams not in the Elite System.
- b) Will recommend coaches to the Board for ratification.
- c) Will ensure that every team not in the Elite system will submit a team operational budget by December 31 of each year or upon request of the Board.
- d) Will encourage all on-ice personnel to complete all required coaching clinics.
- e) Will be a member of the CMHA Board and will report to the President and Vice President of CMHA.

## **2.17 Duties of Each Division Director**

- a) Will be responsible for the applicable teams in their age category (if this includes Elite teams then they will communicate all issues, concerns or other items regarding these teams to the Elite Director and coordinate who will deal with them).
- b) Will be present at tryout evaluation process and help out.
- c) Will encourage all on-ice personnel to complete all required applicable coaching clinics.
- d) Will ensure that each of the coaches and Instructors use the applicable Program curriculum in their on-ice seasons.
- e) Will submit a division report to the President to aid in their yearly review presentation at the Annual General Meeting.
- f) Will report to the President and Vice-President.

## **2.18 Goalie Director**

- a) Will be responsible for ensuring a goalie clinic is hosted for evaluations and during the hockey season.
- b) Will ensure appropriate shooters are obtained for the clinics
- c) Will work with teams to ensure they have a goalie along with enough affiliated goalies.

## **2.19 Committees**

The Board or a Committee thereof may create Committees or Subcommittees including a nominating Committee. Such Committees may be composed of Members or non-members of the Board. Notwithstanding the foregoing all Members of Committees or Sub-Committees must be Members in good standing of the Camrose Minor Hockey Association.

## **2.20 Eligibility to Coach**

Members of the Board are not eligible to be head coach of any AAA hockey program in the Camrose Minor Hockey Association while holding office. Any member of the Board head coaching a hockey program shall not participate in any decisions wherever there is a conflict of interest.

## **2.21 Indemnity of Executive Committee, Members, Directors and Officers**

No Member of the Camrose Minor Hockey Association is, in their individual capacity, liable for a debt or liability of the Camrose Minor Hockey Association. The Camrose Minor Hockey Association shall indemnify a Board Member, Director or Officer, their heirs, legal representatives and assigns from and against any and all claims, costs charges, expenses and losses including payment of legal fees on a solicitor and client basis necessary to settle or defend an action or satisfy a Judgment reasonably incurred by such person as a result of them having been a Board Member, Director or Officer in those cases where they were acting in their course and scope of duty and acted honestly and in good faith with the view to the best interests of the Camrose Minor Hockey Association.

The Camrose Minor Hockey Association shall indemnify a Discipline Committee Member, their heirs, legal representatives and assigns from and against any and all claims, costs charges, expenses and losses including payment of legal fees on a solicitor and client basis necessary to settle or defend an action or satisfy a Judgment reasonably incurred by such person as a result of them having been a Discipline Committee Member in those cases where they were acting in their course and scope of duty and acted honestly and in good faith with the view to the best interests of the Camrose Minor Hockey Association.

## **2.22 Remuneration**

No Directors, Officers or members of the Board shall receive any remuneration for their services.

# **3 DISCIPLINE**

## **3.0 Actions**

The Policies, Rules and Guidelines adopted by the Association provide for the general rules of conduct for all members including Directors, Officers, Coaches, Assistant Coaches, Managers, Players, Parents or Spectators.

Any Officer, Board Member, Team Player, Coach, Assistant Coach, Trainer, Manager, Parent or Spectator who violates the By-Laws, Code of Conduct or Policies, Rules and Guidelines of the Association is subject to discipline under the Discipline Procedure.

## **3.1 Procedures**

The Discipline Procedure shall be administered as follows:

- a) The Coordinator or President shall direct complaints as follows:
  - i) Where the current Hockey Alberta or CHA rule book dictates a suspension for a player for a rule transgression, and game officials determine, by write-up, that such a transgression took

place, the suspension will be implemented by the coach in consultation with Category officials as matter of routine;

ii) When incidents occur which may warrant disciplinary action against a player, the coach(s) shall report the incident as quickly as possible, and at least prior to the next game, for action; the Division Director and coach(s) shall meet, investigate the incident, and determine the sanctions to be applied.

iii) Outside of i) and ii), no Member may be issued any discipline other than a verbal reprimand without a Disciplinary Committee being convened and reviewing the matter.

iv) Discipline matters relating to the Executive Committee or a Board Member that is not the Discipline Director shall be reviewed by the Discipline Director provided the complaint does not involve physical force or violence, the Discipline Director may work with the parties involved to resolve the matter without further escalation. The Discipline Director shall report all incidents, whether warranting further action or not to the Board.

v) Discipline matters relating to the Discipline Director, shall be reviewed first by the President and provided the complaint does not involve physical force or violence, the President may work with the parties involved to resolve the matter without further escalation. The President shall report all incidents, whether warranting further escalation nor not, to the Executive Committee.

vi) Discipline matters relating to a Team Player, Coach, Assistant Coach, Trainer, Manager, Parent or Spectator shall first be reviewed by the Division Director for the team involved in such complaint and the Referee In Chief if the complaint involves an official. Provided the complaint does not involve physical force or violence, the division director (and the RIC if applicable) may work with the parties involved to resolve the matter without further escalation. The Division Director shall report all incidents, whether warranting further escalation or not, to the Executive Committee.

vii) The Discipline Director, upon receiving a written request and upon satisfying him or herself that a discipline matter exists which was not resolved in accordance with i), ii), iii), iv), v), vi), or vi) shall convene a Disciplinary Committee in accordance with the following rules:

b. All complaints involving officials shall include the Director, Referees as part of the Disciplinary Committee.

c. All complaints arising from a team practice, game or other events shall include the Division Director as part of the Disciplinary Committee.

d. If the matter involves a complaint about the, Disciplinary Director, the Disciplinary Committee shall be formed by the President and shall include at least one member of the Executive Committee, at least one member of the Board and from one to three additional Members appointed in the discretion of the, Discipline Director, subject to a and b preceding.

e. In all other cases, the Disciplinary Committee shall be formed by the Discipline Director and shall include one member of the Executive Committee, at least one other member of the Board and from one to three additional Members appointed in the discretion of the Discipline Director, subject to a and b preceding.

viii) The Chairperson of the Disciplinary Committee shall request incident reports from the complainant and a letter shall be sent to the respondent stating that the complaint was received, the nature of the complaint, that a Discipline Committee has been convened to review the matters and any interim action imposed by the Disciplinary Committee pending resolution, including without limitation, interim suspension from Association activities. The respondent shall be advised of the opportunity to respond to the complaint and to attend before the Disciplinary Committee to present any evidence in relation to the complaint. If the respondent does not elect to attend before the Committee, the Committee will meet to review the information presented to them and make a decision. If the respondent elects to attend before the Committee, the Committee shall

set a hearing date and shall meet with the respondent. The Committee shall give its decision within a reasonable time following such meeting. In each case, the decision will be communicated to the respondent and a written record shall be kept on Association files.

ix) The penalties available to the Disciplinary Committee to impose if they are satisfied that there was a breach of Association Policies, Rules and Guidelines include:

- a. Verbal Reprimand, no written record maintained on association files
- b. Written Reprimand, written record maintained on Association files
- c. Suspension, for duration in the discretion of the Committee, but not exceeding the current hockey year
- d. Recommendation for Permanent Expulsion from the Association, in consultation with Hockey Alberta
- e. Any combination of the foregoing

x) If a Disciplinary Committee recommends permanent expulsion from the Association, the Member, may, subject to the appeal rights following, be suspended for the remainder of the current hockey year and the matter of permanent expulsion shall be dealt with according to Hockey Alberta rules and regulations;

xi) Any respondent dissatisfied with the decision of a Disciplinary Committee may appeal the decision by writing to the Coordinator requesting an appeal hearing and setting out the basis for the appeal, including why the respondent believes the Disciplinary Committee's decision was made in error. There is a \$100.00 fee to be attached with the appeal request. The Coordinator shall inform the President, and if applicable the Director, Referees and/or the applicable Division Director of the appeal request. The President shall form an Appeal Committee of at least five (5) people, but in any event being an odd number of people, which Committee shall include 2 Executive Committee Members, at least one additional member of the Board and at least one person from the general membership. All people sitting on the Committee must sign an Oath of Confidentiality and must be one of the following:

- Members of the Executive Committee or Board
- Members of the Association
- Hockey Alberta representatives
- Hockey Canada representatives
- Legal Counsel
- Members of the Board of a neighboring Association

No person that sat as a member of the Disciplinary Committee shall be a member of the Appeal Committee;

xii) An appeal date shall be set by the Appeal Committee on notice to the respondent. The appeal date shall be not less than 14 days and not more than 30 days from receipt of the written request for an appeal. The Appeal Committee will review the materials that were before the Disciplinary Committee and hear the submissions of the respondent. If new information or materials are brought forward to the Appeal Committee, the Appeal Committee may conduct such further and other investigations relating to the complaint and the appeal as it deems necessary prior to rendering its decision. The decision of the majority of the Appeal Committee shall be final and binding on all parties, excepting out any avenues of further recourse provided to the parties by Hockey Alberta and/or Hockey Canada;

xiii) The Coordinator or the President shall maintain a log of the complaints received providing the date the complaint was received, the log number, the name of the complainant, the name of the

respondent and the date the file was closed. The log shall not include any details of the nature of the complaint.

f) Upon the conclusion of the hearing, whether informal or formal, of the complaint by either the Board or the Discipline Committee, all documents pertaining to the complaint shall be placed in a special filing cabinet accessible solely by the Chairman of the Discipline Committee and/or the President of CMHA or in their absence the Coordinator and shall not be accessed by any other party.

i. the complainant or to the individual being disciplined.

g) The files in respect of specific discipline matters will be retained for a period of three years after which they shall be destroyed and disposed of in accordance with policies established by the Board.

## **4 MISCELLANEOUS**

### **4.0 Seal**

There is no seal for the Camrose Minor Hockey Association.

### **4.1 Fiscal Year End**

May 31 in each year shall be the fiscal year end for the Camrose Minor Hockey Association.

### **4.2 Auditing**

The financial records, books and accounts of Camrose Minor Hockey Association shall be upon request by a member of the Executive Committee. A complete and proper statement shall be submitted by the coordinator at the Annual General Meeting.

### **4.4 By-Laws**

The By-Laws of the Camrose Minor Hockey Association may only be rescinded, altered or added to by a Special Resolution passed at a general meeting of the General Membership.

### **4.5 Inspection of Books and Records**

The books and records of the Camrose Minor Hockey Association may be inspected by any Member in good standing at the Annual General Meeting or any other time upon giving reasonable notice to the Executive Board and arranging a mutually satisfactory time with the Member of the Executive Board or the Coordinator having charge of same. The books and records of the Camrose Minor Hockey Association will be available at all Executive Board meetings for review by the Executive Board Members. The books and records of the Association shall be available to the President at all times.

### **4.6 Borrowing Powers**

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

### **4.7 Code of Conduct**

All members of the Board, Division Directors, Committee Members, Coaches and staff of Camrose Minor Hockey Association are required to sign a Code of Conduct.

### **4.8 Oath of Confidentiality**



All Board Members, Commissioners, Committee Members, and staff of Camrose Minor Hockey Association are required to sign an Oath of Confidentiality.