

GRANDE CACHE MINOR HOCKEY ASSOCIATION

SOCIETY BYLAWS

&

OPERATING PROCEDURES



CORPORATE ACCESS # 500066377

Incorporated since 1972

Registered September 2023

Supersedes October 2019

**GRANDE CACHE MINOR HOCKEY ASSOCIATION
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I. DEFINITIONS

- A. "Association" refers to The Grande Cache Minor Hockey Association
- B. "Amateur" shall have the same meaning as defined by Hockey Alberta
- C. "Robert's Rule of Order" is a manual of parliamentary procedure that governs most organizations with a board of directors.
- D. "Hockey Alberta" - a branch of Hockey Canada; the provincial organization and governing body for amateur hockey in the Province of Alberta
- E. "Hockey Canada" - the national governing body for grassroots hockey in Canada
- F. "All Peace Hockey League" - the provincial hockey league in which Grande Cache resides

II. BYLAW ONE - NAME

- A. The name of the organization will be the
GRANDE CACHE MINOR HOCKEY ASSOCIATION

III. BYLAW TWO - OBJECTIVES

It will be the primary objective of the Grande Cache Minor Hockey Association, herein referred to as the Association, to provide a minor hockey program from U7 to U18 divisions within the community of Grande Cache, Alberta. The Association minor hockey program will be based on skill development along with the guiding principles of fair play, positive competition and respect amongst all members. The Association will endorse and promote active participation, sportsmanship and enjoyment of hockey in all levels of play. All decisions will be tempered with reason, balance and regard for the needs of the individual and the team. It is our belief that this atmosphere will provide the greatest enjoyment and most wholesome hockey experience for all concerned.

IV. BYLAW THREE - MEMBERSHIP

A. Active Membership

- a. Any parent of registered player(s) in the Association shall be an Active Member provided the parent is so identified on the Annual Registration form (s) for the player(s)
- b. An Active Member shall be deemed to be in good standing when the current annual Registration fee to the Association for the above registered player(s) has been paid in full.
- c. Every Active Member shall be bound by the Bylaws and Procedures of the Association
- d. Every Active Member in good standing shall have the right to attend and vote at all General Meetings
- e. Every Active Member shall be deemed to expire in June 30

B. Associate Membership

- a. Any non-parent volunteer who holds the position on the Executive, Board of Directors or Team Officials, as a volunteer position, shall, for the current season, be deemed an Associate Member
- b. Every Associate Member shall be bound by the Bylaws and Procedures of the Association
- c. Every Associate Member in good standing shall have the right to attend and vote at all General Meetings
- d. Every Associate Member shall be deemed to expire in June 30

C. Honorary Membership

- a. Honorary Membership in the Association may be granted by an Executive motion following a nomination to any individual who has made an outstanding contribution to the welfare, wellbeing and/or reputation of the Association
- b. Such nominations shall be made in writing to the Secretary of the Association by March 31
- c. Every Honorary Member shall be bound by the Bylaws and Procedures of the Association
- d. Every Honorary Member has the right to attend but NOT vote at all General Meetings
- e. Honorary Membership is for life.

D. Membership Fees

- a. Association Membership Fees, dues and player registration fees shall be determined by the Executive

E. Rights of Members

- a. All Members shall be entitled to such information and advice with record to the affairs of the Association as the Association or any of its officers may be able to supply; subject to privacy legislation
- b. No right and/or privilege of any Member shall be in any way transferable or transmissible

- c. All such rights and privileges shall expire when the Member ceases to be a Member for any reason
 - d. All Active and Associate Members in good standing and present in person shall have one (1) vote at all General Meetings. A vote by proxy can be made with approval by the Executive.
 - e. Any Member of the Association including Executive, Board of Directors or Team Officials can resign from the Association by withdrawing their player registration or submitting a letter to the President of the Association
- F. Powers of Members
- a. The Members will vote on the Association Bylaws at the Fall General Meeting and may make requests to these bylaws by submitting a letter to the President of the Association
 - b. The Members shall elect the Executive at the Spring and Fall General Meeting
- G. Responsibilities of the Members: Each Member shall
- a. Ensure that the Association has the correct contact information in the form as detailed in the Operating Procedure 1: Registration and Fees
 - b. Follow ALL Association, Hockey Alberta and Hockey Canada Requirements
 - c. Inform the Association when they are no longer eligible to be a Member for reasons other than the annual expiration of Membership
 - d. Commit to obey, abide and be bound by the Bylaws and Policies of the Association

V. BYLAW FOUR - OFFICERS

- A. Nominations and Elections
- a. Any Member of the Association may nominate another Member, current or past, to fulfill a position on the Executive or Board of Directors.. Nominations will be presented at the Spring or Fall General Meeting or Special Meeting and will be voted upon by eligible Members.
 - b. If there are no nominations, the Executive and Board of Directors can appoint these positions and inform the membership of the appointment at the Spring or Fall General or Special Meeting. The appointment is subject to final approval from the membership.
 - c. All positions of office for the Association are effective for the current hockey season only.
 - d. All positions of office must be voted upon annually at the Spring General Meeting and reconfirmed at the Fall Annual General Meeting.
- B. The Association Positions of Office:
- a. The Executive Officers of the Association shall consist of:
 - i. President
 - ii. Vice-President

- iii. Secretary
 - iv. Treasurer
 - v. Registrar
 - vi. Past President
- b. The Board of Directors of the Association shall consist of a minimum of one (1) Team Manager(s) per team and six (6) Directors. The number of teams within the associations will be determined by the players registered for that hockey season. If there are two teams in one division, there will be a Team Manager for each team in that respective division.
- i. Team Managers
 - 1. Manager, U7
 - 2. Manager, U9
 - 3. Manager, U11
 - 4. Manager, U13
 - 5. Manager, U15
 - 6. Manager, U18
 - 7. Manager, Female Division
 - 8. Manager, Pond Hockey
 - ii. Directors
 - 1. Director of Referees (Referee-In-Chief)
 - 2. Director of Facilities (Ice Scheduler)
 - 3. Director of Equipment
 - 4. Director of Fundraising
 - 5. Director of Coaches
 - 6. Director of Media Relations
- C. If there are no nominations in any of the above positions, the newly elected Board of Directors may appoint someone to said position(s)
- D. A Board of Director member can resign from the Association Board of Directors or Executive by giving two weeks notice in writing to the Association President.
- E. For the Association President to resign, they must notify the Vice President in writing and provide a minimum two weeks notice to allow a transition period of duties to the Vice President or Past President as required.
- F. No one individual can hold more than one position on the Association Executive and Board of Directors. An individual wishing to move into a different role, must resign from the first role prior to accepting the responsibility of the alternate role
- G. Each Team within the division has one vote independent of the number of Team Managers said team has; a team in which two or more individuals share the responsibility of Team Manager will only have one (1) vote when a vote of the Association Executive and Board of Directors as required.
- H. All positions of office which include the Association Executive, Board of Directors and Team Managers (i.e. coaches and team managers etc) are volunteer

positions and not paid positions.

- I. The Association Executive, Board of Directors and Team Managers may, collectively, decide to hire outside of the membership for any unfilled position if it is in the best interest of the Association to do so.
- J. Removal of Officers
 - a. The Association Board of Directors can remove and replace any Officer considered to be acting in a manner prejudicial to the aims and objectives of the Association or to be seriously neglecting his or her duties. Officers will be removed by majority vote of the Board of Directors and will be notified in writing of this decision within 2 days.
 - b. In exceptional circumstances (i.e. criminal conduct, code of conduct violation, immediate risk to members), the Association President or Vice President can suspend any Officer immediately from their position by verbal notification. The President will call a Board of Directors meeting within 5 days of the suspension and present the circumstances of the suspension to the Board of Directors. The Officer can be removed by majority vote of the Board of Directors and will be notified of the final decision in writing within 2 days.

VI. BYLAW FIVE - EXECUTIVE

A. Membership

- a. The Executive shall consist of the President, Vice-President, Secretary, Treasurer, Registrar and the Past President.
- b. Where the immediate Past President is unable or unwilling to serve on the Executive, the next most immediate past president will be appointed by the Board of Directors to serve on the Executive. Where the Past President is unavailable to serve, the Vice President shall be appointed to serve as President for the current hockey season.

B. Duties

- a. The President shall:
 - i. Call and preside at all Board of Directors, Executive, General or Special meetings.
 - ii. Call and preside at all discipline Committee meetings, except where they may be the subject of the meeting, in which case the Vice-President will call the meeting.
 - iii. Call executive meetings as required to deal with emergency problems of the Association, provided that minutes of all such meetings shall be presented at the next Board of Directors meeting for ratification.

- iv. Pass rulings and judgments on any matter pertaining to the Association, provided that such rulings and judgments shall be in keeping with the objectives, bylaws and operating procedures of the Association.
 - v. Act as an ex-officio member of all Committees of the Association with full voting privileges.
 - vi. Vote as they deem appropriate, but shall announce their intention to vote when the question is called.
 - vii. Ensure the Code of Conduct is adhered to within the Association .
 - viii. Ensure that the Association is represented and/or votes on behalf of the Association on all matters pertaining to Hockey Alberta, All Peace League and other organizations as required in consultation with the Board of Directors. In the absence of the President, the board may agree upon a delegate to represent.
 - ix. In the absence of a volunteer Treasurer, the President will communicate with the hired administrative service and report back the financial report to all meetings as required.
 - x. In the absence of a volunteer Treasure, the President will communicate with the hired administrative support to be able to deliver, to the membership, a draft of the budget as approved by the Executive and Board of Directors.
- b. The Vice-President shall:
- i. Assume the duties of the President during that officer's absence.
 - ii. Monitor and ensure, along with the Director of Fundraising, the coordination of all fundraising activities in order that the priorities of the Board of Directors are provided for.
 - iii. Monitor and ensure, along with the Coach Director and Registrar that all the Association coaching staff receives the necessary training as required Hockey Alberta Bylaws and regulations
 - iv. Attend all Discipline Committee Meetings, except where they may be the subject of that meeting.
 - v. Ensure the Code of Conduct is adhered to within the Association.
- c. The Past President may:
- i. Attend and participate in meetings of the Executive, Board of Directors, Special or General meetings.
 - ii. At the request of the Board of Directors, where both the President and Vice President are unable to act for the Association and it appears imperative that someone makes a ruling or judgment for the Association, act in the place of the President, on behalf of the Association.
 - iii. A request could be made by either the President or Vice-President to have the Past President provide a recommendation based on their historical experience and knowledge on matters before the Association.
- d. The Secretary shall:

- i. Keep records and minutes of all meetings of the Executive, the Discipline Committee, Board of Directors, Special and General Meetings.
 - ii. Prepare and present an agenda a minimum of seven (7) days prior to each meeting, as circumstances allow.
 - iii. Circulate minutes of all meetings to the Association Executive and Board of Directors and Members, where applicable, within a maximum of 7 days following a meeting
 - iv. Prepare correspondence as requested for Association business.
 - v. Keep records of changes to the Association Bylaws and Operating Procedures Manual.
 - vi. Work in conjunction with the Treasurer to maintain and apply for Society Status
- e. The Treasurer shall:
- i. Communicate with the Registrar to ensure that all fees and dues for Membership have been obtained.
 - ii. Record and deposit all Association revenues.
 - iii. Keep accurate accounts of all Association expenditures.
 - iv. Deliver a monthly financial report to the Association Executive and Board of Directors.
 - v. A year end report shall be presented to the members of the Association at the Spring General Meeting of the Association.
 - vi. Deliver to the membership during the Fall Annual General Meeting a draft budget as approved by the Board of Directors.
 - vii. Have the Associations books audited annually, according to the instructions of the Board of Directors.
 - viii. Provide financial reports to any member of the Association within seven (7) days of written request to the Executive.
 - ix. If the Treasurer role is not filled by a volunteer, the service can be done utilizing a paid position. In the event that the paid position it is the responsibility of the President to communicate with the administrative support in such a way that the President can
 - 1. Deliver a monthly financial report to the Association Executive and Board of Directors.
 - 2. Deliver the financial year end report at the Spring General Meeting
 - 3. Present the proposed budget at the Fall General Meeting.
 - x. If the position is filled by a paid individual, said individual will NOT have a vote on the Association Executive and Board of Directors. The individual will be an employee of the Association and not a Member.
- f. Registrar
- i. Will take the necessary steps to ensure that all the Association team registrations, player registrations, player affiliations, over age applications and team officials are completed accurately in

- accordance with Hockey Alberta regulations and submit the appropriate documentation to Hockey Alberta within the specified time frames.
- ii. Will ensure that any changes to a player's status are submitted in accordance with Hockey Alberta Regulations and timeframes.
- iii. Will arrange for the collection of all registration fees and dues for submission to the Association Treasurer.
- iv. Will communicate with Director of Coaches and Team Managers to ensure all parents/guardians and players have completed "Respect in Sport"
- g. Signing Officers:
 - i. The signing officers for the Association shall be the Secretary/ Treasurer, and either the President or Vice-President.

VII. BYLAW SIX - BOARD OF DIRECTORS

A. Membership

- a. The Board of Directors shall consist of Team Managers, Director of Referee, Director of Facilities, Director of Equipment, Director of Fundraising, Director of Coaches and Director of Media Relations
- b. The Board of Directors will
 - i. Conduct the business of the Association, in its entirety, in accordance with the Bylaws, Operating Procedures and Objectives of the Association
 - ii. Ensure that all personnel of the Association exercise fair and sportsman-like conduct in promoting the game of hockey for all players and for the Association. The Board, in conjunction with the Executive, may take any action necessary to encourage and promote this policy.
 - iii. Remove and replace any Member considered to be acting in a manner prejudicial to the aims and objectives of the Association or to be seriously neglecting his or her duties, provided that such action is in the form of a motion supported by a 2/3 majority of the Association Board Members.
 - iv. Replace any member of the Board who resigns or misses three consecutive regular meetings without adequate reason.

B. Duties

- a. Team Manager
 - i. The Team Manager will attend all meetings of the Board of Directors, Special and/or General Meetings and any Discipline Committee meetings, which pertain to their division.
 - ii. Will act as liaison between their division and the Board of Directors.
 - iii. Will ensure that their division operates according to the aims and

- objectives of the Association.
 - iv. Will host a team meeting at the start of the hockey season, advise members of the Bylaws and Operating Procedures of the Association, including but not limited to, where the Bylaws and Operating Procedures can be found on the Association website.
 - v. Will ensure that all players, via communication from the Registrar, are registered and Team Officials are certified and approved prior to going on the ice or engaging in Minor Hockey activities.
 - vi. Will ensure that any changes to the team roster or player status are registered with local registrar to ensure updates within Hockey Alberta and All Peace League
 - vii. Will ensure that procedures as outlined in the Managers Manual are adhered to.
 - viii. Provide a report, that summarizes your season, for their division at the Annual Spring General meeting.
 - ix. Will send their teams game schedule, for both home and away games, to the Director of Media Relations.
 - x. Will meet, when scheduling a home tournament, with the Grande Cache Recreation Centre Administrative Support.
- b. Director of Referees (Referee in Chief)
- i. Will determine and/or approve procedures to be followed in assigning officials so that all officials will have an equitable opportunity to officiate games in levels where they are competent.
 - ii. Will be responsible to ensure a satisfactory method of payment of officials.
 - iii. Will act as liaison between the Association and all referees in Grande Cache.
 - iv. Will be responsible for the organization of the referee's clinic each season and to ensure that all referees are certified through Hockey Alberta.
 - v. Will attend meetings, as required, each season with Team Officials, Division Directors and players to update them on rule changes, etc.
- c. Director of Facilities (Ice Scheduler)
- i. Will be responsible to schedule all ice times for the Association games and practices.
 - ii. Will arrange the seasonal ice schedule; age appropriate for all teams.
 - iii. Will reserve and/or schedule all local facility bookings.
 - iv. Will work, in cooperation, with other groups utilizing the ice surface to ensure the Association is properly represented.
 - v. Will Represent the Association at Ice Scheduler annual All Peace League meeting.
 - vi. Will maintain accurate icetime records for the purposes of billing confirmation.
 - vii. Will request, from the Grande Cache Recreation Centre

Administrative Support, a detailed billing of all icetime to ensure accuracy of billing.

- d. Director of Fundraising
 - i. Will report to the Board of Directors all fundraising activities for the hockey season.
 - ii. Will only carry out fund raising activities approved by the Executive and Board of Directors.
 - iii. Will ensure that fundraising and reporting is done in accordance with Alberta Gaming, Liquor and Cannabis (formerly Alberta Gaming and Liquor Commission or AGLC) guidelines and regulations.
 - iv. Ensure SOCAN reporting is done as required.
 - v. Will act as Raffle Chairperson for the Association.
- e. Director of Coaches
 - i. Will work with the Vice President to ensure that all the Association coaching staff receives the necessary training as required by Hockey Alberta
 - ii. Will, in collaboration with team coaches, recommend training and development clinics for the betterment of hockey within the Association.
 - iii. Will act as a liaison between the Association Coaches and the Executive and Board of Directors
 - iv. Will attend coach discipline committee meetings, except where they may be the subject of that meeting
 - v. Will consult with the Executive on matters pertaining to player movement, team selection and coach selection in accordance with the Association Bylaws and Operating Procedures
 - vi. Will ensure the Code of Conduct is adhered to within the Association
 - vii. Will reside over, at the beginning of each season, a coach meeting to set the expectations of all Association coaches
- f. Director Of Media
 - i. Will arrange and oversee the annual team and player photo event
 - ii. Will manage the Association social media, including but not limited to, the Association Facebook page and website
 - iii. Will arrange for the availability of Association SWAG
 - iv. Will manage and direct all Association media releases
 - v. Will be added, as an admin, to all team group chats and emails

VIII. BYLAW SEVEN – MEETINGS

- A. Meetings required by the membership of the Association General and Special Meetings
 - a. The Annual General Meeting will be held, with the membership, at the end

- of the hockey season.
 - b. A General Meeting will be held in the fall, with the membership, prior to the start of the hockey season.
 - c. Annual General Meetings and/or Special Meeting must be advertised 21 days prior to the date of the meeting.
 - d. A quorum for a General or Special meeting shall consist of a minimum of 15 members from the Association.
 - e. General and Special meetings shall be conducted according to Robert's Rules of Order (Revised).
 - f. Special Resolutions can only be passed at a Special and/or General meeting. A minimum of 75% of the membership present must vote in favor of a Special Resolution.
 - g. Members can vote at a General or Special meeting in person by a closed vote.
 - h. Vote by Proxy
 - i. A member who is unable to attend a General or Special Meeting, for valid reasons can have someone vote on their behalf provided the member informs the Association President and/or Secretary in advance of the meeting. The Vote by Proxy will be recorded in the minutes of that meeting.
 - ii. Will not be accepted after a final vote has been conducted at said meeting
 - iii. The Executive will determine if the reason for non-attendance is valid, thus determining the validity of the Vote by Proxy
- B. Board of Directors Meetings
- a. Will meet, at minimum, once per month during the hockey season.
 - b. Any member of the Board of Directors may call a meeting to deal with specific issues. The President shall call a meeting with the affected parties within 5 days of receiving the notice.
 - c. A quorum for the Board of Directors shall be a simple majority of all members of the Board.
 - d. Meetings of the Board of Directors shall be open to all members however:
 - i. The Executive and Board of Directors will be the only ones permitted to vote at these meetings.
 - ii. A member will be invited to address the Board when they have business that has been added to the approved agenda.
- C. Executive Meetings
- a. The President may call meetings of the Executive as required to deal with urgent business of the Association.
 - b. The minutes of all Executive Meetings shall be presented to the next Board of Directors Meeting.
- D. Discipline Committee Meetings
- a. The President shall call Discipline Committee meetings in conjunction with the Association Independent Chairman as required according to the terms set forth in the Association Code of Conduct.

E. Special Committee Meetings

- a. The Executive and Board of Directors can establish Special Committees as need during the hockey season
- b. Special Committees will inform the board of when meetings will be held and will update the board at the next meeting. If, for any given reason, the committee can not wait until the next scheduled board meeting a Special Meeting will be called.

IX. BYLAW EIGHT - OPERATING PROCEDURES

A. Establishment of and Amendment to Policy

- a. The Executive and the Board of Directors shall establish and maintain Operating Procedures to govern the day-to-day operations of the Grande Cache Minor Hockey Association.
- b. Policy and regulations included in the Operating Procedures may only be changed by a 2/3 majority vote of the total Executive and Board of Directors.
- c. In establishing Operating Procedures, the Executive and Board of Directors shall consider, carefully, the Association objectives and wishes of the members as expressed at a General or Special Meeting or as given by a member in written format to the President. The Executive and Board of Directors will report any changes in Operating Procedures to the membership at the next General or Special Meeting.
- d. Operating Procedures must be in compliance with Hockey Alberta Rules and Regulation governing Minor Hockey.

B. Contents of the Operating Procedures:

- a. The Operating Procedures of the Association shall contain procedures with respect to:
 - i. Registration and Fees
 - ii. Structure of the Association
 - iii. Team Selection
 - iv. Player Movement
 - v. Overage Players
 - vi. Affiliation
 - vii. Association Finances
 - viii. Team Finances and Fundraising
 - ix. Initiation and Novice Tournaments j) the Association Tournaments
 - x. Game Officials
 - xi. Game Rules
 - xii. Discipline Committee & Code of Conduct
 - xiii. Drug Policy
 - xiv. Uniforms & Equipment
 - xv. Awards
 - xvi. Volunteers
 - xvii. Distribution of Bylaws and Orientation
 - xviii. Manager Manuals

- xix. Bullying Including Cyber Bullying
- xx. Social Media

X. BYLAW NINE - AMENDMENTS TO BYLAWS OF THE ASSOCIATION

- A. The BYLAWS of the Association shall be as follows:
 - a. The bylaws of the Association shall be enforced with reference to the provisions of the Societies Act of the Province of Alberta and terms used in these bylaws shall be taken as having the same respective meaning as they have when used in that Act.
 - b. The bylaws of the Association shall not be amended or added to except by Special Resolution of the members of the Association as defined in Section 1(d) of the Societies Act.
 - c. Special Resolution of the Association Society Bylaws or Objectives shall only be conducted at a General and/or Special meeting of the Association.
 - i. the Association shall advertise notice of a meeting 21 days prior to the date of meeting.
 - ii. Written notice for amending the bylaws by Special Resolution must be submitted to the Secretary of the Association no later than (1) week before the date of the meeting.
 - iii. A minimum of 75% of the members in attendance must vote in favor of a Special Resolution.
 - d. All amendments to the Bylaws or Objectives of the Association by way of Special Resolution must be filed with Corporate Registries of Alberta within 30 days of General and/or Special meeting.

XI. BYLAW TEN ASSOCIATION FINANCES

- A. The Association shall maintain a permanent and accurate record of all Association revenues, assets and expenses.
- B. The Association Treasurer and President of the Association in consultation with the Board of Directors will establish a budget at the beginning of the hockey season. This budget must be voted in by the Board of Directors and presented to the membership at a General and/or Special meeting.
- C. The Treasurer must deliver a monthly financial report to the Board of Directors and a year end Financial Report to the members of the Association at the Spring Annual General Meeting.
- D. The Association will have the Associations' books audited annually at the end of the Association fiscal year as approved by the Board of Directors.
- E. The Association fiscal year shall be from May 1 to April 30.
- F. The Association will not borrow money at any time. All revenue will be received from player registration fees, approved fundraising and donations.

- G. The Association may allow a member to examine the financial records within seven (7) days of written request. The review will occur at a General or Special meeting or a designated area approved by the Executive.

XII. BYLAW 11- - DISSOLUTION

In the event that the Grande Cache Minor Hockey Association should be dissolved by a 2/3 majority vote of those members present at a General or Special meeting, the Board of Directors will prepare a plan for distributing all funds and assets among deserving sports organizations within Grande Cache. This plan will be presented, amended as required and ratified at a final General and/or Special Meeting called for that purpose whereupon the Board of Directors shall resign and cease to represent and act for the Grande Cache Minor Hockey Association.

REFERENCES

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