

KITSCOTY MINOR HOCKEY ASSOCIATION

Bylaws – 1994

(As amended January 15, 2008)

(As amended April 16, 2013)

(As amended April 16, 2014)

(As amended May 5, 2015)

ARTICLE I Kitscoty Minor Hockey Association

This association or League shall be called the **KITSCOTY MINOR HOCKEY ASSOCIATION**.

ARTICLE II The Kitscoty Minor Hockey Association shall be governed by the rules, as set down by the Alberta Amateur Hockey Association and Canadian Amateur Hockey Association.

ARTICLE III The objectives of the Association are:

- a) To promote and encourage the formation of Minor Hockey clubs and leagues.
- b) To maintain and increase the interest in the game of hockey.
- c) To have and exercise a general care, supervision, and direction over the playing interests of its teams and players.
- d) To ensure all interested boys and girls have an opportunity to participate in hockey.
- e) To treat all individuals equally and without bias, regardless of gender, ethnic background or race.
- f) (addition) KMH and its members will be PROUD of the players they have developed who go on to play higher levels of hockey.

BYLAWS

BYLAW I MEMBERSHIP

The association is the governing body for all minor hockey within the boundaries of Kitscoty. The boundaries of Kitscoty Minor Hockey Association shall be those as dictated by Alberta Hockey. Other players may join Kitscoty teams subject to executive approval and Alberta Amateur Hockey Association released from prior teams. The organization shall be in good standing with the Alberta Amateur Hockey Association and the Canadian Amateur Hockey Association. KMH players registered prior to 2012 that are “grandfathered” by the KMH Association members, will remain members of the association as per Alberta Hockey Rules.

BYLAW II ASSOCIATION

The following association members including all board members, managers, coaches, safety people, cash parents, team treasurers, trainers, ice help, and referees, need to have completed a criminal record check before November 1st of that year.

BYLAW III EXECUTIVE

- a) The executive shall consist of PRESIDENT, PAST PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER, REFEREE-IN-CHIEF, SPECIAL PROJECTS COORDINATOR, REGISTRAR, WEBSITE COORDINATOR, COACH DIRECTOR and DIRECTOR for each age division.
- b) A current list of executive with contact information is to be posted at the arena and on the website.
- c) Will be members in good standing with Kitscoty Minor Hockey Association.

- d) Any person seeking election as the President must be a member of the Executive and must have served at least one full hockey season on the current Executive if feasible.
- e) Executive members do not need to reside within the association boundaries but they must be members of the association.
- f) Executive members can be on the KMH Board and the Arena Board.

BYLAW IV

MEETINGS

There shall be at least two general meetings of the Kitscoty Minor Hockey Association each year; one in the spring and one in the fall. The executive shall be elected at the spring meeting by ballot. All suggested additions, deletions or amendments to the bylaws shall be made in written form, include the hand written signature of the sender, and be addressed and submitted to the president, prior to February 1 of that year. The president shall post any amendments in the arena and on the website for thirty days prior to the Spring AGM. All amendments shall be voted at the Spring AGM with 50 members or 50%, the lesser of the two, members in good standing present. (Good standing means your minor hockey and arena board fees are paid in full unless other arrangements have been approved by the board. If your Kitscoty Minor Hockey Bond cheque has been cashed you are no longer in good standing and are **INELIGIBLE TO VOTE** at the Spring AGM.)

Executive meetings are only open to executive members.

At least 2/3 of the members of the Executive must be present to form a quorum for the conducting of an Executive meeting.

BYLAW V

DUTIES OF THE EXECUTIVE

1. GENERAL

- a) The executive shall be responsible to the general membership, and shall have full control and management of the association within the bylaws. They shall serve in the best interest of, and by the authority of the members.
- b) Should a vacancy occur during the year, the executive shall be empowered to vote to appoint a member, of the organization, to fill the position for the balance of the term.
- c) All voting members are required to vote on an issue, unless the board decides there is a direct conflict of interest.

2. PRESIDENT

- a) The President shall be an ex-officio member of all committees.
- b) The President shall preside at all meetings and in his absence the Vice-President shall preside.
- c) The President shall have signing authority on all Kitscoty Minor Hockey Association accounts, and will authorize all transactions.
- d) The President will serve a 1 year term as past president when their presidential term is over.
- e) The President shall have a vote.
- f) If feasible, it is preferred that the Vice President or a member of the current board become the President to ensure continuity of programs.

3. VICE-PRESIDENT

- a) In the absence of the president, shall preside at all General and Special meetings of the Association and all meetings of the executive.

- b) In the absence of the President shall accept responsibility for the supervision of all committees.
- c) Shall be a member of a nomination committee to ensure qualified candidates for all executive positions.
- d) Shall have signing authority on all Kitscoty Minor Hockey Association accounts.

4. SECRETARY

- a) Shall be responsible for all books and minutes of all meetings of the Association.
- b) Shall conduct correspondence on behalf of the association.
- c) Minutes will be sent out to the board members once they are approved.

5. TREASURER

- a) Shall keep a record of all moneys received and disbursed.
- b) Shall be present at each Annual meeting to report on each year's operation and duly audited statement of the association.
- c) Shall supply a report at each meeting.
- d) Shall have signing authority on all Kitscoty Minor Hockey Association accounts.

6. DIRECTORS

- a) Shall attend association executive and general meetings.
- b) Shall head committees for special events.
- c) Shall act as liaison between parents, coaches, coach director, and the Association in the case of complaints or problems.
- d) Shall anticipate the future in terms of player numbers, coaching requirements, coach director and league responsibilities.
- e) Directors shall not be on the bench unless unforeseen circumstances occur.

- f) (addition) Shall hold a parent meeting for their division prior to the start of every season unless there is no team in that division

7. SPECIAL PROJECTS COORDINATOR

Shall coordinate all fundraising activities of the association.

8. PAST PRESIDENT

- a) Shall be a member of a nominating committee to ensure that there are qualified candidates for all executive positions.
- b) Shall be expected to attend executive meetings for 1 year.
- c) The position of Past President shall be an advisory position and be entitled to a vote.

9. REFEREE-IN-CHIEF

- a) Shall co-ordinate referee clinics as required, attend zone referee-in-chief meetings and maintain a working relationship with the zone referee-in-chief co-coordinator. He/she shall handle complaints on local officials using the zone discipline chairman as a resource, and act as a mentor to our local referees. He/she shall supervise our referees as much as possible, all in an effort to maintain their referee status and encourage their growth.

10. REGISTRAR

- a) Shall oversee registration of players and teams with the Alberta Amateur Hockey Association.
- b) Tournament Sanctions
- c) Travel Permits
- d) Ensure all Alberta Hockey Course Certifications are up to date and communicate when certification courses are available.

11.COACH DIRECTOR

- a) Responsible for guidance for all divisions with league tiering with division director
- b) Responsible for coach evaluations, and player evaluations
- c) Inform coaches of upcoming Hockey Alberta programs and courses
- d) Outline expectations for the development of players in KMH system with team staff and directors
- e) Establish hockey camps for KMH and other programs
- f) Will be responsible for bringing the coaching staff forward for each division to the Executive board for approval
- g) Coincide with the registrar to make sure all coaching tickets are up to date
- h) Shall be a liaison for Coaches to come to for guidance with practice drills and general questions about player development

BYLAW VI

DISCIPLINE

The Discipline committee can be convened at the discretion of the President to deal with issues that arise within the Association.

- a) Shall consist of the President, Vice President, Coach Director, Director of the division, Director below the division, and the director above the division.
- b) The KMH Association discipline committee shall have the authority to suspend any player(s), coach (es), team officials, team, association ref officials and parent for any conduct on or off the ice that is detrimental to the game of hockey or the Kitscoty Minor Hockey Association.
- c) KMH Association will have ZERO tolerance for on ice or off ice abuse of Referee Officials during any GAMES, from players, coaches, parents and any spectators.

BYLAW VII

REGISTRATION

- a) All existing players on Kitscoty Minor Hockey Association teams shall complete and return official registration forms, payment and arena board bond cheques as set out by the Kitscoty Minor Hockey Association each and every year at Spring registration.
- b) A late fee, as decided annually by the board, will be charged to existing players who register after May 15.
- c) New players to the association can register within Hockey Alberta guidelines.
- d) Kitscoty Minor Hockey shall attempt to provide competition for teams up to the age of 17 as of December 31. Said groups will be broken down into CAHA classification.
- e) Kitscoty Minor Hockey Association executive approves all members.
- f) KMH will have two levels of initiation

Level 1 1st and 2nd year players that still struggle with basic skating and basic hockey skills. These players would not participate in a regular game schedule.

Level 2 is for the skaters that have skills like gliding, skating forward and stopping and can work on hockey skills in greater depth. This would allow a 4 year old that has good skills to be put into Level 2 and possibly a 6 year old that needs to work on skating skills would start out in Level 1

BYLAW VIII

REFEREES

All referees shall have taken an approved referees instructional course.

BYLAW IX

GRIEVANCES

- a) All issues, concerns, complaints and grievances must be dealt with in spirit of shared mutual respect.
- b) The procedure for resolving issues, concerns, complaints and grievances in the association is to take them through the following levels in order:
 - a. Division Director, Coach Director(addition)
 - b. President
 - c. Executive Board
- c) Directors are responsible for outlining their manner for dealing with parent's issues, complaints, concerns and grievances at the beginning of the current hockey season.
- d) If a member has a concern about an issue, the 24 hour rule applies, which is waiting 24 hours before discussing an issue, concern, complaint or grievances will be referred to the discipline committee.
- e) A written, signed and dated statement of the issue, concern, complaint or grievance must be submitted to the correct level, which must contain a description of the event, its location, the division involved, etc. and a contact name and phone number.
- f) The association recognizes the need for privacy and discretion in the gathering of information to respond to an issue, concern, complaint or grievance. The name of the complainant will be held in confidence whenever possible, except in the case where a complaint is made against an individual. Then the person being complained about has the right to know who their accuser is.
- g) Complaints about referees must be made in writing to the Division Director. If it is felt by the Division Director that a complaint is warranted, it will be passed on to the Referee in Chief and the board. Team members and team

representatives SHALL NOT speak to the officials about officiating concerns after the game, the 24 hour rule is in effect.

A written and signed statement of the concern shall be submitted to the Minor Hockey President. A proposal on how to **solve** the problem shall be included with the grievance. Grievances will be reviewed by the board.

BYLAW X

TIERING

- a) Kitscoty Minor Hockey Association teams shall be tiered when possible to as to establish teams on the basis of ability and desire as opposed to age, when numbers and talent permit. Players will be chosen by their ability in a fair and unbiased manner by a selection of individuals assigned by the Coach Director and the Executive Board. The KMH Board will have the final decisions on all teams, but will hear input from the selected head coach. Teams will be created with balanced numbers if talent permits.
- b) Tiering will start in Atom. (This decision will stand until 2017 or until a tiered Novice league is started, at which time it may be revisited)
- c) All players within the KMH system will be evaluated before being placed on a team.
- d) Any non-tiered divisions will be divided equally.

BYLAW XI

EVALUATIONS

- a) Evaluations for Atom and higher will occur a minimum of two weeks prior to the league scheduling meeting. Allowing teams to be chosen and practicing the week before the scheduling meeting.
- b) Parents will be notified of when their child is being evaluated.
- c) KMH will pay for any ice that needs to be rented for evaluations to occur, to a maximum of four ice rentals per division.

d) Parents will be told how the evaluations will be working.

BYLAW XII

MERGING

- a) Merging will be voted on in a combined vote of parents and board members.
- b) May occur when there is only 1 team in a division

BYLAW XIII

COACHING

All division team coaches shall be selected by the Coach Director and approved by the executive of the Kitscoty Minor Hockey Association prior to team evaluations.

All coaches are required to obtain all necessary coaching certificates for their applicable division. Certifications will be reimbursed by KMH. Further, all team rosters, player movement, of any kind, shall be subject to approval by the executive of the Kitscoty Minor Hockey Association.

After teams are approved by KMH Executive, all team coaches shall be assigned to a team and designated to a position (ex. Head coach, assistant coach).

All individuals interested in coaching shall contact the Coach Director via email before June 1 of every year. This is to establish if KMH needs to look for coaches for divisions prior to the startup of the next hockey season.

BYLAW XIV

PLAYER MOVEMENT

Players who ask for a "Permission to Tryout Form/Player Movement Form" by September 1 be given a tryout permission letter for AA and up.

- a) All other player movement will be at the discretion of the board.
- b) Players requiring a player movement form must have STATED what DIVISION the tryout is for. It must be SIGNED by the

accepting Association PRESIDENT. Without this, the tryout form will be DENIED by the Kitscoty Minor Hockey President.

- c) All efforts will be made to have players living within the boundaries of Kitscoty set out by Hockey Alberta playing for the Kitscoty Minor Hockey Association.

BYLAW XV

TEAM GUIDELINES

- a) A team will not be allowed to commence practices or play games at the beginning of the hockey season until a director, manager, safety person, and coaches have been established for that division or team.
- d) Players with unpaid registration fees will not be allowed to play until fees are paid in full or payment arrangements have been made prior to October 15.
- e) No teams will be allowed to commence practices or play games at the beginning of the hockey season until the President, Secretary and Treasurer executive positions have been filled.
- f) All Alberta Hockey Parent programs have to be completed. Parents not completing courses set out by Hockey Alberta will have their child (ren) listed as ineligible to play for KMH until completed.
- g) One person cannot hold more than one position within one age division (i.e.) cannot be both director, manager and/or coach.
- h) All entry fees for tournaments hosted by the Association will be paid to the Association. The Association will pay all referee costs incurred by the tournament. All other tournament revenue and expenses (with the exception of the tournament program prepared for the Midget tournament) will be split evenly between the Association and team or teams hosting the tournament). The Midget team is entitled to retain all revenue from their tournament program and shall bear all expenses associated in preparing the program.

- i) The consumption of alcohol is not permitted by any Association member during any Association function in which players are present.
- j) No two immediate members of the same family can have signing authority on the same account
- k) Individual team fees will be paid in full by December 31 or the child becomes ineligible to participate starting January 1.

BYLAW XVI FINANCIAL

- a) The year end of the association is July 31.
- b) The Executive, will appoint, prior to the AGM, a duly qualified accountant who will audit the records of the association to be presented at the AGM.
- c) The records for the association may be inspected by any member in good standing of the association at the AGM or at any time upon giving reasonable notice and arranging a time of satisfactory to the officer having charge of the same. Each member of the Executive shall at all times have access to such records.