



# ***LACOMBE MINOR HOCKEY ASSOCIATION***

## ***BY-LAWS***

**Rev. March 12, 2025**

## **ARTICLE I**

This association shall be known as the Lacombe Minor Hockey Association.

## **ARTICLE II**

- a) This Association is the governing body of hockey in Lacombe from U5 to U18; such including from ages of 3 (as of December 31) up to and including 17 (as of December 31).
- b) The Association is a member of Hockey Alberta in affiliation with Hockey Canada and the International Ice Hockey Federation.

## **ARTICLE III**

- a. The objectives of the association are to promote, govern and improve organized minor hockey in Lacombe including:
  - i. To provide an opportunity for every child in the community of Lacombe and area to play the game of hockey regardless of social standing, race, creed or color.
  - ii. To improve the caliber of hockey in the community of Lacombe and area by upgrading the standards of coaches, players and referees.
  - iii. To encourage true sportsmanship and provide opportunities for the development of leadership abilities which are of benefit to the individual and community.
  - iv. To maintain and increase the interest in the game of hockey.
  - v. To organize hockey for every child wishing to participate at a cost that will eliminate none.
  - vi. To raise funds as deemed necessary for the operation of the program.

## **BY-LAW I: MEMBERSHIP**

### **a. Membership in the Association:**

The following persons shall be entitled to membership in the Organization:

- i. Parents or guardians of any player registered to play in the Lacombe Minor Hockey Association.
- ii. All participants and players registered with Lacombe Minor Hockey programs.
- iii. All persons who volunteer their services to Lacombe Minor Hockey association and who pay the annual fee determined by the Board.
- iv. All life members of the association. Life members being individuals elected by the annual meeting by two-thirds of the members voting thereon.
- v. All members including player members and coaches will be required to sign a Social Media Policy and Code of Conduct prior to October 15th to ensure the safety of our members and integrity of our Association. Failure to do so will result in not being able to participate until said document is signed.

### **b. Duties and Privileges of Members:**

- i. All members shall be entitled to attend the Annual and General Meetings and any Operating meetings to make suggestions and recommendations to the Executive, and assist in the operation of the hockey program in any manner approved by the Executive.
- ii. All members except player members shall be entitled to vote at and only at all Annual and/or General meetings of the Association.
- iii. All members shall be subject to such rules and regulations as may be formulated by the Association.
- iv. Any member wishing to withdraw from membership in the Association may do so by giving notice to the President in writing.

### **c. Fees:**

- i. Participant members shall be assessed a fee to be set by the Executive upon an annual basis.

### **d. Expulsion of a Member:**

- i. Members can be expelled for violating the Game and Conduct Management Initiatives.

## **BY-LAW II: ORGANIZATIONAL COMMITTEES**

- a. The management and business of the Association shall be vested in the Executive according to the by-laws of the Association.
- b. All Executive and Operating Committee Positions will be elected at the Annual General Meeting when the term for the position is up for renewal.
- c. Any member of the executive or operating committee may be removed from their position for criminal actions or failure to perform duties of their job.
- d. The Executive shall consist of the President, Vice-President, Past-President, Secretary, Game and Conduct Manager and Treasurer
- e. The Operating Committee shall consist of the Executive together with Divisional Director (one director from each age group, those being Intro to Hockey (U5 and U7), U9, U11, U13, U15, U18 and Female Director), Sponsorship Chair, Tournament Coordinator, Referee-in-Chief, Referee Assignor, Ice Convenor, Registrar, Coach Mentor(s), Safety Officer, Fundraising Convener, CAS Governor In Chief, CAS Treasurer, and CAW Governor In Chief.
- f. The Executive positions shall be elected only at the Annual General Meeting and shall serve a term of minimum 2 years. President, Treasurer and Past President positions will be available for all even years. Vice President, Game and Conduct, and Secretary positions will be available on all odd years. Operating Committee and appointed positions, shall be elected at the Annual General Meeting and shall serve a term of one year.
- g. Team representatives shall be elected by each team no later than November 1 in each year.
- h. The Executive shall be empowered to establish such committees as are deemed necessary for fulfilling its responsibilities.
- i. The Executive and Operating Committee members shall receive no remuneration for their services to Lacombe Minor Hockey Association.
- j. Central Alberta Selects committee shall consist of CAS Governor, CAS Treasurer, CAS Parent Liaison, LMHA President, and Divisional Directors as appropriate.
  - i. CAS Committee will meet as needed
  - ii. Hub Associations include Lacombe Minor Hockey, Blackfalds Minor Hockey, Ponoka Minor Hockey, Clive Minor Hockey, Stettler Minor hockey, Delburne Minor hockey, Big Valley Minor Hockey and Byemoor Minor Hockey.
  - iii. CAS Committee will meet with Hub Associations bi-annually
  - iv. CAS will follow the by-laws, policies, and procedures of LMHA

- v. CAS will offer to have teams in U11, U13, U15 and U18 divisions.
- k. Central Alberta Warriors (CAW) Committee shall consist of CAW Governor, CAW Treasurer, CAW Secretary and Divisional Directors (based on teams).
  - i. Hub Associations include Lacombe Minor Hockey, Blackfalds Minor Hockey, and Ponoka Minor Hockey.
  - ii. Each Hub Association shall provide a minimum of two volunteers for the CAW Committee.
  - iii. The CAW committee will meet as needed.
  - iv. The CAW committee will report back to their home association at their respective association meetings.
  - v. CAW will follow the by-laws, policies, and procedures of LMHA
  - vi. CAW will offer to have teams in U11, U13, U15 and U18 divisions.

### **BY-LAW III: DUTIES OF COMMITTEE MEMBERS**

Duties shall consist of the following duties together with those set forth in the Policy Manual for the Association.

#### **a) PRESIDENT:**

The President shall generally perform the duties of the office of President and, without limiting the generality of the foregoing shall have the powers to:

- i) Preside at all meetings.
- ii) Exercise the powers of the Executive in case of an emergency.
- iii) Sit on all committees as an ex official voting member.
- iv) Appoint all committee Chairmen.
- v) Sign as one of four signing Officers for the Association.
- vi) Shall attend Executive and Operating Committee Meetings.
- vii) Shall act as the contact for all outside organizations, including, Hockey Alberta, Hockey Canada, and all other Minor Hockey Associations
- viii) Shall oversee and participate with CAS to ensure the continued success of these programs under the LMHA umbrella.
- ix) Shall oversee and participate with CAW to ensure the continued success of these programs under the LMHA umbrella.
- x) To perform such other duties as shall be necessary for the good and welfare of the Association.
- xi) Voting member when required to break ties

**b) VICE-PRESIDENT:**

- i) Shall act in the absence of the President.
- ii) In the event of the President's inability to act, the Vice-President shall have and exercise all the powers of the President.
- iii) Shall be one of the four signing officers of the Association.
- iv) Shall attend Executive and Operating Committee Meetings.
- v) To perform such other duties as shall be necessary for the good and welfare of the Association.
- vi) Shall act as CAHL Director
- vii) Shall act as Governor of Directors and assist Directors with the evaluation process
- viii) Shall assist with player and coach development
- ix) Voting Member

**c) PAST-PRESIDENT**

- i) Shall be a source of information and guidance to the Executive.
- ii) Shall attend Executive and Operating Committee Meetings.
- iii) To perform such other duties as shall be necessary for the good and welfare of the Association.
- iv) Voting Member

**d) SECRETARY:**

- i) Shall keep an accurate record of the minutes of all Executive, Operational, General and Special meetings of the organization for the duration of tenure.
- ii) Shall be responsible for all other books and records of the Association.
- iii) Shall have charge of the Seal of the Association, which seal whenever used shall be authenticated by the signature of the Secretary and at least one member of the Executive.
- iv) Shall notify the executive of the time and place of meetings.
- v) Shall publish the notice of the annual meeting at least two weeks in advance.
- vi) Shall be one of the four signing officers of the Associations.
- vii) Shall attend Executive, General, Special and Operating Committee Meetings.

- viii) To perform such other duties as shall be necessary for the good and welfare of the Association.
- ix) Will be responsible for keeping our Bylaws and other forms and documents up to date.
- x) Shall provide travel permits for any teams traveling for any exhibition games or tournaments.
- xi) Voting Member

**e) TREASURER:**

- i) Shall keep an accurate record of all monies received and disbursed.
- ii) Shall present at the Annual Meeting, a report of the year's operations to date and printed Year to Date financial statement and shall provide an audited financial statement at the Fall General Meeting.
- iii) Shall work together with all parties, including government, to reconcile year end financial statements.
- iv) Shall provide oversight of online banking and direct deposit payments along with one other paid position within the association who is responsible for issuing payments or reimbursements.
- v) Shall handle all liability claims, seeing they are processed properly and settled.
- vi) Shall be one of the four signing officers of the Association.
- vii) Shall attend Executive and Operating Committee Meetings.
- viii) To perform such other duties as shall be necessary for the good and welfare of the Association.
- ix) Shall, together with the Fundraising Convenor, keep fundraising records and ensure all gaming reports are filled out properly and filed.
- x) Shall work with Team Representatives on Team Budgets and Bank Accounts, and each season, arrange for account signers to be set up
- xi) Shall oversee all bookkeeping duties.
- xi) Voting Member

**f) GAME AND CONDUCT MANAGER:**

- i) Shall be responsible for administering and evaluating Lacombe Minor Hockey Association with regards to the game and conduct management initiative and risk management program.

- ii) Shall attend Executive and Operating Committee Meetings.
- iii) Shall collect coach criminal record checks with vulnerable sector check and keep all information secure.
- iv) To perform such other duties as shall be necessary for the good and welfare of the Association.
- v) Voting Member

**g) REGISTRAR:**

- i) Shall coordinate all phases of player registration in accordance with Hockey Alberta.
- ii) Shall receive and certify all certificates submitted to him/her on behalf of the players and teams applying for registration in the Association.
- iii) Shall maintain a list of all members of the Association and their addresses.
- iv) Shall be to all intents and purposes the legal holder of all trophies and cups in trust of the Association.
- v) Shall attend Executive and Operating Committee Meetings.
- vi) To perform such other duties as shall be necessary for the good and welfare of the Association.
- vii) Shall coordinate the Association's equipment requirements.
- viii) Shall receive a list of required equipment from the director of each division.
- ix) Shall be authorized to purchase equipment.
- x) Shall maintain a ledger, in which present equipment, shape and estimated dollar value will be entered, as well as new equipment purchases and contacts through which equipment may be purchased.
- xi) Shall arrange for handling, storage and inventory of equipment.
- xii) Shall coordinate all coach clinics hosted by the Association.
- xiii) Shall coordinate the Association's apparel program.
- xiv) Shall coordinate the Association's annual picture evening.
- xv) Shall coordinate the Association's annual Volunteer Appreciation Night.
- xvi) Shall be paid a monthly honorarium starting in June through to May of the following year in an amount to be moved at the Lacombe Minor Hockey Association Annual Spring Meeting.
- xvii) Shall help coordinate fund-raising activities along with the Executive committee and Fundraising convener



**h) ICE CONVENOR:**

- i) Shall be responsible for obtaining ice time.
- ii) Shall be responsible for scheduling of ice time, re-scheduling office time, exchange office time, and cancellation of ice time.
- iii) Shall disperse ice time to respective teams.
- iv) Shall approve ice time for exhibition games prior to scheduling of game.
- v) Shall approve and record all ice time used by teams under the jurisdiction of the Lacombe Minor Hockey Association regardless of purpose.
- vi) Shall attend Operating committee Meetings.
- vii) To perform such other duties as shall be necessary for the good and welfare of the Association.

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viii) Shall be paid an honorarium for the months of July, August September, October, November, December, January, February, and March in an amount to be moved at the Lacombe Minor Hockey Association annual Spring Meeting.

**i) REFEREE-IN-CHIEF:**

- i) Shall maintain a list of qualified referees, certified by Hockey Alberta, to referee all league and play-off games. (Preference being given to local referees, if possible.)
- ii) Shall through the aid of clinics, train and supply sufficient referees to satisfy the demands of the Association.
- iii) Shall have the authority to remove an incompetent referee from the list.
- iv) Shall secure an official interpretation of all contested rule interpretations if requested.

- v) Should a referee contest being removed from the list, he may appeal to the Executive of the Lacombe Minor Hockey Association.
- vi) Shall attend Operating Committees meetings.
- vii) Shall provide supervision and encouragement for younger officials.
- viii) To perform such other duties as shall be necessary for the good and welfare of the Association.

**j) REFEREE ASSIGNOR:**

- i) Shall maintain a list of qualified referees, certified by the Hockey Alberta, to referee all league and playoff games. (Preference given to local referees, if possible).
- ii) Shall appoint the referees for all home games and his appointment shall be final.
- iii) Shall be notified by the manager of the home team when a referee does not put in an appearance.
- iv) Shall attend Operating Committee meetings.
- v) To perform such other duties as shall be necessary for the good and welfare of the Association.

**k) DIVISIONAL DIRECTOR:**

- i) Shall organize player evaluations and team selections in accordance with the Lacombe Minor Hockey evaluation process.
- ii) Shall assist the Registrar in the registration of players for his or her division.
- iii) Shall conduct pre-season meetings with coaches and managers.
- iv) Shall function as a liaison between their respective divisions and the Operating Committee.
- v) Shall attend Operating Committee meetings with a prepared interim report.
- vi) Shall plan ahead for next season.
- vii) To perform such other duties as shall be necessary for the good and welfare of the Association.
- viii) Shall organize initial divisional tournament meetings in coordination with the Tournament Coordinator.

**l) FUNDRAISING CONVENER:**

- i) Shall organize fundraising activities.

- ii) Shall keep fundraising records and manage annual AGLC reporting requirements.
- iii) Shall provide liaison between groups in regard to fund raising activities.
- iv) Shall provide reports to the Executive.
- v) Shall attend Operating Committee Meetings.
- vi) To perform such other duties as shall be necessary for the good and welfare of the Association.

**m) SPONSORSHIP CHAIR:**

- i) Shall solicit corporate sponsorships.
- ii) Shall provide reports to the Executive.
- iii) Shall work with the Tournament Committee to raise the profile of Association Sponsors.
- iv) Shall attend Operating Committee Meetings.
- v) To perform such other duties as shall be necessary for the good and welfare of the Association.

**n) SAFETY OFFICER:**

- i) Shall ensure that each team has a qualified safety person, as well as a qualified safety person is present during evaluations.
- ii) Shall ensure all resources required by the team safety person is readily available, including required documents and stocked First Aid Kits.
- iii) Shall ensure that each teams safety person has collected required safety documentation.
- iv) Shall ensure that each team has developed an emergency action plan that is communicated to the entire team.
- v) Shall ensure that the team safety person has completed all required paperwork when an injury occurs and all return to play steps have been completed
- vi) Shall promote a safe environment within the Lacombe Minor Hockey Association
- vii) Shall provide development, support and mentorship to his or her team safety people
- viii) Shall ensure that Hockey Alberta safety initiatives are being implemented within Lacombe Minor Hockey

ix) Shall communicate Hockey Alberta Safety Information within Lacombe Minor Hockey

x) Shall provide Hockey Alberta with safety related information from or pertaining to, Lacombe Minor Hockey

**o) COACH MENTOR**

i) Shall provide supports to LMHA coaches with practice preparation, team and game management.

ii) Shall be available to attend practices and provide support and mentorship for coaches.

iii) Provide support to coaches as issues arise

iv) May identify equipment needs

**p) TOURNAMENT COORDINATOR**

i) Shall organize initial divisional tournament meetings

ii) Shall maintain records for tournaments

iii) Shall facilitate smooth operation of all tournaments

iv) Shall attend Operating Committee Meetings

v) To perform other such duties as shall be necessary for the good and welfare of the Association

**q) TEAM REPRESENTATIVES (Managers):**

i) Shall deal with team difficulties.

ii) Shall assist with team function. (i.e. scheduling, fundraising, tournaments)

iii) Shall be elected by the team members only.

iv) To perform such other duties as shall be necessary for the good and welfare of the Association.

**BY-LAW IV: PLAYING RULES**

a) Playing rules of the Lacombe Minor Hockey Association shall follow the rules of Hockey Canada and as added to by the Hockey Alberta.

## **BY-LAW V: CONDUCT**

- a) All officials of the Lacombe Minor Hockey Association shall conduct themselves in a manner becoming to their organization.
- b) No player, coach, nor any person acting as a representative of this Association shall use obscene or profane language in the presence of players during any games or practices.
- c) Player dismissal (Discipline) - No player shall be ejected from the Lacombe Minor Hockey Association without the approval of the Divisional Director and without every effort being made to resolve the problem without ejection, with the following procedures to occur:
  - i) If a problem between a coach and a player is unresolved, either may approach the Team Representative and/or Divisional Director, and in consultation with the coach and the player's parents, the Team Representative and/or Divisional Director shall attempt to resolve the problem.
  - ii) If the problem still cannot be resolved, the coach, parent or player should follow the LMHA Game and Conduct Resource Manual.
  - iii) Parents must be notified of a player's dismissal in writing.

## **BY-LAW VI: PLAYERS**

- a) Players in all Lacombe Minor Hockey Association leagues shall complete and return official registration forms as set by the Lacombe Minor Hockey Association each and every year. Said registration forms are to be completed and returned to the Office Administrator before the applicant is allowed to participate in practices or games with Lacombe Minor Hockey Association. Registration forms are to be signed by the applicant's parents or guardians, signifying accuracy of completed registration.
- b) Player's fees are set yearly by the Lacombe Minor Hockey Association.
- c) Players shall commence each season in the league corresponding to their age unless otherwise authorized by Lacombe Minor Association Executive.

## **BY-LAW VII: TEAMS AND PLAYERS**

- a) The Lacombe Minor Hockey Association shall provide the following categories of hockey for children in Lacombe and area in accordance with Hockey Alberta Guidelines – U5, U7, U9, U11, U13, U15 and U18.
- b) The top team required by Hockey Alberta will be selected in the U9, U11, U13, U15, and U18 divisions at the beginning of the hockey season as per Lacombe Minor Hockey Association evaluation process.
- c) All players will be given an equal opportunity.
- d) Where deemed necessary Lacombe Minor Hockey Association may choose to provide special opportunities for players or groups to learn and enjoy the game of hockey.

#### **BY-LAW VIII: COACHES**

- a) Coaches, and members of coaching teams shall complete an application form for the Lacombe Minor Hockey Association and then shall be selected or approved by the Lacombe Minor Hockey Executive committee and Divisional Director.
- b) Every team must have a member of the coaching team at every game. Teams will not be allowed on the ice without complying with Hockey Alberta Rules concerning coaching certificates.
- c) Coaches and members of coaching teams shall complete a Criminal Record Check **with Vulnerable Sector check** prior to participating on any on-ice activities.

#### **BY-LAW IX: MEETINGS:**

- a) The Annual General meeting of Lacombe Minor Hockey Association shall be held on or before June 1st in each year and Fall General Meeting shall be held before October 15th, in each year. Members will be advised, two weeks prior to the meetings via email and all Lacombe Minor Hockey Social Media
- b) All meetings of the Executive and the Operating Committee shall be at the call of the President except as outlined in Bylaw IX (C).
- c) At the request of three Executive members, the President shall call a meeting of the Executive. At the request of three Operating Committee members, the President shall call a meeting of the Operating Committee.

- d) The Secretary shall provide notice of any Executive or Operating Committee meeting to all members at least 24 hours prior to the commencement of the meeting.
- e) A Special General meeting of the Lacombe Minor Hockey Association shall be called by the President upon receipt by the President of a petition signed by at least twenty-five members of the association in good standing. One weeks notice shall be given to all members of the association of any Special General meeting of Lacombe Minor Hockey Association by posting in the lobby of the Arena, via email and all Lacombe Minor Hockey Social Media,
- f) At all meetings of the Association, the following shall be the order of business:
  - i) Approval of the minutes of the past meeting
  - ii) Business Arising from the Minutes
  - iii) President's Report
  - iv) Vice Presidents Report
  - v) Administration Report
  - vi) Secretary's Report
  - vii) Treasurer's Report
  - viii) Game and Conduct Report
  - ix) Director's Reports
  - x) Committee Reports
  - xi) Unfinished Business
  - xii) Elections (Annual Meeting only)
  - xiii) New Business
  - ixx) Adjournment

and copies of all minutes of such meetings shall be distributed at meetings to all Executive and Operating Committee members.

- g) A quorum for the transaction of business at any Executive or Operating Committee Meeting shall consist of not less than a simple majority of the members of the Committee present in person.
- h) A quorum for the transaction of business at any General or Special Meeting of the general membership shall consist of not less than ten members present in person.

## **BY-LAW X: VOTING**

- a) Voting at all meetings of the association shall be by a show of hands, by standing vote or by secret ballot, but only those persons entitled to vote shall be recognized. Any two members present and entitled to vote may demand a vote by secret ballot. All voting at elections when an office or position is being contested shall be by secret ballot and a majority of the ballots cast shall determine the result.

## **BY-LAW XI: NOMINATIONS**

- a) Each member shall have the privilege of nominating a representative for each office of the Association.

## **BY-LAW XII: BORROWING POWERS**

- a) For the purpose of carrying out its objectives, the Association may borrow or raise or secure the payment of money in such ways as it thinks fit, and in particular, by the issue of debentures, but this power shall be-exercised only under the authority of the Association, and in no case shall debentures be issued without the sanction of a "Special Resolution" of the Association.

## **BY-LAW XIII: AUDITING**

- a) A duly qualified accountant shall audit the books, accounts, and records of the Treasurer at least once each year. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Fall General Meeting of the Association. The fiscal year of the Association in each year shall end April 30.
- b) The books and records of the Association may be inspected by any member of the Association at the Annual Meeting provided for herein or at any time upon giving reasonable notice and arranging a time satisfactory



to the officer or officers having charge of the same. Each member of the Executive shall at all times have access to such books and records.

#### **BYLAW XIV: AMENDMENTS**

a) Amendments or alterations to these bylaws shall only be made by "Special Resolution", A Special Resolution is:

1) A Resolution passed:

- i) at a General Meeting of which is not less than twenty-one days notice specifying the intention to propose the resolution has been duly given; and
- ii) by the vote of not less than 75% of those members who, if entitled to do so, vote in person.

2) A Resolution proposed as a Special Resolution at a General Meeting of which less than twenty-one days' notice has been given. All eligible voting members present must agree to hold the vote.

