

Paradise Valley



Minor Sports Association Guidelines

Table of Contents

A. Introduction & Purpose..... 3

B. PV Ag Society Reference Terms..... 4

C. Definitions..... 8

D. Organizational Chart..... 11

E. Bylaws

 Bylaw I Interpretation 12

 Bylaw II Name of the Association..... 13

 Bylaw III Purpose of the Association..... 13

 Bylaw IV Membership..... 13

 Bylaw V Termination of Membership..... 14

 Bylaw VI Meetings..... 15

 Bylaw VII the Executive and Board of Directors..... 17

 Bylaw VIII Duties & Powers of the Executive & Board of Directors..... 19

 Bylaw IX Duties of the board of directors 21

 Bylaw X Borrowing..... 22

 Bylaw XI Banking..... 22

 Bylaw XII Seal..... 23

 Bylaw XIII Audit..... 23

 Bylaw XIV Amendments..... 23

 Bylaw XV Minutes of Meetings & Other Books & Records..... 23

 Bylaw XVI Inspection of Books & Records..... 24

 Bylaw XVII Discipline Procedures & Dispute Resolution Process..... 24

 Bylaw XVIII Grievance Procedures..... 27

 Bylaw XIX Court & Legal Actions..... 27

 Bylaw XX Fiscal Year..... 28

A. INTRODUCTION & PURPOSE

The purpose of this manual is to provide an effective framework of rules that will be used as a stable platform from which to administer minor sports in the Paradise Valley draw area. In small communities like Paradise Valley we face the continuous challenge of ensuring the continuity of our program with limited player numbers. It is our sincere hope that by limiting ambiguity in governance we largely eliminate the burden of administrative decisions that falls on our volunteer core while keeping our people safe. With an unencumbered group of volunteers providing a safe and fun environment for families we will give ourselves the best opportunity to be a relevant and healthy organization well into the future.

As of June 2020, minor sports in the Paradise Valley draw area are organized as the Paradise Valley Minor Sports Association which is a committee of the Paradise Valley Ag society. The Paradise Valley Minor Sports Association Reference terms outline how the committee is set up; this manual will define how the related decisions of the committee will be guided. We recognize that our committee or minor sports association is governed by the bylaws of the Paradise Valley and District Ag Society however this document lists guidelines specific to the management of our committee and its membership; ratified and endorsed by the Paradise Valley Ag Society as per the terms of the reference document. While we are under the umbrella of the Paradise Valley Ag Society the regulations within this manual will govern our group in the same way as the Bylaws of a free standing Sports Association.

The "model" for this handbook has been developed from the handbooks of several other Associations, while recognizing the uniqueness of the PVMSA. Every participant in the program has a vested interest in understanding the guidelines, rules and policies relating to the effective management of the program.

Members are invited to submit their comments/suggestions in writing to the PVMSA at pvminorhockey@gmail.com.

B. Paradise Valley Minor Sports Association Reference Terms

Background:

During the summer of 2016 a group of parents / volunteers approached the Paradise Valley Ag Society and requested help in better organizing the administration and fundraising efforts of minor Sports Parents in the Paradise Valley area. As a committee of the Paradise Valley Ag Society we are required (by Paradise Valley Ag Society Bylaw XIV) to develop and maintain a set of rules governing the formation and development of our committee.

Definitions:

PVMSC - Paradise Valley minor sports committee

PVAS - The Paradise Valley and District Ag Society

PVMHG - (Paradise Valley minor Sports Group) refers to the loose affiliation of all individuals connected in a volunteer or advisory or organizational or player or legal guardianship (to a player) capacity to minor sports in Paradise Valley (PV)

PVMSG voting members (PVMSGVM) Parents of players (or legal guardians of players) and current volunteers within the PVMSG are in good standing with the PVAS. Vote to establish the PVMHC and elect the elected members of the PVMSC.

Petitioning Members - Individuals of the PVMSG that have approached the PVAS board and have asked for help in establishing a Paradise Valley minor sports governance model.

PVMSC Executive (the Executive) All elected members of the PVMSC plus the Registrar.

MSA Minor sports Association

Constitution:

Vision:

The Paradise Valley Minor Sports Committee (PVMSC) is dedicated to fostering an environment wherein any individual wishing to participate in minor sports can do so in a safe, sportsmanlike, and fun manner.

Mission to Achieve our Vision:

The Paradise Valley Sports Committee will support, promote, and encourage amateur youth sport, amateur sport coaching, and volunteering by providing an organized framework that fosters sportsmanship and community engagement. By providing a setting free from physical, mental, or social barriers to participation we will encourage fellowship between participants for the physical, mental and social betterment of our members.

[Type here]

Values

- ❖ A safety first attitude must be incorporated into every aspect of the committee
- ❖ The Committee needs to operate with proper planning and clearly defined policies, procedures, and job descriptions
- ❖ Communication must be accurate, consistent, honest, and open throughout our operations
- ❖ All children must be given the opportunity regardless of their skill level, gender or desire
- ❖ The committee will operate with financial transparency and fiscal accountability based on the concept of value to for the members
- ❖ Committee decisions must be made with the sustainability of the membership and the best interests of the majority of the children in mind
- ❖ All participants must act honestly using care and common sense and act in the best interests of the Committee
- ❖ All children are entitled to caring and qualified leadership in a positive environment
- ❖ All participants should be treated with respect in a manner that enhances self-esteem and maintains dignity
- ❖ Participation in the Paradise Valley Minor Sports Committee will build life skills through a quality work ethic, communication, learning to work as a team, and participation in decision making

Committee name

The name of this committee will be the Paradise Valley Minor Sports Committee (PVMSC)

The conditions under which the PVMSC is formed

The PVAS board has tasked members of the PVMSG with establishing the PVMSC because:

1. Members of the PVSG have requested the help of the PVAS in organizing minor sports related activities in the Paradise Valley minor sports draw area; there are petitioning members
2. There is no other incorporated society in the Paradise Valley minor sports draw area whose existence pertains to the governance of minor sports in the Paradise Valley draw area.
3. A majority of the members of the PVMSG will vote to follow the governance of a PVMSC
4. A majority of the members of the PVAS board support the formation of the PVMSC

Establishing and continuing the PVMSC

The PVMSC is a sub-committee operating under the auspices of the PVAS organizing and administering minor sports activities in the Paradise Valley minor sports draw area. Once the establishment of the PVMSC has been initiated (article F) the PVAS will:

1. Charge the petitioning members of the PVMSG with notifying all other members of the PVMSG that a meeting (at a date and time to be established by the PVAS) will be held to vote on the establishment of a PVMSC.

[Type here]

2. Chair a meeting of the PVMSG and count a show of hands vote (majority vote) to establish the PVMSC

Once the PVMSC is established, PVMSGVM are required to become members of the Ag society and all will then be free to vote for elected positions on the PVMSC

PVMSC seat positions (elected and non-elected):

Elected positions

“Chair” The chair will function on PVMSC in a capacity that mirrors the responsibilities of a president of an independent minor sports association MSA.

“Vice-Chair” The Vice-chair will function on PVMSC in a capacity that mirrors the responsibilities of a vice-president of an independent MSA.

“Secretary” The Secretary will function on PVMSC in a capacity that mirrors the responsibilities of a secretary of an independent MSA.

“Treasure- Hockey” The treasurer will function on PVMSC in a capacity that mirrors the responsibilities of a treasurer of an independent MSA.

“Treasure- Baseball” The treasurer will function on PVMSC in a capacity that mirrors the responsibilities of a treasurer of an independent MSA.

Non-elected members of the PVMSC

“PVMSC delegates” Represent key PVMSG stakeholders at PVMSC meetings. Delegates will be designated by the executive.

“Registrar” a non-voting member of the PVMSC executive designated by the PVAS. As a non-voting member the Registrar is not compelled to attend PVMHC meetings and their seat will not use in quorum calculations.

“PVMSC members” PVAS members in good standing who are the parents or legal guardians of children currently enrolled in minor sports in the PV draw area.

The limitations on the scope and duration of the PVMSC

As a sub-committee of the PVAS the PVMSC must:

1. Conform and comply with the bylaws, rules and regulations set forth by the respective governing body or the sport ex. Alberta Amateur Hockey Association (AAHA), Hockey Alberta (HA), and the Canadian Hockey Association. Beyond this the PVMSC will also try to meet all recommended but not mandated best practices
2. abide by the bylaws of the PVAS, rules of the Societies act of Alberta, and follow Roberts Rules of Order in the administration of committee business

[Type here]

The PVMSC can be dissolved by majority vote of the members of the PVMSC or the PVAS if it is determined that any one of the establishing conditions no longer exists (Article F 1-4).

The PVMSC Manual (The manual)

The PVMSC must develop and maintain the following documents in the form of the PVMSC manual:

1. A set of rules and a governance model; similar in most respects to the bylaws governing independent incorporated MSA
2. Codes of conduct for all members
3. A clear sanctioning process for any members found to be in violation of these documents (l. 1 or 2)

C. DEFINITIONS

In this manual there are terms that have been previously defined in the Paradise Valley Sports Hockey Association Terms of Reference document. In the rules, regulations, and Policy Procedures of Paradise Valley Sports Hockey Association, the following terms are defined as:

"Annual General Meeting" - the Association meeting open to all Members held annually

"Annual Operating Budget" - the financial/accounting document setting out in detail the proposed revenues and expenses for a hockey season the sufficiency of which will be determined by the Board of Directors.

"Board of Directors" - the appointed representative(s) from each Member and elected members of the Executive Committee who are responsible for the overall management of the Association.

"Bylaw" in the context of this document the term bylaw refers to the regulations governing only the administration of minor sports through the PVMSA. Unless explicitly stated otherwise the use of bylaw in no way refers to the bylaws governing the PV Ag society.

"Committee Director" a member of the board of directors whose area of focus relates to a specific sub-committee of the PVMSA.

"Directors" synonymous with the term delegate in the PVMSA.

"Division Director" a member of the board of directors whose focus is related to a specific division of hockey within the PVMSA

"Paradise Valley Minor Sports Member" has been approved as a member by the Board of Directors, or is a member of coaching staff, manager, referee, any other volunteer position, or parent/legal guardians, in good standing of a player currently registered in the Paradise Valley Minor Sports Association

"Discipline Committee" – a three-member plus one chair committee appointed by the executive from the board of directors. Responsible for discipline and hearings.

"Executive Members" - the four elected members President, Vice-President, Secretary, and treasurer plus the registrar (synonymous with the executive listed in the PVMSA)

"Equipment manager" – Elected position responsible for the allocation and maintenance of equipment purchased by the PVMSA. A seat on the board of directors and a required position for each sport.

"Import Player" - a player who resides outside the boundaries of the PVMSA.

"Individual Tactics" - Skills which individual players can use to gain an advantage or take away an advantage from an opponent. They are usually a combination of individual skills. An example would be the player using skating skills with puck handling skills to maintain puck control.

[Type here]

"Ineligible Player" - a player who is not properly registered with PVMSA.

"Legal Guardian" - a person whom is granted guardianship of a player under tl1e age of eighteen (18) Years by the law courts of competent jurisdiction.

"Majority" - one vote more than fifty percent (50%) of the votes cast

"Member" - includes all players, coaches, managers, other team officials, members of the Board of Directors, members of the Executive Committee, members of all Member Organizations, and all other individuals working, assisting, volunteering in sports within the jurisdiction of this Association

"Paradise Valley Minor Sports Committee" PVMSC synonymous with Paradise Valley minor sports association

"Past President" - the formerly elected President who will assist the Board of Directors in the management of the Association.

"Players" - registered player members in good standing

"President" elected member of the executive who is in charge of the management of the Board of Directors. Synonymous with the Chair in the PVMSART

"Paradise Valley Minor Sport Association Reference Terms" "reference terms" or (PVMSART) the document outlining the organization of the PVMSA in relation to the PVAS in accordance with PVAS bylaw XIV

"PVAS" – Paradise Valley Ag Society

"Quorum" - the amount of eligible voting Members required before an Association meeting shall proceed.

"Reference Document" a document defining how the relationship between the PVAS and the PVMSA will work

"Secretary" an elected member of the executive

"Suspension" - a temporary debarring of a person from the privileges of playing games or association with a Team or Member provided that suspension must stipulate a length of time or number of games or type of games or combination thereof.

"Team" - a registered group of players who are all qualified in a Division composed of not less than (8) players (Exclusive of affiliated players) and not more in accordance the respective sports team composition policy.

"Treasurer" - an elected member of the Board of Directors in charge of financial affairs of the Association.

[Type here]

“Vice President” elected member of the executive synonymous with the term Vice-chair in the PVMSART

“Voting member” members of the PVMSA in good standing that are 18 years of age or older

D. Paradise Valley Minor Sports Association Organizational chart



[Type here]

E. BYLAWS

BYLAW I – INTERPRETATION

- 1.1 In these rules and regulations, unless the context otherwise requires, words importing the singular number of the masculine gender shall include the plural number or the feminine gender, as case may be, and vice versa, and references to persons shall include firms and corporations.
- 1.2 When constructing these rules and regulations, reference shall be made to the Societies Act, and the By-laws, Rules and Regulations of the Respective Sport and the permitted affiliations ex. Alberta Amateur Hockey Association, Canadian Hockey Association, Baseball Alberta. Words and expressions used in these By-laws and Regulations shall, so far as the context does not otherwise require, have the same meaning, as would be the case when used under the Act, Bylaws, Rules and Regulations.
- 1.3 As a subcommittee of the Paradise Valley and District Ag Society (PVAS) all guidelines must conform to the bylaws governing the PVAS and must not contravene or supersede the bylaws governing the PVAS.
- 1.4 References to the “committee” in these bylaws refers to the Paradise Valley Minor Sports Committee (PVMSC)
- 1.5 References to the “association” in these bylaws refers to the PVMSA unless expressly stated otherwise.
- 1.6 The Association shall conform and comply with the Bylaws, Rules and Regulations as set forth by the respective governing association ex. Alberta Amateur Hockey Association (A.A.H.A), Hockey Alberta, Canadian Hockey Association (C.H.A.), Baseball Alberta.
- 1.7 Conflict Of Interest. A potential or actual conflict of interest exists when commitments and obligations to the association are likely to be compromised by that person's other interests or commitments. A conflict will arise when a board member or association member is in or may be in a position to influence on a specific sport team by taking on a head coaching or managing position; or lead to any form of personal gain for themselves or a family member, or give improper advantage to others to the association's detriment. When a board member or member of the Association is in or believes they are in a conflict of interest position, they must declare so and remove themselves from all discussion and voting on the item.

Situations may include but are not limited to:

- Discussion regarding a spouse or child or another primary family member
- Discussions regarding a team they are involved with as a parent or team Official

BYLAW II - NAME OF THE ASSOCIATION

- 2.1 The name of the organization will be the Paradise Valley Minor Sports committee, hereafter referred as PVMSC. The term Paradise Valley Minor Sports Association (PVHSA) is recognized as synonymous with the PVMSC. Within these bylaws reference to “the association” will be understood to refer to the PVMSC/ PVMSA

BYLAW III – PURPOSE OF THE ASSOCIATION

- 3.1 To allow promotion of minor sport and allow players to participate in their sport within the Paradise Valley draw area.
- 3.2 To develop a sense of pride in our Association and community. To ensure that everyone enjoys an opportunity to participate in a fun and pleasurable minor sport experience.
- 3.3 To ensure that sport contributes to the health and well-being of our children and our community.
- 3.4 To grow our community, through developing our children to be good citizens.
- 3.5 To provide for the recreation of members and to promote and afford opportunity for friendly and social activities.
- 3.6 To encourage and promote Fair Play and a safer environment for members
- 3.7 To promote and facilitate skill development in player, coaches, and on ice officials
- 3.8 To provide accountability for the actions of all members
- 3.9 To provide a structure and support system to deal with situations that violate our bylaws and policies as
- 3.10 To promote a process for process and procedure for dispute resolutions and grievances

BYLAW IV – MEMBERSHIP

- 4.1 The members of the Association shall be the subscribers to the application, the Bylaws and Regulations and such other persons as subsequently become members of the Association in accordance with these Bylaws.
- 4.2 A person may become a member of the Association who:
- 4.2.1 Is a member of the PVAS in good standing
- 4.2.2 Has been approved as a member by the Board of Directors, or

[Type here]

- 4.2.3 Is a member of coaching staff, manager, referee, any other volunteer position, or parent/legal guardians, in good standing of a player currently registered with the PVMSA.
- 4.3 A person shall cease to be a member of the Association:
- 4.3.1 Upon notification in writing to the Board of the Directors of his Withdrawal from membership or,
- 4.3.2 When he is expelled from membership in accordance with these Bylaws.
- 4.4 A RESIDENT:
- 4.4.1 Shall reside within the town of Paradise Valley, or in the geographic area, which has been identified as the boundaries of PVMSA and recognized by respective governing association's ex. Hockey Alberta.
- 4.5 A NON-RESIDENT:
- 4.5.1 Is not a member of PVMSA, and does not reside in the town of Paradise Valley or geographical draw area
- 4.5.2 Any player, who wishes to play within the PVMSA, must comply with the respective governing associations Bylaw and Regulations.

BYLAW V - TERMINATION OF MEMBERSHIP

- 5.1 Any member may resign from the Association at any time by notifying the Administrator in writing; however an administration fee will be charged. *The executive will have the ability to waive this administration fee.*
- 5.2 Any member who, in the opinion of the Discipline Committee, fails to maintain an acceptable standard of conduct may be asked to resign in written form after at least one previous written warning. That decision will result in the loss of voting privileges unless the member wins a successful appeal. An appeal fee will be charged in accordance with a stage 2 appeal.
- 5.3 Any member who has been requested to resign may exercise the right to appeal the decision provided the written request is received by the Executive within seven (7) days of the request to resign. Any member that refuses to resign on written request will be considered expelled from the Association.
- 5.4 The *Board of Directors* claims the rights and interests as the Rental Contract Carrier to bar any suspended, expelled, or resigned member from any or all facilities where Association functions occur including meetings, games and practices are taking place for a specified period of time.

[Type here]

- 5.5 A member who ceases to be a member, or is expelled or suspended from the Association shall forthwith forfeit all rights and interests arising from the Association with membership in the Association. This means the suspended or expelled member cannot coach or manage a team, hold an elected or appointed position until the suspension is served or waived upon a successful appeal.
- 5.6 The member can be suspended or expelled for a time frame deemed appropriate by the Executive Committee or Discipline Committee and ratified by the Board of Directors.
- 5.7 Application for the reinstatement of terminated memberships can be made to the PVAS

BYLAW VI - MEETINGS

GENERAL

- 6.1 The Annual General Meeting (AGM) of the Association membership shall be held within the geographic draw area of the *PVMSA* once per year. Additional Meetings of the Association membership:
- 6.1.2 Shall be at the call of the Executive.
- 6.2 Special Meetings - At the written request from (10) members in good standing to the executive a "Special meeting" shall be convened. The proceedings of such a meeting shall be confined to the matters specified in the request.
- 6.3 The Board of Directors reserves the right to overturn the results of a vote taken at a special meeting where the decision violates an established policy or bylaw.
- 6.4 Notice of PVMSA Annual General Meeting or any Special General Meeting will be given in writing at least ten (10) days in advance of the meeting.
- 6.5 The Executive Committee shall notify the appropriate members of the time and place of each meeting. Notification shall be done by posting on the association web-site, bulletin board, or by other methods deemed appropriate by the Board of Directors
- 6.6 The President shall chair all meetings. In the event the President is unable to fulfill this responsibility, one other member of the Executive Committee will fill in.
- 6.7 At any annual or special meeting of the PVMSA, the following, as appropriate, will be the order of business:
- Roll call of delegates;
 - Reading of the minutes;
 - Report of the President;
 - Report of the Vice President;
 - Report of the Treasurer;

[Type here]

- Report of the sub-committees;
 - Resolutions;
 - Elections;
 - Orders and General Business;
 - Adjournment
- 6.8 Business will be conducted by following Robert's Rules of Order
- 6.9 The chairperson may, when deemed necessary, invite any member, or non-member to any meeting of the association, to address a particular subject on the agenda
- 6.10 Voting on any issue arising at Meetings of the Members shall be decided by a simple majority of the eligible members present in person.
- 6.10.1 Voting rights: each member aged at least eighteen (18) years, and in good standing, shall be entitled to one vote
- 6.10.2 Every question shall be decided in the first instance by a show of hands. In the event that any member demands a secret ballot, a secret vote will occur. Ballots will be collected and counted by two members of the board of directors.
- 6.10.3 No proxy: unless otherwise expressly stated in these bylaws only members that are present at a meeting will be eligible to vote.
- 6.10.4 Persons entitled to be present: only individuals entitled to attend a meeting of the membership shall be entitled to vote thereat. Any other person other than those entitled to be present at, or compelled by a body governing the affairs of the association, may not be admitted.
- 6.10.5 The Chairperson is entitled to invite any member to be present or to make a presentation when deemed necessary.
- 6.10.6 Quorum. When eight (8) members in good standing are present and in person they shall form a quorum at annual, general, or a special meeting.
- 6.10.7 Chairperson's casting vote. The chairperson is not entitled to a casting vote except In the event of a tie in voting among the members. Whether on a show of hands or ballot, the chairperson shall be entitled to a casting, deciding vote.

MEETINGS OF THE BOARD

- 6.11 General Meetings of the Board of Directors
- 6.11.1 Shall be at the call of the President
- 6.11.2 At the request of 3 members of the Board of Directors, the Chairperson shall convene
- [Type here]

a special meeting of the Board of Directors. The proceedings at such a meeting shall be confined to the matters specified in the request

- 6.11.3 Association members may submit in writing, items for inclusion on the agenda of a Board of Directors meeting. These members shall be entitled to attend that portion of the meeting devoted to those agenda items but have no vote.
- 6.11.4 A quorum for the transaction of business shall consist of not less than 6 of the current elected and appointed members of the Board of Directors. Only members of the Board of Directors, present in person, are eligible to vote.

MEETINGS OF THE EXECUTIVE

- 6.12 Regular meeting times and venues of the executive will be determined by consensus of the executive
- 6.13 Persons entitled to be present: only members of the executive or outside members or individuals specifically invited by the president will be present at meetings of the executive
- 6.14 Quorum: at least three members of the executive must be present in order to conduct affairs of the executive

BYLAW VII -THE EXECUTIVE & BOARD OF DIRECTORS

The role of the executive committee will be the administration of minor sports in the Paradise Valley draw area. To this end the executive will develop, implement and enforce the bylaws, rules, and regulations governing PVMSA.

The Executive

- 7.1 The Executive committee is an elected body that will consist of the following positions:

- 7.1.1 President

The duties of the president include but are not limited to the following:

- a) Efficient administration of the PVMSA
- b) Issuance of bylaws and rules made available for all members
- c) Ensuring statements of duties exist for all executive members
- d) Scrutinizing and reporting of unpaid accounts as advised by the treasurer
- e) Convening executive, general, and board of director's meetings
- f) Chairing the meetings listed in (e)
- g) Establish grievance, discipline, and appeal committees
- h) Provide sub-committees on operational direction
- i) Ensure representation at league association meetings

7.1.2 Vice President

The duties of the vice president include but are not limited to the following:

- a) Assist the president in the performance of duties
- b) Officiate in the absence of the president
- c) Be familiar with the bylaws of the association
- d) Carry out any duties required by the president within the scope of the bylaws

7.1.3 Treasurer

The duties of the Treasurer include but are not limited to the following

- a) Collect and receive dues
- b) Receive monies paid to the association and be responsible for deposit to a Financial institution
- c) Present accurate financial statements when required at meetings
- d) Advise the President if any returned cheques are received
- e) Carry out any duties required by the president within the scope of the bylaws

7.1.4 Secretary

The duties of the secretary include but are not limited to the following

- a) To attend all meetings of the association and keep accurate minutes
- b) To have charge of the records and correspondence of the association
- c) Advise members on the date place and times of meetings
- d) Ensure that proper notice has been given within the requirements of these bylaws
- e) Advise registration dates
- f) Prepare the agenda for meetings of the association
- g) Carry out any duties required by the president within the scope of the bylaws

7.1.5 Registrar

The registrar is a member of the PVAS board. All duties are defined by the reference document

7.1.6 No person may be elected to the Executive Committee unless that Person is serving as a current member of the Board of Directors for a period of not less than one year, with the exception made when there is no present board member able to make that commitment.

7.1.7 In the absence of the President, or in the event of his inability to act, the Vice President shall first have and exercise all the powers, authority and restrictions of the Chairperson.

- 7.1.8 Nominations to serve for the Executive Positions shall be made through the board directors and ratified by majority vote at the next annual, general, or special meeting of the membership.

7.2 THE BOARD OF DIRECTORS

The board of directors provides the operational direction that the PVMSA will take within the bylaws, rules, and regulations set out by the executive. As the voice of the team's decisions, including but not limited to event planning, fundraising, and general expenditures will be governed by the board of directors.

- 7.2.1 The Board of Directors shall consist of the following positions
- Executive committee
 - Equipment manager
 - Division Directors
 - Committee Directors

BYLAW IX - DUTIES & POWERS OF THE EXECUTIVE & BOARD OF DIRECTORS

DUTIES OF THE EXECUTIVE COMMITTEE

- 8.1 The Executive Committee shall appoint to any vacant Director position.
- 8.1.1 The Division Directors shall be ratified by the PVMSA Executive Committee from a list of division candidate(s) selected through a division selection process.
- 8.1.2 The executive shall ensure that at the time of any board of directors meeting there shall be at least 3 + each respective Sports treasurer/Equipment & Fundraiser Manager current, appointed directors.
- 8.1.3 The equipment manager and Fundraiser Manager will fill a seat as a director but will be elected by the members at a general meeting and not appointed by the executive. This director seat will be counted in the minimum director number in bylaw 8.1.2.
- 8.1.4 Directors are appointed for terms of one year
- 8.1.5 The executive shall appoint all sub-committee directors
- 8.2 The Executive Committee will impose and enforce penalties for violation of the Bylaws, Regulation & Rules, or codes of conduct under force within the PVMSA.
- 8.3 A minimum of two Executive Committee positions shall be open for election each year. Following the Annual General Meeting the executive will meet to elect the president, vice president, treasurer and secretary positions within the executive.
- 8.4 TERM: After a two year term, members of the executive committee must stand for election at the PVMSA annual general meeting.

[Type here]

- 8.5 The Executive shall have the authority to appoint any sub-committee as deemed necessary.
- 8.5.1 The executive will have the power to appoint a member of the subcommittee to the board of directors
- 8.6 The Executive shall develop Policies and Procedures for the management and operations of the association. These policies include but are not limited to the following:
- 8.6.1 Develop and implement an anti-bullying policy including codes of conduct for all members and the protection of on ice officials
- 8.6.2 A policy dedicated to the selection of coaching and managing members. The executive committee will have the power to remove from consideration as coach or manager, summarily, any individual whose selection, at the sole discretion of the Executive Committee, could be deemed detrimental to the PVMSA.
- 8.6.3 A policy to govern the release of players from the PVMSA
- 8.6.4 A policy outlining the full grievance and incident reporting process
- 8.6.5 Together with coaching staff establish a policy for the selection of division directors
- 8.7 The executive will adjudicate all disputes between members, which may arise between Annual Meetings.
- 8.8 The President will request delegates (directors) to attend all meetings of Hockey Alberta, Zone meetings and league meetings as relating to their position on the board.

POWERS OF THE EXECUTIVE COMMITTEE

- 8.9 The Executive Members will have the power to suspend summarily, any player, coach, trainer, or manager of any team under the auspices of a member of the PVMSA for ungentlemanly conduct, on or off the ice, for abusive language to any official, or for any other infraction, in the sole discretion of the Executive Committee, deemed to be detrimental. Such suspension to be effective until dealt with by the Discipline Committee within a reasonable period of time, as determined by the Executive.
- 8.10 The executive members, equipment manager, fundraiser manager and division directors shall have the power to approach and initiate the removal process summarily any player, coach, trainer, manager or official of any team under the auspices of a member of the PVMSA for any conduct on or off the ice which in the discretion of the executive member, equipment manager, or division director is deemed to be unbecoming or detrimental to the game
- 8.11 The executive members, equipment manager, fundraiser manager and division directors shall have the power to approach and initiate the removal process summarily any spectator from viewing any game or other activity or entering a facility to view such game or activity under the auspices of the PVMSA for any conduct which in the sole discretion of the President is deemed

[Type here]

to be unbecoming or detrimental to the game. Further, the executive member, equipment manager, fundraiser manager or division director shall have the power to confine or relocate summarily the player, coach, team official, official or the team to which the spectator is affiliated. Such action to be effective until dealt with by the discipline Committee within a reasonable (or appropriate) time

8.12 The president, within the jurisdiction of the Association, shall:

8.12.1 Be a signing officer for the Association

8.12.2 Exercise the powers of the Executive, in case of emergency

8.12.3 Discipline up to and including suspension of any member, coach, manager, player, trainer, or other official connected within the Association, subject to ratification at the next meeting of the Executive

8.12.4 Sit on committees as an ex-officio voting member

8.12.5 Generally, manage and supervise the affairs and operations of the Association along with the registrar

8.12.6 Together with the Registrar, or other officer appointed by the Board of Directors for that purpose shall sign all resolutions, transfers and releases.

8.13 The vice president, within the jurisdiction of the Association, shall assume all powers of the President in the event:

8.13.1 The president requests it

8.13.2 The president position is vacated for any reason during the period between standard executive elections. Said powers will be held until a new President can be elected.

BYLAW IX - DUTIES OF THE BOARD OF DIRECTORS

9.1 The Board of Directors shall have control of the affairs of the Association and shall govern in the best interests of the association.

9.2 A minimum of two Executive Committee positions shall be open for election each year. The two (2) Executive positions that are up for election will be determined by the PVMSA Board of directors

[Type here]

- 9.3 Each member of the Board of Directors shall be elected or appointed to hold office until the conclusion of the next AGM. If any member of the Board of Directors resigns his office, or ceases to be a member of the Association, the Board of Directors shall suspend his voting privileges and declare his office vacated. The Executive Committee shall then be charged with filling the vacant position subject to By-law 9.1
- 9.4 The Board of Directors may,
- By a 75% vote, forthwith remove from office any appointed director for neglect of duty, or for conduct tending to impair such member's usefulness; for example "not meeting the responsibilities" of the position. This shall be done by way of a special meeting of the Board of Directors with formal notice given to all Directors
 - By a 75% vote, forthwith remove from office the President for neglect of duty, or for conduct tending to impair such member's usefulness; for example "not meeting the responsibilities" of the position. This shall be done by way of a special meeting of the Board of directors with formal notice given to all Directors
- 9.5 The Board of Directors, of the respective sport, will supervise the collection and authorize the Expenditure of funds of the PVMSA, provided that the funds coming into PVMSA will be allocated in accordance with the purpose so intended.

BYLAW X - BORROWING

- 10.1 For the purpose of carrying out its objectives, the Association may borrow, or raise or secure the payment of money in such a manner, as it deems appropriate, and in particular, by the issue of debentures. If the Board of Directors wishes to raise monies through a debenture, the decision must be ratified through Special Resolution of the members, then further approved and ratified by the board of the PVAS.

BYLAW XI - BANKING

- 11.1 All banking and reporting of activities thereof must be in accordance with PVAS bylaws
- 11.2 The Signing Officers of the Association for the purpose of drawing checks on the account or accounts of the Association shall be any two of the Executive Committee, Treasurer as approved by the Board of Directors. All cheques must have two signatures.
- 11.3 Any expenditures of greater than \$500 require the majority approval of the board of directors. All directors must be informed of these expenditures prior to the expenditure being made.
- 11.4 All bank accounts pertaining to Alberta Gaming Funds shall have 2 of the following 3 positions. (President, Vice-President, Treasurer, Secretary) All cheques must have 2 signatures.
- 11.5 All signing officers of the association must be able to be bonded

[Type here]

BYLAW XII - SEAL

- 12.1 The Board of directors may adopt a seal, which shall be the common seal of the Association.
- 12.2 The common seal of the Association shall be under the control of the Board of Directors, and the Board of Directors shall determine the responsibility for its custody and use from time to time.

BYLAW XIII - AUDIT

- 13.1 A person or firm qualified to do so as designated by the Board of Directors shall make an audit at the end of the fiscal year of the financial transactions of the Association if a resolution is tabled and passed by the board of directors
- 13.2 Requests for audit made by the PVAS must be honored

BYLAW XIV - AMENDMENTS

- 14.1 No amendments to the By-laws of the Association, whether by way of new provision, amended provisions, or to rescind any of the provisions in these By-laws, shall be made except at the Annual Meeting, or other general meeting of the association membership. Notice of any proposed amendments must be filed with the executive in writing at least ten (10) days prior to the meeting. The executive shall cause the contents of the resolution, or a summary thereof to be posted publicly with the notice of the general Meeting, or any other general meeting at which it is proposed to consider the resolution.
- 14.2 The Executive is empowered to amend or alter Rules & Regulations, Policy and Procedures, as required to conduct the affairs of the Association.
- 14.3 Amendments to Bylaws can only be ratified at an Annual or General or Special Meeting of the members.
- 14.4 Quorum for the amendment of bylaws shall be set at 25% of current registered members
- 14.5 A 2/3 majority of voting members present is required for the adoption of amendment(s)

BYLAW XV - MINUTES OF MEETING & OTHER BOOKS & RECORDS

- 15.1 The minutes of the meetings of the Association and of the Board of Directors shall be taken and prepared by the secretary. The secretary shall keep a record of all minutes arising out of meetings of the Association and the Board of Directors and shall have custody of all such minutes, as well as of other books, records, and documents of the Association.
- 15.2 After the minutes of a meeting are approved by the Board of Directors they shall be posted in a way determined by the executive.

[Type here]

BYLAW XVI - INSPECTION OF BOOKS & RECORDS

- 16.1 The secretary shall make available for inspection, the books, and records of the Association to a member of the Board of Directors at any time and to all other members of the Association in good standing at the Annual Meeting of the Association.

BYLAW XVIII - DISCIPLINE PROCEDURE & DISPUTE RESOLUTION PROCESS

- 17.1 General Policy-The PVMSA expects all participants to exhibit leadership qualities that promote player sportsmanship and decorum, as well as acceptable levels of propriety, towards opponents, game officials, spectators, teammates and team officials.

As such, standards of behavior should be clearly defined and maintained throughout the season, within a climate of mutual respect it is recognized, however that from time to time, sanctions may be necessary, from an external source, for behavior which transgresses acceptable standards. Such sanctions may be applied to any player, team official, team follower, parent, or member, and may take the form of:

- 1) A verbal reprimand
- 2) A written reprimand
- 3) A suspension
- 4) An expulsion

These sanctions may start at any of the above levels based on the severity of the incident

The PVMSA through its elected, or appointed officials, have the authority to discipline any player, team official, team follower, parent or member. The executive shall ensure that a written policy or regulations exist with respect to the application of discipline that ensures that each disciplinary incident is dealt with consistently within the process set out below:

Three different Discipline Stages are possible, namely:

- | | |
|-----------|----------------------|
| STAGE -1- | The Informal Process |
| STAGE -2- | The Formal Process |
| STAGE -3- | The Appeal Process |

The executive will make available a list of unacceptable behaviors and conduct that may result in discipline to board and general members. This list can be presented as part of a code of conduct.

17.2 STAGE 1 - THE INFORMAL PROCESS

17.2.1 STANDARD SUSPENSIONS

Where CHA current Rule book dictates a suspension for a player for a rule transgression, and game officials determine, by a write-up, that such a transgression took place, the coach in consultation with the President, as a matter of routine will implement the suspension

17.2.2 NON-STANDARD SUSPENSIONS

When incidents occur which may warrant disciplinary action, the coach(s) or director(s) shall report the incident as quickly as possible, and at least prior to the next game, for action.

17.2.1.1 The President and/or coach(s) and/or director(s) shall meet, investigate the incident, and determine the sanction to be applied. In investigating the incident, they may consult such game officials, players, parents or other observers that they may deem necessary to gain the relevant facts of the incident

17.2.1.2 The coach(s) implements the sanctions with player(s). A file must be created and established with the executive until the end of the season.

17.2.1.3 The director(s) implements the sanctions with parent(s). A file must be created and established with the executive until the end of the season

17.2.1.4 The President implements the sanctions with other members. A file must be created and established with the executive until the end of the season

17.2.3 APPEAL OF DISCIPLINE

Notwithstanding the above, should a coach, player, or parent feel that Stage 1 has not satisfactorily resolved the issue, it may be appealed to Stage 2 in writing. However, Stage 1 sanction remains in effect until Stage 2 is complete.

17.2.3.1 For incidents of a very serious nature, the Discipline Committee may elect to suspend the player(s) or member(s) indefinitely and proceed directly to Stage 2.

17.2.3.2 Any appeal of discipline must occur within 72 hours notification of the original discipline being communicated. The appeal must be in writing to the executive who acts as the Chairperson for Discipline, and must be accompanied at the time of submission by any formal process fees.

17.3 STAGE 2 - THE FORMAL PROCESS \$250.00 FEE

17.3.1 The executive, on receiving a written appeal accompanied by the appeal fee in the form of a certified cheque or money order shall convene a Discipline Committee Meeting. The Discipline Committee shall consist of 3 members of the board of

[Type here]

directors, the director from the Stage 1 decision will not be included, and is chaired by the *Vice President*. Where warranted by conflicts of interest existing with members of the board, the President may select summarily any member of the membership at large to fill the role of the board member(s). *Voting by the discipline committee chair must follow bylaw 6.10.7.*

- 17.3.2 The Discipline Committee shall establish a hearing and invite such persons as they deem necessary to provide information to the Committee.
- 17.3.3 The Discipline committee will evaluate if the reported offence did violate existing bylaws or policies.
- 17.3.4 The Discipline Committee shall, with all dispatch, render a decision and communicate that decision to the offended party. Such communication may be verbal at the outset but shall be confirmed in writing with copies logged with the PVMSA Executive
- 17.3.5 The Vice President reports the outcome of the hearing to the Executive Committee.
- 17.3.6 If the vice President is unable to fill the role of chair of the discipline committee within an appropriate timeline due to scheduling conflict, the vice-president can select another member of the executive to act as chair.

17.3.7 APPEAL OF DISCIPLINE

Notwithstanding the above, should a coach, player or parent feel that Stage 2 has not satisfactorily resolved the issue, it may be appealed to Stage 3 by writing to the PVMSA executive, requesting an Appeal to the decision. The appeal must occur within 72 hours of the decision being communicated.

17.4 STAGE 3 - THE APPEAL PROCESS \$750.00 FEE

- 17.4.1 The PVMSA treasurer on receiving a written request for an appeal accompanied by the appeal fee in the form of a certified cheque or money order shall place the item on the agenda for the next regular meeting of the PVMSA Executive, and inform the Executive committee Chairperson, and respective Division Director of its receipt.
- 17.4.2 The PVMSA Executive may provide up to thirty minutes of meeting time for the person making the appeal to state their case. After the statement has been given, the executive will discuss the case in private.
- 17.4.3 The PVMSA Executive shall render its decision by motion, and a simple majority of those members in attendance shall suffice.

The decision of the Executive Committee shall be final and binding on all parties, except for those avenues of recourse provided by Hockey Alberta, Hockey Canada and Baseball Alberta.

Without restricting the foregoing, the following general guidelines apply:

- a) First infractions by players will normally be satisfactorily concluded at Stage I
- b) Second infractions by players could proceed directly to Stage 2 under extreme circumstances.
- c) Infractions that involve coaches, team followers, or parents will normally proceed to Stage2
- d) Suspensions when applied to players shall specify:
 - the number of games to which the suspension applies, both league and exhibition, or
 - The time period for which the suspension applies
- e) Player suspension includes, but is not limited to, any activity in the bench area, prior to or after the specified games, or during the specified time period.
- f) Suspensions when applied to parents, coaches, or team followers shall normally restrict the access of those persons to dressing rooms, bench areas, and possibly spectator areas of arenas.

BYLAW XVIII - GRIEVANCES PROCEDURES

- 18.1 Parental, player, or team grievances shall first be presented to the team director in accordance with the grievance reporting policy
- 18.2 Issues that present a conflict of interest for the director or issues not resolved by the director shall be addressed to the Executive.
- 18.3 All Grievances shall be initiated in writing to the Executive.
- 18.4 Upon receipt of written notification of grievances the executive will determine if the matter warrants a hearing. Hearings shall be set within seven (7) days.
- 18.5 If it is deemed required by the executive, The President of the Association shall convene the Discipline Committee, bylaw 18.3.1. In the event of a conflict of interest, the Board of Directors will name another designate.
- 18.6 The decision of the Discipline Committee shall be given in writing within forty-eight (48) hours.
- 18.7 All decisions shall be subject to appeal to Hockey Alberta/Baseball Alberta as provided for in the Bylaws of Hockey Alberta/Baseball Alberta

[Type here]

BYLAW XIX - COURT AND LEGAL ACTION

All decisions shall be subject to appeal to Hockey Alberta/Baseball Alberta as provided for in Hockey Alberta/Baseball Alberta By-Laws.

(All People) by virtue and because of their status as such, agree that any recourse to the law court of any jurisdiction before all right and remedies as provided for by the Bylaws of the Association, Hockey Alberta, and the Canadian Hockey Association or Baseball Alberta have been availed of and utilized, shall be deemed by the PVMSA to be unsportsmanlike conduct enabling the Executive Committee/President to suspend and/or disqualify the said persons.

BYLAW XX - FISCAL YEAR

The fiscal year of the PVMSA shall commence the 1st of May of every year to and including the 30th day of April of the following year