

STANDING PROCEDURES
OF THE
PEMBINA MINOR HOCKEY
ASSOCIATION

REVISED 2013



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PREAMBLE

The Pembina Hockey Association is an incorporated society and was founded under the Societies Act of the Province of Alberta, RSA 1980 on 1986

The objectives of the Pembina Hockey Association are:

“To promote, govern, and improve minor hockey within the boundaries of the Pembina Minor Hockey Association, fostering a community spirit among members, supporters and teams to increase the interest in the game of hockey.

“The Pembina Hockey Association will strive to put the well-being of its minor hockey players foremost and will endeavor at all times to promote good sportsmanship and citizenship.”

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The following Procedures are established with respect to the on-going affairs of the Pembina Minor Hockey Association (PMHA). The Procedures may be amended by a majority vote of any regular or special meeting of the Executive Committee subject to ratification by the membership at its Annual General Meeting.

Procedure 100 – Governing Body

- a) The Pembina Minor Hockey Association shall be a member of Hockey Alberta

Procedure 101 – Rules and Regulations

- a) The Playing rules and regulations for the Pembina Minor Hockey Association shall be adopted as set out at the Annual General Meeting of Hockey Alberta.
- b) Only the Executive Committee or guidelines of Hockey Alberta may propose changes or amendments to the playing rules and regulations for the Pembina Minor Hockey Association. Members of the Pembina Minor Hockey Association must submit such proposed changes to the Executive Committee. The Executive Committee, subject to a majority vote, shall adopt these changes, as presented, at the next Annual General Meeting or Special General Meeting. The changes shall be ratified by the majority of the membership or the Pembina Minor Hockey Association in attendance, and provided a quorum is established.
- c) Pembina Minor Hockey Association maintains the right to refuse membership to anyone who has had conduct unbecoming of the Association and/or any with outstanding balances owing to Pembina Minor Hockey Association.

Procedure 102 – Dues and Fees

- a) Pembina Minor Hockey Association offers a payment plan for registration fees. This plan is designed to minimize financial burdens at the beginning of each hockey season
- b) The annual registration fee levied to each member by the Pembina Minor Hockey Association shall be such fee as is set from time to time by the Executive Committee, and shall be payable as deemed by the Executive Committee. If fees are not paid in full by the date set by Pembina Minor Hockey Association then there will be a \$100.00 late charge added to the fee.
- c) All members may be required to post a fee to cover ice time during the hockey season. The amount of the fee will be based upon the ice usage experience and may be changed from time to time. Outstanding fees must be paid within fourteen (14) days.
- d) Any bills outstanding beyond fourteen (14) days may be required to be paid by cash or certified cheque and shall incur interest at a rate to be determined by the Executive Committee from time to time.

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- e) Any member payments dishonored may be subject to a collection fee.
- f) If a person has given an NSF cheque, the Treasurer or Registrar has the authority to get the cheque certified.
- g) If there is a NSF cheque on record or any other monetary deficiency, then the party cannot be registered for the next year until they are clear on the books. If there is a controversy regarding team finances, the parties directly involved will be unable to associate with the Pembina Minor Hockey Association (e.g. coach, assistant coach, manager etc) until the controversy has been resolved.
- h) Special registration rates may be available to families registering 3 or more immediate family siblings. The Board of the Pembina Minor Hockey will evaluate such requests on a case by case basis. Any special rates will be in effect for the present hockey season and will be re-evaluated each hockey season.
- i) A fee break of \$100 shall be awarded for being an Oilers 50/50 volunteer, casino volunteer or an executive member per position or role, up to a maximum of a free registration. Attendance and involvement is a key requirement, an executive must attend at least the majority of meetings to receive the fee break. Effective April 1st 2013.

Procedure 103 – Refunds

- a) Refunds may be available from the Pembina Minor Hockey Association subject to a predetermined charge for each hour of ice time allocated as well as a 15% penalty on the remaining balance. The penalty may be waived for the following reasons:
 - i. Withdrawal due to injury or sickness preventing your child from participation in the program. (Doctor's certificate may be required).
 - ii. Transfer or relocation of place or residence outside the Pembina Minor Hockey Association boundaries. Legal documentation may be required to prove residence relocation. (i.e. lease agreement, mortgage documents, utility bills etc.)
 - iii. For the Pee wee, Bantam and Midget categories, if your child is successful in playing at a higher level of hockey, i.e. "AAA" or "AA"
 - iv. In the case that Pembina Minor Hockey Association must release a player, i.e. more goaltenders than teams, then a full refund will apply
- b) Refunds for any other reason can only be given with the Board approval; the refund amount will be pro-rated and subject to a fifteen percent (15%) penalty.

Procedure 104 – Exhibition Games

- a) PMHA will pay for two Exhibition games per team per year. Any requests for more must be brought forth to the board for acceptance.

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Procedure 105 - Suspensions

- i. The Discipline Committee shall have the power to suspend or discipline any coach, manager, player, trainer, referee or other official under the jurisdiction of the Pembina Minor Hockey Association, such a suspension to be effective until dealt with by the Discipline Committee within seventy-two (72) hours of the suspension for.

Procedure 106 - Discipline Committee

- a) Committee shall be in place prior to league start up
- b) Shall include 5 Board members:
 - Vice-President
 - Game and Conduct Director
 - Independent Board Member(s)
 - President (non-voting except in tie)
- c) Shall act on conduct of:
 - Any member of the Pembina Minor Hockey Association
 - Coaches – assistant coaches
 - Managers
 - Players
 - If deemed necessary, parents
 - Board members
- d) Shall have a follow up procedure
- e) Discipline Committee may suspend any player.
- f) Above any suspension levied by the league.

Procedure 107 - Game and Conduct Committee

- a) Committee shall be in place prior to league start up
- b) Shall include [5] board members
 - Vice – President
 - Game and Conduct Director
 - Independent Board Member[s]
 - President [non-voting except in tie]
- c) Shall act on conduct of:
 - Any member of the Pembina Minor Hockey Association
 - Coaches – assistant coaches
 - Mangers
 - Players
 - If deemed necessary, parents
 - Board members
- d) Shall have a follow up procedure
- e) Game and Conduct Committee may suspend any player above any suspension levied by the league.

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Procedure 108 – Coaching and Managing Limitations

- a) The coach, assistant coach and manager shall assume the responsibility for the conduct of their players and team officials. Coaches are ultimately responsible for team uniforms.
- b) Whenever possible all coaches and managers shall be limited to handling no more than 1 team at a time in any hockey season
- c) PMHA Grievances shall be handled: (**in this order, AFTER the 24hr cool-down**):
 - a. Parent Representative (who is voted in by parents)
 - b. Team Manager
 - c. Coach
 - d. Game and Conduct Director
 - e. Vice-President
 - f. President
- d) All complaints or problems will be submitted in writing within 4 days in the order stated in sub section (c).

Procedure 109 – Public Buildings

- a) All teams and officials are warned relative to unbecoming conduct and causing damage to arenas in which they play. Teams or individuals offending in this respect may be suspended pending a disciplinary hearing from further competition and may also be assessed with any relative expense.
- b) All dressing rooms will be left neat and tidy. A team official of adult age will be in attendance in the room when players are in attendance. As per Hockey Alberta directive there shall be either: A team official, executive member or an appointed parental supervisor aged eighteen (18) or older remembering the “two-deep rule” (always maintain two supervisors if possible).

Procedure 110 – Smoking, Swearing, Alcoholic Beverages and Drugs

- a) Smoking, swearing, or cursing is prohibited in the dressing room and on the players’ bench by team officials and players. Profanity should not be used in any arena where children are in attendance. Public displays of any such conduct may result in suspension or revoking of membership.
- b) The use of alcoholic beverages or drugs by team officials or players prior to or during an official function of the Pembina Minor Hockey Association is prohibited.

Procedure 111– Eligible Players

- a) All players must register in the category relevant to their age. Special circumstances will only occur when the skill level is well above/below

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that which the Pembina Minor Hockey Association age category states. Over age players need to apply by filling out proper paperwork found on Hockey Alberta Website. Team affiliation is reviewed on a yearly basis and is submitted to the league prior to the date set by the league. Under age players can only play at a higher level if he/she is affiliated or meets the following criteria: Has the ability to play at the higher level safely and be evaluated in the top half of team by President, Coaches. This player must have a signed letter by the child's guardian[s]. Unless necessitated to make a complete team.

b) Affiliation-

PREAMBLE:

It is understood that the primary purpose of affiliation is for player development. It is further understood that due to the size of PMHA, affiliation is typically necessary to ice the desired number of players to a) meet league required minimum skaters and b) remain competitive and c) not place undue stress/strain on the team requiring the affiliated player due to shortage of players. Hockey Alberta affiliation rules take precedence and the following procedure is meant to be in addition to Hockey Alberta rules and not in place of.

PROCEDURE:

When a coach wants to use an affiliate player in a game, the coach must inform the players' regular team coach and get approval, **BEFORE** making contact with the player and asking the player to come up. If for some reason approval is not granted, the upper level coach may start the dispute resolution process.

As much as is practicable, affiliate players should be rotated into the higher team's roster equally (ie. the same affiliate player should not be called up by the higher category team every time an affiliate player is needed). Through collaboration between the upper and lower coaches, the affiliated players capable of playing at the higher level can be ascertained.

Affiliated players will attend their games with their regular team on a priority basis prior to consideration for an affiliated game. This procedure will not be subject to the dispute resolution process.

At the discretion of the upper level coach, affiliated players must attend at least one practice at the upper level prior to consideration for play in a game.

Affiliation is a complex matter that is best discussed with the President. Providing affiliation has been properly filed, an affiliated player may play with the hockey team to which the player is affiliated up to a maximum of ten (10) games. Note that Novice affiliation has its own unique rules. Also be aware that the 1660 league has its own rules on affiliation that must be followed. Accordingly, it is at the discretion of the lower level coach as to whether permission will be granted to play where this rule may come into effect and as such, this decision is also not subject to the dispute resolution process.

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Coaches and players who violate this PMHA policy will be subject to disciplinary action as set by the board.

DISPUTE RESOLUTION:

When a lower coach will not give permission to an upper coach and all both coaches have REASONABLY attempted to resolve the issue on their own, the dispute resolution process will come into play. Please note this process will not be utilized for the above noted exceptions. The upper coach will contact the president of PMHA who will then strike an independent committee of no less than 3 and no more than 5 board members to review the case. Both coaches will be given reasonable opportunity to state their case. The committee can then review the case and pass a binding resolution.

Procedure 112 - Injuries

- a) In the event a parent or responsible adult is not available, carded safety person for the team or their delegate shall be responsible to see that injured players receive medical attention and a Hockey Alberta injury report form is forwarded to the Executive of Pembina Minor Hockey Association.

Procedure 113 - Promotions

- a) Any Pembina Minor Hockey Association team or group wishing to raise funds must submit a request in writing signed by the team manager and a responsible parent to the Board for approval, such approval not to be unduly withheld. The Pembina Minor Hockey Association Treasurer and the team manager shall control all funds raised or collected. The team manager responsible for the promotion must submit a financial statement subject to an audit.
- b) Signs on the walls of the arena will be leased out every year, billed out January 1st of the current hockey season by the Fundraiser. The price of ad-boards on the wall is: Initial purchase of the sign plus \$250 for a maximum 4'X8' space. On-ice ad-boards are; initial purchase of the sign and \$100 per linear foot per year. Any costs associated to the ice level signs are the advertiser's responsibility. Any sign board that is unbecoming may be taken down on decision from the BOD.
- c) Advertising on the PMHA website will be \$250 per calendar year per ad placement.

Procedure 114 - Purchasing of Team Jackets and Other Apparel

- a) A request for the purchase of team jackets and other official apparel shall be submitted and approved by the Board of the Pembina Minor Hockey Association.

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- b) Pembina Minor Hockey will purchase one set of Name Bars for each player that is registered with PMHA.

Procedure 115 - Sponsorship

- a) All equipment purchased by or for a sponsor shall become the sole property of the Pembina Minor Hockey Association subject to all rules and regulations and be of a type and standard approved by the Pembina Minor Hockey Association.
- b) The Association undertakes to maintain all equipment in a proper state of repair, cleanliness and storage during the term of the contract.
- c) All color combinations, designs, qualities and quantities must have the approval of the Association Board of Directors.

Procedure 116- Donations

- a) The Pembina Minor Hockey Association will coordinate donations to ensure that corporate solicitations will benefit the entire Pembina Minor Hockey association.
- b) All donations must be reported to the Treasurer of the Pembina Minor Hockey Association where as a proper receipt from the Association shall be given. The intent is to ensure that donations are noted and appropriate receipts and thank you letters can be written promptly.
- c) All teams will submit a fund raising budget to the board of The Pembina Minor Hockey Association.

Procedure 117 - Tournament Funds

- a) All proceeds from hosted tournaments will be turned over to the Pembina Minor Hockey Association.
- b) All profits from hosted tournaments will be awarded in full to the team. Any balance at the end of the season (April 15th) will be forfeited to the PMHA general account. Unless an alternate date has been granted by the Board.
- c) The team manager is responsible for the Tournament proceeds/profits must submit a financial statement subject to an audit.
- d) Funds will be withheld until raffle paperwork is deemed complete by AGLC.

Procedure 118 - Equipment

- a) Equipment may only be worn during official Pembina Minor Hockey Association activities unless approval is given in writing.
- b) Each team will be responsible for the replacement costs of any equipment that has been lost or damaged through neglect.

NOTE: Game jerseys and socks may only be worn during scheduled games or official Association activities. Not to be worn at practices or for other hockey leagues. All jerseys are to be kept in the control of the team manager or the coach.

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- c) PMHA will supply teams that win Provincial banners as required, if Hockey Alberta or Provincial tournament organizers do not supply. Banner to be raised to the roof in the off season.

Procedure 119 - Board Member Integrity

- a) To guarantee the undisputed integrity and public image of the Pembina Minor Hockey Association, members of the Board of Directors will display consistently high moral and ethical standards in the conduct of their duties. In pursuit of these high standards, Board members who, by virtue of their position either on the Pembina Minor Hockey Association Board or other public association, encounter opportunities to allocate discretionary funds, equipment or general value of any kind, will advise the Board of Directors of the nature of this opportunity and their intentions at the next regularly scheduled Board meeting. Approval for allocation of these funds, equipment or general value and the method of distribution will be determined solely by majority Board member vote.
- b) Any Board of Director member of the Pembina Minor Hockey Association cannot act as an official with any other Hockey Association in competition against the Pembina Minor Hockey Association.
- c) Board Members of the Pembina Minor Hockey Association should not accept any official position with any team without prior consent from the Board of Directors.

Procedure 120- Board Members Duties

1) President

- a) Shall be the Chief Officer and principal spokesperson for all contracts, leases, agreements, etc. made out in the name of the Association.
- b) Shall be the primary signing authority for all contracts, leases, agreements, etc. made out in the name of the Association.
- c) Shall be the accredited representative who carries the vote for the Pembina Hockey Association to the meetings of the parent Hockey Association.
- d) Shall chair all meetings of the Board, The Executive Committee and other meetings as deemed necessary for the proper functioning of the Association.
- e) Shall only have a casting vote (a deciding vote of the presiding officer made when the other votes are equally divided)
- f) Shall ensure that duties of unfilled board positions are appropriately redistributed among the remaining board members to ensure all required duties of the BOD as a whole are being performed.

2) Vice President

- a) Shall act as the President in the absence of the President

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3) Secretary

- a) Shall attend, record and distribute accordingly, the minutes of the meetings of the Association.
- b) Shall take receipt of minutes of other Association Committees and document them for the record.
- c) Shall have charge of all correspondence of the Association.
- d) Shall issue notices of all meetings of the Membership, Board of Directors and Executive Committee, as necessary.
- e) Shall have charge of the "Seal of the Association" which, when used, shall be authenticated by the signature of the President and the Secretary.

4) Treasurer

- a) Shall receive and account for all monies to and disbursed by the Association.
- b) Shall be responsible for all monies in whatever financial institution the Board may order.
- c) Shall present a detailed account of receipts and disbursements to Board Monthly.
- d) Prepare for submission to the membership at a Special General Meeting called for that purpose, a statement which is duly audited, of the financial position of the Association.
- e) Shall coordinate budget preparation from the committees.

5) Past President

- a) Shall provide continuity to the Board
- b) Shall be the Nomination Committee Chairperson in preparation for the annual elections of the Board.
- c) Shall hold this position until a new President is elected.

6) Game and Conduct Director

The Game and Conduct Director will be responsible for the risk management of the Association, and ensure that all members and players of the Association adhere to all rules and regulations as set out by Hockey Alberta. The Game and Conduct Director will chair or appoint a chair for all disciplinary hearings for the Association, unless he/she is involved in the disciplinary action. The Game and Conduct Director will ensure he/she is familiar with the guidelines set out by Hockey Alberta and will maintain and update the reference manual as required. The Game and Conduct Director will answer to the Executive prior to disclosing any information to the Board or General Membership.

- a) Receive all incident reports
 - I. Verbal, which are recorded

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II. Written submissions via Hockey Alberta

III. Reports submitted via Hockey Alberta

- b) Copy all incident reports to the PMHA, upon completion of an Executive review of the report.
- c) Be the official “first contact” of the PMHA on any incident reports.
- d) Respond to the complainant within 48 hours.
- e) Accountable to the Board for reporting the status on all incident reports received during the season, reports in progress and reports completed, resolved and closed out. It is not a requirement to report on the specifics or the individuals involved in the incident to the Board, just the status – i.e. open, closed resolved, changes to policies.
- f) Maintain strict Confidentiality.
- g) Maintenance of an incident report log documenting:
 - The incident description and date received
 - The resolution and date resolved
 - Person reporting
 - All personnel involve in the incident
- h) Conduct an investigation into the incident and ensure that the issue is addressed by coordinating the team Parent Reps, Team managers, coaches, the complainant and the person(s) responsible to reach a resolution. This may also involve the PMHA executive meeting to determine any necessary action.
- i) The investigation must be conducted within 72 hours or receiving the report and closure of the report within 5 working days. All incidents must be closed out.
- j) Referee issues will be handled by the appropriate referee zone association. All referee issues will be followed up and reported to the PMHA Executive.
- k) Will act as an advisor to the Executive regarding consequences for Incident and report outcomes.
- l) All reports will be in writing and submitted to the Executive of PMHA

7) Director of Equipment

The equipment director shall be responsible for preparing an inventory of all equipment, recording the condition and location of all said equipment, cleaning and repairing of all equipment, assignment of locker space. Prior to purchasing of any new equipment the equipment director will seek approval from the BOD. Duties and responsibilities may be, with the approval of the Officers, added to at any time throughout the hockey season.

8) Director of Publicity and Special Events

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The Director of Publicity and Special Events shall be responsible for all public relations work on behalf to the Association, all media contact (securing coverage for all events from the local "Reporter", assisting in all announcements through newspapers, radio and television). The Director of Publicity and Special Events will be responsible for the organization and administration of a method of gathering, recording, and reporting statistics and the distribution of articles to the general public. The Director of Publicity and Special Events shall also be responsible for Minor Hockey Week and Special tournaments will come under his/her control and will work in conjunction with other committees i.e. scheduling, coaches, referees, etc. in regards to these two events. The Director of Publicity and Special Events shall be responsible for soliciting sponsorships and donations for either capital or general revenue. The Director of Publicity and Special Events shall be responsible for the organization of the annual hockey banquet and trophies. Duties and responsibilities may be, with the approval of the Officers, added to at any time throughout the hockey season. Budget for Parade spending is \$500 per year. Budget for advertising is \$800 per year.

9) Ice Scheduling Director

The Ice Scheduling Director shall be responsible for the scheduling of all games and practices in pre-season and league play, the scheduling of all special events that require ice time, and the scheduling of play offs and Provincial play-downs. The Ice Scheduling Director shall also keep track of unused ice time and see that it does get used. Duties and responsibilities may be, with the approval of the Officers, added to at any time throughout the hockey season.

10) League Representative Director

The duties of the League Representative Director will be to find people to attend respective league meeting or to attend himself and report back to the Association. Is the contact person from our association to the league chosen by the BOD. Must fulfill (or find someone to fulfill) any duties required by the league (Tier Governor).

11) Registration Director

The Registration Director shall be responsible for registration of all players under the jurisdiction of the Association. The Registration Director, in cooperation with the Treasure shall oversee and record the registration within the Association and Hockey Alberta. Any Pembina Minor Hockey player who has not completed all obligations for the previous hockey year will not be allowed to re-register. Anyone who is delinquent in any way to Pembina Minor Hockey will not be issued their

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release or be allowed to re-register with Pembina Minor Hockey until such debts, have been cleared. Shall be responsible to ensure that all PMHA team staff possess the appropriate certification requirements (i.e. coach levels, safety levels, checking clinics etc.). The Registration Director shall also be responsible to ensure that all team reps (coaches and managers) perform a criminal record background check and provide it to the BOD at the commencement of the season.

12) Hockey Development Director

1. Attend monthly Board meetings.
2. Coordinate all clinics.
3. Review developments in hockey.
4. Assist in coaches development
5. Provide a focal point for coaching resources
6. Ensure all coaches have proper certification
7. Ensure proper personnel in place with Safety and Respect In Sport certification.
8. Review market for new training and development material for coaches and players.
9. Submit budget to the Board for approval for development for the upcoming season.

13) Communication Director

Shall notify (email/call) PMHA members of meetings, prepare list of volunteers for odd jobs and general communication to all PMHA members.

14) Referee in Chief

Ensure all games are officiated by competent, responsible refs. Arrange training programs for all referees. Schedule and assign referees to PMHA hockey games. Work with surrounding associations to allow our referees a chance to develop by working more games.

15) Fundraiser

Shall organize all fundraising events for PMHA. Shall obtain all licenses necessary for AGLC. Shall organize volunteers for fundraising events. Shall submit invoices to our advertisers (sign boards and website ads) on January 1st.

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Procedure 121- Referees

- a) Only certified referees with Hockey Alberta will be allowed to officiate any game involving teams of the Pembina Minor Hockey Association. With the exception of Initiation, where the R.I.C. may appoint a capable candidate.
- b) Referees will be paid at the rate specified by the parent referee zone committee. This will also include mileage rates where applicable. Mileage is only paid if they are travelling from outside a twenty [20] km radius of Evansburg.