

**THE
PONOKA
MINOR HOCKEY
ASSOCIATION
BYLAWS**

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THE PONOKA MINOR HOCKEY ASSOCIATION ASSOCIATION BYLAWS

BYLAW I – INTERPRETATION

1.1 In these Bylaws and Regulations, unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.

1.2 When constructing these Bylaws and Regulations, reference shall be made to the *Societies Act*, and the Bylaws, Rules and Regulations of Hockey Alberta, and Hockey Canada. Words and expressions used in these Bylaws 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 References to the “Association” in these Bylaws refer to the Ponoka Minor Hockey Association (PMHA).

1.4 The Association, as a member of Hockey Alberta and affiliated with Hockey Canada, shall conform and comply with the Bylaws, Rules and Regulations as set forth by Hockey Alberta and Hockey Canada respectively.

1.5 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 arises when a board member is or may be in a position to influence a specific hockey 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 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:

- Discussions regarding a spouse or child, and
- Discussions regarding suspendable offences
- Discussions regarding tiering evaluations/results
- Discussion regarding team related on ice or off ice incidents.

BYLAW II - NAME OF ASSOCIATION

2.1 The name of the organization will be "THE PONOKA MINOR HOCKEY ASSOCIATION", hereafter referred to as PMHA.

BYLAW III – Reserved

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 has paid or has had paid for him/her the annual membership (registration) fee and/or:

4.2.1 Has reached the age of eighteen years, and is a resident of Ponoka as defined by 4.5 & 4.6,

4.2.2 Has been approved as a member by the Board of Directors, or

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 PMHA.

4.3 The annual membership fee shall be an amount as to be determined from time to time by resolution of the Board of Directors.

4.4 A person shall cease to be a member of the Association:

4.4.1 Upon failure or refusal to pay the annual membership fee, or

4.4.2 Upon notification in writing to the Board of Directors of his/her withdrawal from membership, or

4.4.3 When he/she is expelled from membership in accordance with these Bylaws.

4.5 A RESIDENT shall:

4.5.1 reside within the Town of Ponoka, or

4.5.2 reside in the geographic area, which has been identified as the boundaries of PMHA and recognized by Hockey Alberta.

4.6 A Non-Resident:

4.6.1 Is not a member of PMHA and does not reside in the Town of Ponoka or geographical area.

4.6.2 Any player, who wishes to play within the PMHA, must comply with Hockey Alberta Bylaws and Regulations.

4.6.3 May be subject to a Non-Resident fee, which will be determined on an annual basis by the PMHA Board of Directors.

4.7 Any member may resign from the Association at any time by notifying the Registrar And/or Treasurer in writing; however, an administration fee may be charged.

4.8 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 at the Annual General Meeting, unless the member wins a successful appeal. An administration fee may be charged.

4.9 Any member who has been requested to resign may exercise the right to appeal the decision provided the written request is received by the Vice President 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.

4.10 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.

4.11 Any member who ceases to be a member, and/or is expelled and/or is indefinitely suspended and/or has a current defined carry over suspension from Hockey Canada and/or Hockey Alberta and/or the Association shall forthwith forfeit all rights and interests arising from, or association with, membership in the Association. This shall include but not be limited to the suspended or expelled member cannot coach or manage a team, be nominated for and/or hold an elected or appointed position on the board of directors or vote at the AGM until the suspension is served or waived upon successful appeal.

4.12 The member can be expelled, or suspended for a time frame deemed appropriate, by the President and/or Discipline Committee and ratified by the Board of Directors.

BYLAW V - MEETINGS

GENERAL MEETINGS

5.1 The Annual General Meeting (AGM) of the Association membership shall be held in the Town of Ponoka, during the period April 1 and September 30, inclusive, in each year.

5.2 Meetings of the Association membership:

5.2.1 Shall be at the call of the President;

5.2.2 When required or desired the Board of Directors may call a meeting of the Association membership; or

5.2.3 At the written request from one third of the Association membership in good standing, a special meeting shall be convened. The proceedings of such a meeting shall be confined to the matters specified in the request.

5.3 Notice of PMHA Annual Meeting or any Special General Meeting will be given in writing at least 14 days in advance of the meeting.

5.4 Upon instruction from the President, the Secretary shall notify the appropriate members of the time and place of each meeting. Notification may be by phone or posting of notices on public notice boards, or in the local newspaper, or by other methods deemed appropriate by the Board of Directors.

5.5 A Quorum for the Annual General Meeting or Special Meeting shall consist of not less than twenty

(20) members in good standing.

5.6 The President shall chair all meetings. In the event the President is unable to fulfill this responsibility, the Vice-President will fill in.

5.7 At any annual or special meeting of the PMHA, 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 Treasurer;
- Report of the Committees;
- New Business;
- Elections;
- Adjournment.

5.8 Business will be conducted by following Roberts Rules of Order

5.9 The President may, when deemed necessary, invite any member, or non-member to any meeting of the Association, to address a particular subject on the agenda

5.10 Voting on any issue arising at Meetings of the Members shall be decided by a simple majority of the members present in person (a minimum of 20 members is required in attendance). Each eligible member in attendance is entitled to only one vote per issue, regardless of the number of positions they may occupy on the Board of Directors or other committees. There shall be no proxy votes. The Chairman of any meeting is not entitled to vote on an issue, unless it is to break a tie.

MEETINGS OF THE BOARD OF DIRECTORS

5.11 Meetings of the Board of Directors:

5.11.1 Shall be at the call of the President

5.11.2 Shall be held and at least once every month except for the months of June & July unless required by the president or board. The Board may decide to meet more than once every month.

5.11.3 At the request of three members of the Board of Directors, the President shall convene a special meeting of the Board of Directors. The proceedings at such a meeting shall be confined to the matters specified in the request.

5.11.4 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.

5.11.5 A quorum for the transaction of business shall consist of not less than sixty percent (60%) of members of the Board of Directors. Only members of the Board of Directors, present in person, are eligible to vote.

5.11.6 The President is entitled to invite any member to be present or to make presentation to the Board when deemed necessary.

BYLAW VI - THE EXECUTIVE & BOARD OF DIRECTORS

6.1 The Board of Directors shall consist of the following positions:

- President
- Vice President
- Past President
- Secretary
- Treasurer
- Equipment Director
- Ice Scheduler
- Referee Director
- U5 – U9 Director
- U11 – U13 Director
- U15 – U18 Director
- Female Hockey Director
- Registrar
- Public Relations Director
- Fundraising/Tournament Director

BYLAW VII – DUTIES & POWERS OF THE BOARD OF DIRECTORS

7.1 The Board of Directors shall have the power to appoint to any vacant Director position. That appointee will hold that office until the next AGM unless deemed otherwise by the Board of Directors. The appointment must have eighty percent (80%) support of all Board members in attendance, before the appointment can be ratified.

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

7.3 The Board of Directors will have the power to impose and enforce penalties for violation of the Bylaws or Regulation & Rules of the PMHA.

7.4 The Board of Directors shall be elected at the election meeting of the Association membership, also known as the Annual general Meeting.

7.5 All Directors are elected for terms of three years effective the 2023-24 season.

7.6 One half of the Board of Directors will be elected on alternating three year terms.

7.7 The President and Vice-President shall be elected to a three-year term with the President serving no more than two consecutive terms.

7.8 Each member of the Board of Directors shall be elected or appointed to hold office until the conclusion of his/her term. If any member of the Board of Directors resigns his/her office, or ceases to be a member of the Association or without reasonable excuse absents herself/himself from 80% of annual Board of Directors meetings and/or three consecutive meetings of the Board of Directors, or be suspended or expelled from the Association, the Board of Directors shall declare her/his office vacated. The Board of Directors shall then be charged with filling the vacant position subject to Bylaw 8.1

7.9 Unless authorized by any meeting of the Board of Directors, no volunteer member of the Association shall receive any remuneration for her/his services.

7.10 The Board of Directors shall have the authority to appoint any committee as deemed necessary.

7.11 There shall be no remuneration for any member of the Board of Directors of the Association. A Director may be reimbursed for reasonable out of pocket expenses incurred on behalf of the Association, providing a majority vote of eighty percent (80%) of the Board is made prior to there being expenses incurred.

7.12 The Board of Directors may, by a two-thirds (2/3) vote, forthwith remove from office any member of the Board for neglect of duty, or for conduct tending to impair such member's usefulness; for example "not meeting the responsibilities" of the Position.

7.13 The Board of Directors will supervise the collection and authorize the expenditure of funds of the PMHA provided always that funds coming into the PMHA will be allocated in accordance with the purpose so intended.

7.14 The Board of Directors shall develop policies and procedures for the management and operations of the Association.

7.15 The Board of Directors will interpret, define and explain all provisions of the Bylaws, Policies, Procedures and Regulations of the Association.

7.16 The Board of Directors will adjudicate all disputes between members.

7.17 The Board of Directors will appoint all delegates to attend all meetings of the members of Hockey Alberta, Zone Meetings and League meetings.

7.18 Where the President or Vice President is unavailable to Chair a meeting, the members present can nominate a Chairperson for the purposes of a meeting. This can only be done after fifteen minutes has passed from the "call of the meeting".

BYLAW VIII – DUTIES AND POWERS OF THE PRESIDENT

8.1 The President will have the power to suspend summarily, any player, coach, trainer, or manager of any team under the auspices of a member of the PMHA for conduct, on or off the ice, for abusive language to any Association member, or for any other infraction, in the sole discretion of the President, deemed to be detrimental to the representation and/or reputation of the PMHA. Such suspension is to be effective until dealt with by the Discipline Committee within a reasonable period of time, as determined by the Chairman of the Discipline Committee.

8.2 The President shall also have the power to prevent summarily any spectator from viewing any game or other activity, or to enter a facility to view such games or activity falling under the auspices of Ponoka Minor Hockey Association for any conduct, which in the sole discretion of the President is deemed to be unbecoming or detrimental to the Association.

8.3 Further the President shall have the power to suspend summarily the player, coach, team official or the team to which the spectator is affiliated. Such suspension to be effective until dealt with by the Discipline Committee within a reasonable period of time, as determined by the Chairman of the Discipline Committee.

8.4 The President may delegate this authority to such Association Directors, officials or Committees as s/he designates.

8.5 No person may be elected President unless that person has served as a member of the Board of Directors for a period of not less than two years, with the exception made when there is no present board member able to make that commitment.

8.6 The President, within the jurisdiction of the Association, shall:

8.6.1 Be a signing officer for the Association,

8.6.2 Shall be elected for a term of three years, for a maximum of two consecutive terms

8.6.3 Exercise the powers of the Board of Directors, in case of emergency,

8.6.4 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 Board of Directors,

8.6.5 Sit on committees as an ex-officio voting member,

8.6.6 Generally manage and supervise the affairs and operations of the Association, and

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

BYLAW IX - DUTIES OF THE VICE PRESIDENT

9.1 No person may be elected a Vice-President unless that person has served as a 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. In the absence of the President, or in the event of her/his inability to act, the Vice-President shall first have and exercise all the powers, authority and restrictions of the President. The Vice-President will be appointed and ratified at the next Board of Directors meeting.

9.2 The Vice President is the Chairperson of the Discipline Committee.

BYLAW X – JOB SPECIFICATIONS OF THE EXECUTIVE BOARD

PRESIDENT

See BYLAW VIII for Duties and Powers of the President

- Voting position in case of a tie
- Shall provide leadership to the PMHA and shall preside at all meetings of the Members and the Board of Directors
- Sign as a signing officer all legal documents of the Association
- Represent the Association before the public, Town of Ponoka Council, Hockey Alberta or other bodies of business that concern the Association.
- The President shall generally manage and supervise the affairs and operations of the PMHA
- Chair all board meetings, including the Annual General Meeting (AGM)
- Act as an ambassador representing the Association to all other associations, organizations and members of the public
- Be one of two HA signing authorities regarding player movement
- Attend PMHA Board Meetings
- Carry out other duties as assigned by Executive Board
- Assist with tasks and events as needed (parades, Awards Banquet, etc.)

VICE PRESIDENT

See BYLAW IX for Duties and Powers of the President

- Voting position
- CAHL Director
- Assist coaching coordinators, team managers, coaches, players with Hockey Alberta, CAHL or PMHA rules, Bylaws, policies and procedures.
- Support coaching directors at the beginning of the season to ensure that pre skate and evaluation dates are scheduled appropriately
- Review and have a working knowledge of PMHA Bylaws, PMHA Policies and Procedures, CAHL Policies and Procedures, and Hockey Alberta rules, as well as know how to locate additional information as needed
- Attend Monthly CAHL director meetings as the PMHA representative and bring information back to be shared at next PMHA board meeting
- Complete CAHL-related declaration forms
- Organize meeting for managers/treasurers at the beginning of each year to provide information and to set expectations for the year
- Support the PMHA secretary to ensure that all coaches and on ice helpers have their criminal record check and child intervention checks completed on time as per PMHA Policy and Procedure
- Review Hockey Alberta and CAHL suspensions for PMHA and forward these to the respective Director and team manager.
- Find Jersey Sponsors each year
- Attend PMHA Board Meetings
- Carry out other duties as assigned by Executive Board
- Assist with tasks and events as needed (parades, Awards Banquet, etc.)

SECRETARY

- Voting position
- Provide reminders to board members prior to board meetings.
- Prepare monthly board meeting agenda
- Record monthly board meeting minutes
- Provide the Public Relations Director with copies of the approved meeting minutes for the PMHA website
- Keep organized records of all meeting minutes, agendas, approved coaching staff
- Notify and communicate with team managers re: sanctions applications / approvals
- Apply for sanction/permits (tournaments, exhibition games, travel permits, off season events)
- Provide letters and guidance to all coaches and on ice helpers regarding how to obtain Criminal Record Checks and Child Intervention Checks.
- Collect and record coaches/on ice helpers record checks and update the PMHA board; provide reminders to coaches as needed
- Answer and/or redirect any general questions emailed to the PMHA secretary
- Provide a copy of meeting minutes from the previous year's AGM.
- Prepare the agenda for the AGM
- Record meeting minutes for the AGM.
- Sign checks for PMHA
- Book and organize annual team photos
- Attend PMHA Board Meetings
- Carry out other duties as assigned by Executive Board
- Assist with tasks and events as needed (parades, Awards Banquet, etc.)

TREASURER

- Voting position
- Handle all income and outgoing cash flow for the association
- Meet with the bank to set up all signing authorities for the main PMHA account
- Attend / facilitate an initial meeting with all team treasurers to provide information / orientation to the role
- Communicate the team budget policy to all treasurers. Ensure these are submitted and reviewed and are in accordance with the Team Budget and Fundraising policy
- Liaise between the bank and all team account Treasurers to set up new signing authorities for their cheques. Obtain updated forms from the bank for new treasurers to complete
- Liaise with the Executive board regarding yearly spending and goals in order to prepare the annual budget for the association by September 15th of each year
- Completed the annual return
- Provide monthly up-to-date Profit Loss Reports, Balanced Sheets, and Income / Expense reports to the Board prior to each board meeting
- Provide board with bank account balances for both the Community and Raffle Accounts
- Monitor and renew GIC's under PMHA
- Keep electronic copies of all invoices and bills
- Write, deliver, and mail all cheque payments to suppliers
- Entering all expenses in accounting software, along with attaching the electronic bill/invoice in the transaction.
- Monthly bank reconciliations
- Invoicing CAW and CAS or other ice users for ice rented/used from PMHA
- Invoicing Teams that host tournaments for expenses as per PMAH policy

- Ordering cheques from the bank
- Picking up mail weekly
- Monitor the account for incoming funds coming in from companies to be distributed to Teams of the employee's choice
- Support team treasurers to ensure processes are followed.
- Ensure team accounts are left in good standing at season end
- Communicate with the PMHA accountant to do reviews and help with year-end financials.
- Work with the Registrar to monitor and record all incoming registration payments
- Be one of the signing authorities on the bank account
- Managing all incoming cash; to be tracked through a reconciliation form
- Attend PMHA Board Meetings
- Carry out other duties as assigned by Executive Board
- Assist with tasks and events as needed (parades, Awards Banquet, etc.)

ICE SCHEDULER

- Voting Position
- Coordinate ice times for all Ponoka Minor Hockey Association teams
- Be familiar with the CAHL, RMHL, Hockey Alberta and Hockey Canada Bylaws and Regulations
- Once teams have been registered, organize a season-long schedule for the respective teams ensuring a balance of ice allotment from team to team
- Responsible for the acquisition and scheduling of ice times as it relates to tryouts, games, tournaments, practices, and clinics
- Report/track and approve any ice usage to the PMHA Treasurer via spreadsheet
- Work in conjunction with all managers and coaches to ensure available ice is used.
- Ensure a schedule of games and practices is posted on the PMHA website
- Responsible for all PMHA ice scheduling for practices, special events, tournaments and for communicating all such scheduling to the team and managers and others as directed by the Executive Board
- Responsible for scheduling ice with the Town on behalf of the Ponoka Minor Hockey Association, according to the ice purchase objectives set forth by the Executive Board
- Attend ice user meetings as scheduled by the Town
- Attend PMHA Board Meetings
- Carry out other duties as assigned by Executive Board
- Assist with tasks and events as needed (parades, Awards Banquet, etc.)

REGISTRAR

- Voting position
- Attend policy revision meetings, and disciplinary meetings as required.
- Ensure PMHA Executive Contact Information is correct for Hockey AB / CAHL
- Set up a registration system each year
- Track all registrants, ensure they have RIS Parent completed
- Facilitate and request all transfers and needed documentation as per PMHA and HA requirements
- Be one of two HA signing authorities regarding player movement
- Be familiar with HA and PMHA policy regarding releases and transfers and assist parents to navigate processes

- Provide the board with updated registrant lists (in the spring and summer, every few weeks), in fall, almost daily
- Provide each division director with contact information for all parents in their divisions, updated with each new registrant as they occur
- Communicate with other associations' registrars re: team numbers, releases, oversized teams
- Along with the board, determine, based on the number of registrants, how many teams at each division we will have
- Guide and assist coaches into booking courses for their qualifications, as well as ensuring that each team has the appropriate coaches with qualifications met to be approved by HA
- Put the team order into HA
- Register and ensure approval of all teams within HCR
- Put in the team order to CAHL
- Provide all coaches and managers with rosters
- Provide the league with contact info for PMHA and update it as we bring on new coaches / team staff / players
- Provide the league with all needed rosters by deadline and provide updates as they occur
- Attend HA and league meetings that pertain to registration
- Coordinate affiliation forms, add APs to rosters; provide coaches and managers with AP related policies and guidelines; assist with affiliation requests as needed
- Registrar must be up to date on HA and CAHL policy and deadlines and be able to guide the board regarding questions
- Attend PMHA Board Meetings
- Carry out other duties as assigned by Executive Board
- Assist with tasks and events as needed (parades, Awards Banquet, etc.)

PUBLIC RELATIONS

- Voting position
- Responsible for the promotion of PMHA. its members, players and volunteers
- Organize and ensure PMHA participation in events, such as parades etc.
- Responsible for co-coordinating all advertisements for PMHA meetings, events, and activities
- Coordinate distribution of the Sponsors photos to the Team Managers for presentation to their team sponsor.
- Ensure all PMHA communications are delivered in a timely manner to the Association members
- Maintain the website and ensure the site is functioning properly. Responsible for website management and updating/removing content from PMHA website. This also includes but is not limited to external publicity, association photo day, internet presence, periodic newsletters, and bulletin boards
- Coordinate social media involvement by posting content, photos and videos
- Responsible for marketing the PMHA Stampeders brand via community events and media
- Ensure that all team sponsors are promoted / thanked publicly for their support
- Attend events and games at the arena, take photos and post to PMHA social media accounts and PMHA website
- Request and receive pictures via text messages and emails from team managers for away games and post to PMHA social media accounts and PMHA website. Make arrangements with all team managers when teams are travelling out of town to have team managers submit the results of playoffs and tournaments to be posted on website and social media the same day

- Ensure that all Association activities are published on the website and social media
- Attend PMHA Board Meetings
- Carry out other duties as assigned by Executive Board
- Assist with tasks and events as needed (parades, Awards Banquet, etc.)

REFEREE DIRECTOR

- Voting position
- Ref Assignor/Referee-in-Chief
- Schedule referee clinic at the beginning of season
- Communicate with Team Managers regarding exhibition games
- Check league schedules for all local teams and schedule games in Arbiter assigning program
- Assign officials for all exhibition, tiering, regular season, tournament and playoff home games
- Communicate with other local assignors (Lacombe, Clive, Blackfalds, Wetaskiwin, etc.) to facilitate filling all home games and help them fill their games in return, if needed
- Mentor young officials at beginning of season and answer any questions as needed throughout the season
- Choose referee awards for awards banquet for Most Dedicated Referee and Most Improved Referee
- Attend PMHA Board Meetings
- Carry out other duties as assigned by Executive Board
- Assist with tasks and events as needed (parades, Awards Banquet, etc.)

EQUIPMENT DIRECTOR

- Voting position
- Organize PMHA supplied equipment
- Evaluation support
- Take inventory of jerseys and equipment at the conclusion of each season.
- Ensure training equipment is stocked and in good condition (e.g. pucks, pylons, coaching boards, goalie gear for U9, etc)
- Repair/replace equipment as required
- Ensure safety kits are stocked for each team at the beginning and throughout the season as required
- Communicate with coaches and directors on availability of equipment and location of equipment
- Work with recurring sponsors that supply jerseys (Tim Hortons U7 and McDonalds U11)
- Ensure all PMHA jerseys are in good condition and order replacements as required
- Organize apparel night
- Set/maintain equipment locker combinations and maintain a spreadsheet with locker assignments
- Attend PMHA Board Meetings
- Carry out other duties as assigned by Executive Board
- Assist with tasks and events as needed (parades, Awards Banquet, etc.)

FUNDRAISING / TOURNAMENT DIRECTOR

- Voting position

Tournament Director

- Be the initial contact person listed on Hockey Alberta Tournament website
- Contact division tournament coordinators and share the following info with them:
 - Emails from teams wanting more information
 - Dates and ice time for their home tournament
 - Inform team tournament coordinators of CAHL deadline for team blackout dates. Teams should be selected for the home tournament before this date
 - Information package
 - PMHA ice scheduler, Treasurer and Ref Director contact info
- Review Tournament application information and registration fees before it is sent out
- Be available for PMHA division tournament coordinators to answer questions
- Join division tournament meetings as needed
- Update PMHA tournament information package as needed

Fundraising Director

- Organize and plan all fundraiser(s) for the PMHA season
- Apply for the casino, plan raffle prizes, or look for sponsors
- Apply for grants as applicable
- Coordinate meeting with team fundraiser reps regarding the details of the years fundraising
- Attend PMHA Board Meetings
- Carry out other duties as assigned by Executive Board
- Assist with tasks and events as needed (parades, Awards Banquet, etc.)

U7 – U9 DIRECTOR

- Voting position
- Send a welcome letter and required equipment list to parents in August
- Send out volunteer roles for team
- Book and facilitate initial parent meeting prior to evaluation skates to communicate process and expectations for parents and coaches (U9); send letter / email to reiterate in writing
- Recruit coaches; assist to fill out coaching applications
- Assign players to teams (U7)
- Set the start dates for U7 with Ice Scheduler.
- Set up all pre-skates and evaluation skates with Ice Scheduler
- Communicate dates for pre-skates and evaluation (U9)
- Organize on-ice help for pre skates
- Create pre-skate plans to familiarize players with the same drills that they will be evaluated on
- Organize evaluators for evaluation skates
- Be available to field questions and comments about the evaluation process
- After evaluations, review results with the board members who do not have a child in that age group. Select coaches and present them with their bubble players as per PMHA policy
- Communicate team selection to parents via email; communicate their selected practice times
- Attend the first parent meeting to facilitate / answer any questions the team might have
- Collect player pledges at beginning of season
- Communicate with coaches and managers throughout the year on information brought forward by the board
- Provide support to managers, coaches, parent captains regarding conflict that may arise that cannot be resolved at the team-level
- Attend PMHA Board Meetings
- Carry out other duties as assigned by Executive Board

- Assist with tasks and events as needed (parades, Awards Banquet, etc.)

U11 – U13 DIRECTOR

- Voting position
- Send out welcome package to parents which includes: expectations of players, coaches and parents, as well as all the roles needed to be filled for the teams
- Set dates and times for pre skates and evaluations in collaboration with the ice scheduler
- Organize evaluators for evaluation skates
- Responsible for finding appropriate on-ice help to run each tryout session
- Be available to field questions and comments about the evaluation process
- Collect evaluation forms after each evaluation session.
- Will be responsible for the final calculations of the player rankings and collecting all evaluators scoring sheets and notes at the end of the each evaluation skate, in collaboration with other board members
- Recruit to fill the coaching positions and assist them to fill out the application form
- Collect player pledges at beginning of season
- Communicate with coaches and managers throughout the year on information brought forward by the board
- Provide support to managers, coaches, parent captains regarding conflict that may arise that cannot be resolved at the team-level
- Be aware of player suspensions for age division and ensure players are following suspension details including missing games and when eligible to play again
- Attend PMHA Board Meetings
- Carry out other duties as assigned by Executive Board
- Assist with tasks and events as needed (parades, Awards Banquet, etc.)

U15 – U18 DIRECTOR

- Voting position
- Send out welcome package to parents which includes expectations of players, coaches and parents, as well as all the roles needed to be filled for the teams
- Set dates and times for pre skates and evaluations in collaboration with the ice scheduler
- Organize evaluators for evaluation skates
- Responsible for finding appropriate on-ice help to run each tryout session
- Be available to field questions and comments about the evaluation process
- Collect evaluation forms after each evaluation session.
- Will be responsible for the final calculations of the player rankings and collecting all evaluators scoring sheets and notes at the end of each evaluation skate, in collaboration with other board members
- Recruit to fill the coaching positions and assist them to fill out the application form
- Collect player pledges at beginning of season
- Communicate with coaches and managers throughout the year on information brought forward by the board
- Provide support to managers, coaches, parent captains regarding conflict that may arise that cannot be resolved at the team-level
- Be aware of player suspensions for age division and ensure players are following suspension details including missing games and when eligible to play again
- Attend PMHA Board Meetings
- Carry out other duties as assigned by Executive Board
- Assist with tasks and events as needed (parades, Awards Banquet, etc.)

FEMALE DIRECTOR

- Voting position
- PMHA CAW representative
- Attend and chair CAW Board meetings, attend PMHA Board meetings, attend LMHA Operating Committee meetings, attend BMHA fundraising meetings, attend RMFHL meetings
- Declare number of teams and tier to the RMFHL prior to League meeting in September
- Declare if we are a Drop Clock community to the RMFHL
- Submit teams HCR to the RMFHL
- Attend the LMHA coach/manager meeting at the start of the season
- Be familiar with the RMFHL and the LMHA bylaws, operating regulations and guidelines, policies and procedures and handbooks
- Assist in developing and maintaining positive relations among board committees, staff members and Member Associations
- Assist with seasonal plan detailing critical dates.
- Recruit skaters, goalies, and coaches.
- Share registration list with CAW board and work together to form teams.
- Contact other association female directors regarding player numbers and movement
- Confirm which players are trying out for elite teams
- Attend and organize all tryouts, spring and fall skates
- Provide communication to parents pertaining to tryouts
- If overageing players, organize player skill assessments and paperwork
- Review Head Coach applications – facilitate head coach selection interviews as needed
- Share Association and League info with coaches, managers and parents
- Communicate with coaches and manager throughout the year on information brought forward by the Association and the League
- Direct coaches, managers, parents to the correct LMHA person to contact if further information is needed
- Attend teams' first meetings and any further team meetings as needed or upon request
- Affiliates – share list of possible players to affiliate with LMHA registrar and the head coaches
- Be second signature for CAW for cheques and review budget and account
- Track suspensions and penalty minutes
- Report information to the 3 Associations as needed
- Promote and advertise the Central Alberta Warriors female hockey program
- Apply for Female Hockey Day grant
- Help plan Female Hockey Day
- Help with CAW fundraising activities
- Carry out other duties as assigned by Executive Board
- Assist with tasks and events as needed (parades, Awards Banquet, etc.)

BYLAW XI - BORROWING

11.1 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

BYLAW XII - BANKING

12.1 The Signing Officers of the Association for the purpose of drawing cheques on the account or accounts of the Association shall be any two; the President, Secretary or Treasurer.

BYLAW XIII - SEAL

13.1 The Board of directors may adopt a seal, which shall be the common seal of the Association.

13.2 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 XIV - AUDIT

14.1 The books and accounts of the Association shall be audited at least once per year by a duly qualified accountant, or by any two members of the Association. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual General Meeting of the Association.

BYLAW XV – AMENDMENTS

15.1 No amendments to the Bylaws of the Association, whether by way of new provision, amended provisions, or to rescind any of the provisions in these bylaws, shall be made except at the Annual General Meeting, or other general meeting of the Association membership, and then only by “Special Resolution.” Notice of any proposed amendment or amendments must be filed with the Secretary in writing at least 21 days prior to the Annual General Meeting, or other general meeting of the Association membership. The Secretary shall cause the contents of the resolution, or a summary thereof, to be posted on the PMHA Bulletin Board as well as all social media accounts for PMHA with the notice of the Annual General Meeting, or any other general meeting at which it is proposed to consider the resolution.

15.2 The Board of Directors is empowered to amend or alter Rules & Regulations, Policy and Procedures, as required to conduct the affairs of the Association. Amendments to Bylaws can only be made at an Annual General Meeting or Special Meeting of the Association members.

BYLAW XVI - MINUTES OF MEETING AND OTHER BOOKS AND RECORDS

16.1 The minutes of the meetings of the Association and of the Board of Directors shall be taken and prepared by the Secretary. After approval of the minutes the President and Secretary shall first sign them. 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. The Secretary shall maintain the long-term records of the Association. Upon a change of Secretary position, all records shall be transferred to the new Secretary. The Treasurer shall keep the financial records of the association. On a change of the Treasurer, all records shall be transferred to the new Treasurer.

BYLAW XVII - INSPECTION OF BOOKS AND RECORDS

17.1 The President 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 General Meeting of the Association.

BYLAW XVIII - DISCIPLINE PROCEDURE & DISPUTE RESOLUTION PROCESS

18.1 General Policy - The Ponoka Minor Hockey Association expects all team officials to exhibit leadership qualities that promote player sportsmanship and decorum, as well as acceptable levels of propriety, towards opponents, game officials, and spectators.

18.2 The Board of Directors may adopt policies and procedures for discipline and dispute resolution processes.

BYLAW XIX - COURT AND LEGAL ACTION

19.1 Hockey Alberta Bylaws & Regulations shall apply.

19.2 All decisions shall be subject to appeal to Hockey Alberta.

(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 Hockey Canada have been availed of and utilized, shall be deemed by the PMHA to be unsportsmanlike conduct enabling the President to suspend and/ or disqualify the said persons.

BYLAW XX - FISCAL YEAR

20.1 The fiscal year of the PMHA shall commence the 1st day of June of every year to and including the 31st day of May of the following year.

BYLAW XXI – LIQUIDATION OR WINDING-UP

Upon dissolution of the PMHA, any assets remaining after paying debts and liabilities are to be:

- Distributed to eligible charitable or religious groups or purposes; or
- Transferred in trust to the Town of Ponoka until such time as the assets can be transferred from the Town of Ponoka to a charitable or religious group or purpose approved by the Board of Directors.

ACCEPTANCE OF BYLAWS

These Bylaws having been adopted by the Board of Directors of Ponoka Minor Hockey Association on the 14 day of May, in the Year 2025, are the official recognized Bylaws for the Association.

Signature Date: _____

President Name:

Signature:

Address & Phone Number

Vice President Name:

Signature:


Address & Phone Number

Secretary Name:

Signature:

Address & Phone Number

DOCUMENT CONTROL REVISION LOG

Document Name	Ponoka Minor Hockey Association Bylaws	Original Version Update Committee Members	
Original Version Reference	2022.05.11 Rev 1.0	Mikki Scabar (Treasurer)	
Document Owner	Ponoka Minor Hockey Association Board of Directors	Jessica Loveseth (Registrar)	
Approved by	Ponoka Minor Hockey Association Board of Directors	Peter Hillier (Vice President)	
Date Approved	May 11, 2022	Mark Prefontaine (former PMHA President)	
REVISION UPDATE #	CONTENTS OF REVISION	DATE OF UPDATE	UPDATE COMPLETED BY:
2.0	Revisions to sections 7.6, 7.6, 7.7, 7.8	May 10, 2023	Peter Hillier, Megan Pankewitz, Jessica Loveseth
3.0	Revisions to 5.10 and 7.11	April 25, 2024	Megan Pankewitz and Jessica Loveseth
4.0	Revisions to XIV 14.1 and	April 14, 2025	Megan Pankewitz, Jessica Loveseth, Cole Butterfield, Mike Wildeboer, Nansen Vold

