

# PRINCE ALBERT HOCKEY ASSOCIATION



## CONSTITUTION AND BYLAWS

AMENDED MAY 24, 2023

# **Prince Albert Hockey Association Inc.**

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**Prince Albert Hockey Association Inc.**

**Constitution  
Amended May 24, 2023**

- a) This organization shall be called the Prince Albert Hockey Association. Hereinafter referred to as the Association or by it's initials PAH.
- b) The Association shall be the governing body of amateur hockey for the minor division in the City of Prince Albert and will govern within the framework of Hockey Saskatchewan Association and Hockey Canada (HC)
- c) The objectives of the Association shall be:

To administer the operation of amateur minor hockey in the City of Prince Albert.

**Mission Statement**

To lead, develop and  
promote positive  
minor hockey  
experiences for every  
participant in Prince  
Albert and area.

### Core Organizational Values

Integrity – Display to all as our actions and behaviors reflect the values we hold as an organization.

Respect – *teach/develop*. We treat others with respect and honesty.

Transparency – *show*. Our decision making process will be understood and observed by all stakeholders.

Trust – *instill in hockey community*. Our actions will be made for the best interests of all.

Accountability – Holding ourselves, our members and our partners accountable to each other.

Excellence – *in organization/development*. We will pursue organizational and personal excellence.

Recognition – *of achievements by individual, team, refs*. We will celebrate the accomplishments of others.

Fun – Because it is an important element in life.

Innovation – Creating effective and efficient programs to benefit all involved in the game of hockey.

Safety – *provide in our environments*. Everyone should feel safe and secure in their participation.

**Bylaws**  
**Amended May 24, 2023**

<b>Article 1.00 – Membership</b>
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- 1.01 Players, parents or legal guardians shall become members of Prince Albert Hockey upon the player being placed with a Prince Albert Hockey team and upon the required registration fee being paid.
- 1.02 Players under the age of majority shall be non-voting members of Prince Albert Hockey.
- 1.03 Each parent or legal guardian upon becoming a member of Prince Albert Hockey shall be entitled to vote at a general and special meeting of Prince Albert Hockey. One vote per member.
- 1.04 Members of the Board of Directors are voting members of Prince Albert Hockey.
- 1.05 Any person, 18 years of age or older who is registered as a team official of a team registered with Prince Albert Hockey for the current hockey season shall be a member and entitled to vote.
- 1.06 A person of the community upon request may be granted membership by the Board of Directors. The membership year shall commence September 1<sup>st</sup> and end June 1<sup>st</sup> each year.
- 1.07 Persons serving ten years on the Board of Directors will be made life members.

<b>Article 2.00 – Board of Directors</b>
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- 2.01 The Board of Directors shall consist of eleven (11) persons in number. Members of the Board of Directors must be members in good standing of PAH. Not in good standing shall be defined as having a criminal record and/or acting in a manner not in the best interests of PAH. Nine (9) directors, who shall be appointed or elected at the AGM to two (2) year off setting terms. The position of President and Vice President will also be elected at the AGM to two (2) year offsetting terms. (This body will hereinafter be called the “Board”).
- 2.02 Any position on the Board of Directors not filled at the AGM left vacant due to resignation or disqualification may be filled by appointment of the Board of Directors, and shall, hold that position for the remainder of the term.
- 2.03 The Board shall meet immediately following the Annual Meeting.
- 2.04 The Board of Directors hereinafter called the “Board” will meet the first Monday of each month excluding the months of June to August, and at other times at the call of the President or as determined by the Board at a regular meeting of the Board.
- 2.05 A quorum of the Board of Directors will not be less than six (6) members present.

### **Article 3.00 – General Meetings**

- 3.01 The Annual General Meeting (AGM) of the Association shall be held not later than the 15th day of May each year as advertised on the PAH Website. Email notices are to be sent to all members of the current Board. Notice of meeting will be communicated to the membership on the PAH website. The agenda, irrespective of other matters that may be brought before the meeting, shall be inclusive of:
- i) The Annual Report of the Board of Directors as presented by the President of the activities of the past year.
  - ii) A Financial Report, made up to a date not more than ninety (90) days prior to the meeting; certified by two (2) members of the Board (Audit Committee).
  - iii) Report from the Constitution Committee.
- 3.02 A Special General Meeting of the Association may be called as and when the President considers it necessary. A special meeting may also be called when it is requested, in writing; by members who represent twenty percent (20%) of the total number of registered players.
- 3.03 Twenty-five (25) members present shall constitute a quorum at any General Meeting of the Association. Roberts Rules of Order shall be followed.
- 3.04 Voting shall be by show of hands except where a ballot is requested by at least ten (10) members. For any Board Elected positions voting shall be by ballot.

### **Article 4.00 – Amendments of Constitution and Bylaws**

- 4.01 The Bylaws shall not be amended except at the Annual Meeting and by at least three quarters (3/4) majority of all voting members present.
- 4.02 Amendments may be proposed, by the Board of Directors or by members.
- 4.03 Notice of Motion to amend must be given in written form to the Executive Director not later than 30 days prior to the Annual Meeting for the current year.
- 4.04 The Board will authorize the Executive Director to give notice of all properly proposed amendments at least fourteen (14) days prior to the Annual Meeting.
- 4.05 Copies of the Constitution and Bylaw amendments or additions shall be forwarded to the Corporations Branch as required under the Non Profit Corporations Act.

## **Article 5.00 – Powers and Duties**

### **5.01 Board of Directors**

- 5.01.01 To conduct the business of the Association in it's entirety, authorize and establish all registration rates and fees, authorize all major expenditure other than current minor expenditures within prior approved budget limits.
- 5.01.02 To select and appoint all paid positions and to establish salary and/or office allowance associated with these positions.
- 5.01.03 To approve and/or reject applications for associate membership from individuals residing outside the accepted geographic subdivision as established by Hockey Sask regulations pertaining to Prince Albert Hockey Boundaries. All such applications will be subject to the approval of Hockey Sask Registration Committee.
- 5.01.04 To suspend, expel, reprimand or otherwise deal with any team, player, coach, manager, referee, or individual member refusing to obey the rulings of the Board, or who, in the opinion of the Board, has been guilty of unfair or unsportsmanlike conduct, or whose conduct has been detrimental to the game of hockey or to the Association. The Board's decision shall appealable to Hockey Sask.
- 5.01.05 The Board shall remove a director if in the opinion of the Board, the Director is not carrying out his/her duties or has missed three (3) regular Board meetings of the current season.
- 5.01.06 To act in conjunction with the Parks and Recreation Division of the City of Prince Albert as sole custodian of all league trophies and be the sole judge as to the distribution of these trophies.
- 5.01.07 To appoint or set up such committees within the Association as deemed necessary.
- 5.01.08 Shall be responsible to appoint an Accountant to complete an "audit" of the Association's financial records on an annual basis.
- 5.01.09 To develop, institute and maintain clinic programs for the development of players, coaches, manager, trainers, and game officials.
- 5.01.10 The board members will be responsible for and set out amongst themselves, coordinators for the six divisions of hockey, for team forming etc.
- 5.01.11 To make representation and/or approve all agreement entered into with the City of Prince Albert, Parks and Recreation Division on all matters affecting the two groups.
- 5.01.12 To designate, whenever it is deemed necessary, a member to attend any meetings called by an outside group that will affect the operation of the Association.
- 5.01.13 The power to adopt and amend as deemed necessary, rules, regulations and orders to be known as "Playing Rules".
- 5.01.14 To enter into agreements with individuals or organizations as required for the provision of officiating services or other services connected with the operation and programs of the Association.
- 5.01.15 To register all players and teams with Hockey Saskatchewan and ensure that insurance coverage is provided for all players and team officials registered with the Association. Prince Albert Hockey will pay insurance coverage for all players registered and team officials.
- 5.01.16 To determine and/or approve the method of league play and subsequent playoff format to decide league winners within the Association.
- 5.01.17 To plan and supervise the membership registration of all players.
- 5.01.18 To authorize and sanction all team's requests to play "out of town" tournaments with authority to restrict if deemed necessary.
- 5.01.19 To maintain a comprehensive and complete policy manual for the administration of the affairs of PAH.
- 5.01.20 To assume role of Chairperson/Management Committee of the U18 AAA teams and have a seat on said committees.



## **Article 6.00 – Duties of Elected and Appointed Officials**

### **6.01 President**

- 6.01 Shall be elected by the membership at the Annual General Meeting having received 50% plus 1 of the votes cast. Should there be more than 2 candidates, and none receive the required number, then the candidate receiving the fewest votes in that round will be removed from the list and a new vote held. This process will continue until a candidate receives the required number.
- 6.01.01 The President will preside at all meetings of the Association and be an ex-officio member of all committees.
- 6.01.02 Will be responsible to appoint members to special committees as required.
- 6.01.03 The President shall be elected for a two (2) year term.
- 6.01.04 Any member of PAH in good standing may run for office of President Provided they make their intentions known to the Executive Director thirty (30) days prior to the AGM.
- 6.01.05 Nominations may be taken from the floor at the AGM for the position of President only if no candidates have declared. Provided that the nominee meets the requirements of 6.01.06.
- 6.01.06 To run for the position of President the nominee must have served one (1) year on the Board of Directors in the previous three (3) years.
- 6.01.07 If there is no nomination for the position of President, the Vice President will assume position until another election can be held, or a board appointee is found who meets all requirements.

### **6.02 Vice President**

- 6.02.01 Shall in the absence or illness of the President or at the request of the President have all the powers and perform all the duties of the President.
- 6.02.02 The Vice President shall be elected at the AGM for a two-year term. The Vice President shall be elected in years alternate to the President Election.
- 6.02.03 To run for the position of Vice President the nominee must have served one (1) year on the Board of Directors in the previous three (3) years.
- 6.02.04 The Vice President will assume the duties of the President should the President for any reason not be able to fulfill their term.
- 6.02.05 The board will decide if the Vice President will fulfill the vacant President term to fruition or to call an election to fill the vacancy. An election would follow the PAH rules set out in the Constitution/Bylaws. By no later than the next AGM.

### **6.03 Past President**

- 6.03.01 Will act as an advisor to the Board.

#### **6.04 General Manager**

- 6.04.01 Shall be responsible for the development of all coaching and player on ice programs and any other duties assigned by the Board.
- 6.04.02 Shall sit on any committee as a non-voting member as ordered by the President.
- 6.04.03 Shall handle all concerns directed to PAH in consultation with the President and or Board of Directors.
- 6.04.04 Be responsible for all special programs and coaches' meetings.
- 6.04.05 In conjunction with the Executive Director serve as a facilities manager to plan and organize coaching clinics, referee clinics, annual and special meetings.
- 6.04.06 Become certified to deliver and run all PA Hockey Coaches Clinics.
- 6.04.07 In charge of all pre-evaluation skates for PA Hockey.
- 6.04.08 Helps with all evaluations in conjunction with the Board.
- 6.04.09 Works with all AA teams for tryout evaluations.
- 6.04.10 Along with the Executive Assistant deals with collecting, dividing out and dealing with all AP players and issues.

#### **6.05 Executive Director**

- 6.05.01 To perform all general secretarial duties of the Association. Maintain custody of the minutes, books and records of the Association, including the recording of minutes of general meetings, Director's meetings.
- 6.05.02 To control and maintain all records of membership and application for registration pertaining to the Association as per the regulations established, and to act in the capacity of Registrar.
- 6.05.03 Prepare and distribute copies of directives, bulletins, meeting minutes and other material as required.
- 6.05.04 To notify all Directors of meetings called by the Association and to issue all correspondence on behalf of the Association.
- 6.05.05 To receive, in the name of the Association, all monies which shall be deposited in a Canadian Chartered Bank, Credit Union or Trust Company as directed by the Board and to pay all accounts owing by this Association, within the limits of the Association as approved by an established budget.
- 6.05.06 Prepare and present financial reports as required by the Board.
- 6.05.07 To care for and maintain custody of the Association office and equipment.
- 6.05.08 To prepare and distribute Playing Rules and Regulation kits; and membership registration kits as established by the Board.
- 6.05.09 In conjunction with the General Manager Maintain liaison with Hockey Sask General Manager in all matters pertaining to hockey and to prepare grant applications for funding available through Hockey Sask.
- 6.05.10 Serve as an administration assistant to tournament coordinator and be responsible for preparation of programs.
- 6.05.11 In conjunction with the General Manager to plan and organize: coaching clinics, referee clinics, annual and special meetings.
- 6.05.12 Liaison with the City of Prince Albert Parks and Recreation Department regarding all matters of ice rental agreements.
- 6.05.13 Scheduling of all ice allocated by the City of Prince Albert and/or community clubs for clinics, league, playoffs and city tournament games. Coordinate through the Referee in Chief officials for all games.
- 6.05.14 Referee cheque processing. Record all games, fines, scheduling charges and issue cheques to each official.
- 6.05.15 Update and maintain the Association's Web Site.
- 6.05.16 Perform other duties as required by the President.

#### **6.06 Executive Assistant**

- 6.06.01 In conjunction with the Executive Director will work in the office with phones registrations, evaluations, playoffs, criminal record checks, scholarships and any other duties assigned by the Board.
- 6.06.02 Is responsible to make up and distribute score sheets for league play to each arena in cooperation with the Executive Director. The distribution is to be made prior to the commencement of each schedule of games.
- 6.06.03 Is responsible for collecting game sheets from each arena on a regular one-to-two-day schedule, in order to check game sheets for major, match, or misconduct penalties that require suspension administration.
- 6.06.04 Along with the General Manager deals with collecting, dividing out and dealing with all AP players and issues.
- 6.06.05 Complete league statistics and standings for delivery to the Board at the end of each schedule.
- 6.06.06 In conjunction with the Executive Director Maintain liaison with Hockey Sask General Manager in all matters pertaining to hockey and to prepare grant applications for funding available through Hockey Sask and the City of PA.
- 6.04.07 In conjunction with the Executive Director serve as a facilities manager to plan and organize coaching clinics, referee clinics, annual and special meetings.
- 6.06.08 Serve as a member of the Public Relations Committee and be directly responsible for coordinating sponsorship solicitation through Prince Albert corporate business and service organizations.

#### **6.07 Tournament Coordinator**

- 6.07.01 To look after all PAH Tournaments as directed by the Board
- 6.07.02 Responsible for finding teams for PAH Tournaments.
- 6.07.03 Responsible to conduct a tournament organization meeting with all coaches prior to each divisions PAH tournament. To select a tournament chairman, rules committee and delegate game duties and other duties to the teams involved.
- 6.07.04 To make and print programs and draws for PAH Tournaments.
- 6.07.05 To order(with board's approval) all banners/trophies for PAH Tournaments.
- 6.07.06 In charge of making sure game sheets, sanctions and tournament supplies are taken to the rinks.
- 6.07.07 Will send tournament draw, rules and contacts for each PAH Tournament to the City of Prince Albert.
- 6.07.08 Update website with all tournament information.

#### **6.08 Referee in Chief**

- 6.08.01 Organize and prepare a list of all officials available to PAH for the season in question.
- 6.08.02 Schedule all officials for PAH league, playoff, city tournament and community club tournament games.
- 6.08.03 Hold a preseason information meeting for all officials.
- 6.08.04 Coordinate on ice training for officials when possible.
- 6.08.05 Work with the General Manager in all matters concerning referee discipline.
- 6.08.06 Attend all BOD meetings and report to BOD on officiating activities.

## **6.09 Suspension Coordinator**

- 6.09.01 Shall establish and rule on suspensions for major penalties reported in league play and also in tournament and exhibition play when brought to his attention. Will be responsible to notify coaches of suspensions, by email, as soon as possible.
- 6.09.02 Deals with entering suspensions into the online site.

## **Article 7.00 – Residential Eligibility**

- 7.01 All players registered with the Association must comply with Hockey Sask regulations regarding bonafide resident. They must be a resident of the geographical subdivision by September 1<sup>st</sup> of the current hockey season.

## **Article 8.00 – Registration and Deregistration of Players**

- 8.01 All players must be registered on Association registration forms to be eligible to play. Any player asking for a concession from Hockey Sask to play in Prince Albert will have until October 5<sup>th</sup> of the current season, any request after this date will be declined. If a player should participate in any way before a concession is granted by Hockey Sask or PAH then said player will automatically be refused membership.
- 8.02 Late applications for registration are subject to review and approval by the Board of Directors after December 1.
- 8.03 Players who withdraw from active participation in the Association may do so by notifying the Executive Director. Withdrawals before November 1<sup>st</sup> will qualify for a fifty percent (50%) refund, less the insurance, and Facility fee of an amount determined in accordance with his status of single or family membership registration. However, if the registrant has not attended an evaluation, game or a practice a one hundred percent (100%) refund will be issued. Refunds will be considered after November 1<sup>st</sup>, for players that have never attended an evaluation, game or practice or no longer reside in Prince Albert. These registrants shall be offered a fifty percent (50%) refund. No insurance fee or Facility fee portion of the registration fee will be refunded after the player has attended practices or a game or whose name has been submitted to Hockey Saskatchewan for certification. No refunds will be issued after December 1<sup>st</sup>.
- 8.04 Any player can make a written request to have personal representation along with a parent or guardian with Board of Directors to appeal a decision made by the Executive Director/General Manager on a registration matter. This would be a request to move from one team or division to another. Permission may be given, if after due deliberation, the Board of Directors find in favor of the request by a majority vote. A player may request only one such hearing in any one season. When such request is granted, the player becomes ineligible to play as an affiliate player with any other team for league or playoff games during the remainder of the season.
- 8.05 As of the Association's AA U13/U15/U18 draft dates, players drafted to teams are no longer eligible for release to other centers unless under extenuating circumstances as determined by the Board.

## **Article 9.00 – Team and Division Organization**

- 9.01 Each player must be recorded by name. Each Bench Staff (ie. Coach, Assistant Coach, Trainer) must be recorded by name and date of birth on a team roster to be completed and submitted to the PAH Office prior to the first league game or tournament they participate in.
- 9.02 Teams which do not submit rosters shall suffer automatic default of ice times.

- 9.03 Teams shall adhere to divisions in accordance with Hockey Sask handbook and the Board may subdivide them into Tier A, Tier B, Tier C and Tier D categories.
- 9.04 Any player trying out for AA team in the Divisions of U13/U15/U18 will not be allowed to participate with a house league team until officially released by the AA coach or until the player submits a written resignation to the AA team.
- 9.05 Players who are designated as AA as of December 1st shall not be allowed to return to a house league team unless they obtain the approval of the Board. The player will be assigned to a Tier A team by the General Manager and or Executive Director.
- 9.06 Any dispute involving the division or category to which a player belongs will be decided by the General Manager and or Executive Director.
- 9.07 The Board of Directors may direct an upward or downward allocation of teams within a division
- 9.08 (a) No registered player or team shall compete outside the Association in tournaments or exhibition games without the knowledge of the PAH Office.  
(b) For Hockey Sask sanctioned tournaments no registered PAH player or coach may participate with any team other than the team they are registered with or affiliated to for the current hockey season other than Sask First or FSIN team Sask tryouts.
- 9.09 Any team wishing to travel outside the province for tournaments or exhibition play must submit a travel permit to Hockey Sask for approval.

#### **Article 10.00 – Protests / Appeals / Formal Complaints**

- 10.01 Any team shall have the right to protest a game. All protests must be submitted in writing to the General Manager within 48 hours of the match. The applicant shall deposit a \$100.00 fee with the written protest.
- 10.02 The General Manager, in consultation with the President and or the Board of Directors, will render a decision within 24 hours and in the event that the protest is upheld the fee will be refunded.
- 10.03 Any player, team, team official, or game official who disagrees with a suspension or disciplinary ruling by the General Manager shall have the right of appeal to a three (3) person panel selected from the general membership, the Board, and or the honorary membership. One member of the panel will be the choice of the appellant, one member will be appointed by the President, and the third person will be agreed upon jointly by both parties, from a list prepared by the Association. The panel members cannot be involved with the matter in question. If the suspension follows Hockey Sask minimum suspension guidelines, then the appeal must go through Hockey Sask.
- 10.04 All appeals must be requested in writing and be accompanied by a \$200.00 fee that will be refundable if the appeal is upheld. The appeal panel must be appointed and the appeal heard within seven (7) days of receiving the request.
- 10.05 Teams and/or individuals involved in an appeal will be entitled to representation at the hearing. All parties involved will be duly notified by the General Manager and or Executive Director. Notice as to time and place will be 24 hours before the start of the hearing whenever possible.
- 10.06 The findings of the appeal panel will be stated in writing and the decision will be final and binding on all parties subject only to right of appeal to Hockey Sask and to Hockey Canada, as provided in those Constitution and Bylaws.
- 10.07 Formal Complaints Committee, consisting of three (3) members including the Vice President, the General Manager and one other member approved by the Board.
- 10.07.01 The complaint must be in writing, addressed to the PAH Board, and signed by the person or persons making the complaint.

- 10.07.02 The complaint will include the names of any witnesses.
- 10.07.03 The complaint will be submitted within seven (7) days of the incident, and will be reviewed by the Committee as soon as possible; immediate temporary suspensions may be imposed by the Committee depending on the circumstances.
- 10.07.04 The Committee will provide the individual(s) of the complaint with a written description of the complaint subject to confidentiality.
- 10.07.05 The individual(s) who is the subject of the complaint will be given an opportunity to present their case at a hearing before the Committee.
- 10.07.06 The Committee will set a date for a hearing, which shall be agreed to by both parties, and shall be no later than fourteen (14) days after the receipt of the written complaint; the individual(s) of the complaint must agree to a hearing date within seventy-two (72) hours of the date upon which they were notified of the complaint.
- 10.07.07 The Committee shall provide a decision in writing within forty-eight (48) hours to both the individual(s) of the complaint as well as the individual(s) who filed the complaint, subject to confidentiality, and shall present to the Board at the next regularly scheduled Board meeting.

#### **Article 11.00 – Trophies and Awards**

- 11.01 City Championships will be declared annually in all categories and division of league play as established annually by the Board of Directors in the “Playing Rules”. Hockey representations shall also be determined in the manner designated at the commencement of the season by the Board in the Playing Rules.

#### **Article 12.00 – Custody and Use of Seals**

- 12.01 The Seal of the Association shall be in the custody of the Executive Director or any other such person as may be designated by the Board of Directors and all papers or documents required to be sealed on behalf of the Association shall be sealed in the presence of the Chairman (President) and Secretary (Executive Director) or such persons who may be designated by resolution of the Board.

#### **Article 13.00 – Winding Up**

- 13.01 Subject to the Non-Profit Organization Act of Saskatchewan in the event of dissolution of the Association, it's property and assets shall; after payment of all liabilities, be donated to community and sports activities as may be determined by the Directors at the time.  
The Prince Albert Hockey Association, registered under the Non-Profit Corporations Act of Saskatchewan, hereby reviewed and established the aforementioned Constitution and Bylaws as amended in the City of Prince Albert, this 24<sup>th</sup> day of May, 2023 by the membership in attendance at the Annual General Meeting duly called by the President. Notification of the Constitution and Bylaw review was provided for in the meeting notification made public on the PAH website.  
This constitution and supporting Bylaws formally supersede the existing Constitution and Bylaws as amended to May 2022.  
Should there be any errors or omissions compilation the official interpretation shall be made by the Executive Director according to the official minutes of the meetings of the Association

and/or the Board of Directors. The Association (PAH) uses the Hockey Canada Official Rule Book for its interpretation in the playing of the game of hockey together with the rules and regulations established by Hockey Sask in Saskatchewan, both groups recognized as parent bodies. Any exceptions shall be noted in the “Playing Rules” established and published separately by the Board of Directors

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President

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Executive Director