

RMFHL Bylaws

The Rocky Mountain Female Hockey League (RMFHL)



League Bylaws

Approved May 30, 2023



RMFHL Bylaws

ROCKY MOUNTAIN FEMALE HOCKEY LEAGUE (RMFHL) BYLAWS		ERROR!
BOOKMARK NOT DEFINED.		
1.0	LEAGUE NAME	3
2.0	LEAGUE REGISTRATION	3
3.0	LEAGUE OBJECTIVES	3
4.0	LEAGUE MEMBERSHIP	4
5.0	LEAGUE TEAM REGISTRATION	6
6.0	LEAGUE EXECUTIVE	6
7.0	VOTING	7
8.0	LEAGUE MEETINGS	7
9.0	DUTIES OF THE RMFHL EXECUTIVE	8
10.0	CONFLICT OF INTEREST	10
11.0	RESIGNATION OF AN EXECUTIVE COMMITTEE MEMBER	11
12.0	REMOVAL OF AN EXECUTIVE COMMITTEE MEMBER	11
13.0	LOGO'S, COLORS AND INSIGNIAS	11
14.0	FINANCES OF THE RMFHL	12
15.0	MANAGEMENT OF GOOD OR SERVICES CONTRACTS	14
16.0	LEAGUE AND BOARD MEMBER HONORARIUMS	14
17.0	MEMBER BONDS AND FINES MANAGEMENT	14
18.0	LEAGUE CODE OF CONDUCT	15
19.0	NEW MEMBER ORIENTATION	20
20.0	FREEDOM OF INFORMATION/PERSONAL INFORMATION PRIVACY PROTECTION ACT	21



RMFHL Bylaws

1.0 LEAGUE NAME

- 1.1. The name of the League shall be known as the Rocky Mountain Female Hockey League (RMFHL), herein referred to as either “RMFHL” or the “League”.

2.0 LEAGUE REGISTRATION

- 2.1. This is a registered member of Hockey Alberta, which is duly constituted and registered under the societies act.
- 2.2. This League is the governing body of minor hockey for all teams registered in the RMFHL.
- 2.3. This League shall abide by all the Articles, Bylaws and Regulations of Hockey Canada, the Bylaws and Regulations of Hockey Alberta.
- 2.4. This League will play under the rules of Hockey Canada and each team will be responsible for complying with all rules and regulations of that Association and those of the RMFHL.

3.0 LEAGUE OBJECTIVES

- 3.1. The objectives of the League will be to provide a framework in which females may participate in organized hockey, with a view to:
 - a. Foster and promote the opportunity for female players in central and southern Alberta and the surrounding areas to play in an all-female League under its jurisdiction;
 - b. To control and administer the playing of the game of hockey in accordance with the rules, regulations and etiquette of the game;
 - c. To ensure an equal skill level competition within the League while fostering an environment of shared respect;
 - d. Developing character and sportsmanship;
 - e. Maintaining and increasing the interest in the game of hockey;
 - f. Developing the skills of hockey;
 - g. Fostering a general community spirit;

RMFHL Bylaws

- h. Showing leadership (by example) through hockey, by teaching what is right and wrong, fair and unfair, co-operation with teammates, respect for authority, respect for the property of others, unselfishness and a sense of duty;
- i. To maintain competitive hockey and attempt to accommodate travel concerns.

4.0 LEAGUE MEMBERSHIP

- 4.1. RMFHL teams will be controlled and operated only by Hockey Canada approved Minor Hockey Associations.
- 4.2. RMFHL will not enter into any player contracts or agreements of any kind and with anyone with exception to Hockey Canada and Hockey Alberta.
- 4.3. New members, within, or adjacent to the League boundaries, shall be admitted to this League only after applying in writing to the President of the RMFHL, and being approved at the Annual General Meeting (AGM) by a quorum vote. Any such new member applicants must declare the level and quantity of teams.
- 4.4. New applications will be submitted at the AGM and must have 75% approval to be accepted within the RMFHL.
 - a. Applications must submit level of teams being asked to enter within the RMFHL;
 - b. Applications must declare division of teams and expected level of play;
 - c. Applications must provide location of home games, confirm on ice official availability, travel distance from Calgary city center;
 - d. Application must be received prior to April 1st to be ratified at the AGM for the following season.
- 4.5. Each application that has been accepted will be in guest (non-voting ability) for the first year.
 - a. If the application has a successful first year with no League infractions they then will be allowed to apply for permanent membership status.
- 4.6. If any RMFHL member incurs a violation of the RMFHL Bylaws, Policies or Regulations and it is submitted in writing to the RMFHL Executive, or is witnessed by a member of the RMFHL Executive the following procedure will take place:

RMFHL Bylaws

- a. The RMFHL Executive will review the written submission or the witness information and will identify if the member has violated the rules of the RMFHL and the penalty that will be assessed. If the member association is found responsible for the violation, then;
- b. A letter will be sent to the member associations Director informing them of the violation;
- c. The decision and the penalty assessed by the RMFHL Executive;
- d. The member's association has the right to appeal the decision as per the RMFHL appeal policy.

4.7. Existing Members of the RMFHL:

- a. Airdrie Minor Hockey Association;
- b. Camrose Minor Hockey Association;
- c. Cardston Minor Hockey;
- d. Carstairs Minor Hockey Association;
- e. Cochrane Minor Hockey Association;
- f. Cranbrook Minor Hockey Association;
- g. Elk Valley Minor Hockey Association;
- h. Lethbridge Minor Hockey Association;
- i. Medicine Hat Minor Hockey Association;
- j. Okotoks Minor Hockey Association;
- k. Olds Minor Hockey Association;
- l. Picture Butte Minor Hockey Association;
- m. Ponoka Minor Hockey Association / Lacombe Minor Hockey Association / Blackfalds Minor Hockey (Operating as Central Alberta Warriors - CAW);
- n. Prairie Thunder Minor Hockey Association (Operating under Brooks Minor Hockey);
- o. Red Deer Minor Hockey Association;
- p. Siksika Minor Hockey Association;

RMFHL Bylaws

- q. Stettler Minor Hockey Association;
 - r. Strathmore Minor Hockey Association (Operating as Wheatland Wranglers);
 - s. Sylvan Lake Minor Hockey / Bentley Minor Hockey (Operating as West Central) - Bentley U11, Sylvan Lake U13, U15 and U18;
 - t. 3C'S Minor Hockey Association.
- 4.8. Guest Members of the RMFHL (2023-2024)
- a. Nanton / Vulcan Minor Hockey Association;

5.0 LEAGUE TEAM REGISTRATION

- 5.1. It will be the responsibility of each LMHA to ensure that their team(s) is/are properly registered with Hockey Alberta. All players must be registered to the Hockey Canada Registry (HCR) system, prior to playing in their first League game she is eligible to participate in. Each LMHA Officer should maintain a copy of all official player rosters submitted for registration.
- 5.2. It is the League's responsibility to monitor that all teams are registered with Hockey Alberta as per these bylaws. Each LMHA will provide assurance that it has properly registered each player and coach.
- 5.3. The LMHA will be responsible for ensuring that any affiliate player is used in any game is properly affiliated as per Hockey Alberta Regulations prior to playing in that game.
- 5.4. A photocopy or email copy of all player registration and team / named player affiliation Hockey Canada Registration (HCR) shall be provided to the League Executive no later than December 15th, or as defined otherwise each year, in each season.

6.0 LEAGUE EXECUTIVE

- 6.1. The Executive shall consist of:
 - a. President
 - b. Vice President (2 - 1 each North & South)
 - c. Vice President of Operations (2 - 1 each North & South)

RMFHL Bylaws

- d. Secretary / Treasurer
 - e. Schedulers (2)
 - f. Past President
- 6.2. The incoming Executive will be elected at the AGM. The Executive will be elected for a two (2) year term.
- 6.3. A vacancy in the Executive will be filled by appointment by the Executive and will be ratified at the next scheduled League meeting.
- 6.4. The Executive will have a rotating term, in even years, the President, North Vice President, South Vice President of Operations will be voted together, and in odd years, the Vice President South, Vice President Operations North and Secretary/Treasurer will be voted together.
- 6.5. The Executive role of Scheduler will be appointed by the current Executive from applicants. This is not an elected position but appointed from applicants who have expressed interest, in the event if and when a position is open.

7.0 VOTING

- 7.1. To pass a motion, it will require a positive vote of seventy-five percent (75%) of the total members of the board, including members absent from the vote, but not including associations in guest status and this shall constitute a quorum vote.

8.0 LEAGUE MEETINGS

- 8.1. The League shall conduct one (1) AGM and this meeting shall be held each spring on or about the 30th of June (barring any unforeseen circumstances).
- 8.2. This League will hold its declaration meeting in September, annually, with the date and time to be advised by the Executive
- 8.3. This League shall hold a tiering meeting to be had once tiering has been completed to confirm the placement of all teams within the RMFHL based on the results from the League sanctioned tiering process.
- 8.4. Any RMFHL meeting can be facilitated in-person or by electronic/virtual/teleconference using platforms such as, but not limited to: Skype, Zoom, Microsoft Teams, conference calling and any other form that takes into consideration travel safety and time restrictions.

RMFHL Bylaws

9.0 DUTIES OF THE RMFHL EXECUTIVE

9.1. Duties of the President:

- a. Is responsible for calling all meetings and presiding over same;
- b. Will consult with the League Secretary as needed and prepare an Agenda for distribution prior to all meetings;
- c. Shall be one (1) of three (3) signing officers of the League;
- d. Shall exercise the Powers of Executive in case of emergency and will be responsible to the Executive for actions on their behalf;
- e. May sit on all committees as an Ex-Officio member;
- f. At any duly constituted meeting of the League, the President shall have the power to appoint committees to deal with the specific problems, to report on these problems and also to state their recommendations. Once a committee struck as fulfilled the purpose for which it was called, the commit shall be disbanded;
- g. Shall ensure the Treasure's financial statement is audited annually as required and identified in the Leagues Financial policies and is presented to the Members in a timely manner;
- h. Will be responsible for all External League interaction and communications unless otherwise delegated;
- i. They will be the League spokesperson for any and all media requests or statements;
- j. Will be responsible for management of all information inquires and requests for membership.

9.2. Duties of the Vice-President:

- a. The Vice-Presidents -will preside over League matters and meetings in the absence of the President as directed in advance by the League President;
- b. Shall be one (1) of three (3) signing officers of the League;
- c. Will keep informed of this League's activities and be prepared to assist and work with the Executive and other members of the Board at any time;
- d. Will oversee and track complaints about Game Officials and act as a liaison between the League and the Referees Association. They will also track,

RMFHL Bylaws

manage and resolve all other internal League related formal complaints as per the current Policies in consultation with the President;

- e. Will be responsible and directly assist with the guidance and mentorship of New RMFHL Members, any Probationary RMFHL Members or any other League participants as directed by the President.
- f. Shall notify the Executive and Members of the time and place of meetings;
- g. Shall communicate by normal means to all League Members and new Member Applicants the notice of the AGM to each Member Minor Hockey Association at least twenty-one (21) days prior to the scheduled date of this meeting. Such notice will include, a summary of the proposed amendments or alterations to revise the RMFHL Bylaws, Policies, Regulations and any other pertinent information;
- h. Shall maintain, an address list of the Executive and all Member Minor Hockey Associations for the purposes of telephone contacts or to email. All communications will be intended for any Member Minor Hockey Associations shall be addressed to the attention of their League Director of record;
- i. Shall maintain accurate administrative information associated with the League, i.e. insurance, operating guidelines, policies, regulations, bulletins, directives for the Executive, suspension guidelines, coaches or manager's guides, etc. not currently done by the Secretary;
- j. Shall notify the respective Zone Representative of the Hockey Alberta Minor Discipline Committee of any suspensions resulting from the League.

9.3. Duties of the Vice-President of Operations

- a. Will assist with guidance and mentorship of Team Managers as requested;
- b. Will be responsible for the approval of any game change submissions and work directly with the respective scheduler;
- c. Will be the main point of contact for all LMHA Directors.

9.4. Duties of the Secretary/Treasurer:

- a. The Secretary shall keep an accurate record of the proceedings of the League done by the Vice-Presidents & President;
- b. Shall prepare a copy of the minutes of the last meeting to be forwarded to the RMFHL Directors, Executive Members and the RMFHL Webmaster no later than seven (7) days following any meeting. These minutes shall be

RMFHL Bylaws

published to the RMFHL website, after they have been accepted and approved by the membership;

- c. Shall prepare the agenda for each meeting and forward it to the RMFHL Directors and Executive along with the meeting reminder message in the week before (at least three (3) days prior to the meeting not currently done by the Secretary;
- d. Shall be responsible for creating and sending invoices to all associations for League fees and fines, and keeping League board apprised of all updates and outstanding payments;
- e. Shall collect, record and deposit all payments against invoices to the designated RMFHL bank account;
- f. Track, maintain and send payments for all vendor invoices issued to the League;
- g. Shall keep an accurate record of all monies received and disbursed;
- h. Shall present a financial report for the RMFHL Membership to review annually. This duly audited statement of the League activities will be presented at the next available RMFHL meeting following its completion;
- i. Create and place majority of funds into a chequing account as required.

9.5. Duties of the Scheduler(s)

- a. Will be responsible for drafting the schedule for all RMFHL teams based on the ice times provided by the respective LMHA ice scheduler;
- b. Will work with the Vice President of Operations on all game change requests.

9.6. Duties of the Past President

- a. Will provide backup to the President and Vice-Presidents, serving on committees as required. The Past President will provide advice and experience to help ensure continuity to the administration of the League.

10.0 CONFLICT OF INTEREST

- 10.1. Any Executive Member and all other Members of the Association are required to declare a conflict of interest in matters where their vote could potentially result in their own personal or home MHA benefit - financially or otherwise. Any possible conflict of interest will suspend the voting rights of the effected member

RMFHL Bylaws

for that item of business in such instances. The Executive shall make a ruling where the question of a conflict of interest has been declared or arises.

11.0 RESIGNATION OF AN EXECUTIVE COMMITTEE MEMBER

- 11.1. Members of the Executive can resign their position by providing the President and Secretary with written notice of their resignation. The effective date of the resignation shall be 30 days after the President receives the resignation, so that the Executive will have an opportunity to elect or appoint a replacement. Under some circumstances the President may accept immediate resignation of the individual at their discretion.

12.0 REMOVAL OF AN EXECUTIVE COMMITTEE MEMBER

- 12.1. A member of the Executive Committee shall be relieved of their duties and removed as a member of the Executive Committee upon a seventy-five percent (75%) of majority vote of the Executive on the basis that the Executive member is doing an unacceptable job that cannot be corrected or bringing RMFHL into disrepute. The individual will be given the opportunity to resign prior to this vote being completed.

13.0 LOGO'S, COLORS AND INSIGNIAS

- 13.1. RMFHL's logo (example below) is used for the organization's purposes. No Entity has approval or is allowed to use it without express written consent of the RMFHL Executive. Please contact the RMFHL Executive for more information or permission requests.



RMFHL Bylaws

14.0 FINANCES OF THE RMFHL

- 14.1. The RMFHL Treasurer shall maintain a bank account(s) and an electronic accounting ledger. In addition, they shall follow the intent of the Leagues management of all financial transactions:
- a. Whenever possible all expenditures shall be paid by cheque directly to the invoicing supplier or reimbursed by cheque to the individual who completed the purchase with the submission of an acceptable record of purchase and the completion of the RMFHL expense form. The approved form(s) is included on the following pages of this document
 - b. The President or their designated representative(s) of the RMFHL will be reimbursed for travel and actual costs of additional expenses associated with meetings or training sessions that are deemed necessary for the operation of the League. These will be approved in advance by either Vice-President. These events will include but not be limited to – all mandatory League, Hockey Alberta, Hockey Canada sessions and other sessions deemed by the President as vital to the operation of the RMFHL (examples - meetings with Hockey Alberta, adjacent Leagues, associations, Executive / Team Volunteer Training). All expense claims must be submitted with acceptable receipts where applicable and with complete detailed descriptions on the RMFHL Expense form and submitted to the Treasurer for reimbursement.
 - c. It is expected that usual signing authority for the RMFHL Financial account(s) shall reside with the President, Vice President(s) and Treasurer. Additional executive committee members can be authorized to have signing authority as the executive committee chooses. In any case any two (2) of the above mentioned can authorize issuance of a payment.
 - d. When possible, funds not required for day to day operations of the League can be placed in interest bearing accounts as managed by the RMFHL Treasurer.
 - e. All financial records will be stored by the League for seven (7) years or as required for all reporting requirements.
 - f. The accounts and records of the League Treasurer shall be audited at least once each year by a duly qualified accountant or by two (2) members of the League with adequate knowledge to complete the assessment as directed by the RMFHL Executive. Any two (2) Members will volunteer, be acclaimed or elected to do so at any meeting for that purpose as directed by the RMFHL Executive Committee. A complete and proper statement of the standing of the records for the previous year shall be submitted by such auditor(s) at the next available Meeting of the RMFHL Directors after its completion.

RMFHL Bylaws

- g. For the purpose of accounting, the league fiscal year shall be July 1 to June 30th of each year.
- h. All purchases are to be preapproved at an executive committee meeting or by the President and one (1) other Executive Committee Member prior to any order approval is provided to a supplier.
- i. With respect to payment, our policy is that no payment shall be made in advance of receiving the goods or services being purchased without specific executive committee approval in advance of the order being placed with the supplier.
- j. The RMFHL will not accept liability for the payment of any invoice where the provisions of the procedures described in this policy have not been fully followed. In such instance's individuals responsible for the incurred costs may be responsible for the payment in question. Financial Management of League Operations Under the direction of the League Executive, the projected actual costs of the Operation of the RMFHL will be generally be managed in accordance with the following on a cost recovery basis:
- k. Generally, the sum of the Association and Team Fees is to cover the costs associated with the RMFHL Website presence, its administration/technical support and tier scheduling.
- l. Generally, the sum of the Team Fees is to cover the costs associated with the general operation of the League, its expenses, travel, banners and other costs associated with the League operation. The excess funds available at the end of each season will be maintained at an amount that is approximately 40% of what is required to operate in the next RMFHL season. This will allow for management of unforeseen or sudden changes in costs of operation and for invoices that the League receives before the player fees are invoiced/paid. The Treasurer will monitor the amount of excess funds in comparison to the actual costs and make recommendations the Executive Committee on any fee changes in February of each year for their consideration. Invoices to Members All RMFHL invoices to Members are due when they are received usually by email. The Treasurer will advise the RMFHL President at any time any invoice is 30 days past due. After 30 days the President will authorize the Treasurer to use the Members Bond to cover the costs of the invoice and the Treasurer will advise the Member the invoice has been assessed and paid from their Bond including any late fees that may have been applied. In the event that the outstanding invoice amount is larger than the Bond of the Member, the Treasurer will remove the Bond of the Member, use it towards the Invoice/late fee and the offending Member will be given 14 days to provide adequate payment for the outstanding invoice and the Bond amount. Failure to do so in the identified time period will result in all Teams of the Member Association to



RMFHL Bylaws

be suspended from RMFHL Games until it is paid. All other penalties will apply to the Member Association and Teams during times of suspension.

15.0 MANAGEMENT OF GOOD OR SERVICES CONTRACTS

- 15.1. In the event the RMFHL Executive Committee chooses to enter into written formal contract arrangements for goods or services, it is expected that the President be the representative signature for the League and will make final approval of all contracts. The RMFHL Treasurer shall keep a current record of all valid contracts and payments processed. These contracts or attachments will clearly lay out schedules of payment or the authorized payment process. In the event that the contract has payment schedules or assigned payment deadlines, the President will authorize those payment schedules. The Treasurer then has the authorized approval to pay the amounts specified on the schedule for each individual transaction. This will allow processing time for the delivery of the payment prior to the date required. In the event of an issue with any contract; the President has the right to withhold payment until the situation of concern is resolved.

16.0 LEAGUE AND BOARD MEMBER HONORARIUMS

- 16.1. Honorariums will be paid to the following for the following actions:
- a. Executive - all RMFHL League Executive will be eligible for a subsidy of and up to \$100 per month for the current season. The season going from September until end of March. This to cover phone and internet as well as potential travel. A League subsidy form must be filled out and sent into the treasurer prior to the AGM and approved at the AGM.
 - b. Executive - Fuel if at any time any Executive need to go to any scheduled meetings or meeting requests by Hockey Alberta. Up to and including any emergency meetings or travel to RMFHL League sanctioned games, potential new member meetings, or other meetings as agreed to by the Executive, their expenses shall be covered. The amount to be paid is based on the current Canada Revenue Agency vehicle mileage allowance value.

17.0 MEMBER BONDS AND FINES MANAGEMENT

- 17.1. The RMFHL Treasurer shall keep a Record of current members of the League. This record will include their status, date of entrance into the League and their Bond amount and any fines that have been paid to the RMFHL. Bond Account. The Bond Account is managed by the RMFHL Treasurer and can be interest bearing as directed by the RMFHL Executive Committee. In the event that the

RMFHL Bylaws

Member Bond is held in an interest-bearing account the members will not be reimbursed that interest earnings if they withdraw or are removed from the RMFHL. The interest earned will be considered surplus in the account. Bond Account surpluses will be periodically reported to the RMFHL Executive Committee. These funds can be used for operational costs of the League as decided by the Executive Committee. In the event a Member pays an initial bond amount less than the maximum as they only enter a small number of teams, they must top up the bond as their team numbers grow until the maximum is reached. This will be periodically confirmed by the Treasurer and if a deficiency is found an invoice will be forwarded to the Member to top up their bond to the required amount. The Bond amounts are held only for 1 year for any member that has not participated in the League.

- 17.2. In the event a member is no longer participating and/or are not in good standing in the RMFHL they will have 1 year to advise they are declaring teams again in the RMFHL or to request reimbursement of their Bond less any fees, fines or outstanding amounts and will not receive any interest accumulated from their Bond amount. Any funds over and above the amounts held in trust for bonds from current members will be considered surplus funds. FINES Violation Fine amounts that are paid by Member Associations, their teams or other representatives to the RMFHL will be held or can be will be placed in the Bond Account until such a time that the appeal period is over. At that time the funds will be considered as surplus. In the event a member is no longer participating and/or are not in good standing in the RMFHL they will have 1 year to advise they are declaring teams again in the RMFHL or to request reimbursement of their Bond less any fees, fines or outstanding amounts.
- 17.3. Offending Associations will not be allowed back into the RMFHL until any outstanding balances are paid from fines, fees or penalties and they must apply and are accepted as a participating member following the League process stated in the Bylaws, Policies and Regulations. Member Bonds and Fines Management.

18.0 LEAGUE CODE OF CONDUCT

- 18.1. As mandated by Hockey Canada and Hockey Alberta Risk Management Programs; all entities involved under the Hockey Alberta umbrella are required to have an official Code of Conduct Policy. The RMFHL Code of Conduct Policy. The RMFHL must support the mandated requirements for a Code of Conduct policy and will support an environment that promotes acceptable conduct that highlights the importance of:
 - a. Respect for participants in Hockey;
 - b. Respect for the game of Hockey;

RMFHL Bylaws

- c. Development of ethical conduct towards others;
 - d. Notions of justice, fairness, equity;
 - e. Protection from harm;
 - f. Caring attitudes;
 - g. Freedom to enjoy;
 - h. Opportunities to develop and flourish it is mandatory that every participant abides by these principles.
- 18.2. A participant is defined as (but not limited to) a player, coach, official, spectator or League Volunteer. At any time, an individual is considered to be displaying any forms of unacceptable behavior, verbally or physically harassing and/or abusing any participant the Facility Staff or Home Team Manager are responsible for addressing and managing the situation to prevent escalation of the event. The intent is to calm all participants and avoid further issue with the situation.
- 18.3. As per the RMFHL Policies and Regulations, those responsible for the facility may request the removal person(s) who do not exhibit acceptable behavior regardless if they have received a warning or not. The RMFHL Executive Committee will review all reported or submitted complaints of behavior that is offensive in nature, to be a violation of this policy, not just as defined and listed below. Other actions that would be considered unacceptable under this policy that are any attempts intended to embarrass, slander, bully, harass, or which have the effect of creating a negative, hostile or uncomfortable environment at any RMFHL sanctioned event. Some of these are:
- a. Attempts of retaliation, threats or intimidation before, during or after any RMFHL sanctioned event
 - b. Complaints to public venues or on the social media venues regarding issues being experienced in interactions with the League or Hockey Alberta
 - c. Press releases or public statements to the media regarding issues being experienced in interactions with the League or Hockey Alberta
 - d. Campaigning or protesting in any form before, during or after any RMFHL sanctioned Game
 - e. Any attempts to create an environment before, during or after any RMFHL Sanctioned Game that would incite any negative or hostile response, create uncomfortable atmospheres or distractions for any RMFHL Participant At any time, any participant may document these types of incidents and request that their Association Leadership or their RMFHL Director submit

RMFHL Bylaws

the complaint as per the formal RMFHL Complaint Process. The complaint will then follow the identified process for resolution as per that RMFHL Policy. Anytime a criminal complaint and/or investigation is in progress, the RMFHL will not make any final judgements or decisions. Under these circumstances the RMFHL President may choose to indefinitely suspend all or some of those involved until the criminal matters have been resolved or other actions taken that the RMFHL Executive may find to be appropriate. Please review the Hockey Canada and Hockey Alberta bylaws, policies, regulations and mandatory training programs for the specific definitions of these unacceptable behaviors.

- 18.4. RMFHL Complaint Management Process - All complaints must be submitted using the RMFHL Complaint Form to the responsible RMFHL Volunteers as identified in the Bylaws, Policies or Game Regulations by the Member's RMFHL Director. It is also expected that the complaint also has the approval or support of their LMHA President. Upon receipt of a formal complaint identifying any of the behaviors targeted by this policy, the RMFHL Volunteer will confirm it has been properly completed and signed, they will immediately forward it to the RMFHL President, Past President and Vice President's. While there are many routes of action potentially to be used to resolve the identified issue, the process will generally follow:
- a. A detailed review of the complaint and a request for a rebuttal to the situation from the alleged parties will be made and they will have 3 days to submit a response. The complaint will be entered into the Complaint and Incident Record Tracking spreadsheet for records purposes at that time as well.
 - b. Once a review of the responses by the responsible RMFHL Vice President and RMFHL President is completed they will establish if any violation of this policy or the RMFHL Bylaws, Policies or Game Regulations has happened.
 - c. While the complaint is under review the RMFHL President may, due to the nature of the incident:
 - i. Initiate an interim suspension of the individuals involved as per the RMFHL Bylaws Policies and Regulations;
 - ii. Initiate interim suspension of activities between the parties involved and their participants including but not limited to the individuals involved, their Teams or their member Associations to a level that satisfies the RMFHL President that no further conflict will take place until the complaint is resolved. During this suspension all other RMFHL Bylaws, Policies and Regulations will still apply regardless of the RMFHL Presidents ruling.

RMFHL Bylaws

- 18.5. Sanctions and Disciplinary Actions - If violations of this Policy or the RMFHL Bylaws, Policies or Game Regulations have been proven or identified, the responsible RMFHL Vice President and President may:
- a. Complete further investigation including requests for additional information as they feel are required. This may include creation of a Committee of three (3) or more Directors or Executive Committee Members. They will be appointed by the RMFHL President to review, further investigate and then recommend actions taken based on their findings.
 - b. Assess the specified penalty in whole or part to the parties named in the complaint
 - c. Assess the specified penalty in whole or part to the party that forwarded the complaint if it is identified they also caused a violation of the RMFHL Bylaws, Policies or Game Regulations.
 - d. Recommend and apply another resolution or penalty with the support of the majority of the RMFHL Executive Committee.
 - e. When making a final decision directing the appropriate disciplinary sanction, the RMFHL President and supporting Committee(s) shall consider factors such as:
 - i. The nature of the harassment;
 - ii. If the harassment involved any physical contact;
 - iii. If the harassment was an isolated incident or part of an ongoing pattern;
 - iv. The nature of the relationship between the complainant and harasser;
 - v. If the event was escalated to a criminal investigation by any entity;
 - vi. The age of the complainant;
 - vii. Whether the harasser had been involved in previous harassment incident;
 - viii. Whether the harasser admitted responsibility and expressed a willingness to change;
 - ix. Whether the harasser retaliated against the complainant.
 - f. The RMFHL President, with the support the Executive Committee and any sub-committee recommendations if appointed, will direct any disciplinary

RMFHL Bylaws

actions. Considerations may be given to the following options, individually or in combination, depending on the nature and severity of the incident:

- i. A Verbal apology;
 - ii. A Written apology;
 - iii. A Letter of reprimand that specifies a probationary period and required conditions;
 - iv. A fine or levy;
 - v. Removal of certain individual or all privileges of membership;
 - vi. Temporary suspension of membership;
 - vii. Expulsion from membership;
 - viii. Publication of the details of the sanction;
 - ix. Any other sanction or disciplinary suspensions which the investigating Committees may deem appropriate.
- g. Failure to comply with any sanction as directed may result in the RMFHL Membership reviewing the incident and they may choose to make a motion to:
- i. Move the status of the voting Member in question to Probationary status which will force them to reapply for Membership in the RMFHL in the following March/April processes;
 - ii. Assign additional sanctions that will remain in place until such time as the sanction is fulfilled.
- h. Any appeals of these sanctions or rulings may be completed following the RMFHL Appeals Policy. Once the final resolution of the complaint has been reviewed by the RMFHL Executive Committee; the complaint will be closed. At that time the Records of the event will be forwarded to the RMFHL Secretary to store in the Members folder and the records spreadsheet will be updated with the outcome of the complaint. These records and any further documentation will be maintained indefinitely by the RMFHL Secretary. After 5 years and if no further incidents happen relative to this complaint it can be removed from the RMFHL records with the authorization of the RMFHL President at that time.

RMFHL Bylaws

19.0 NEW MEMBER ORIENTATION

- 19.1. In an effort to ease the transition / concerns of new RMFHL Members and newly appointed RMFHL Directors with all the new deadlines and processes; all new Members and new RMFHL Directors will need to take part in a thorough and consistent orientation process prior to the start of their first season in the RMFHL. This will clarify, educate, identify expectations and generally improve the experience of the new member as they transition into the operational processes and their first season with the RMFHL. The RMFHL Executive Committee or a portion thereof, with the assistance of other League volunteers will be generally be responsible for:
- a. Meeting with the new member's key Representatives, (their President or Vice President, their RMFHL Director and all of their Governor Candidates) this may include another Member Executive as they feel is necessary. This preferably should happen before the first RMFHL meeting in September of the season.
 - b. The following will be presented / explained to the new members:
 - i. The communication and meeting processes of the RMFHL;
 - ii. All Deadlines for the upcoming season;
 - iii. A quick Document review with the new members;
 - iv. RMFHL Bylaws, Policies, Regulations;
 - v. Managers and off-ice Official manuals;
 - vi. Other documents for Directors and Managers as available;
 - vii. The tiering, regular season and play-off Process;
 - viii. The Complaints, Protest and Appeals processes;
 - ix. Transition from probationary member to full member of the RMFHL;
 - x. New Member will be assigned Mentors to assist, support and answer questions for the season;
 - xi. To answer any additional questions;
 - xii. NOTE: This process may also be used with Members that are experiencing performance issues or Members with significant changes in their Executive Committees. These needs or requests will be included into this process as needed.

RMFHL Bylaws

20.0 FREEDOM OF INFORMATION/PERSONAL INFORMATION PRIVACY PROTECTION ACT

- 20.1. In Alberta, all personal information access and use is managed under the Personal Information Protection Act (PIPA) and the Freedom of Information and Privacy Protection Act (FOIPPA). Each recognized participant in the Hockey Canada Registration System, Hockey League or Member thereof are required to have policies to comply with this legislation as mandated by Hockey Canada and Hockey Alberta. When a RMFHL Member submits personal information to the RMFHL they accept that they are granting permission to RMFHL to allow organizational and promotional use associated with RMFHL activities. The PIPA of Alberta and the FOIPPA of Alberta identifies that all personal information from all members will not be shared for any other reason than purposes required for RMFHL activities. All personal information shared by a member with team volunteers will be managed as per the separate Information Management Policy mandated by Hockey Alberta. This policy will be made available upon request of any member to the President. Any comments, questions or concerns will be forwarded directly to the League President. They will be ultimately responsible for all aspects of Privacy Policies for the RMFHL