

# 1. GENERAL MEMBERSHIP

## Name

The name of this society shall be "Camrose Minor Hockey Association": hereinafter referred to as CMHA.

## Aims and Objectives

The aims and objectives of this society shall be:

- a) To promote, govern, and improve organized hockey within the territory under *its* control.
- b) To stress the values, appreciations, and skills involved in hockey
- c) To promote good sportsmanship, honesty, courtesy, good will and a sense of fairplay amongst Camrose Minor Hockey players and in every branch of house league and inter-town/city play.
- d) To exercise a general supervision and direction over the playing interests of its players, coaches, managers and executives with the emphasis on the enhancement of good character, citizenship, and sportsmanship.
- e) To ensure that there is enjoyment of the game at the same time that good competition is involved. To develop as many teams at each level as are practical and economically feasible.
- f) To develop for each of our hockey programs (Initiation, Novice, Atom, Pee Wee, Bantam, Midget, Non Contact, and Girls) an outline of aims and objectives consistent with the aims and objectives of the CMHA and further to provide a program outline to meet these specified aims and objectives. To promote an educational program to familiarize the membership with the aims, purpose, bylaws, rules and regulations of CMHA.
- g) To ensure that every player registered in the CMHA has the opportunity to play at his/her highest level or tier possible

### 1.3 Boundaries

Shall be those as defined by the Local Association and approved by Hockey Alberta.

### 1.4 Membership

A Member shall be:

- a) Any family registered with the Camrose Minor Hockey Association;
- b) Any coach, assistant coach or manager that is officially registered with the Camrose Minor Hockey Association and in this capacity to a maximum of five (5) persons per team; or
- c) Any volunteer who has previously been a Member of the Camrose Minor Hockey Association under Article 1.4 a) or 1.4 b) and who is approved by the Executive Board to be a Member, or

- d) Any other person who is approved by the Executive Board to be a member.

### **1.5 Membership Fees**

The Membership Fee for Members under article 1.4:

- a) Shall be the registration fee per hockey player, such fee being determined by the Executive Board before each new hockey year;
- b) There shall be no membership fee for a Member admitted under Article 1.4 b) or 1.4c) or 1.4d).

### **1.6 Withdrawal from Membership**

Any member wishing to withdraw from membership to the Camrose Minor Hockey Association may do so upon written notice to the Executive Committee. The effective date of withdrawal shall be the date on which the President or Coordinator of Camrose Minor Hockey Association receives the Notice of Withdrawal.

### **1.7 Removal of Membership**

Any Member of the Camrose Minor Hockey Association who does not conduct him or herself in accordance with the Rules and Regulations of the Alberta Hockey Association, the Canadian Hockey Association or either the By-Laws or Policies of the Camrose Minor Hockey Association can, upon a 2/3 majority vote of the Executive Board at an CMHA meeting, be expelled as a Member of the Camrose Minor Hockey Association for the remainder of the present hockey year or such longer period of time as the Executive Board may decide upon.

### **1.8 Meetings**

#### ***a) Annual General***

The Camrose Hockey Association shall hold their Annual General Meeting on or before the 30 day of April each year. Such meeting shall be called by the President and notice shall be given to the general membership in a Camrose weekly newspaper for 3 consecutive weeks prior to the meeting date. Such Annual General Meeting will deal with:

1. The associations Bylaws - Notice of the Special Resolutions to amend the Bylaws must be received by the President in writing at least 10 days prior to the General Meeting.
2. The associations yearly review of operations.

#### ***b) General and Special Meetings***

1. General and Special Meetings of the general membership of the Camrose Minor Hockey Association will be called at any time by the Coordinator upon the instructions of the President, or on written request of three Members of the Executive Board, or

upon receipt by the Executive Board of a petition signed by 1/3 of the Members of the Camrose Minor Hockey Association who are in good standing, which petition shall set forth the reasons for calling the General Meeting. Notice of the General and Special Meetings shall be provided to the general membership by notice in a Camrose weekly newspaper for 3 consecutive weeks prior to the meeting date.

### **1.9 Voting Rights**

- a) In the case of a family membership as specified in Article 1.4 a), voting rights are restricted to persons over the age of eighteen (18) years with only one vote per family.
- b) Voting rights for the Members identified in Article 1.4 b) shall be one vote per person.
- c) Voting rights for those Members identified in Article 1.4 c) and 1.4 d) shall be one vote per member.
- d) No person attending any meeting shall be entitled to more than one vote on each motion at the meeting. Where a person is entitled to vote as a Member in more than one capacity, they must select in which capacity they are voting as a Member.
- e) Every motion shall be decided by a show of hands. A declaration by the President that a motion has been carried or not carried shall be sufficient evidence of the fact without proof of number or proportion of the votes accorded in favor of or against such motion. A member may demand a poll on any vote which vote shall then be counted by a written ballot.

### **1.10 Quorum**

A quorum at any Special Meeting or Annual General Meeting of Members shall be equal to Twenty (20) voting Members. This number can include the members of the Executive Board in attendance.

### **1.11 Majority Vote**

Except in the case of a Special Resolution, all motions shall be adopted by majority vote of those Members in attendance at a meeting.

### **1.12 Special Resolution**

A "Special Resolution" means:

- a) A resolution passed at a General Meeting of which not less than ten (10) days notice specifying the intention to propose the Resolution has been duly given, and;
- b) By the vote of not less than 75% of those Members who, if entitled to do so, vote in person.
- c) A resolution proposed and passed as a Special Resolution at a General Meeting of which less than 10 days notice has been given, if all Members entitled to attend vote at the General Meeting so agree, or
- d) A resolution consented to by all Members who would have been entitled at a General Meeting to vote on the resolution in person.
- e) Notice of the Special Resolution shall be provided to the General Membership by notice on the association website for 10 days prior to the meeting date.

### **1.13 Nominations**

Every Member of the Camrose Minor Hockey Association shall have the privilege of nominating a qualified representative for each Executive Board position open for election in any given year.

#### **1.14 Qualifications of Executive Members**

Any person nominated for an Executive position must be a Member in good standing under Article 1.4.

#### **1.15 Election of Executive Board**

At every Annual General Meeting there shall be an election of Officers as follows:

- a) Elected on even numbered years (2006, 2008, etc.) shall be the Vice President and Treasurer.
- b) Elected on odd numbered years (2005, 2007, etc.) shall be the President and Secretary.
- c) The elected officers shall form part of the Executive Board until their successors are elected and installed.
- d) Each of the remaining Directors shall serve two year terms, with 50% being elected in each year.

#### **1.16 Conduct of Meetings**

All Regular, Special, and Annual General Meetings shall be conducted under the Robert's Rules of Order.

#### **1.17 Dissolution**

Should the Camrose Minor Hockey Association dissolve or vote to conclude its activities all assets held by the Camrose Minor Hockey Association after payment of all debts shall be transferred to the control of the City of Camrose Leisure Services until such assets can be distributed to eligible donee.

## **2 THE EXECUTIVE BOARD**

### **2.1 Composition**

The affairs and business of the CMHA shall be managed and supervised by an executive committee with a minimum of three (3) and a maximum of four members (4) and twelve (12) Directors (also referred to as the Executive Board). The Executive Board will exercise all such powers and do all such acts and things as may be exercised or done by the CMHA and are not by these by-laws or by Statute expressly directed or required to be done by the CMHA at meetings of the Members.

The Board shall meet the third week of the month or as determined by the President.

### **2.2 Qualification**

Directors must be 18 years of age or older.

### **2.3 Withdrawal**

Any Member of the Executive Board can withdraw from the Executive Board by providing to the President or Secretary of the Executive Board written notice of withdrawal. The effective date of the withdrawal shall be the date on which the President or the Secretary of the Camrose Minor Hockey Association receives the notice of withdrawal.

### **2.4 Removal**

A Member of the Executive Board shall be relieved of his/her duties and removed as a Member of the Executive Board in the following circumstances:

- a) Upon the failure to attend 3 consecutive meetings without a reasonable excuse;
- b) Upon 75% majority vote of the Members of the Executive Board on the basis that a Member is doing an unsatisfactory job;
- c) Upon a Special Resolution of the general membership at a General Meeting.

### **2.5 Elections**

The Board must be determined by election at the annual General Meeting in April.

- a) Each year, before the Annual General Meeting, a Nomination Committee shall be formed to obtain the names of all interested persons wishing to run for election to CMHA.
- b) This committee shall establish a list of all persons wishing to run, complete with telephone numbers. One (1) week prior to the general meeting, all persons on the list should be notified of the meeting to ensure attendance.

- c) At the meeting, at the request of the President the list shall be distributed to all in attendance to be used as an election ballot. If a position remains vacant after the annual General Meeting, new Directors may be appointed to the Board by the current Executive Board.
- d) If more than one nomination is made for any position, an election by secret ballot will be required by all persons attending. Those persons nominated who don't wish to run may refuse their nomination. The nominees with the most votes shall then comprise the Executive Board for the following year.
- e) Following these elections, the incumbent President shall turn over the meeting to the President-elect (if a change has been made). The President for the following year may then make any statements regarding the Board, welcoming the new members, etc. and close the meeting. After this meeting, their responsibility for the efficient change of Directors shall be placed upon the President.

## **2.6 Filling of Vacancies**

In the event that the President is unable to perform the required duties, the Vice President will assume the position of President for the balance of the term or until the next Annual General Meeting, whichever event first occurs. In the event that the Vice President cannot assume the President's position, or in the event that any other Member of the Executive Board withdraws or is removed from the Executive Board, or should an Executive Board position not be filled by an election of the general membership at an Annual General Meeting, then the Executive Board shall elect a Member from the general membership to fill the vacancy until the next Annual General Meeting. Any such executive position filled will be up for election at the next Annual General Meeting with the balance of the length of the term for the position decided in accordance with the time limitations in Article 1.12.

## **2.7 Meetings**

There shall be a minimum of 8 general meetings of the Executive Board held each year. The date and time of such meetings shall be set by the President.

## **2.8 Voting**

Each Member of the Executive Board shall be entitled to one vote. In the case of a tie vote the President of the Camrose Minor Hockey Association shall be entitled to a second or casting vote.

## **2.9 Quorum**

A quorum at any Executive Board Meeting shall be 50% plus 1 of the Members of the Executive Board at the time of the meeting.

## **2.10 Powers**

The Executive Board shall be subject to the By-Laws or directions given by majority vote at any General Meeting of the Camrose Minor Hockey Association properly called and constituted:

- a) have full control and management of the affairs of the Camrose Minor Hockey Association;

- b) have the power to adopt or amend policy, guidelines, procedures or regulations, at any General or Special Meeting, by motion, which shall be binding upon all members of the Camrose Minor Hockey Association;
- c) have the power to establish policies to ensure allotted ice time is distributed on a fair and just basis.

### **2.11 Majority Vote**

- a) On any general motion a majority vote of the quorum shall pass the motion. A motion to adopt a policy, guideline, procedure or regulation requires a 2/3-majority vote of the quorum to pass the motion;
- b) Every motion shall be decided by a show of hands or written ballots as declared by the Chairperson;
- c) A declaration by the President that a motion has been carried or not carried shall be sufficient evidence of the fact without proof of number or proportion of the votes accorded in favor of or against such motion;
- d) A Member may demand a poll on any vote which vote shall then be counted by a written ballot.

### **2.12 Executive Board Structure**

The Board shall consist of the following, and each will have specific duties, roles and responsibilities:

- a) Executive Officers (Committee):
  - Past President
  - President
  - Treasurer
  - Secretary
- b) Directors of the Board
  - Bingo
  - Sponsorship
  - Equipment
  - Referees
  - Registration
  - Initiation
  - Evaluation
  - Coaches
  - Discipline
  - Appeals
  - Ice Scheduling/Game and Conduct
  - Promotions and Public Relations
  - Rep Club Director

The Board shall also establish the following sub-committees, and each will have specific duties, roles and responsibilities:

- c) Committees of the Board
  - Finance
  - Camrose Minor Sports Association
  - Ice Allotment
  - Registration
  - Initiation Development
  - Evaluation
  - Equipment
  - Coaches
  - Discipline
  - Promotions & Public Relations
  - Referees
  - Rep Club
  
- d) Commissioners (Appointed by the Board)
  - Midget
  - Bantam
  - Pee Wee
  - Atom
  - Novice
  - Female Hockey

## **2.14 Executive Officer (Committee) of the Board and Duties**

### **1. Executive**

### **2. Finances:**

- a) The Finance Committee shall consist of the President, Vice President, Coordinator and in the absence of a Coordinator (Treasurer and Secretary).
- b) A proposed budget for the CMHA shall be prepared by the Executive Committee by May 15 of the year preceding the proposed budget; same shall be submitted to the Board of Directors for consideration and approval.
- c) All funds earned by the CMHA through its activities shall be credited to the account.
- d) All expenditures shall be covered by invoice.
- e) Bank signing officers shall be any two of the President, Vice President, Coordinator (or in his absence the Treasurer).
- f) Each player registering with the CMHA shall be assessed a registration fee to assist in payment of expenses in connection with the operation of the CMHA.
  - i. In order for a member to be in good standing, the registration fees must be paid by October 1st (or by post-dated cheque.)
  - ii. Tryout fees may be charged to players trying out for Rep teams registered at all levels.

**3. Ice Allotment Committee:**

- a) The CMHA Ice Allotment Committee shall consist of three members from the Executive Board (including the Director) and the Coordinator.
- b) The CMHA Ice Allotment Committee shall develop the required indoor ice allocation for the coming season. The Committee's recommendations shall be submitted for approval to the CMHA Executive who will submit the CMHA ice requirements to the Leisure Services by July 30 of each year.
- c) Ice shall be allotted by Leisure Services to the CMHA Ice Allotment Committee who shall allot ice times to the nine programs (Initiation, Novice, Atom, Pee Wee, Bantam, Midget, House League, and Rep Clubs) through the respective program Commissioners. This allotment shall be distributed according to the Committee's recommendations approved by the CMHA Executive.
- d) The first three weeks of CMHA ice allocation shall be allotted to the Rep Clubs with emphasis in the first week of selection to be placed on the selection of AAA teams; in the second week to the selection of AA, and in the third week to the selection of A with house league teams preparing their teams for league play.
- e) Schedules will be submitted to the CMHA office for proof reading upon being drawn up by the Commissioners and the Committee in charge.
- f) Schedules are to be drawn up as soon as the number of teams in each program is known, and copies of the schedules will be made available to all concerned.

**4. Registration Committee:**

**5. Initiation Development Committee:**

**6. Evaluation Committee:**

**7. Equipment Committee:**

**8. Coaches Committee:**

**9. Discipline Committee:**

**10. Promotions and Public Relations Committee:**

**11. Referees Committee**

**12. Rep Club Committee:**

**2.15 Executive Committee of the Board Positions**

**1. President**

- a) Will serve as a member of the Executive Committee of the Camrose Minor Hockey Association.
- b) Will be responsible for the general administration of the operations and be responsible for the supervision of the Coordinator.
- c) Will be a signing authority along with the Coordinator (and in the absence of a Coordinator, Treasurer), and Vice President.

- d) Will preside at all meetings.
- e) Will exercise the powers of the Executive Board in case of emergency. Such exercise of power must be ratified by the executive (within 48 hrs of the president exercising such powers) Emergency — defined where immediate action is required in the best interest of the members and Association.
- f) Will suspend clubs or coaches, subject to ratification at the following meeting of Executive Board.
- g) Will serve on all committees as an ex-officio voting Member.
- h) Will liaise or appoint a designate to liaise directly with the Leisure Services department.
- i) Will attend or appoint a designate to attend Hockey Alberta Annual General Meeting, all zone meetings, and North Central Hockey League meetings.
- j) Will ensure that coaches are ratified by Executive Board.
- k) Will receive the reports from the Discipline Committee and the Coaches Committee in respect to disciplinary actions within the Operational Policies, Rules and Guidelines of the Association.
- l) Will be responsible for developing the CMHA operating budget in co-operation with the Coordinator and the Vice President.
- m) Will be responsible for developing and maintaining the CMHA administrative operating policies and procedures.
- n) Will be responsible for developing agenda for yearly Annual General Meeting.
- o) Will authorize player releases/tryouts and affiliations forms in conjunction with the Coordinator.

## **2. Vice President**

- a) Will assume responsibility of duties of the President in the absence of the President.
- b) Will serve as a member of the Executive Committee of the Camrose Minor Hockey Board.
- c) Will be responsible for general administration of the operations and be responsible for the supervision of the Coordinator.
- d) Will be a signing authority along with the Coordinator, and President.
- e) Will serve on all committees as an ex-officio voting Member.
- f) Will be responsible for developing the CMHA operating budget in co-operation with the Coordinator (Treasurer) and the President for approval by the Executive Board.
- g) Will be responsible for developing and maintaining the CMHA's administrative operating policies and procedures
- h) Will report to the President.

### **3. Past President**

- a) Will attend meetings of the Executive Board when requested by the Executive Committee.
- b) Will report to the President.

### **4. Secretary**

- a) Will attend all General Membership, Annual General membership and Executive Board Meetings and shall maintain accurate minutes of same.
- b) In the absence of a Coordinator, will serve as a member of the Executive Committee of the Minor Hockey Board.
- c) In the absence of a Coordinator, will have charge of all Executive Board records.
- d) In the absence of a Coordinator, will maintain and update the By-Laws as required
- e) In the absence of a Coordinator, will be responsible for all Executive Board correspondence.
- f) In the absence of a Coordinator, will be responsible for the safekeeping of all committee reports, minutes, By-laws and Policies.
- g) Will perform such other duties as designated by the President.
- h) Will report to the President .

### **5. Treasurer**

- a) Will be a signing authority in the absence of the Coordinator, along with the President and Vice President.
- b) In the absence of a Coordinator, will have charge of all Executive Board financial records.
- c) In the absence of a Coordinator, will present an annual statement of all operations.
- d) With the Coordinator, will work in co-operation with the President and Vice President in developing the CMHA's operating budget for approval by the Executive Board.
- e) Will report to the President.

### **2.16 Duties of the Coordinator**

- a) The Association may employ a Coordinator whose remuneration shall be set by the Executive.
- b) The Coordinator will report directly to the President.
- c) The Coordinator shall be responsible for the administration and operation of the office and the employees as per the policies and guidelines established by the Board. This shall include, but not be limited to:
  - i. To prepare and distribute a rink package (schedules, score sheets, constitutions, etc.) to rink operators.
  - ii. To keep a register of all teams in the CMHA.

- iii. To be Public Relations liaison with parents, coaches, and volunteers and assist in recruiting and training.
  - iv. To handle all correspondence on behalf of the CMHA.
  - v. To assist the President in preparing a list of duties to be assigned to officers appointed by the Executive.
  - vi. To register CMHA teams with Hockey Alberta.
  - vii. To register CMHA teams for Hockey Alberta play-offs.
  - viii. To receive and certify all certificates submitted to him/her on behalf of the players applying for registration in the CMHA; and to keep a register of all players in the CMHA.
  - ix. To process all certifications and inform the Board of Directors of any difficulties.
  - x. To follow up on lists forwarded to Hockey Alberta and ensure that lists are processed and returned to CMHA and to coaches in a reasonable time.
  - xi. To be responsible for all ice allocations, registration record management, equipment record management, travel permits, and will handle all liability and insurance claims.
- d) To be responsible for all activities associated with the positions of Secretary and Treasurer of the Executive Board. These activities shall include, but not be limited to:
- i. To keep an accurate record of the proceedings of all meetings of the CMHA.
  - ii. To take care of such correspondence as is delegated to him/her by the executive of CMHA.
  - iii. To ensure that all forms and directives are available to directors, commissioners, coaches, and for zone and provincial proceedings for Hockey Alberta are made available for distribution.
  - iv. To distribute notices and minutes of all meetings.
  - v. To prepare in an orderly manner all documents which are forwarded to a printer for duplication.
  - vi. To pay all accounts by cheque.
  - vii. To keep an accurate record of all moneys received and disbursed and report same at each regular meeting.
  - viii. To present an interim income and expense statement at the annual meeting of the Camrose Minor Hockey Association incorporated to make application for grants.
  - ix. To notify the executive board of any delinquent registration accounts on or before January 1.
  - x. Immediately after the annual meeting to make arrangements to establish the bank signing authority.

The Coordinator shall not have a vote at any meeting of the Board of Director or at the Annual General Meeting.

## **2.17 Executive Board Directors and Duties**

### **1. Registration Director**

- a) Shall serve as the chairperson of the Registration Committee; the committee shall consist of a minimum of three members.
- b) Will work with the Coordinator, in the absence of the Coordinator will be responsible for all registration issues for all participants in the Association
- c) Work with the Coordinator, in the absence of the Coordinator will approve all players, registered in the Association in accordance with Hockey Alberta criteria and CMHA residential boundaries.
- d) Work with the Coordinator, in the absence of the Coordinator will ensure all players, coaches and teams are registered correctly with Hockey Alberta.
- e) Work with the Coordinator, in the absence of the Coordinator will be the second signing authority next to the President for player releases.
- f) Work with the Coordinator, in the absence of the Coordinator will provide final verification that a player within CMHA is eligible for release.
- g) Work with the Coordinator, in the absence of the Coordinator will apply for player hard cards and team sheets from Hockey Canada.
- h) Will report to the President and Vice President.

### **2. Initiation Director**

- a) Shall serve as the chairperson of the Initiation Development Committee; the committee shall consist of a minimum of three members.
- b) Will be responsible for the non-representative CMHA Initiation program.
- c) Will ensure that each coach has an up-to-date Rule Book and Association Rules and Regulations.
- d) Will work with the Coordinator, and in the absence of the Coordinator ensure that a league schedule is processed.
- e) Will encourage all on-ice personnel to complete all required Initiation Program and coaching clinics.
- f) Will ensure that each of the coaches and Instructors use the Initiation Program curriculum in their on-ice seasons.
- g) Will submit a report on Initiation at the Annual General Meeting.
- h) Will report to the Vice-President.

NOTE: All hockey players under the age of seven (7) years are to be called INITIATION by definition as resolved by Hockey Alberta and Hockey Canada.

### **3. Evaluation Director**

- a) Shall serve as the Chairperson of the Evaluation Committee; the committee shall consist of a minimum of 3 members.
- b) Will be responsible for organizing all evaluation programs in conjunction with the Initiation, Novice, Atom, Pee Wee, Bantam, Midget, Female Hockey Commissioners.
- c) Will ensure the association has clear policies and procedures for the evaluation of all players at all levels.
- d) Will ensure each division, Initiation, Novice, Atom, Pee Wee, Bantam, Midget, Female Hockey and Representative follows the evaluation policies.
- e) Will report to the Vice-President.

### **4. Equipment Director**

- a) Shall serve as the Chairperson of the Equipment Committee; the committee shall consist of a minimum of three members.
- b) Will ensure that, if equipment is released during the off season, a substantial deposit is paid.
- c) Will submit a list of equipment required.
- d) Will meet with the President, and / or Vice President, Treasurer, and Sponsorship Director to select the equipment requirements.
- e) Will arrange for handling, storage, repairing, cleaning and inventory of equipment as required.
- f) Will ensure that all equipment is returned to stock by May 1.
- g) Will purchase all playoff trophies and be the legal holder of all trophies.
- h) Will prepare a minimum of two tenders for equipment for the upcoming playing season each year. The lowest tender is not necessarily the winning tender.
- i) Will report to the President.

### **5. Coaches Director**

- a) Shall serve as the Chairperson of the Coaches Committee; the committee shall consist of a minimum of three members.
- b) Will arrange and supervise a definite period of training for all coaches, and players, in order that technical knowledge is conveyed at the necessary level of instruction, that is:
  - i. approved and accredited coaches clinics;
  - ii. approved and accredited players clinics;
  - iii. approved and accredited sport medicine clinics.
- c) Will establish and maintain a coaching mentoring system for all levels in the Association.
- d) Will establish and maintain an off-ice game officials mentoring system for all levels in the Association.

- e) Will establish and maintain a team management mentoring system for all levels of the Association.
- f) Will establish and maintain an age division coordinators mentoring system for all levels in the Association.
- g) Will establish, as required specific camps, for Camrose Minor Hockey programs.
- h) Will report to the President and Vice-President.

## **6. Discipline Director**

- a) Shall serve as the Chairperson of the Discipline Committee.
- b) No member of the discipline Committee shall have voting rights as a member of the Executive Committee.
- c) The Discipline Director shall report findings or decisions to the Executive Board on behalf of the Discipline Committee
- d) The Discipline Committee shall consist of a minimum of three (3) and a maximum of five (5) Members of the CMHA as follows:
  - i. The Executive Board shall appoint the Chairperson of the Discipline Committee. Such appointment shall be for a term of two years and may be renewed at the discretion of the Executive Committee.
  - ii. The members of the Discipline Committee shall be members of the Executive Board elected by the membership. Each member shall serve for a term of two years such that two members are elected at each Annual General Meeting of the Association.
  - iii. In the event that there are less than four elected members following the Annual General Meeting, the Discipline Committee shall have the power to search for and appoint sufficient Members of the Association to fill any vacancies. These appointed members of the committee shall serve until the next Annual General Meeting of the Association.
- e) The chairperson shall be responsible for the conduct of meetings of the Discipline Committee within the Operational Policies, Rules and Guidelines of the Association and shall attend meetings of the Executive Board only as required to provide information regarding the Discipline Committee.
- f) The Discipline Committee shall conduct its meetings as required. During such meetings a quorum shall comprise two members.
  - i. Disciplinary hearings and investigations conducted by the Discipline Committee shall be conducted in accordance with the Operational Policies, Rules and Guidelines established by the Association for such deliberations.
  - ii. The Discipline Committee, in conjunction with the President of the Association, shall make recommendations for any changes to the Operational Policies, Rules and Guidelines to the Executive relating to the Discipline Procedure. The Executive Board shall ensure that such policies exist and that such policies ensure that:

- a) The Discipline Committee deals with each disciplinary incident in a timely manner.
  - b) Not less than two (2) members of the Disciplinary Committee shall deal with each disciplinary incident.
  - c) Fairness and consistency is maintained in the application of the disciplinary procedure and policies.
- g) The Discipline Committee shall be empowered to issue discipline against any member of CMHA which includes but is not limited to: Officer, Executive Board Member, Team Player, Coach, Assistant Coach, Trainer, Manager, Parent or Spectator which it determines is guilty of a breach of the By-Laws, Code of Conduct or Operational Policies, Rules & Guidelines as adopted by the Association. Such discipline may take the form of, but is not limited to:
- i. A verbal reprimand
  - ii. A written reprimand.
  - iii. A demand for an apology, either written or verbal, to any affected party.
  - iv. A suspension from participation in or at specific and defined Association activities, or a recommendation to the Executive for a complete suspension from participation in or attendance at all Association activities.
  - v. A recommendation to the Executive for expulsion from the Association.
  - vi. A combination of two or more of the above.
- h) The individual receiving such discipline has the right to appeal to an Appeal Committee.

## **7. Appeals Director**

- a) Shall serve as the Director of the Appeals Committee.
- b) The Appeals Committee:
  - i. Shall consist of three members of the CMHA Board of Directors.
  - ii. Participation on the Appeals Committee by members of the Association's Board of Directors will be rotated with each Appeal Hearing; except for the Appeals Director.
  - iii. No member of the Association's Board of Directors shall sit on more than one (1) consecutive hearing; except for the Appeals Director.
  - iv. Shall convene a hearing to hear the evidence from both the Respondent and the Complainant and any other party it feels should be required to appear.
  - v. The hearing process will be that as set out in the Operational Policies, Rules and Guidelines of the Association.

## **8. Ice Scheduling/Game & Conduct Director**

- a) Will serve as the Director of the Ice Scheduling Allotment Committee.
- b) Will work with the Coordinator, in the absence of the Coordinator will undertake all Game & Conduct Management (GCM) Responsibilities for CMHA as defined by Hockey Alberta, for Game, Conduct, Safety and Risk Management, including representing CMHA at Hockey Alberta Zone GCM Seminars, acting as a liaison between the Hockey Alberta and CMHA, fostering and development of Speak Out Program and Canadian Hockey Safety Program for CMHA.
- c) Attend Executive meetings and advise of risk management and safety concerns, ensure arena checks and liaison with facility management, meet regularly with teams and safety people.
- d) Ensuring teams have CHA injury report forms for dealing with response to serious injury of member, receive and compile all injury statistics.
- e) Review special event sanction requests before forwarding to President for Signature.
- f) Monitor the issuing of game permits and ensure all CMHA Teams follow the game sheet protocol guidelines.
- g) Monitor and liaison with all Directors, Hockey Alberta and other Associations all discipline actions and suspensions issued to CMHA Members.
- h) Ensure all teams have completed medical history forms before first game of the season.
- i) Monitor and assist with conduct and existing abuse and harassment policies and procedures
- j) Will report to the President and Vice-President.

## **9. Sponsorship and Bingo Director**

- a) Shall serve as the Chairperson of the CMHA Sponsorship Committee; the committee shall consist of a minimum of three members.
- b) Will work with the Coordinator, in the absence of the Coordinator will solicit and secure a sponsor for each House League and Representative team.
- c) Will work with the Coordinator, in the absence of the Coordinator will investigate all potential for grants from Government and sporting agencies.
- d) Will work with the Coordinator, in the absence of the Coordinator will coordinate grant applications in conjunction with other Officers.
- e) Will monitor marketplace and propose annual budget adjustments and sponsorship fees.
- f) Will co-ordinate with the business community with respect to logos for team sweaters.
- g) Will cooperate with the Equipment Director in allocation of team colours to sponsors and divisions.
- h) Will report to the President.

## **10. Promotions & Public Relations Director**

- a) Shall serve as the Chairperson of the Promotions and Public Relations Committee; responsible for the Web Site and Minor Hockey Week, the committee shall consist of a minimum of three members
- b) Will work with the Coordinator, in the absence of the Coordinator will promote the Association and Association's activities through to the community at large through appropriate promotional vehicles and be the liaison for such activities for the association in general.
- c) Will work with the Coordinator, in the absence of the Coordinator will be responsible for the maintenance of the Associations' web page.
- d) Will work with the Coordinator, in the absence of the Coordinator will prepare all required press releases and advertising to all media as required by the Association.
- e) Will work with the Coordinator, in the absence of the Coordinator will obtain all information pertinent to any league tournaments and advise the applicable division of these tournaments.
- f) Will work with the Coordinator, in the absence of the Coordinator will develop a format and guidelines for persons who are reporting on the hockey games to the Press.
- g) Will work with the Coordinator, in the absence of the Coordinator will assume responsibility to manage special projects as identified by the Association.
- h) Will work with the Coordinator to be responsible for applications for special hockey events and major tournaments.
- i) Will report to the President.

## **11. Referee-in Chief**

- a) Shall serve as the Chairperson of the Referees Committee; the committee shall consist of a minimum of three members.
- b) Will be the Referee-in-Chief appointed for Camrose Minor Hockey Association.
- c) The Referee-In-Chief will appoint the referees for all House League, Representative and exhibition games and his appointment shall be final.
- d) Will arrange training programs for all referees.
- e) Will monitor supervisions on all referees.
- f) Will see that all games are handled in accordance with the Camrose Minor Hockey Association Rules and the Canada Amateur Hockey Association hockey rules.
- g) Will suspend or discipline referees as required.
- h) Will submit to the Executive Board in writing the details of any disciplinary action taken.
- i) Will forward to the Executive Board the Rules and Regulations governing the referees.
- j) Will report to the President.

## **12. Rep Club Director**

- a) Shall serve as the Chairperson of the Rep Club Committee.
- b) Will be responsible for the complete operation of Representative teams, and henceforth this division will be referred to as the Rep Club System.
- c) Will not have a child registered in Camrose Minor Hockey Association.
- d) Will appoint a Management Committee of not less than 3 and not more than 5 members to assist in the operation of the Rep Club System hockey programs and the members of this committee can not have a child registered in the Rep Club System hockey program.
- e) Will work with the Vice President and will recommend coaches for all teams in the Club System to the executive for ratification.
- f) Will provide the Executive Board with a budget summary as to how the Club funds have been allocated at the end of the current hockey season.
- g) Will ensure that every team in Rep Club hockey system will submit a team operational budget by October 31 each year.
- h) Will encourage all on-ice personnel to complete all required coaching clinics.
- i) Will represent Camrose Minor Hockey Association at League meetings or they may appoint a designate or a member of the specific hockey team to attend and report.
- j) Will approve all out of Province games.
- k) Will approve all Rep Club hockey system team schedules, exhibition and tournament games.
- l) Will file a report of operations at the AGM.
- m) Will be a member of the CMHA Executive Board and will report to the Vice President of CMHA.
- n) Affiliation Responsibility.

## **2.18 Duties of Commissioners**

### **1. Novice Commissioner**

- a) Will be responsible for the non-representative CMHA Novice program.
- b) Will appoint a Novice team of coordinators and assistants, and conduct meetings.
- c) Will conduct pre-season meetings with coaches and Novice Program managers and will require a team budget be submitted for review before 1 November of each year.
- d) Will produce an information letter for all parents as approved by the Vice President.
- e) Will ensure that each coach has an up-to-date Rule Book and Association Rules and Regulations.
- f) Will ensure that a league schedule including Playoffs is processed.
- g) Will encourage all on-ice personnel to complete all required Novice Program and coaching clinics.

- h) Will ensure that each of the coaches and Instructors use the Novice Program curriculum in their on-ice seasons.
- i) Will submit a report on Novice at the Annual General Meeting.
- j) Will report to the Vice-President.

## **2. Atom Commissioner**

- a) Will be responsible for the non-representative CMHA Atom program.
- b) Will appoint an Atom team of coordinators and assistants, and conduct meetings.
- c) Will conduct pre-season meetings with coaches and Atom Program managers and will require a team budget be submitted for review before 1 November of each year.
- d) Will produce an information letter for all parents as approved by the Vice President.
- e) Will ensure that each coach has an up-to-date Rule Book and Association Rules and Regulations.
- f) Will ensure that a league schedule including Playoffs is processed.
- g) Will encourage all on-ice personnel to complete all required Atom Program and coaching clinics.
- h) Will ensure that each of the coaches and Instructors use the Atom Program curriculum in their on-ice seasons.
- i) Will submit a report on Atom at the Annual General Meeting.
- j) Will report to the Vice-President.

## **3. Pee Wee Commissioner**

- a) Will be responsible for the non-representative CMHA Pee Wee program.
- b) Will appoint a Pee Wee team of coordinators and assistants, and conduct meetings.
- c) Will conduct pre-season meetings with coaches and Pee Wee Program managers and will require a team budget be submitted for review before 1 November of each year.
- d) Will produce an information letter for all parents as approved by the Vice President.
- e) Will ensure that each coach has an up-to-date Rule Book and Association Rules and Regulations.
- f) Will ensure that a league schedule including Playoffs is processed.
- g) Will encourage all on-ice personnel to complete all required Pee Wee Program and coaching clinics.
- h) Will ensure that each of the coaches and Instructors use the Pee Wee Program curriculum in their on-ice seasons.
- i) Will submit a report on Pee Wee at the Annual General Meeting.
- j) Will report to the Vice-President.

#### **4. Bantam Commissioner**

- a) Will be responsible for the non-representative CMHA Bantam program.
- b) Will appoint a Bantam team of coordinators and assistants, and conduct meetings.
- c) Will conduct pre-season meetings with coaches and Bantam Program managers and will require a team budget be submitted for review before 1 November of each year.
- d) Will produce an information letter for all parents as approved by the Vice President.
- e) Will ensure that each coach has an up-to-date Rule Book and Association Rules and Regulations
- f) Will ensure that a league schedule including Playoffs is processed.
- g) Will encourage all on-ice personnel to complete all required Bantam Program and Coaching clinics.
- h) Will ensure that each of the coaches and Instructors use the Bantam Program curriculum in their on-ice seasons.
- i) Will submit a report on Bantam at the Annual General Meeting.
- j) Will report to the Vice-President.

#### **5. Female Hockey Commissioner**

- a) Will be responsible for the non-representative CMHA Female Hockey program.
- b) Will appoint a Female Hockey team of coordinators and assistants, and conduct meetings.
- c) Will conduct pre-season meetings with coaches and Female Hockey Program managers and will require a team budget be submitted for review before 1 November of each year.
- d) Will produce an information letter for all parents as approved by the Vice President.
- e) Will ensure that each coach has an up-to-date Rule Book and Association Rules and Regulations.
- f) Will ensure that a league schedule including Playoffs is processed.
- g) Will encourage all on-ice personnel to complete all required Female Hockey Program and coaching clinics.
- h) Will ensure that each of the coaches and Instructors use the Female Hockey Program curriculum in their on-ice seasons.
- i) Will submit a report on Female Hockey at the Annual General Meeting
- j) Will report to the Vice-President.

## **6. Midget Commissioner**

- i) Will be responsible for the non-representative CMHA Midget Hockey program and the Junior C program.
- j) Will appoint a Midget team of coordinators and assistants, and conduct meetings.
- k) Will conduct pre-season meetings with coaches and Midget Program Instructors and will require a team budget be submitted for review before 1 November of each year.
- l) Will produce an information letter for all parents as approved by the Vice President.
- m) Will ensure that each coach has an up-to-date Rule Book and Association Rules and Regulations.
- n) Will ensure that a league schedule including Playoffs is processed.
- o) Will encourage all on-ice personnel to complete all required Midget Program and coaching clinics.
- p) Will ensure that each of the coaches and Instructors use the Midget Program curriculum in their on-ice seasons.
- q) Will submit a report on Midget at the Annual General Meeting.
- r) Will report to the Vice-President.

## **2.19 Committees**

The Executive Board or a Committee thereof may create Committees or Subcommittees including a nominating Committee. Such Committees may be composed of Members or non-members of the Executive Board. Notwithstanding the foregoing all Members of Committees or Sub-Committees must be Members in good standing of the Camrose Minor Hockey Association.

## **2.20 Eligibility to Coach**

Members of the Executive Board are not eligible to be head coach of any AAA hockey program in the Camrose Minor Hockey Association while holding office. Any member of the Executive Board head coaching a hockey program shall not participate in any decisions wherever there is a conflict of interest.

## **2.21 Indemnity of Executive Committee, Members, Directors and Officers**

No Member of the Camrose Minor Hockey Association is, in his individual capacity, liable for a debt or liability of the Camrose Minor Hockey Association.

The Camrose Minor Hockey Association shall indemnify an Executive Board Member, Director or Officer, his heirs, legal representatives and assigns from and against any and all claims, costs charges, expenses and losses including payment of legal fees on a solicitor and client basis necessary to settle or defend an action or satisfy a Judgment reasonably incurred by such person as a result of them having been an Executive Board Member, Director or Officer in those cases where they were acting in their course and scope of duty and acted honestly and in good faith with the view to the best interests of the Camrose Minor Hockey Association.

The Camrose Minor Hockey Association shall indemnify a Discipline Committee Member, his heirs, legal representatives and assigns from and against any and all claims, costs charges, expenses and losses including payment of legal fees on a solicitor and client basis necessary to settle or defend an action or satisfy a Judgment reasonably incurred by such person as a result of them having been an Discipline Committee Member in those cases where they were acting in their course and scope of duty and acted honestly and in good faith with the view to the best interests of the Camrose Minor Hockey Association.

## **2.22 Remuneration**

No Directors, Officers or members of the Executive Board (except for the Treasurer in the absence of the Coordinator) shall receive any remuneration for their services.

## 3 discipline

### 3.0 Actions

The Operational Policies, Rules and Guidelines adopted by the Association provide for the general rules of conduct for all members including Directors, Officers, Coaches, Assistant Coaches, Managers, Players, Parents or Spectators.

Any Officer, Executive Board Member, Team Player, Coach, Assistant Coach, Trainer, Manager, Parent or Spectator who violates the By-Laws, Code of Conduct or Operational Policies, Rules and Guidelines of the Association is subject to discipline under the Discipline Procedure.

### 3.1 Procedures

The Discipline Procedure shall be administered as follows:

- a) The Coordinator or President shall direct complaints as follows:
  - i) Discipline matters relating to activities governed by the rules of the league in which a particular team participates or which is specifically covered by Hockey Alberta or Canadian Hockey Association rules shall be administered by the Executive Board;
  - ii) Discipline matters relating to activities of on-ice game officials acting in their capacity as on-ice game officials shall be administered by the Referees Committee, or Hockey Alberta.
  - iii) Discipline matters not covered by i) or ii) (in other words matters not involving the rules governing the game of hockey) shall be administered by the Discipline Committee.
  - iv) The Coordinator or the President shall maintain a log of the complaints received providing the date the complaint was received, the log number, the name of the complainant, the name of the respondent and the date the file was closed. The log shall not include any details of the nature of the complaint.
- b) Upon the conclusion of the hearing, whether informal or formal, of the complaint by either the Executive Board or the Discipline Committee, all documents pertaining to the complaint shall be placed in a special filing cabinet accessible solely by the Chairman of the Discipline Committee and/or the President of the CMHA or in their absence the Coordinator and shall not be accessed by any other party.
- c) In Order to ensure consistency in the application of the discipline:
  - i. Monthly, the Discipline Committee will summarize the complaints where discipline was issued. These summaries shall identify the issues giving rise to the discipline and the discipline issued by the Discipline Committee. These summaries shall not make reference to either the complainant or to the individual being disciplined.
  - ii. Monthly, the Executive Board will summarize the complaints where discipline was issued and forward this summary to the Chairman of the Discipline Committee. These summaries shall identify the

issues giving rise to the discipline and the discipline issued by the Executive Board. These summaries shall not make reference to either the complainant or to the individual being disciplined.

- iii. Monthly, the Referees Committee will provide a summary of the complaints where discipline was issued by it. These summaries shall identify the issues giving rise to the discipline and the discipline issued by the Referees Committee. These summaries shall not make reference to either the complainant or to the individual being disciplined.
- d) The files in respect of specific discipline matters will be retained for a period of three years after which they shall be destroyed and disposed of in accordance with policies established by the Executive Board.

## **4 MISCELLANEOUS**

### **4.0 Seal**

There is no seal for the Camrose Minor Hockey Association.

### **4.1 Fiscal Year End**

April 30<sup>th</sup> in each year shall be the fiscal year end for the Camrose Minor Hockey Association.

### **4.2 Auditing**

The financial records, books and accounts of Camrose Minor Hockey Association shall be audited at least once yearly by a duly qualified accountant or committee of the Executive Board. A complete and proper statement shall be submitted by the auditor at the Annual General Meeting.

### **4.4 By-Laws**

The By-Laws of the Camrose Minor Hockey Association may only be rescinded, altered or added to by a Special Resolution passed at a general meeting of the General Membership.

### **4.5 Inspection of Books and Records**

The books and records of the Camrose Minor Hockey Association may be inspected by any Member in good standing at the Annual General Meeting or any other time upon giving reasonable notice to the Executive Board and arranging a mutually satisfactory time with the Member of the Executive Board or the Coordinator having charge of same. The books and records of the Camrose Minor Hockey Association will be available at all Executive Board meetings for review by the Executive Board Members. The books and records of the Association shall be available to the President at all times.

### **4.6 Borrowing Powers**

For the purpose of carrying out its objects, the Association may borrow, raise or secure the payment of money in such manner as it thinks fit. The Camrose Minor Hockey Association may issue Debentures or General Security Agreements only under the sanction of a Special Resolution passed at a general meeting of the General Membership.

### **4.7 Code of Conduct**

All members of the Executive Board, Commissioners, Committee Members, Coaches and staff of Camrose Minor Hockey Association are required to sign a Code of Conduct.

### **4.8 Oath of Confidentiality**

All Board Members, Commissioners, Committee Members, and staff of Camrose Minor Hockey Association are required to sign an Oath of Confidentiality.

## 5 ORGANIZATIONAL CHART

