

# **SUNDRE MINOR HOCKEY ASSOCIATION**

Bylaws & Regulations

February 2010

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# **SUNDRE MINOR HOCKEY ASSOCIATION ARTICLES & BY-LAWS**

## **Article I - Name & Boundaries**

- 1.01 This organization shall be known as the Sundre Minor Hockey Association (S.M.H.A.).

Sundre's proposed boundaries are as follows:

North Boundary - commences at the Northeast corner of Section 32, Township 34, Range 3 W5M, proceeds west along the south boundary of Township 35 until it intersects the east boundary of Banff National Park

East Boundary – commences at the Northeast corner of Section 32, Township 34, Range 3 W5M, proceeds south to the southeast corner of Section 5, Township 32, Range 3 W5M, then west to the southeast corner Section 6, Township 32, Range 3 W5M, then south to the southeast corner of Section 30, Township 31, Range 3 W5M.

South Boundary – commences at the southeast corner of Section 30, Township 31, Range 3 W5M, proceeds west in a straight line until it intersects the west boundary of Banff National Park.

West Boundary – commences at the point where the south boundary of Sundre, as described above, intersects the east boundary of Banff National Park, proceeds north along the boundary of Banff National Park until it intersects the north boundary of Sundre, as described above.

## **Article II - Purpose**

- 2.01 This Association is a registered member of Hockey Alberta (HA), which is duly constituted and registered under The Societies Act.
- 2.02 This Association is the governing body for minor hockey in the Sundre area.
- 2.03 This Association will play minor hockey under the rules of the Canadian Hockey Association (CHA) also known as Hockey Canada (HC) and each hockey team will be responsible for complying with all rules and regulations thereof.

### **Article III - Borrowing Powers**

For the purpose of carrying out its objects, the Society may borrow or raise or secure the payment of money in such manner as it may require. In particular, by the issue of debentures but this power shall be exercised only under the authority of the Society and in no case shall debentures be issued without the sanction of a Special Resolution of the Society.

### **Article IV - The Society Seal**

The Sundre Minor Hockey Association will not adopt a society seal.

### **Bylaw I - Interpretation**

- 1.01 Headings –  
The insertion of headings is for convenience of reference only and shall not affect the construction or interpretation hereof.
- 1.02 Terms –  
The terms “Bylaws”, “hereof”, “herein”, “hereunder” and similar expressions refer to these Bylaws taken as a whole and not to any particular Bylaw or section and include any document or instrument which amends or is supplementary to these Bylaws. The word “Bylaw” followed by a number shall mean the particular Bylaw being part of these Bylaws.
- 1.03 Number and Gender  
Words importing the singular shall include the plural and vice versa and words importing gender shall include the masculine, feminine and neuter genders.
- 1.04 Person  
“Person” and other references to persons, include any individual, firm, company, corporation, and unincorporated body of persons or association.
- 1.05 In Writing  
“In writing” or “written” includes printing, typewriting or any electronic means of communication by which words are capable of being visibly reproduced at a distant point of reception, including fax or e-mail.
- 1.06 Notice  
Whenever a period of notice is required under these Bylaws, the day on which notice is given shall not be counted as part of the notice period, but the day

appointed by the notice for the event to which the notice relates shall be counted as part of the notice period.

#### 1.07 Definitions

Unless the subject matter or context requires a different interpretation, the following words and phrases shall, in these bylaws, have the following meanings:

- a) "HA" shall mean Hockey Alberta; or the Alberta Amateur Hockey Association.
- b) "Annual Meeting" means the general meeting of the Members as provided in Bylaw 3.01
- c) "Appeal" means an appeal pursuant to Bylaw IX.
- d) "Appellant" means the person initiating an Appeal by filing a Notice of Appeal.
- e) "Association" shall mean SMHA.
- f) "Bylaws" means the Bylaws of SMHA as amended from time to time.
- g) "HC" means Hockey Canada.
- h) "Coach" means a person registered with HA as a coach of a hockey team.
- i) "Discipline" means correction, chastisement, punishment, penalty, and without limiting the generality of the foregoing, shall include suspension, fine, expulsion and posting of bond.
- j) "Executive" shall mean a person elected to an executive position pursuant to Bylaw III.
- k) "Financial Statement" means the financial statement of SMHA.
- l) "Fiscal Year" shall mean from May 1st in one year until April 30th in the following year.
- m) "Hearing" means the review as set out in Bylaw 9.04.
- n) "Hockey Team" means a group of persons comprised of not less than twelve (12) players and a coach, all of whom are registered with HA.
- o) "Legal Guardian" shall be defined as a person who is granted guardianship of a player under the age of eighteen (18) by the law courts of competent jurisdiction.
- p) "Linesman" means a person registered with HA as a person qualified to officiate, a hockey game as determined by HA.
- q) "Manager" means a person registered with HA as a manager of a hockey team.
- r) "Member" shall mean the parents or legal guardian, as the case may be, of a player.
- s) "Minor Hockey" shall have that meaning as defined from time to time by HC.
- t) "Notice of Appeal" means that notice is provided for in Bylaw 9.01.
- u) "Off-ice Officials" means those persons who work as time-keepers, goal judges, penalty box attendants, and other persons which may be required from time to time for the organized conduct of a game of hockey.
- v) "Parties to the Appeal" shall mean the Appellant, Respondent and other such persons as the President, Appellant and Respondent, acting reasonably, shall direct and name.
- w) "Past President" means the immediately former president of the SMHA.

- x) "Player" means a person registered with SMHA as a player of a hockey team.
- y) "President" means the person elected as president of the SMHA.
- z) "Referee" shall mean a person registered as a referee with HA qualified to officiate, a hockey game as determined by HA.
- aa) "Regulations" means those regulations of SMHA for the administration and advancement of hockey.
- ab) "Respondent" means that person that has made a decision or ruling that the Appellant has appealed.
- ac) "Rules" means those rules of the game of hockey as made from time to time by HC.
- ad) "Special Resolution" shall mean a resolution passed by a majority of not less than three-fourths (3/4) of Members entitled to vote as are present in person at a meeting of SMHA of which notice specifying the intention to propose a resolution as a special resolution has duly been given.
- ae) "Suspension" means a temporary debarring of a person from the privileges of playing hockey games provided that suspension must stipulate a length of time or number of games, or type of hockey game or any combination thereof, and
- af) "Trainer" means a person registered with HA as a trainer for a hockey team.

## **Bylaw II - Membership**

### **2.01 Regular Membership**

Regular membership to SMHA shall be open to any parent or legal guardian of a player registered with SMHA and to any volunteer who fills any position within SMHA. As a condition precedent to membership each prospective member shall agree that:

- a) all members recognize SMHA as the governing authority of minor hockey in the Sundre area subject only to right of appeal to HA and HC as the case may be;
- b) all members shall unconditionally commit to obey and abide by the objectives, bylaws, and regulations of SMHA, HA, and HC and any amendments thereto; and
- c) all members shall unconditionally agree that the Executive shall be the sole and final interpreter of the bylaws, regulations, and rules, and the application of the same subject only to the right of appeal as provided by the bylaws of HA and HC
- d) Registration fees: Registration fees are to be set prior to the commencement of each hockey season, by the current Executive. Fees can be fully refunded if requested in writing to the Executive by the member (if over 18 years of age) or a parent or guardian of the member

prior to the start of league play. Partial refunds shall be 50% of the fee up to December 15; however there shall be no refunds after December 15.

- e) Any member in good standing, may review all financial books and records by attending an Executive Meeting held at a previously scheduled time and place.
- f) A member may resign in writing to the Sundre Minor Hockey Association Executive.

## 2.02 Expulsion

- a) A member may be expelled from membership in SMHA by a resolution passed by two-thirds (2/3) of the members in a meeting of members called for that purpose. No member shall be expelled without being notified of the complaint against them without first having been given an opportunity to be heard by the members at the aforesaid meeting.
- b) The Executive may, by a vote of two-thirds (2/3) of the Executive, expel or suspend any member who has failed to pay registration fees.

## **Bylaw III - Meetings of Members and Voting**

### 3.01 Annual Meeting

- a) The annual meeting shall be held during the month of April in each year at a place and a time determined by the Executive.
- b) Due notice shall be given all members by written public notice by way of local newspaper fourteen (14) days prior to meeting. The executive shall be elected by the end of April.

### 3.02 Order of Business

At every Annual Meeting, in addition to other business that may be transacted, the following shall be the order of business:

- a) Roll call of members
- b) Reading of minutes
- c) Treasurer's report
- d) President's report
- e) Business arising from the minutes
- f) Notices of Motion
- g) Elections
- h) New Business
- i) Adjournment

### 3.03 Quorum

Twelve (12) of the members shall form a quorum at the Annual and regular

meetings.

### 3.04 Right to Vote

At each meeting of the members, the following have the right to vote:

- a) Each member shall have one vote provided it complies with Bylaw 3.05
- b) The secretary shall have one vote
- c) The treasurer shall have one vote
- d) The registrar shall have one vote
- e) The league director shall have one vote
- f) The referee-in-chief shall have one vote
- g) The vice-president shall have one vote
- h) The past president shall have one vote

### 3.05 Qualifications

In order for a member to qualify for voting privileges at meetings of the members, the members must:

- a) be in good standing with SMHA, and
- b) be present in person or have its duly authorized representative present at the meeting.

### 3.06 Voting

At all meetings of the members of SMHA, every resolution shall be decided by a majority of the votes of the members and Executive eligible to vote pursuant to Bylaw 3.05 unless otherwise required by the Bylaws or by law. Every resolution shall be decided in the first instance by a show of hands unless a poll is demanded by a member. Unless a poll is demanded, a declaration by the President that a resolution has been carried or not carried and an entry to that effect in the minutes of SMHA shall be sufficient evidence of the fact without proof of the number or proportion of votes accorded in favor or against such resolution. The demand for a poll may be withdrawn, but if a poll be demanded and not withdrawn, the resolution shall be decided by a majority of votes of eligible voters present in person. Such a poll shall be taken in such manner as the President shall direct and the result shall be deemed the decision of SMHA in the meeting of the members, upon such resolution in question.

### 3.07 Casting Vote

In the event of an equality of votes at any meeting of the members, whether upon a show of hands or poll, the President shall be entitled to a casting vote.

### 3.08 Special Resolution

- a) amendments or alterations to the Bylaws of SMHA shall be considered a Special Resolution and shall only be voted upon at the Annual Meeting.
- b) amendments or alterations to the rules and regulations shall be considered a Special Resolution and shall be voted on at meetings of the members
- c) for a Special Resolution to be voted upon, the Special Resolution must be presented in writing at a meeting of the members at least thirty (30) days prior to the date upon which the vote is to be conducted.

### 3.09 General Meetings

General meetings may be called when directed by the President. The Executive shall state the purpose of the business to be conducted at the meeting. Notice of a General Meeting must be given fourteen (14) days prior to the date by e-mail and notification in local paper, of such meeting to all members. The minimum number to form quorum at a general meeting shall be twelve (12) members in good standing. Only members in good standing are eligible to vote.

### 3.10 Special Meetings

A special meeting may be called by the President from time to time. The members will be given 12 to 48 hours notice, by e-mail and/or telephone. The minimum number of people (quorum) is four (4) members to carry on business at a special meeting.

## **Bylaw IV - Meetings of Executive and Voting**

### **4.01 Executive**

The Executive for SMHA shall consist of the following directors:

- a) President
- b) Vice President
- c) Secretary
- d) Registrar
- e) Treasurer
- f) League Director
- g) Referee-in-Chief
- h) Past President

### **4.02 Elections**

Elections shall be completed at the Annual Meeting in each year. In the first year of operation under this bylaw the president, secretary, registrar, and referee-in-chief shall be elected for a two-year term. The Vice President, treasurer, and league director shall be elected for a one-year term. All elections held thereafter shall be for a two-year term. No monies shall be paid to directors or officers unless there are expenses incurred during special circumstances (e.g.. Travel expenses for meetings or clinics).

### **4.03 Vacancies**

A vacancy in the Executive shall be filled by the appointment of the remaining Executive subject to ratification at the next Member's Meeting.

### **4.04 Executive Meetings**

Meetings of the Executive shall be held from time to time, at such time and place as the President may determine. The President shall call meetings of the Executive when directed to do so by four members of the Executive who shall state the business to be conducted at the meeting. Notice of every meeting shall be given to each member of the Executive forty-eight (48) hours before the time the meeting is to be held unless such notice is waived by all members of the Executive. A majority of the Executive shall constitute a quorum for the transaction at any meeting of the Executive.

### **4.05 Special Meetings**

A special meeting may be called by the President from time to time. The members will be given 12 to 48 hours notice, by e-mail and/or telephone. The minimum number of people (quorum) is four (4) members to carry on business at a special meeting.

#### 4.06 Order of Business

At every Executive Meeting, in addition to other business that may be transacted, the following shall be the order of business:

- a) Roll call of members
- b) Reading of minutes
- c) Treasurer's report
- d) President's report
- e) Business arising from the minutes
- f) New Business
- g) Adjournment

#### 4.07 Right to Vote

At each meeting of the Executive, the following have the right to vote:

- a) The secretary shall have one vote
- b) The treasurer shall have one vote
- c) The registrar shall have one vote
- d) The league director shall have one vote
- e) The referee-in-chief shall have one vote
- f) The vice-president shall have one vote, and
- g) The past president shall have one vote

### **Bylaw V - Duties of the Executive**

#### 5.01 Duties of the Executive

For the purpose of carrying out the objectives of SMHA, the Executive shall manage the affairs of SMHA, and shall implement all of the resolutions passed and exercise all of the powers and do all such acts and things as may be exercised or done by SMHA. The powers and duties of the Executive include, without limiting the generality of the foregoing, the following:

- a) Supervision of the collection of fees and funds of SMHA
- b) Supervision of the expenditure of funds of SMHA
- c) Approve all ice schedules and the allotment of ice time
- d) Interpret and enforce the Rules and Regulations of SMHA, HA, and HC
- e) Recommend, draft, and prepare changes to the Bylaws for the approval of the members at the Annual Meeting

- f) Recommend, draft, and prepare changes to the Rules and Regulations for approval of the members at a meeting of the members.
- g) Impose and enforce appropriate penalties upon the members, hockey teams, coaches, off-ice officials, players, managers, trainers, or other persons for violations or breaches of the Bylaws, Rules and Regulations of SMHA, HA, and HC or for any violation or breach of a decision or ruling of the Executive. Subject always to the right of appeal as hereinafter provided
- h) Appoint members to fill vacancies that may exist in the Executive
- i) Approve all leagues hockey team's desire to play in
- j) May appoint an independent third party to annually audit the financial statements
- k) Ensure all additional funds required by SMHA will be achieved through Executive approved fund raising
- l) Be responsible for the overall development of minor hockey for SMHA
- m) Assign all coaches and assistant coaches
- n) Approve the appointment of all trainers and managers
- o) Screen all coaches, including Criminal Record Checks and Intervention Record Checks
- p) Make final decisions on any disciplinary action to any coach, manager, player, trainer, hockey team, or off-ice official for unseemly conduct or an infringement of the Rules or Regulations of SMHA, HA, or HC as the case may be
- q) Abide by SMHA, HA, and/or HC rules

#### 5.02 Duties of the President

The president, subject to the overall management and supervision of the Executive, shall be charged with the general management and supervision of the affairs and operations of SMHA including, without limiting the generality of the foregoing, the following:

- a) Shall preside and chair all meetings of the members and executive of SMHA
- b) Shall be an ex-officio member of all Committees
- c) Shall call all meetings of the Executive at such time and place as may be required to conduct the business of SMHA
- d) Shall have the power at any duly constituted meeting of the members to appoint a committee to deal with specific problems
- e) Shall not have a vote at meetings of the Executive but shall have the casting vote in case of a tie in votes at meetings of the Executive and meetings of the members.
- f) Shall represent SMHA at meetings of HA and shall vote on behalf of the SMHA
- g) Shall act as a spokesperson for the Executive and any persons or bodies requiring disciplinary action.

#### 5.03 Duties of the Vice-President

The Vice President shall:

- a) In the absence or inability of the President, assume the duties of the President and shall, in that event, have all the powers, authority and restrictions of the President
- b) In the absence or inability of the President, attend meetings of HA and vote on behalf of the SMHA
- c) Have a vote at all meetings of the executive and members
- d) Assume all the duties of the Referee in Chief in the absence or inability of the Referee in Chief
- e) Assist the Executive in whatever capacity the Executive may require
- f) Attend Ice Allocation Meeting

#### 5.04 Duties of the Past President

The Past President shall:

- a) Act in any capacity as may be required by the President from time to time
- b) Have a vote at all meetings of the Executive and members; and
- c) Be a member of the Appeals Committee as provided for herein.

#### 5.05 Duties of the Secretary

The Secretary shall:

- a) Keep an accurate record of the proceedings of all meetings of the members and meetings of the Executive
- b) Present the minutes for each meeting of the members and annual meeting at the next meeting of the members or annual meeting, as the case may be, for the approval of the Members
- c) Notify the Executive and Members of the time and place of all meetings
- d) Have a vote at all meetings of the Executive and members
- e) Fill any vacancy in the Awards Committee
- f) Advertise for registration in local papers, schools, community bulletin boards etc.
- g) Will be responsible for keeping all records and minutes
- h) Handle applying for all sanctions and permits within our association

#### 5.06 Duties of the Treasurer

The Treasurer shall:

- a) Keep accurate records of all monies received and disbursed, and balance such records with the bank statements
- b) Present a report of the current financial status of SMHA at each Meeting of the Members
- c) Prepare a financial statement by the end of the fiscal year and give this document to the auditor to be audited
- d) Present a financial statement for the fiscal year and a duly audited copy of the previous year's financial statement at each general meeting
- e) Place the majority of funds in a savings or term account and only transfer funds to chequing as required
- f) Have a vote at all meetings of the Executive and members
- g) Will be responsible for keeping all financial records
- h) Produce to any member in good standing, upon request, all financial books, records and minutes of SMHA at any Executive meeting held at a previously scheduled time and place.
- i) Shall be responsible for collecting all outstanding fees.

#### 5.07 Duties of the Registrar

The Registrar shall:

- a) Organize and complete the annual registration of all players
- b) Set up teams and team sheets
- c) Maintain a listing of all registered players within SMHA
- d) Have a vote at all meetings of the Executive and members
- e) Attend a minor zone fall meeting at which time the minor zone registrar will provide a presentation outlining provincial registration. The presentation must include the carding process, team-sheeting, affiliation, letter of permission, releases, application dates and deadline, and categorization.
- f) Be responsible for keeping all registration records

#### 5.08 Duties of the Referee-in-Chief

The Referee-in-Chief shall:

- a) Be responsible for the development and implementation of a referee, linesman and off-ice official training program
- b) Be responsible for the supervision of off-ice officials for all games hosted by SMHA
- c) Be the liaison between SMHA and HA Referee's Association
- d) Be responsible for overseeing all exhibition and tournament play held within the jurisdiction of SMHA and shall report all suspensions and major infractions to HA
- e) Recommend discipline to any coach, manager, player, trainer, hockey team, or off-ice official for unseemly conduct or an infringement of the Rules or Regulations of SMHA, HA, or HC as the case may be, to the Executive for disciplinary action; and
- f) Have a vote at each meeting of the Executive and members.

#### 5.09 Duties of the League Director

The League Director shall:

- a) Attend all meetings of leagues that the hockey teams from SMHA play in and represent and vote on behalf of SMHA
- b) Recommend discipline to any coach, manager, player, trainer, hockey team, or off-ice official for unseemly conduct or an infringement of the Rules or Regulations of SMHA, HA, or HC as the case may be, to the Executive for disciplinary action
- c) Recommend training and development clinics for the betterment of hockey
- d) Have a vote at each meeting of the Executive and members
- e) Provide teams with scorebooks.

### **Bylaw VI - Committees**

#### 6.01 Committees

Prior to the commencement of the new season, the following Committees shall be formed as deemed necessary at the discretion of the Executive with the exception of d) Team Selection Committee which is mandatory:

- a) Nominating Committee
- b) Appeals Committee
- c) Awards Committee
- d) Team Selection Committee

#### 6.02 Nominating Committee

The Nominating Committee will consist of two (2) people who will be selected by the Executive. The Committee will select a Chairperson. The committee will abide by the following:

- a) Members of the Committee may not seek election for any of the positions before the committee.
- b) The function of the Nominating Committee is to present a report with at least one (1) nomination for election to each of the Executive positions to be voted upon at the next Annual Meeting.
- c) The nominations of the Nominating Committee shall be filed by the Chairperson at the April Members meeting.
- d) Notwithstanding the provisions of the bylaws above, there may be further nominations for the Executive positions, said nominations being made at the March Members meeting.

#### 6.03 Appeals Committee

The Appeals Committee shall consist of three (3) people. Two (2) people shall be appointed by the Executive and the third person shall be the Past President. If the Past President is not available then the Executive shall appoint a third person. The Appeals Committee shall deal with appeals as provided for in Bylaw IX.

#### 6.04 Awards Committee

The Awards Committee shall consist of two (2) people appointed by the Executive. The Awards Committee shall:

- a) Examine, investigate and recommend special awards, and
- b) Organize and carry out the annual awards presentations

#### 6.05 Team Selection Committee

The Team Selection Committee may consist of two (2) coaches and three (3) qualified persons at large. The Team Selection Committee shall:

- a) Select the tiered teams according to SMHA Regulations, at or above the Atom level where there are enough players for more than one team.

#### 6.06 Auditing Committee

A committee of two or more members in good standing will be appointed by SMHA Executive to audit the books, within three months of fiscal year.

### **Bylaw VII - Rules and Regulations**

#### 7.01 Rules and Regulations

- a) The SMHA may from time to time pass rules and regulations for the betterment of hockey in the Sundre area. Proposed rules and regulations must be presented in the form of a special resolution at a meeting of the members at the election meeting in April, where it may be voted on.
- b) Upon SMHA approving a Rule and/or Regulation, the Secretary shall forthwith give notice in writing of the said rule and/or regulation to the members, coaches and Executive.

#### 7.02 Initiation Program

- a) SMHA adopts the "Initiation" program set forth by HC that the name pre-novice hockey (under the age of 7 years old) is Dynamite Level.
- b) SMHA follows the HC mandate that all on-ice personnel in leadership positions in the divisions of novice and below successfully complete the "Initiation Program" Instructor Program.

## **Bylaw VIII - Violations of Bylaws, Rules and Regulations**

### 8.01 Violations and Discipline

- a) Any member, team, player, coach, manager, trainer or off-ice official that violates or breaches a bylaw, rule, or regulation is subject to discipline as set out herein.
- b) Upon learning of an alleged violation or breach of a bylaw, rule, or regulation it is the responsibility of the member, team, player, coach, manager, trainer, or off-ice official that became aware of such violation or breach to report the matter to the President in writing.
- c) If a volunteer does not perform all duties outlined in SMHA constitution and bylaws, then he or she may be removed from office by a majority vote of the Executive.

### 8.02 President's Authority

Upon receiving a report of a violation or breach, the President shall:

- a) Investigate the alleged violation or breach as to the particulars thereof, and
- b) Determine whether there was a violation or breach of a bylaw, rule or regulation and impose such disciplinary measures and sanctions as the Executive may deem appropriate; and
- c) Provide a decision in writing and respond within fourteen (14) days.

### 8.03 Right of Appeal

The decisions of the Executive pursuant to Bylaw 8.02(b) shall be subject to appeal only as provided for in Bylaw IX.

## **Bylaw IX - Appeals**

### 9.01 Notice of Appeal

All appeals shall be initiated by notice in writing addressed to the President and filed within seven (7) days of the date of the decision or ruling being appealed. The Notice of Appeal may be filed in person, by mail, courier, or fax.

### 9.02 Contents of the Notice

The Notice of Appeal shall include and contain the following:

- a) A statement of the decision which is being appealed, including a copy of the written decision
- b) Concise statements of the grounds for appeal in numbered paragraphs

- c) Concise statements of the facts, in numbered paragraphs, alleged by the Appellant; and
- d) A summary of the evidence the Appellant intends to produce at the Appeal Hearing, (if an Appeal Hearing is granted)

### 9.03 Appeal Duties of the President

Upon receiving a Notice of Appeal, the President shall notify the Appeals Committee and provide the Appeals Committee with the Notice of Appeal and the President's response to same.

### 9.04 Appeal Procedure

- a) The Appeals Committee shall establish a date for a hearing of the appeal and shall provide notice of the hearing to the Appellant, Respondent and the Executive. The hearing shall be held within seven (7) days of the receipt of the Notice of Appeal
- b) The Appeals Committee shall hear the appeal and response and by a majority decision shall determine whether the appeal is granted or denied.
- c) The decision of the Appeal Committee shall be binding on all parties.
- d) The Appeal Committee's decision shall be submitted to the Appellant and the Executive in writing within fourteen (14) days of the completion of the appeal hearing.

## Regulations

Last Updated: February 2010

### Regulation I – Teams / Players

- 1.01 The team colours for SMHA shall be red and white with only SMHA Logo and the Sponsors on sweater. Player's last names are optional.
- 1.02 The name of SMHA teams shall be at the discretion of teams and will be approved by the Executive. Sponsor emblems shall be placed on right shoulder or sleeve and/or name bar of sponsor on lower back below the number.
- 1.03 At the beginning of the season after the teams are selected, the parents of the players for a team shall meet. At this meeting, the parents shall elect a team manager. The team is to advise the Executive as to whom the new manager is. Duties of this position are as follows:
  - a) to organize all games, tournament and acquiring of teams for tournaments. The manager will liaise with the ice-allocator to coordinate home ice times, referees, and off-ice officials. In the event that games are postponed/cancelled, the team manager must ensure that the ice time is cancelled properly if it is not to be used and that referees are also properly cancelled. Request travel permits and tournament sanctions as required by HA. The manager should provide schedules to parents on a monthly basis, deliver information on fund-raising and any other information coming from the Executive, concession organizers, etc.
- 1.04 In the event that there is more than one team at an age category then the teams shall be selected consistent with the regulation governing the selection of teams.
- 1.05 Players desiring to try-out or attend conditioning camps for other associations must have a *Letter of Permission* form signed by SMHA
- 1.06 Players desiring to play at a higher level for another association shall obtain a *Letter of Permission* form from SMHA before trying out at that level. Any final release must be approved by the Executive. Any other release must be approved in accordance with HA Bylaws and Regulations.
- 1.07 Registration Fees

Families with three children in minor hockey receive a 50% discount in registration fees for the third child (third being the youngest of three) and 75% discount for a fourth child (fourth being the youngest of four) registered.

  - a) Fundraising Bond, as determined by the current Executive.

- b) Concession bond, as determined by the current Executive.
- c) Midget Jersey deposit: \$100.00

## **Regulation II – Games**

- 2.01 Game times for Dynamite and Novice shall consist of one and one-half (1 ½) hours. Game times for Atom and Peewee shall be two (2) hours. Game times for Bantam and Midget shall be two and one-half (2 ½) hours. All of the above includes ice maintenance time.
- 2.02 There shall be five (5) minutes set for both teams to warm up at the beginning of each game. At the end of five (5) minutes, the game shall commence.
- 2.03 Stop time is to be used at all levels above Novice. If game is running behind schedule, the following is at the discretion of the referee, with five (5) minutes remaining in the allocated ice time, at the first stoppage of play thereafter, the clock shall be set down to two (2) minutes and the remainder of the game will be played stop time.
- 2.04 The Ice Allocator shall have the authority to reallocate ice time for playoffs and provincials.
- 2.05 Hosting teams are responsible for supplying off-ice officials. Each team must have two representatives who participate in off-ice official training and then be willing to train all volunteers who will act as an off-ice official. The Referee in Chief for SMHA will coordinate the training of all team representatives.
- 2.06 All postponed/cancelled/rescheduled league games **must** be reported to SMHA ice allocator. All postponed league games must be made up in due course.
- 1.07 The shaking of hands at the end of a game is encouraged by SMHA; however, the coaches and on-ice officials have the final say in whether it is permitted.

## **Regulation III – Team Selection**

- 3.01 When the registration at Atom level and above is sufficient to form more than one team, as determined by the Executive, then the teams shall be tiered with the players selected using the following format:
  - a) The Executive shall appoint a selection committee of five (5).
  - b) If time allows the first two ice times will be held as a conditioning camp.
  - c) The next two ice times, (if time permits) will be try-out sessions at a cost determined by the current Executive. The players will all be issued numbered sweaters and will wear the same sweaters for each of the try-out sessions.

- d) After the first try-out session players may be placed and they may not be required to attend another try-out. After the second try-out session there may be further placements. If required more try-out sessions may be arranged.
- e) Notification of placements will be made within 24 hours of each try-out session.

### 3.02 Selection of Non-Tiered Teams

- a) Can be directed by the Executive, Coaches, and Coach Coordinator.
- b) The selection shall be divided evenly based on skill
- c) Consideration will be given to individual written requests as deemed appropriate by the Executive.

### 3.03 Placement of New Players During the Season

Any new player shall be on the lower tiered team and evaluated and/or moved up accordingly.

## **Regulation IV – Over/Under-age Players**

4.01 Any player wanting to register or try out at any level other than the age category that the player qualifies for, or who may request to play at a different level after tiering shall be referred to the Executive for handling on an individual case basis. See 4.02 and 4.03.

### 4.02 Overage Players:

- a.) SMHA is prepared to approve an over-age player providing that the proper approvals are obtained from the league and HA. If approved, the over-age player will be allowed to play, except when the regulations of the governing league bar the player from playing. The Executive reserves the right to assign the player to the appropriate team.

### 4.03 Underage Player

- a) Try-outs for underage players will be considered only if the team they are leaving will be left with a minimum of thirteen (13) players and the team they are trying out for has no more than sixteen (16) players.
- b) Underage players must be ranked among the top five (5) players on the team in the higher category into which they are moving; goaltenders are evaluated separately.
- c) If there is a need to increase numbers at the higher category, the Executive may make that decision.
- d) Further to the above, the permission to move up must be deemed beneficial to both the player and SMHA.

## **Regulation V – Coach Selection**

5.01 Coaching is often a difficult position to obtain sufficient volunteers to allow for a valid selection process. To ensure that a broad base of candidates are available so that players receive a variety of coaches during their time with SMHA, volunteers will be sought from each age category at the end of each season to obtain nominations for coaching positions in the following season. In addition to this, ads will be run in the local newspapers in July of each year to advertise for coaching positions. The advertisement shall name two of the Executive as the contact for interested parties. Applications and release forms will be mailed out and a request made that the applicants complete the form and return it before the end of July. Each of the volunteers who have obtained interested parties shall also have forms completed and made available to the President or League Director or Coach Coordinator.

The Coaches shall:

- a) Be approved by the Executive; as per HA guidelines.
- b) In the event of lack of qualified coaches as per Section (a) above, the Executive may recommend individuals for the positions.

5.02 The President, League Director and Coach Coordinator shall meet to screen applications for coaches. The process to be used shall be as follows:

- a) The President, League Director, Coach Coordinator shall review the application forms prior to the Executive meeting. Coaches will provide references to SMHA if requested.
- b) In selecting the coaches, the following criteria shall be used:
  - Performance feedback from the previous season
  - Feedback on reference checks
  - Skill levels and certifications
  - Rotation of coaches so that players experience what other coaches have to offer.
  - Results of the Criminal Record Check and Intervention Check.
- c) The appointment of the coaches shall be by vote at the Executive meeting.

5.03 The Executive may do a Coach Evaluation at some point during the hockey season.

## **Regulation VI – Player Affiliation**

6.01 At the September meeting, a motion shall be made to determine the basis for player affiliation. The vote shall determine whether affiliation shall be done by team sheet or individual player. If SMHA elects to do a named player affiliation, then the two coaching teams will be given the mandate to determine the named

players' affiliations for each of the age categories. This will be presented at the next meeting, discussed, and amended as directed and ratified by SMHA.

- 6.02 Affiliations and use of affiliated players shall be done consistent with the regulations of the league in which the team plays.
- 6.03 If a team desires to use an affiliated player then it may only do so if it first obtains the consent of the coach of the team the affiliated player is on and secondly, obtains the consent of the parents of the player.
- 6.04 Teams using affiliated players shall endeavor to give as many affiliated players an opportunity to play at that level as possible.
- 6.05 Affiliation must be completely processed before the player steps on the ice with the affiliated team.
- 1.06 Affiliated Players are only to practice with the team they are affiliated to, once during the week, only if they are scheduled to play a game with that team the following weekend. (Full ice practice only)

## **Regulation VII – Conduct**

- 7.01 Player conduct –  
Players are expected to promote and maintain a positive image both on and off the ice. Players who display improper conduct may be suspended by the Executive. This would include offenses such as alcohol or drug use prior to or during games or tournaments. No player shall be allowed to skate, under any circumstances, while under the influence. Such matters will be dealt with severely.
- 7.02 Parent conduct –  
Parents are expected to promote and maintain a positive image for SMHA. In the event that a parent causes a disturbance or displays conduct unbecoming the positive image of SMHA, the Executive shall bring this to the attention of the parent so as to correct the problem. In the event that the matter is serious, the Executive shall have the right to suspend the parent from the Association. Under extreme circumstances, SMHA shall have the right to suspend the parent and associated players from SMHA indefinitely.
- 7.03 Fan control –  
Fan control is the responsibility of the team hosting the game, practice or tournament. Fan control shall include proper conduct of the fans and addressing verbal abuse of players, off-ice or on-ice officials, coaches and opposing teams. The team responsible for fan control shall ensure that someone present is designated with this responsibility. This can be rotated amongst the parents. If a problem is encountered then the person causing a disturbance should be identified to the arena staff who will ask the offending party to desist or, if

necessary, to leave. If the problem continues, then the arena staff will contact the RCMP.

7.04 Team conduct –

All teams must follow the SMHA Managers Handbook as presented from year to year. All teams must host the tournament, assigned to their team. Failure to do so will result in a fine of two thousand dollars (\$2000.00).

7.05 Grievances –

- a) Put your grievance in writing and forward it to the President
- b) The President will take it to the Grievance Committee who will review, gather more information if necessary, and make a final recommendation.

### **Regulation VIII – Provincials**

8.01 Teams must notify the Executive of their intent regarding Provincials by December 15.

8.02 No team shall reverse their decision.

8.03 Where Sundre Minor Hockey has more than one team in the same category, the top team will be placed in the appropriate level according to HA.

8.04 Sundre Minor Hockey may enter two teams at the same Category but not at the same level.

8.05 It is the responsibility of the Executive to have a representative attend the Zone 6 Provincial Draw meeting, collect all information and inform all team managers of the results, within 24 hours of receiving the draw information.

8.06 It is the responsibility of the team managers to inform the Ice Allocator and Referee Scheduler of their games and time lines for completion of Provincial games. The team manager must also inform the opposing team of all game times and dates within 24 hours of receiving this information.

8.07 Funding – Any team reaching Provincial tournament level has access to \$250.00 per team per year for funding from Sundre Minor Hockey.

### **Regulation IX – Board Positions / General Duties**

9.01 Duties of a Board Member

For the purpose of carrying out the day to day responsibilities of SMHA and assisting the Executive to deliver the objectives of SMHA and its members.

The powers and duties include the following:

- a) Attend and vote at each member meeting

- b) From time to time, sit on committees related to their specific duties
- c) Provide feedback and advice to the Executive based on their specific duties.

#### 9.02 Referee Scheduler

The duties shall be as follows:

- a) Responsible for assigning all referees and linesmen for league, exhibition, and provincial play unless the officials are appointed by the governing body
- b) Provide a monthly report to the Treasurer listing all referees and linesmen who officiated in the previous month, the amount each is to be paid and any travel charges incurred
- c) Receive direction from the Referee in Chief regarding on-ice official scheduling for training purposes
- d) Report to the Executive on all games not properly cancelled and the resulting costs incurred.

#### 9.03 Ice Allocator

The duties shall be as follows:

- a) Attend ice allocation meeting with the Town of Sundre
- b) Work with leagues to establish a schedule for games for each team
- c) Notify and work with the arena staff
- d) Notify referee scheduler of team schedules and upcoming games/changes
- e) With the Coach Coordinator, arrange and organize a coaches/managers information meeting

#### 9.04 Equipment Manager

The duties shall be as follows:

- a) Be responsible for all equipment belonging to SMHA, keep an accurate inventory of all such equipment, and be responsible for assigning such equipment to teams or members, as the case may be.
- b) Ensure there are sponsors for each team and that the sponsor bars are maintained.
- c) Ensure that there are stop signs on all jerseys above the number at all levels as regulated by HC regulations.
- d) Be responsible for ordering equipment and jerseys as necessary and approved by the board.

#### 9.05 Concession Scheduler

The duties shall be as follows:

- a) Complete a schedule of when all teams are expected to man the concession and ensure that the teams are provided with a list of the parties working in the concession
- b) Arrange for workers to cover for people who fail to attend as scheduled, to hire workers if necessary, to arrange for the payment to such workers and report the people who fail to attend to the Treasurer; and
- c) Provide a report annually on the success of the program and any problems encountered.

9.06 Fundraising Coordinator

The duties shall be as follows:

- a) Complete the required permit application for any fundraising and obtain the required approval
- b) Arrange for the printing of any tickets
- c) Distribute any tickets or information to team managers
- d) Collect all funds and provide an accounting to the Treasurer
- e) Complete the draws, publish the winners and arrange for payment to the winners; and
- f) Provide an annual report to the Executive on the success of the program(s), the funds collected and any problems encountered.

9.07 Picture Coordinator

The duties shall be as follows:

- a) Solicit quotes for completion of annual team and player pictures and make appropriate recommendations to the Executive
- b) Book the ice time for pictures with the ice allocators and schedule all teams for pictures
- c) Collect all fees from the teams and ensure that all costs are covered and paid out appropriately
- d) Arrange for the completion of a framed poster for all the teams; and
- e) Upon completion, provide a report to the Executive on the success of the program, the quality of the workmanship, the fees charged and collected, and all disbursements.

9.08 Coach Coordinator

The duties shall be as follows:

- a) Shall recruit names of volunteers to ensure all teams will have a minimum of one coach to present to the Executive.
- b) Shall ensure all coaches, at Dynamite level and above have certification as per HA and HC.

- c) Shall arrange and organize clinics for the furtherance of SMHA coaches and to ensure all potential and active coaches are notified of coaching clinics being offered.
- d) With the Ice Allocator, arrange and organize a coaches/managers information meeting.
- e) Shall develop, gather, and maintain a complete file on each current coach. This file should include applications and evaluations. This file will be turned over to the SMHA Executive for filing and keeping of records.
- f) Shall represent coaches of SMHA and act as liaison to the board.