

**THE  
WETASKIWIN MINOR HOCKEY  
ASSOCIATION**



**ASSOCIATION BY-LAWS**

March 2024

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## **THE WETASKIWIN MINOR HOCKEY ASSOCIATION BY-LAWS**

### **BY-LAW 1 – INTERPRETATION**

1.1 In these By-Laws and Regulations, unless the context otherwise requires, words importing the singular number or masculine gender, shall include the plural number and the feminine gender, they, them, their and vice versa. Any references to persons shall include firms and corporations.

1.2 When constructing these By-Laws and Regulations, references shall be made to the Societies Act, and the By-Laws, Rules, and Regulations of the Alberta Amateur Hockey Association (A.A.H.A) known as Hockey Alberta, and Hockey Canada. Words and expressions used in These By-Laws and Regulations shall, so far as the context does not otherwise require, have the same meaning as would be the case when used under the Act, By-Laws, Rules, and Regulations.

1.3 References to the “Association” in these By-Laws refer to the Wetaskiwin Minor Hockey Association (WMHA).

1.4 The Association, as a member of Hockey Alberta and affiliated with Hockey Canada, shall conform, and comply with the Boundaries and By-Laws, Rules and Regulations as set forth by the Alberta Amateur Hockey Association (A.A.H.A) Hockey Alberta and Hockey Canada respectively.

1.5 A potential or actual conflict of interest exists when commitments and obligations to the association are likely to be compromised by that person’s other interests or commitments. A conflict arises when a board member is or may be able to influence a specific hockey team by taking on a head coach or managing position; or lead to any form of personal gain for themselves or a family member or give improper advantages to the others to the association’s detriment.

1.6 When a Board member of the Association is in or believes they are in a conflict-of-interest position, they must declare so and remove themselves from all discussions and voting on the item. Situations may include but are not limited to:

- Discussion regarding a spouse or child
- Personal or financial gain or loss (including but not limited to - training clinics, other Wetaskiwin organizations, other minor sports).

## **BY-LAW 2 – NAME OF ASSOCIATION**

2.1 The name of the organization will be “WETASKIWIN MINOR HOCKEY ASSOCIATION”, hereafter referred to as W.M.H.A.

## **BY-LAW 3 – MEMBERSHIP**

3.1 The members of the Association shall be the subscribers to the Application, the By-Laws and Regulations and such other persons as subsequently become members of the Association in accordance with these By-Laws.

3.2 A person may only become a member of the association if they:

3.2.1 Have a child or has had a child registered and paid to the association in the last hockey season or

3.2.2 Has been approved as a member by the Executive, and

3.2.3 Must have reached the age of eighteen years and is a resident within the boundaries of the association.

3.3 The annual membership fee shall be an amount as determined by the Executive.

3.4 Honorary Membership is a membership of the Association that is given for life to an individual.

3.4.1 Honorary Membership is appointed by the Executive of the Association to people who are not members of the Association.

3.4.2 This membership provides all the rights and privileges of a normal member of the Association without paying the annual membership fee.

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

3.5.1 Upon failure or refusal to pay the annual membership fee; or

3.5.2 Upon notification in writing to the Executive of his withdrawal from membership; or

3.5.3 When he is expelled from membership in accordance with these By-Laws.

3.6 A Resident: Resides within the City of Wetaskiwin, or in the geographic area, which has been identified as the boundaries of Wetaskiwin Minor Hockey Association as determined by Hockey Alberta (reference Hockey Alberta website).

3.7 A Non-Resident: Is not a member of the WMHA and does not reside in the City of Wetaskiwin or geographical area.

3.7.1 Any Player, who wishes to play within the WMHA, must comply with Hockey Alberta By-Laws and Regulations.

3.7.2 May be subjected to a Non-Resident fee, which will be determined on an annual basis by the WMHA Executive.

#### **BY-LAW 4 - TERMINATION OF MEMBERSHIP**

4.1 Any member may resign from the Association at any time by notifying the office in writing; however, an administration fee may be charged.

4.2 Any member who, in the opinion of the Discipline Committee, fails to maintain an acceptable standard of conduct may be asked to resign in written form after at least one previous written warning. That decision will result in the loss of voting privileges unless the member wins a successful appeal. An administration fee may be charged.

4.3 Any decision to remove a member by the discipline committee or executives shall be made in confidence and all voting members' votes, will remain anonymous.

4.4 Any member who has been requested to resign may exercise the right to appeal the decision provided the written request is received by the Office within seven (7) days of the request to resign. Any member that refuses to resign on written request will be considered expelled from the Association.

4.5 The Executive claims the rights and interests as the Rental Contract Carrier to bar any suspended, expelled, or resigned member from any or all facilities where Association functions occur including but not limited to meetings, games, practices, or any other WMHA event.

4.6 A member who ceases to be a member or is expelled or suspended from the Association shall forthwith forfeit all rights and interests from the Association. This means the suspended or expelled member cannot coach or manage a team, hold an elected or appointed position until suspension is served or waived upon successful appeal.

4.7 A member can be suspended or expelled for a time frame deemed appropriate by the President or Discipline Committee and ratified by the Board of Directors.

4.8 A member who voluntarily ceases to be a member shall forfeit all rights and interests for any refund of player fees if applicable.

## **BY-LAW 5 –MEETINGS GENERAL MEETINGS**

5.1 The Annual General Meeting (AGM) of the Association membership shall be held in the City of Wetaskiwin, annually between April 1 and June 30

5.1.1 Meeting of the association membership

5.1.2 Shall be at the call of the President

5.1.3 When required or desired the Executive may call a meeting of the association membership.

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

5.2 Notice of WMHA Annual Meeting or Special Meeting will be given in writing and advertised at least 14 days in advance of the meeting.

5.2.1 Nomination for Executive positions must be made in writing, to the Secretary, 14 days prior to the AGM date as set by the Executive, if the person nominating or being nominated will not be in attendance at the AGM.

5.2.2 Nominations, in general, must be accepted by the person nominated if they will not attend the AGM. Notification of acceptance to be sent to the Secretary in advance of the AGM.

5.2.3 Nominations will be accepted off the floor as well as any written nomination received for this position ahead of time by the Secretary.

5.3 Upon Instruction from the President, the Secretary shall notify the appropriate members of the time and place of each meeting. Notification may be by posting of notices on public notice boards, or in local newspapers, or by other methods deemed appropriate by the Executive.

5.4 A Quorum for the Annual General Meeting or Special Meeting shall consist of not less than 20 members in good standing.

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

5.6 At any annual or special meetings of the WMHA, the following, as appropriate, will be the order of business.

- Roll call of Delegates.
- Reading of Minutes.
- Reports of the Executive.
- Resolutions.
- Elections.

- Orders and General Business.
- Adjournment.

5.7 Business will be conducted by following Robert's Rules of Order.

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

5.9 Voting on any issue arising at Meetings of the Members shall be decided by a simple majority of the eligible members present in person. Each eligible member in attendance is entitled to only 2 votes per family (not per player) and issue, regardless of the number of positions they may occupy on the Executive or other committees. There shall be no proxy votes. The Chairman of any meeting is not entitled to vote on an issue unless it is to break a tie.

5.10 Meeting of the Executive:

5.10.1 Shall be at the call of the President

5.10.2 A minimum of six (6) board meetings per year shall be held and at least once every 2nd month. The Board may decide to meet more than once every 2nd month and may decide not to meet in a particular month.

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

5.10.4 Associations members may submit, in writing, items for inclusion on the agenda of an Executive meeting. These members shall be entitled to attend that portion of the meeting devoted to those agenda items but not vote.

5.10.5 A quorum for the transaction of the business shall consist of not less than seven (7) members of the Executive. Only members of the Executive, present in person are eligible to vote.

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

## **BY-LAW 6- THE EXECUTIVE**

6.1 The Society will be run by the Executive and there will be no Directors. The Executive shall consist of the following positions.

President	Fundraising Coordinator	U9 Coordinator
Vice President- Operations	Ice Coordinator	U11 Coordinator
Vice President - Discipline & Risk Management	Equipment Coordinator	U13 Coordinator
Treasurer	Tournament Coordinator	U15 Coordinator
Registrar	Referee in Chief	U18 Coordinator
Public Relations Coordinator	Secretary	Female U11/13 Coordinator
Player/Coach Development	U7 Coordinator	Female U15/18 Coordinator

6.2 The Executive shall have the power to appoint an individual to any vacant Executive Position. That appointee will hold that office until the next AGM unless deemed otherwise by the Committee. The appointment must have a 3/4 support of all Board Members in attendance before the appointment can be ratified. No two positions on the Executive may be held by the same person for the same term.

6.3 The Executive will have the power to impose and enforce penalties for violations of the By-Laws, Regulations, Oath of Confidentiality, Code of Conduct, and rules of WMHA.

6.4 The Executive shall be elected at the Annual General Meeting of the Association membership.

6.4.1 Any member of the executive shall be an existing member of WMHA, as per by-law 3.2.

6.5 The Executive shall have control of the affairs of the Association and shall govern in the best interest of the Association.

6.6 All Executive positions on the Board are elected positions for a period of two (2) years with the following except the division coordinators (U7, U9, U11, U13, U15, U18, U11/13 female, U15/18 Female) which are on a one (1) year term.

6.6.1 Elected on ODD numbered years (2017, 2019, etc.) and serving a two (2) year term shall be:

President	Tournament Coordinator
Treasurer	Referee in Chief
Public Relations Coordinator	Secretary
Player/Coach Development	

6.6.2 Elected on EVEN numbered years (2018, 2020, etc.) and serving a two (2) year term shall be:



Vice President - Operations	Ice Coordinator
Vice President - Discipline & Risk Management	Fundraising Coordinator
Registrar	
Equipment Coordinator	

6.7 Each member of the Executive shall be elected or appointed to hold office until the conclusion of his/her term. If any member of the Executive resigns office or ceases to be a member of the Association Executive or without reasonable excuse absents-themselves from three (3) consecutive meetings of the Executive, or be suspended or expelled from the Association, the Executive shall declare their office vacant. The Executive Committee shall then be charged with filling the vacant position subject to By-Law 6.2.

6.7.1 No person may be elected President unless that person has served as a member of the Executive for a period of not less than two (2) years.

6.7.2 No person may be elected a Vice-President unless that person has served as a member of the Executive for a period of not less than two (2) years.

6.8 Unless authorized by any meeting of the Executive, no officer or member of the Association shall receive any remuneration for his services.

6.9 The Executive shall have the authority to appoint any committee as deemed necessary.

6.10 An Executive member may be reimbursed for out-of-pocket expenses incurred on behalf of the Association, providing a majority vote of the Board is made prior to their incurred expenses.

6.11 The Executive may, by a three quarters ( $\frac{3}{4}$ ) vote, forthwith remove from office any member of the Board for neglect of duty, or conduct tending to impair such member's usefulness; for example, "not meeting the responsibilities" of the Position.

6.12 The Executive will supervise the collection and authorize the expenditure of funds of the WMHA if funds coming into WMHA will be allocated in accordance with the purpose so intended.

6.13 The Executive shall develop Rules, Policies and Regulations for the management and operations of the Association.

6.14 The Executive will interpret, define, and explain all provisions of the By-Laws and Regulations of the Association.

6.15 The Executive will adjudicate all disputes between members, which may arise between Annual Meetings.

6.16 The Executive will appoint any member of the Executive to attend all meetings of

the members of Hockey Alberta, Zone Meetings and League meetings.

6.17 Where the President or Vice Presidents are unavailable to Chair a meeting, the members present can nominate a chairperson for the purpose of a meeting. This can only be done after fifteen minutes (15) has passed from the “call of the meeting”.

6.18 All Board members are required to sign WMHA Board Members Code of Conduct and Oath of Confidentiality as defined in By-Law 7.3.

## **BY-LAW 7- DUTIES AND AUTHORITY OF EXECUTIVE**

### **7.1 President:**

- 7.1.1 The President will have the authority to suspend, any player, coach, trainer, or manager of any team under the WMHA for unsportsmanlike conduct, on or off the ice, for abusive language to any official, or for any other infraction, in the sole discretion of the President, deemed to be detrimental. Such suspension to be effective until dealt with by the Discipline Committee.
- 7.1.2 The President shall also have the power to prevent any spectator from viewing any game or other activity, or to enter a facility to view such games or activity falling under Wetaskiwin Minor Hockey Association for any conduct, which in the sole discretion of the President is deemed to be unbecoming or detrimental to the game.
- 7.1.3 Further the President shall have the power to suspend summarily the player, coach, team official or the team to which the spectator is affiliated. Such suspension to be effective until dealt with by the Discipline Committee within a reasonable period, as determined by the Chairman of the Discipline Committee.
- 7.1.4 The President may delegate this authority to such Association Executive, official or Committee as he designates.
- 7.1.5 The President, within the jurisdiction of the Association, shall:
  - 7.1.5(a) Be a signing officer for the Association
  - 7.1.5(b) Exercise the powers of the Executive, in case of emergency
  - 7.1.5(c) Discipline up to and including suspension of any member, coach, manager, player, trainer, or other official connected within the Association, subject to ratification at the next meeting of the Discipline Committee but does not vote.

7.1.5(d) Will serve on the Coach Selection Committee.

7.1.5(e) Will serve on the Team Selection/Tryout Committee.

7.1.5(f) Will serve on all other committees as ex-officio voting member.

7.1.5(g) Generally manage and supervise the affairs and operations of the Association.

7.1.5(h) Together with the Office, or other officer appointed by the Executive for that purpose, shall sign all resolutions, transfers, and releases.

7.1.6 Will be a signing authority along with the Vice President - Operations and Treasurer.

7.1.7 Will authorize player releases/tryouts and affiliation forms.

## **7.2 Vice Presidents:**

### **7.2.1 Vice President: Operations (elected on EVEN numbered years)**

7.2.1.1 Reports to the President

7.2.1.2 Provides guidance and support to the Executive in the control and management of the business and affairs of Wetaskiwin Minor Hockey Association (WMHA) based on historical successes and struggles of WMHA

7.2.1.3 Will serve as a signing authority for WMHA along with the President and Treasurer

7.2.1.4 Will be the advisor to the Executive concerning by-laws, regulations, and operations pertaining to WMHA, Hockey Alberta, and Hockey Canada

7.2.1.5 Under the direction of the President, act as a liaison to Hockey Alberta, Hockey Canada, and other minor hockey associations

7.2.1.6 Will be the designate to attend all league meetings on behalf of WMHA for all tiered teams registered to their respective league. Can delegate this duty to Coordinator if necessary

7.2.1.7 Over sees operations of all divisions and teams and supervises and controls the affairs of the coordinators for each division and team

7.2.1.8 Maintains coach and manager manuals and organizes coach/manager meeting at the beginning of each new season

7.2.1.9 Serve as Chairperson of the Coach Selection Committee

- 7.2.1.10 Serve as Chairperson of the Team Selection/Tryout Committee
- 7.2.1.11 Serve on all committees as ex-officio voting member
- 7.2.1.12 Participates in the Player Affiliation process
- 7.2.1.13 Performs duties of the President in the Absence of the President
- 7.2.1.14 Any other duties assigned by the President or the Executive

**7.2.2 Vice President: Discipline & Risk Management (elected on EVEN numbered years)**

- 7.2.2.1 Reports to the President
- 7.2.2.2 Identify, assess, and prioritize any real or potential issue, with respect to a future event that threatens the wellbeing of the association, executive, members, volunteers, sponsors, property, equipment, materials, revenues and/or the association's reputation/stature in the community
- 7.2.2.3 Identify, prioritize, and rate potential probability of hazards, that may be associated with the organization's fundraising events.
- 7.2.2.4 Recommend policies and procedures that insulate the association from liability or hazards with respect to the conduct of its business and on ice hockey affairs.
- 7.2.2.5 Will be responsible for ensuring all on-ice personnel complete all required clinics within their division.
- 7.2.2.6 Will be responsible to ensure all team personnel complete and submit a Criminal Record Check within their division.
- 7.2.2.7 Shall maintain and enhance procedures with respect to screening volunteers to protect the association, members, and players from harm
- 7.2.2.8 Periodically inspect local facilities (arenas) and property for safety issues that may present a hazard to players and members and to assure compliance with safety regulations
- 7.2.2.9 Be aware of changes and procedures as they relate to safety and risk management in hockey
- 7.2.2.10 Shall make recommendations to WMHA Executive for ensuring that WMHA has proper insurance coverage, and that said coverage is renewed prior to the hockey season
- 7.2.2.11 Shall serve as the Chairperson of the Discipline Committee

7.2.2.12 Shall report findings or decisions to the Board in relation to discipline matters

7.2.2.13 Will serve on the Coach Selection Committee

7.2.2.14 Will serve on the Team Selection/Tryout Committee

7.2.2.15 Any other duties as assigned by the President or Executive

### **7.3 Secretary:**

7.3.1 Reports to the President.

7.3.3 At the direction of the President, prepares or reviews, and distributes the agenda for all board meetings.

7.3.4 Records, or directs others to record, the minutes of all Board, Executive Committee and general meetings and distributes the minutes to the board, Executive Committee, or membership, as applicable.

7.3.5 Informs Boards Members of upcoming meetings.

7.3.6 Carries on, or directs, supervises others to carry on, the correspondence of the Association.

7.3.7 Maintains the By-laws and Regulations Manual.

7.3.8 Responsible for the security and safe keeping of all WMHA records.

7.3.9 Ensure that all notices are duly given in accordance with the provisions of the By-Laws or as required by law.

7.3.10 Ensure that regular and current news information is updated and posted on the WMHA website.

7.3.11 Coordinates all other communication issues and events pertaining to the decisions of the Board.

7.3.12 Responsible for the coordination, management, and update of the WMHA emails and email system.

7.3.13 Will serve as the Custodian of all website usernames and passwords.

7.3.14 Any other duties assigned by the President or by the Board.

#### **7.4 Treasurer:**

7.4.1 Acts as authorized signatory along with the President and Vice President Operations for all WMHA bank accounts.

7.4.2 In General, has charge and custody of and is responsible for all funds and securities of WMHA; shall receive and give receipts for monies due and payables to WMHA from any source whatsoever and deposit all such monies in the name of WMHA in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of the by-laws and in general shall perform all duties incident to the office of the Treasurer.

7.4.3 Maintains the financial books and records for WMHA.

7.4.4 Receives and deposits all registrations and similar fees from the Register on a timely basis.

7.4.5 At year end, prepare a reconciliation of the Registrar on a timely basis. At year end, prepares a reconciliation of the Registrar's database to the fees deposited.

7.4.6 Ensures payment of expenditures on a timely basis.

7.4.7 Presents a report to the Board monthly on the operating results of WMHA.

7.4.8 along with the members of the Finance Committee, prepares the budget and presents the budget to the Board for approval.

7.4.9 Monitors revenue and expenditures throughout the year and when necessary, makes recommendations on revisions to the budget for approval by the Board.

7.4.10 Monitors the bank accounts to ensure appropriate use of funds and levels of funding in each account.

7.4.11 After the fiscal year end, prepare the books and records for audit and liaise with auditors throughout the duration of the audit.

7.4.12 Presents the audited financial statements to the Board for approval.

7.4.13 Responsible for the security and safekeeping of the WMHA mailbox keys and as well as the collection, opening, tracking and distribution of the mail received.

7.4.14 Any other duties as assigned by the President or the Board.

#### **7.5 Ice Coordinator:**

7.5.1 Reports directly to the President.

7.5.2 Determines the ice requirements for the season.

- 7.5.3 Attends meetings with the City of Wetaskiwin and other applicable ice providers representing the WMHA to secure the appropriate amount of ice for the season.
- 7.5.4 Allocate ice to each team in accordance with the WMHA regulations and policies.
- 7.5.5 Responsible for scheduling ice time, re-scheduling ice time, exchanges of ice time and cancellation of ice time to minimize the cost of ice to WMHA with maximum ice utilization.
- 7.5.6 Shall make ice schedules available through the web site.
- 7.5.7 Shall approve and record all ice time used by teams.
- 7.5.8 Certify ice bills to the Treasurer for payment.
- 7.5.9 Any other duties as assigned by the President or the Board.

#### **7.6 Registrar:**

- 7.6.1 Reports to the President.
- 7.6.2 Maintains the books and records of the WMHA relating to registration of the players and members pursuant to the by-laws and regulations.
- 7.6.3 Ensures that the proper registration procedures are followed for all players registered to play in WMHA pursuant to the by-laws and regulations.
- 7.6.4 Coordinates the registrations process pursuant to the by-laws regulations.
- 7.6.5 Assists with the player affiliation process.
- 7.6.6 Will ensure all players, coaches, and teams are registered correctly with Hockey Alberta and verify that all HCR's are correct.
- 7.6.7 Any other duties as assigned by the President or the Board.
- 7.6.8 Distribute, collect, and retain Criminal Record Check forms as set out by the Executive Committee
- 7.6.9 Communicate to the association and the coaches the certification requirements.

#### **7.7 Equipment Coordinator:**

- 7.7.1 Reports Directly to the President.
- 7.7.2 Determines the equipment and supply requirements for the season and advises the Treasurer of the budget required.
- 7.7.3 Presents to the Board the equipment requirements for the year for approval.

- 7.7.4 Maintains an inventory of all WMHA owned equipment.
- 7.7.5 Assigns all equipment to WMHA teams in accordance with the regulations.
- 7.7.6 Ensures all deposits for equipment are received and forwards deposit amounts to the Treasurer.
- 7.7.7 Ensures all equipment is returned to WMHA at the end of the season.
- 7.7.8 Disposes of old, worn or unnecessary equipment, if required.
- 7.7.9 Maintains the equipment room in an organized manner.
- 7.7.10 Any other duties as assigned by the President or the Board.

### **7.8 Referee in Chief**

- 7.8.1 Will report to the President.
- 7.8.2 Acts as a liaison between the Board and the Referee's Association.
- 7.8.3 Determines the requirements for and arranges Referee Clinics as requested.
- 7.8.4 Ensures that ongoing development and training for referees are in place.
- 7.8.5 Will assign referees for all League, Playoff, Exhibition, and Tournament games.
- 7.8.6 Will ensure that game record sheets are completed on a regular basis for payment.
- 7.8.7 Any other duties as assigned by the President or Board.

### **7.9 Player/Coach Development Coordinator:**

- 7.9.1 Oversee coach selection process.
- 7.9.2 Implement and oversee the coach evaluation plan.
- 7.9.3 Work with Hockey Alberta staff to request and host coaching clinics.
- 7.9.4 Works on procedures and policies for Player Selection.
- 7.9.5 Oversee player tryout process for your WMHA.
- 7.9.6 Oversee coach mentorship plan and implementation.
- 7.9.7 Support on Ice/ Practice planning support.
- 7.9.8 Coach development meetings and presentations.



7.9.9 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:

- Approved and accredited player clinics that will include:
- Skill development for player
- Checking clinics for those players moving into checking levels
- Goalie clinics

7.9.10 Any other duties as assigned by the President or the Board.

#### **7.10 Public Relations Coordinator:**

7.10.1 Reports to the President.

7.10.2 In general, supports WMHA in the efforts to provide an economical hockey program that will benefit all players.

7.10.3 At the beginning of the seasons, contacts businesses and requests sponsorship donations for each WMHA team.

7.10.4 Provides the Treasurer with a list of all sponsors, amounts donated and teams sponsors in order for the Treasurer to issue invoices.

7.10.5 Follow up with outstanding sponsorship amounts not paid on a periodic basis to ensure payment is received.

7.10.6 Maintains the sponsorship Boards at both arena and ensure the boards are kept up to date.

7.10.7 Any other duties as assigned by the President or by the Board.

#### **7.11 Fundraising Coordinator:**

7.11.1 Reports to the President.

7.11.2 Maintains all raffle and gaming licenses and ensures that the necessary paperwork is processed in coordination with the Treasurer and filed prior to deadlines provided.

7.11.3 Shall organize all fundraising events (bingos, raffles, casinos, etc.) in coordination with AGLC for the association.

7.11.4 Will communicate and deposit all monies (fundraising credits) to the General Account through the Treasurer.

7.11.5 Any other duties as assigned by the President or by the Board.

#### **7.12 Tournament Coordinator:**

7.12.1 Reports to the President.

7.12.2 Responsible for planning and organizing the details that are required for the preparation of all WMHA tournaments.

7.12.3 Works with the treasurer, head coach, team manager and division committee (if applicable) to ensure all financial details of the tournament are compliant with AGLC and WMHA rules.

7.12.4 Will provide input and recommendations for weekends selected for each division tournament.

### **7.13 Division Coordinators:**

7.13.1 Division Coordinators will report to the President and Vice President - Operations.

7.13.2 In general, oversee the operations of the teams within the coordinators level.

7.13.3 Resolves any financial disputes.

7.13.4 Will be present at the tryout process.

7.13.5 Will be responsible to ensure each team within their division has filled each volunteer role on each team.

7.13.6 Will be responsible to ensure that all parents have completed the Respect in Sport program.

7.13.7 Will assist each assigned Tournament Coordinator with the operation of their division's home tournament.

7.13.8 Will submit a division report at the Annual General Meeting.

7.13.9 The Division Coordinator, within the jurisdiction of the Association, shall:

7.13.9.1 Serve on the Coach selection Committee.

7.13.9.2 Serve on the Team Selection/Tryout Committee.

7.13.10 Will determine the number of teams within their division based on the number of registrants.

7.13.11 Participates in the player affiliation process, if requested by the President.

7.13.12 Any other duties as assigned by the President or by the Board.

## **BY-LAW 8 – COMMITTEES**

8.1 The Board may create Committees or Subcommittees when necessary. Such Committees may be composed of Members of the Board or General Members in good standing or non-members.

8.2 The following committees will be created on an annual basis and be composed of the following:

- a) Discipline Committee:
  - i. Vice President - Discipline & Risk Management (Chairperson)
  - ii. Three (3) other Members of the Board selected at the first Board meeting after the Annual General Meeting.
- b) Hart of the Game Foundation Committee:
  - i. Jody Dickau (Chairperson)
  - ii. Treasurer
  - iii. Registrar
  - iv. One (1) other Member of the Board selected at the first Board meeting after the Annual General Meeting.
- c) Coach Selection Committee:
  - i. Player/Coach Development Coordinator (Chairperson)
  - ii. President
  - iii. Vice President - Operations
  - iv. Vice President - Discipline & Risk Management
  - v. Division Coordinator
  - vi. The Chairperson may select a General Member or non-member if required.
- d) Player Selection Committee:
  - i. Player/Coach Development Coordinator (Chairperson)
  - ii. President
  - iii. Vice President - Operations
  - iv. Vice President - Discipline & Risk Management
  - v. Division Coordinator
  - vi. The Chairperson may select a General Member or non-member if required.

## **BY-LAW 9 – BORROWING**

9.1 For the purpose of carrying out its objectives, the Association may borrow, or raise or secure the payment of money in such a manner, as it deems appropriate, and by the issue of debentures. If the Executive wishes to raise monies through a debenture, the decision must be ratified through a Special Resolution of the members.

## **BY-LAW 10 – BANKING**

10.1 The signing Officers of the Association for the purpose of drawing cheques on the account or accounts of the Association shall be any two Executive members.

## **BY-LAW 11 – SEAL**

11.1 The Executive may adopt a seal, which shall be the common seal of the Association.

11.2 The common seal of the Association shall be under the control of the Executive, and the Executive shall determine the responsibility for its custody and use from time to time.

## **BY-LAW 12 – REVIEW OF BOOKS**

12.1 The books of the Association must be audited once a year at the end of each fiscal year.

## **BY-LAW 13 - AMENDMENTS**

13.1 No amendments to the By-Laws of the association, whether by way of new provision, amended provisions, or to rescind any if the provisions in these by-laws, shall be made except at Annual Meetings or other general meetings of the Association membership, and only then by “Special Resolution.” Notice of any proposed amendment or amendments must be filed with the President or Vice President in writing at least twenty-one (21) days prior to the meeting to be reviewed and amended at the Annual General Meeting. The Secretary shall cause the contents of the resolutions, or a summary therefore to be posted on the WMHA website with the notice of the AGM or other general meeting at which it is proposed to consider the resolution.

13.1.1 : A “Special Resolution” means a resolution passed at a general meeting of which, with no less than twenty-one (21) days’ notice, specify the intention to propose the Resolution has been duly given, and by the vote of not less than 75% of those members who, if entitled to do so, vote in person.

13.2 The Executive is empowered to amend or alter Rules & Regulations, Policy and Procedures, as required to conduct the affairs of the Association. Amendments to By-Laws can only be made at an Annual General or Special Meeting of the members.

## **BY-LAW 14 – MINUTES OF MEETING AND OTHER BOOKS AND RECORDS**

14.1 The minutes of the meetings of the Association and of the Executive shall be taken and prepared by the Secretary. After approval of the minutes the President and Secretary shall first sign them. The Secretary shall keep a record of all minutes arising out of the meetings of the Association and the Executives and documents of the Association. Upon a change of Secretary shall maintain the long-term records of the Association. The Secretary's position; all records shall be transferred to the new Secretary. The Treasurer shall keep the financial records of the Association. On a change of the Treasurer, all records shall be transferred to the new Treasurer.

## **BY-LAW 15 – INSPECTION OF BOOKS AND RECORDS**

15.1 The President shall make available for inspection, the books and records of the Association to a member of the Executive at any time and all other members of the Association in good standing at the Annual Meeting of the Association.

## **BY-LAW 16 – CODE OF CONDUCT**

### **16.1 Volunteers:**

16.1.1 Expect no special rights or privileges because you are a volunteer.

16.1.2 Understand that even though you may not agree with all the Association's policies or rules, as a representative of the Association, you have an obligation to publicly support and always abide by them. If you do not agree with them, you can work within the system to make changes.

16.1.3 Base your decision on what is best for the majority of the hockey players while respecting the rights of the individual.

16.1.4 Be slow to anger and hard to discourage.

### **16.2 Parents:**

16.2.1 Do not force an unwilling player to participate in sports.

16.2.2 Remember that participants should be involved in sports to their enjoyment, not yours.

16.2.3 Encourage your son/daughter to always play by the rules. Teach your son/daughter that honest effort is as important as victory and that if you give your best, then you have won, regardless of the score.

16.2.4 Turn defeat to victory by helping your son/daughter work hard towards skill improvement and good sportsmanship. Never ridicule or yell at your son/daughter for making a mistake or losing.

16.2.5 Congratulate your son/daughter on honest effort and skill improvements, not just on goals and assists.

16.2.6 Remember players learn by example; applaud good plays either team.

16.2.7 Do not question an official's judgment and never their honesty.

16.2.8 Abuse of Players, Coaches, Officials, or Volunteers will not be tolerated.

16.2.9 Attend most practices and games, if needing to miss contact Team Official to let him/her know about absence.

16.2.10 Have players at the rink at coaches specified times before games and practices.

16.2.11 Show respect for Team Officials as they are Volunteers.

### **16.3 Players:**

16.3.1 Play for the fun of it, not to please your coach or parents.

16.3.2 Play by the rules.

16.3.3 Never argue with the official's decision, let your captain or coach ask any questions.

16.3.4 Control your temper. No mouthing off, throwing tantrums, breaking, or throwing sticks and equipment.

16.3.5 Be a good sport. Cheer good plays on and show class.

16.3.6 Treat all players as you would like to be treated. Do not interfere with, bully, or take advantage of any player.

16.3.7 Remember that the goals of the game are to have fun, improve your skills and feel good. Don't be a showoff, always trying to get the most points or penalties; you are part of the team whether they win or lose. Use of Illegal drugs, alcohol and or tobacco at any time, could result in suspension.

### **16.4 Coaches:**

16.4.1 All Coaches, assistant coaches and junior coaches must be reviewed and approved by the executive.

16.4.2 Understand you have an obligation to abide by the policies of the Association and failure to do so could result in a loss of coaching privileges.

16.4.3 Understand the player's code.

16.4.4 Be reasonable in your demands on the player's time, energy, and enthusiasm. Remember they have other interests outside the hockey world.

16.4.5 Teach your players, management, and parents the rules of the game.

16.4.6 Never ridicule or yell at the player for making a mistake or losing a competition.

16.4.7 Develop team respect for the ability of the opponents, as well as for the judgment of the officials and the opposing coaches.

16.4.8 Remember that players need a coach they can respect and look up to. Be generous with your praises when it is deserved and set a good example.

16.4.9 Make a personal commitment to keep yourself informed on sound coaching principles, growth, and development for the players. Attend all functions and clinics the Association may hold from time to time.

16.4.10 Do not lower yourself or your team to the level of the fans or other coach's tactics; do not use profanity, make gestures, or abuse officials.

16.4.11 Coaches are responsible for the conduct of their players and team officials during practices, games, and team functions.

16.4.12 You shall be responsible for enforcing rules, discipline, and behavior of the team.

16.4.13 You must attend all league/Association meetings as requested.

## **16.5 Managers:**

16.5.1 Shall be responsible for liaison with the press to coordinate reporting of minor hockey.

16.5.2 Responsible for all team/Association equipment.

16.5.3 Shall call parent meetings as required.

16.5.4 Shall be a spokesman between the parents and the coaching staff.

16.5.5 Shall be the league contact and be responsible for arranging games, practices, tournaments, and officials.

16.5.6 Shall distribute coach evaluation forms or anything as required by the Association to parents/players.

16.5.7 Must attend all league/Association meetings as required.

## **16.6 Board Members:**

16.6.1 Expect no special rights or privileges because you are a Board Member.

16.6.2 Understand that even though you may not agree with all the Association's policies or rules, as a representative of the Association, you have an obligation to publicly support and always abide by them. If you do not agree with them, you can work within the system to make changes.

16.6.3 Base your decision on what is best for most of the hockey players while respecting the rights of the individual.

## **BY-LAW 17 – DISCIPLINE**

### **17.1 Actions:**

17.1.1 The Policies, Rules, and Guidelines adopted by the Association provide for the general rules of conduct for all members including Board Members, Officials, Coaches, Assistant Coaches, Managers, Players, Parents, and Spectators.

17.1.2 Any Board Member, Official, Coach, Assistant Coach, Manager, Player, Parent, and/or Spectator who violates the By-Laws, Code of Conduct, Rules, and/or Guidelines of the Association is subject to discipline under the Discipline Procedure.

### **17.2 Discipline Procedures (will be administered as follows):**

17.2.1 Complaints will be directed as follows:

i. Where the current Hockey Alberta or CHA rule book dictates a suspension for a player for a rule transgression, and game officials determine, by write-up, that such a transgression took place, the suspension will be implemented by the coach in consultation with the Division Coordinator as a matter of routine;

ii. When incidents occur which may warrant disciplinary action against a player, the coach(s) shall report the incident as quickly as possible, and at least prior to the next game, for action. The Division Coordinator and coach(s) shall meet, investigate the incident, and determine the sanctions to be applied.

iii. Outside of i. and ii. no Member may be issued discipline other than a verbal reprimand without a Disciplinary Committee being convened and reviewing the matter.

iv. Discipline matters relating to a Board Member that is not the Vice President shall be reviewed by the Vice President provided the complaint does not involve physical force or violence, the Vice President may work with the parties involved to resolve the matter without further escalation. The Vice President shall report all incidents, whether warranting further action or not to the Board.



- v. Discipline matters relating to the Vice President, shall be reviewed first by the President, and provided the complaint does not involve physical force or violence, the President may work with the parties involved to resolve the matter without further escalation. The President shall report all incidents, whether warranting further action or not to the Board.
- vi. Discipline matters relating to a Coach, Assistant Coach, Manager, Player, Parent, and/or Spectator shall first be reviewed by the Division Coordinator for the team involved and the Referee in Chief if the complaint involves an Official. Provided the complaint does not involve physical force or violence, the Division Coordinator (and RIC if applicable) may work with the parties involved to resolve the matter without further escalation. The Division Coordinator shall report all incidents, whether warranting further action or not to the Board.
- vii. The Vice President, upon receiving a written request and upon satisfying him or herself that a discipline matter exists which was not resolved in accordance with i., ii., iii., iv., v., or vi. Shall convene a Disciplinary Committee in accordance with the following rules:
- a) All complaints involving Officials shall include the Referee in Chief as part of the Discipline Committee. All complaints arising from a team practice, game, or other event shall include the Division Coordinator as part of the Discipline Committee.
  - b) If the matter involves a complaint about the Vice President, the Discipline Committee shall be formed by the President and shall include, 3 additional members of the Board subject to a) and b) preceding.
  - c) In all other cases, the Discipline Committee shall be formed by the Vice President and shall include 3 members of the Board subject to a) and b) preceding.
- viii. The Chairperson of the Discipline Committee shall request incident reports from the complainant and a letter shall be sent to the respondent stating that the complaint was received, the nature of the complaint, that a Discipline Committee has been convened to review matters and any interim action imposed by the Discipline Committee pending resolution, including without limitation, interim suspension from Association activities. The respondent shall be advised of the opportunity to respond to the complaint and to attend before the Discipline Committee to present any evidence in relation to the complaint. If the respondent does not elect to attend before the Discipline Committee, the Discipline Committee will meet to review the information and make a decision. If the respondent elects to attend before the Discipline Committee, the Discipline Committee shall set a hearing date and shall meet with the respondent. The Discipline Committee shall give its decision within a reasonable time following such a meeting. In each case, the decision will be communicated to the respondent and a written record shall be kept on Association files.
- ix. The penalties available to the Discipline Committee to impose if they are

satisfied that there was a breach of Association Policies, Rules, and or Guidelines include:

- a) Verbal Reprimand, no written record maintained on Association files
- b) Written Reprimand, written record maintained on Association files
- c) Suspension, for duration in the discretion of the Discipline Committee.
- d) Recommendation for Permanent Expulsion from the Association, in consultation with Hockey Alberta
- e) Any combination of the foregoing

x. If a Discipline Committee recommends permanent expulsion from the Association, the Member, may, subject to the appeal rights following, be suspended for the remainder of the current hockey year and the matter of permanent expulsion shall be dealt with according to Hockey Alberta rules and regulations.

xi. Any respondent dissatisfied with the decision of the Discipline Committee may appeal the decision by writing the President requesting an appeal hearing and setting out the basis for the appeal, including why the respondent believes the Discipline Committee's decision was made in error. There is a \$100.00 fee to be attached with the appeal request. The President shall inform the Board of the appeal request. The President shall form an Appeal Committee of at least five (5) people, but in any event being an odd number of people, of which shall include 4 Board Members and at least 1 person from the general membership. All people sitting on the Appeal Committee must sign an Oath of Confidentiality and must be one of the following:

- Member of the WMHA Board
- Member of the Association
- Hockey Alberta representatives
- Hockey Canada representatives
- Legal Counsel
- Members of the Board of a neighboring Association

No person that sat as a member of the Discipline Committee shall be a member of the Appeal Committee.

xii. An appeal date shall be set by the Appeal Committee on notice to the respondent. The appeal date shall be not less than 14 days and not more than 30 days from receipt of the written request for an appeal. The Appeal Committee will review the materials that were before the Discipline Committee and hear submissions of the respondent. If new information or materials are brought forward to the Appeal Committee, the Appeal Committee may conduct such further and other investigations relating to the complaint and the appeal as it deems necessary prior to rendering its decision. The decision of the majority of the Appeal Committee shall be final and binding on all parties, excepting out any avenues of further recourse to the parties by

Hockey Alberta and/or Hockey Canada.

xiii. The Vice 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.

17.2.1.2 Upon the conclusion of the hearing, whether informal or formal, of the complaint by either the Board or the Discipline Committee, all documents pertaining to the complaint shall be placed in a special filing cabinet accessible solely by the President and/or Vice President of WMHA and shall not be accessed by any other party.

17.2.1.3 The files in respect of specific discipline matters will be retained for a period of three (3) years after which they shall be destroyed and disposed of.

### **BY-LAW 18 – GRIEVANCES PROCEDURES**

18.1 Parental, player, or team problems not resolved by the Parent Liaison, Head Coach or Team Manager shall be addressed to the respective Coordinator and then to the Executive of the Association.

18.2 Resolutions not received at the above level shall be directed to the Discipline Committee Via the appropriate Coordinator.

18.3 All Grievances shall be initiated in writing to the Discipline Committee.

18.4 Upon receipt of written notification, the Discipline Procedure outlined in By-law 17 shall be set within ten (10) days.

### **BY-LAW 19 – COURT AND LEGAL ACTION**

19.1 13.3 & 13.20 from Hockey Alberta By-laws & Regulations

19.2 All decisions shall be subject to appeal to Hockey Alberta as provided for in By-Law XIII of Hockey Alberta.

19.3 Pursuant to By-Law 13.20 – Court Actions of Hockey Alberta

(All People) by virtue and because of their status as such, agree that any recourse to the law court of any jurisdiction before all right and remedies as provided for by the By-Law of the Association, Hockey Alberta and Hockey Canada have been availed of and utilized, shall be deemed by the WMHA to be unsportsmanlike conduct enabling the President to suspend and or disqualify the said persons.

## **BY-LAW 20 – FISCAL YEAR**

20.1 The fiscal year of the WMHA shall commence the 1<sup>st</sup> of June every year to and including the 31<sup>st</sup> day of May of the following year.

## **BY-LAW 21 – LIQUIDATION OR WINDING UP**

21.1 The Association shall be wound-up voluntarily whenever a Special Resolution is passed requiring the Association to be so wound-up. In the Event of Liquidation, dissolution or winding up of the association the property of the Association be distributed as followed.

21.1.1 Where funds are held by the Association in trust for and on the behalf of any organization, all such funds shall be returned to such organization.

21.1.2 For the objects and purposes stated in these By-Laws; or

21.1.3 Any money in Gaming proceeds will go to other Charitable Organizations