

CALAHOO MINOR HOCKEY ASSOCIATION BYLAWS

(May 2002)

Bylaw One THE ASSOCIATION

This organization shall be known as the Calahoo Minor Hockey Association (the “Association”) and shall be governed by the Societies Act of Alberta.

Bylaw Two OBJECTIVES

The objectives of the Association are to promote, govern and improve organized minor hockey as a division of the governing bodies, the Alberta Amateur Hockey Association and the Canadian Hockey Association by:

- A) Fostering sportsmanship and general community spirit among members, supporters and teams.
- B) Maintaining and increasing the interest and enjoyment in the game of hockey.
- C) Having and exercising general care, supervision and direction over the playing interests of its teams and players.

Bylaw Three ALTERING, RESCINDING AND ADDING BYLAWS

- A) The bylaws of the Association shall not be rescinded, altered or added to except by special resolution of the Association as defined by the Societies Act.
- B) No rescission or alteration of or addition to a bylaw has effect until registered in accordance with the Societies Act and the practices of the Alberta Amateur Hockey Association.
- C) Notice of the proposed changes shall be given to the Secretary in writing at least thirty days before the day of an Annual General Meeting, and the Secretary shall immediately notify the Board of Directors of the proposed changes.

Bylaw Four MEMBERSHIP

- A) The Members of the Association shall consist of:
 - i) All Hockey Teams, Coaches, Assistant Coaches, Managers, Assistant Managers and Trainers as determined by the Alberta Amateur Hockey Association and the Canadian Hockey Association and who operate under the jurisdiction of the Association and who comply with the requirement of its Bylaws and Regulations.
 - ii) The Board of Directors as defined in Bylaw 5.
 - iii) The Executive Officers and any other elected and appointed officials as defined in Bylaw 11.
 - iv) All players of hockey teams of the Association.

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- v) Parents and legal guardians of players registered in good standing with the Association. A player is considered to be registered in good standing if he or she complies with Bylaw 14 (fees) and has not been expelled under Bylaw 15.

Bylaw Five DIRECTORS AND OFFICERS

- A) The Executive Officers shall consist of the Immediate Past-President, President, Vice-President, Secretary, Registrar and Treasurer.
- B) The Board of Directors shall consist of the Executive Officers, Concession Coordinator, Travel Permit and Discipline Coordinator and Team Representatives.
- C) The President, Vice-President, Secretary, Registrar and Treasurer shall be elected annually at the Annual General Meeting.
- D) The Concession Coordinator, Travel Permit and Discipline Coordinator and Team Representatives shall be appointed by the Executive Officers.
- E) Unless authorized by special resolution at an Annual General Meeting and only after 21 days notice has been given prior to the Annual General Meeting, no officer or member of the Association shall receive any remuneration for his or her services.
- F) The Board of Directors has the authority to make any Regulation necessary to carry out the purposes of the Association. A Regulation shall be in writing and kept in an attachment to these Bylaws.
- G) The Board of Directors by quorum and majority vote of those present, shall have control of the affairs of the Association and shall have power to fill any vacancy which may occur in its number, and to create or amend the Regulations of the Association and rules of any tournament and Championship competition. A quorum for the Board of Directors meeting shall consist of a majority of Board members.
- H) The Board of Directors shall ratify the appointment of the Coaches, Assistant Coaches and Managers of any Team.
- I) The Board of Directors shall have the power to suspend or discipline a Coach, Assistant Coach, Manager, Player, Trainer, Referee or any other Official connected with the Association.
- J) Any clause in the Bylaws of the Association may be clarified and defined at any time by a majority vote of a quorum of the Board of Directors.
- K) The Board of Directors may call a Special Meeting of the Members of the Association if it considers it appropriate to address a particular matter.

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Bylaw Six NO BORROWING POWERS

- A) Neither the Association nor any member of it shall have borrowing powers.

Bylaw Seven BOOKS AND RECORDS

- A) The books and records of the Association may be inspected by any Member who has not been suspended or expelled under Bylaw 15 at the Annual General Meeting or any other time upon giving reasonable notice to the Executive Officers and arranging a mutually satisfactory time with an Executive Officer having charge of the books and records.
- B) The books and records of the Association will be available at all Board of Directors meetings for review by the board members.
- C) The books and records of the Association shall be available to the President at all times.

Bylaw Eight BOUNDARIES

The Association's geographical boundaries as approved by the Alberta Amateur Hockey Association are found in Regulation one, Map and Regulation two, Legal Land Description.

Bylaw Nine MEETINGS

- A) The Annual General Meeting of the Association shall be held on or before May 31 of each year.
- B) A quorum for the Annual General Meeting or a Special Meeting shall be ten members in good standing.
- C) The President shall call bi-monthly meetings of the Board of Directors.
- D) At the request of three members of the Board of Directors, the President shall call a special meeting. No subject shall be discussed or considered at any special meeting, except that specified in the notice.
- E) A quorum for the Board of Directors meeting shall consist of a majority of Board members. Meeting shall be adjourned one week if there is no quorum.
- F) Meetings shall follow Robert's Rules of Order, a copy of which shall be kept by the Secretary.

Bylaw Ten VOTING

- A) The following individuals shall be eligible to one vote at the Annual General Meeting:

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- i) Each member of the Board of Directors.
 - ii) Coach, Assistant Coach, Manager and Trainer of each team in the Association.
 - iii) Each parent or legal guardian of a player or players registered in good standing in the Association. A player is considered to be registered in good standing if he or she complies with Bylaw 14 (fees) and has not been expelled under Bylaw 15.
- B) There shall be no proxy votes and no person shall be entitled to more than one vote.
- C) Voting for the Executive Officers shall be by secret ballot.
- D) All other voting to be by show of hands or secret ballot at the discretion of the president.

Bylaw Eleven ASSOCIATION POSITIONS

- A) Each Member in good standing with the Association shall be entitled to nominate a candidate for election or appointment for each position of the Association.
Those positions to be elected by the Association are:
1. President
 2. Vice-President
 3. Secretary
 4. Treasurer
 5. Registrar
- Those positions to be appointed by the Executive Officers are:
1. Concession Coordinator
 2. Recycling Coordinator
 3. Two Awards Banquet Coordinators
 4. Safety Coordinator
 5. Travel Permit and Discipline Coordinator
 6. Pictures Coordinator
 7. One Team Representative for each team registered with the Association.

Bylaw Twelve GRIEVANCES

- A) Grievances between members of the Association shall be resolved, if possible, at the team level. If they cannot be resolved at the team level, the Grievance must be filed with the Secretary in writing. The President shall then call a meeting of the Grievance Board within seven days notifying the members involved in the Grievance of the time and place of the meeting.
- B) The Grievance Board shall be appointed by the Board of Directors and shall consist of 3 persons who are not actively connected with the Members or Teams involved in the Grievance.
- C) The President shall designate a Chairperson, who shall preside over the Grievance Hearing.
- D) The decision of the Grievance Board shall be final and recorded with the Secretary. If the Grievance Board cannot reach a solution, the Grievance shall be forwarded to the Board of Directors

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for consideration and a decision. The decision may be appealed to the Alberta Amateur Hockey Association.

Bylaw Thirteen DISPUTES

- A) If there is a dispute arising out of the affairs of the Association, it shall be resolved in accordance with the Societies Act and the Arbitration Act.

Bylaw Fourteen FEES

- A) Each Team shall set Registration fees. All players' fees shall be in the possession of the Team Manager by October 31, unless the Team Manager has approved alternate arrangements.
- B) Registration fees shall be refunded in full if registration is withdrawn prior to October 15. Registration fees shall be refunded in full less \$50.00 if registration is withdrawn prior to November 1. Registration fees shall not be refunded if registration is withdrawn after October 31.
- C) Each Team has the ability to sponsor a tournament. 10% of tournament profits shall be paid to the Calahoo Minor Hockey Association for expenditures benefiting the teams. Tournament profits shall be calculated as shown below. Donated prizes and services shall not be included.

Income:

Registration fees
Program advertising
Cash donations
50/50
Raffles (including loonie sticks, auctions, etc)
Any other income as determined by the Board of Directors.

Expenses:

Extra Ice (purchased for weekday games)
Referees
Awards (trophies, medallions, tee shirts, etc)
Extra give-aways (hockey sticks, pop and chips, coffee, goodie bags, etc.)
Printing cost for program
Any other expenses as determined by the Board of Directors.

Balance:

Subtract the total expenses from the total income.

Submit the tournament statement along with a cheque for 10% of the balance to the Association Treasurer within 14 days of the completion of the tournament. Show the balance (Tournament profit) as income and the 10% (10% Tournament Profit) as expense on the team financial statement.

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- D) Any outstanding fees from previous years must be paid in full prior to registration of a player for the following year.
- E) Every player's family must be a member of the West Sturgeon Agricultural Society, the owner and operator of the Calahoo Arena.
- F) At the end of the season, after all outstanding bills are paid and the concession profits are received, the team treasurer or manager shall prepare a team financial statement. Any balance remaining in excess of \$50.00 per player must be refunded and mailed to the parent or legal guardian of each player along with a copy of the financial statement. A copy of the financial statement shall be submitted to the Executive Officers. At the start of the following season, the remaining money in the account (\$50.00 or less per player) will be used as part of each player's registration fee. The portion of the money for those players that do not return to the Association shall remain with the Team.
- G) All previously registered players, who do not register at Spring Registration, will pay a \$50 Late Registration Penalty to the Association.

Bylaw Fifteen SUSPENSION AND EXPULSION OF MEMBERS AND SPECTATORS

- A) Any violation of the objectives, bylaws or regulations of the Association, or any violation of a decision of the Executive Officers, by any Member of the Association or spectator at any game hosted by a Team of the Association, shall render such Member or spectator liable to suspension by a two thirds vote of the Board of Directors until the next Annual General or Special Meeting of the Association and to expulsion by majority vote of the members at such a meeting.

Bylaw Sixteen DUTIES OF EXECUTIVE OFFICERS

- A) President:
The President, within the jurisdiction of the Association, shall have all the powers of the President of the Association and without limiting the generality of the foregoing, shall have the power to:
 - i) Sign as a signing officer for the Association.
 - ii) Preside at all meetings.
 - iii) Exercise the powers of the Executive in case of emergency.
 - iv) Suspend clubs or players, subject to ratification at the next following meeting of the Board of Directors.
 - v) Sit on all Committees as an ex officio voting member.
 - vi) Shall call all meetings of the Board of Directors by contacting other board member by telephone or in person.
- B) Vice-president:
In the absence of the President or in the event of their inability to act, the Vice-president shall have and exercise all the powers of the President and shall at all times be an ex officio voting member of all Committees. They may be one of the three signing officers for the Association.

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- C) Secretary:
- i) The Secretary shall attend and keep an accurate record of the proceedings and attendance at meetings of the Association.
 - ii) Shall be to all intents and purposes the legal holder of all trophies and cups in trust of the Association.
 - iii) Shall publish the notice of the Annual General Meeting at least three weeks before the meeting and again one week before the Annual General Meeting.
 - iv) Shall file an Annual Return to the Corporate Registry.
 - v) To perform such other duties as shall be necessary for the good and welfare of the Association.
 - vi) May be one of the three signing officers for the Association.
- D) Treasurer:
- i) The Treasurer shall keep a record of all monies received and disbursed and submit a Balance Sheet at each bi-monthly meeting of the Board of Directors.
 - ii) Shall present at each Annual Meeting, a report of the year's operation and Third Party audited statement of the Association.
 - iii) Shall be one of the three signing officers for the Association.
- E) Registrar:
- i) The registrar shall receive and certify all certificates submitted to them on behalf of the players and teams applying for registration in the Association.
 - ii) Shall keep a register of all players in the Association.
 - iii) Shall handle all insurance claims, seeing they are processed properly and settled.
 - iv) Shall present at each Annual General Meeting, a report of the year's operations.
 - v) Shall coordinate all phases of player registration.
 - vi) Shall ensure all registration fee deposits are turned over to the Treasurer.

Bylaw Seventeen DUTIES OF COORDINATORS

The duties and responsibilities of the Concession Coordinator, Recycling Coordinator, Awards Banquet Coordinators, Safety Coordinator, Travel Permit and Discipline Coordinator and Picture Coordinator shall be determined by the Board of Directors and set out in Regulation 3.

Bylaw Eighteen TEAM MEMBERS RESPONSIBILITIES

The duties and responsibilities of the Players, Coaches, Team Concession Captains and Team Managers shall be determined by the Board of Directors and set out in Regulations 4, 5, 6, 7 and 8.

For Player's Responsibilities see Regulation 4.

For Parent's Responsibilities see Regulation 5.

For Coach's Responsibilities see Regulation 6.

For Team Concession Captain's Responsibilities see Regulation 7.

For Team Management Responsibilities see Regulation 8.

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REGULATION 1

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REGULATION 2

**Calahoo Minor Hockey Association
Boundary Description**

NORTH BOUNDARY

STARTING AT THE N.W. CORNER OF SEC. 14-56-1-5 THEN EAST TO THE N.W. CORNER OF THE ALEXANDER BAND I.R. NO. 134 THEN SOUTH ALONG THE WEST BOUNDARY OF THE I.R. NO. 134 TO THE SOUTH BOUNDARY OF THE I.R. NO. 134 THEN EAST TO THE EAST BOUNDARY OF SEC. 28-55-27-4.

EAST BOUNDARY

STARTING AT THE INTERSECTION OF THE SOUTH BOUNDARY OF THE I.R. NO. 134 AND THE EAST BOUNDARY OF SEC. 28-55-27-4 THEN SOUTH TO THE N.E. CORNER OF SEC. 9-55-27-4 THEN EAST TO THE N.E. CORNER OF SEC. 10-55-27-4 THEN SOUTH TO THE S.E. CORNER OF SEC. 3-55-27-4 THEN EAST ALONG HWY. 37 TO THE N.E. CORNER OF SEC. 35-54-27-4 THEN SOUTH TO THE N.E. CORNER OF SEC. 23-54-27-4 THEN EAST TO THE N.E. CORNER OF SEC. 24-54-27-4 THEN SOUTH TO THE N.W. CORNER OF SEC. 18-54-26-4 THEN EAST TO SECONDARY HIGHWAY 794 THEN SOUTH ALONG SECONDARY HIGHWAY 794 TO THE INTERSECTION WITH THE NORTH BOUNDARY OF SEC. 19-53-26-4.

SOUTH BOUNDARY

STARTING AT THE INTERSECTION OF SECONDARY HIGHWAY 794 AND THE NORTH BOUNDARY OF SEC. 19-53-26-4 THEN WEST TO THE S.W. CORNER OF SEC. 29-53-1-5.

WEST BOUNDARY

STARTING AT THE S.W. CORNER OF SEC. 29-53-1-5 THEN NORTH TO THE N.W. CORNER OF SEC. 8-54-1-5 THEN EAST TO THE S.W. CORNER OF SEC. 15-54-1-5 THEN NORTH TO THE N.W. CORNER OF THE S.W. _ SEC. 22-56-1-5.

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REGULATION 3

DUTIES OF COORDINATORS

In addition to their specific duties, Coordinators ensure that the Calahoo Minor Hockey Association bylaws and regulations are followed. Coordinators are in direct contact with coaches, managers and the public therefore public relations and tactfulness are of the utmost importance. Coordinators must handle and solve problems to meet the needs of their division.

- A) Concession Coordinator:
 - i) Designate the families on each hockey team's concession team.
 - ii) Make a schedule designating shifts to each concession team and designating shifts to hired workers as necessary.
 - iii) Pay hired workers from concession profits.
 - iv) Provide the schedule, a list of replacement workers and a list of Concession Operating Guidelines to each team's captain.
 - v) Provide a Concession Contract outlining the responsibilities and penalties to each team's captain.

- B) Recycling Coordinator:
 - i) Ensure recycling containers are available throughout the arena.
 - ii) Collect containers and take into the recycling depot.
 - iii) Give money earned to the Awards Banquet Coordinators at the end of the season.

- C) Awards Banquet Coordinators:
 - i) Set a date and time and book the facility. Tell each Team Manager of the date and ask for a team representative to help with the Banquet.
 - ii) Organize the food for the banquet.
 - iii) Plan the format of the awards presentation, select a Master of Ceremonies and print a program.
 - iv) Select and purchase awards for Volunteers.
 - v) Any expenses incurred over and above the recycling monies to be divided between the hockey teams.

- D) Safety Coordinator:
 - i) Ensure that the arena first aid kits are kept replenished.
 - ii) Ensure that there is an adequate supply of 50/50 tickets in the concession.

- E) Travel Permit and Discipline Coordinator:
 - i) Issue all travel permits.
 - ii) Issue all tournament sanction permits.
 - iii) Fax all game sheets to the Zone 3 Discipline Coordinator.
 - iv) Liaison between the hockey teams and the Zone 3 Discipline Coordinator.

- F) Pictures Coordinator:
 - i) Hire the photographer.

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- ii) Pick an appropriate date and book the venue. Inform Team Managers.
- iii) Assist the photographer as required and collect forms and money from Team Managers.
- iv) Distribute pictures to the Team Managers.
- v) Give one picture of each team to the Secretary for the arena.

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REGULATION 4

PLAYER'S RESPONSIBILITIES

- 1) All players will conduct themselves in a manner that will not bring embarrassment or complaint to the Association.
- 2) All players will show respect and care for the equipment and jerseys of the Association and the arena facility.
- 3) All players are responsible for their own equipment.
- 4) Unsportsmanlike conduct both on and off the ice may lead to disciplinary action.
- 5) No player shall enter onto the ice surface while ice cleaning is being carried out.
- 6) All players shall, to the best of their abilities, abide by the rules of their team and the policies of the Association.
- 7) All players shall conduct themselves in a polite and orderly fashion while participating in team functions outside our own arena facility.
- 8) No player shall participate in practice or games unless they are dressed in full equipment. Canadian Hockey Association requirements are:
 - a) CSA approved helmet and facemask
 - b) Shoulder Pads
 - c) Elbow Pads
 - d) Hockey Pants
 - e) Shin Pads
 - f) Athletic Protection Cup
 - g) Skates
 - h) BNQ certified Throat Protector
 - i) BNQ certified Goalies Throat Protector
 - j) Hockey Gloves
- 9) No player shall participate in practice or games unless they are dressed in full equipment.
- 10) Players shall have the right to appeal decisions of the Calahoo Minor Hockey Association, first to the Board of Directors, then, if still unsatisfied, to the Hockey Alberta Appeals Officer.

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REGULATION 5

PARENT'S RESPONSIBILITIES

- 1) Parents shall ensure their children have adequate equipment to ensure safety during participation.
- 2) Parents shall ensure players are aware of all game and practice times.
- 3) Parents are responsible for registering the participant in the upcoming season.
- 4) Parents must conduct themselves in a manner that will promote sportsmanship and respect by the players.
- 5) Parents may notify the Team Management of any complaint or concerns regarding players, coaches, spectators or referees relating to their child's team.
- 6) Parents shall help to promote understanding and pride in their child's accomplishment, and to help ensure each and every child's happy, productive and memorable experience in Minor Hockey.
- 7) Parents shall have the right to appeal decisions of the Calahoo Minor Hockey Association, first to the Board of Directors, then, if still unsatisfied, to the Hockey Alberta Appeals Officer.
- 8) Parents must follow the rules or pay the penalties of Concession Duty as set forth by the Concession Coordinator.
- 9) Parents shall participate in such fund-raisers as set forth by the Association.

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REGULATION 6

COACH'S RESPONSIBILITIES

- 1) The Coach shall keep the aims and objectives of the Association as goals.
- 2) The Coach shall orally present their coaching philosophy at the initial team meeting and provide parents with a written copy.
- 3) The Coach must acquire a Tournament Sanction Permit from the T.P. Coordinator for any tournaments their team hosts. Tournament rules set forth by Hockey Alberta will be followed.
- 4) The Coach shall ensure that all teams played in tournament and exhibition games are registered with Hockey Alberta.
- 5) The Coach must acquire a Travel Permit from the T.P. Coordinator prior to traveling outside Zone 3 for tournament or exhibition games and adhere to the procedures as set forth by the T.P. Coordinator.
- 6) The Coach is responsible for notifying the President of any teams or players to be affiliated.
- 7) The Coach must follow the objectives, bylaws and regulations of the Association, League and Hockey Alberta. Failure to do so may lead to suspension from the Association.
- 8) The Coach is responsible for notifying the President of any grievance that the team is unable to resolve.
- 9) The Coach is responsible for the conduct of the players while using the arena facility for all team functions.
- 10) All Coaches shall conduct themselves in a professional and respectable manner during all games in which they are participating, both home and away.
- 11) The Coach shall attend the Coaches and Managers Meeting to ensure they have all the information required.
- 12) Coaches shall have the right to appeal decisions of the Calahoo Minor Hockey Association, first to the Board of Directors, then, if still unsatisfied, to the Hockey Alberta Appeals Officer.

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REGULATION 7

TEAM CONCESSION CAPTAIN'S RESPONSIBILITIES

- 1) The Concession Coordinator will give each Concession Captain a list of families on their concession team and a schedule of the shifts assigned to their team. The Team Concession Captain, with input from each of the members of their team, will draw up a work schedule ensuring each family works the required number of shifts or pays for a replacement worker to work their shifts.
- 2) The Concession Captain is responsible for ensuring each shift is manned. Extra shifts will be first offered to the team members then to replacement workers. The workers for the extra shifts will be paid from the Concession profits at a rate set at the beginning of each season.
- 3) The Concession Captain will ensure that the list of replacement workers and the Concession Operating Guidelines provided by the Concession Coordinator will be given to the team members.
- 4) The Concession Captain will ensure that each team member signs the Concession Contract provided by the Concession Coordinator.
- 5) The Concession Captain is the liaison between the workers and the Concession Coordinator and between the workers and the Concession Manager.

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REGULATION 8

TEAM MANAGEMENT RESPONSIBILITIES

- 1) The Team Manager shall enlist volunteers to assist with the team management responsibilities and clearly define those responsibilities.
- 2) The Team Manager shall be familiar with the Calahoo Minor Hockey Bylaws and the League Constitution and Bylaws.
- 3) The Team Manager shall attend the Coaches and Managers Meeting to ensure they have all the information required.
- 4) The Team Manager shall ensure all players are properly registered and approved by Hockey Alberta and the League.
- 5) The Team Manager or designate shall collect registration fees, pay bills and referees, keep a record of accounts and prepare a mid-season financial statement by January 31 and a year-end financial statement by the date of the Annual General Meeting.
- 6) The Team Manager or designate shall ensure all players have team jerseys and socks and that jerseys are kept in good order.
- 7) The Team Manager facilitates the flow of information between coaches, parents and the Calahoo Minor Hockey Association.
- 8) The Team Manager or designate organizes the team's tournament and keeps a record of tournament income and expenses for the tournament financial statement.
- 9) The Team Manager or designate shall ensure all players are members of the West Sturgeon Agricultural Society.
- 10) The Team Manager or designate shall ensure all game sheets are processed as required by the League and the Travel Permit and Discipline Coordinator.
- 11) The Team Manager or designate shall ensure referees are booked for all home games.
- 12) The Team Manager or designate shall ensure a timekeeper and scorekeeper are in place for all home games.
- 13) The Team Manager or designate shall organize any fundraising the team requires.

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Dated _____

Signature: _____ Address: _____

Print Name: _____

Signature: _____ Address: _____

Print Name: _____

Signature: _____ Address: _____

Print Name: _____

Signature: _____ Address: _____

Print Name: _____

Signature: _____ Address: _____

Print Name: _____

Witness

Signature: _____ Address: _____

Print Name: _____