



## **LEDUC MINOR HOCKEY ASSOCIATION (LMHA)**

# **BYLAWS**

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## 1.0 NAME OF THE ASSOCIATION

- 1.01 This organization shall be known as the Leduc Minor Hockey Association (LMHA).
- 1.02 This association is the governing body for all minor hockey in the City of Leduc. The organization shall be in good standing with Alberta Amateur Hockey Association and the Canadian Hockey Association.
- 1.03 The LMHA shall be a member of the Alberta Amateur Hockey Association and the Canadian Hockey Association and shall be bound by all bylaws and regulations of these Associations.

## 2.0 DEFINITIONS & INTERPRETATIONS

- a) The headings herein are given for convenience only, and shall not affect the interpretations of the by-laws.
  - b) These by-laws shall be interpreted in a large and liberal sense so as to give effect thereto wherever possible.
- 2.01 "**Act**" means the *Societies Act of Alberta*, R.S.A. c. S-18 as amended from time to time;
  - 2.02 "**AAHA**" means the Alberta Amateur Hockey Association;
  - 2.03 "**Annual General Meeting**" means the general meeting of the Members as provided for in Bylaw 6.01 hereto;
  - 2.04 "**Appeal**" means an appeal pursuant to Bylaw 10.04 hereto;
  - 2.05 "**Board**" means the governing body of the LMHA comprised of Board Members as defined in Bylaw 7.07 hereto;
  - 2.06 "**By-laws**" means the by-laws of the LMHA as amended from time to time;
  - 2.07 "**Board Meeting**" means a meeting of the Board Members as provided for in Bylaw 7.08 hereto;
  - 2.08 "**Board Member**" means a person that has been elected or appointed to the Board of the LMHA as provided in Bylaw 7.07 hereto;
  - 2.09 "**CHA**" means the Canadian Hockey Association;

- 2.10 "Category (ies)"** means those sub-divisions of the Divisions commonly known as AAA, AA, A, B and/or such other sub-divisions as the Board may from time to time decide;
- 2.11 "Coach"** means a person registered with the AAHA as a coach of a Hockey Team;
- 2.12 "Coaching Staff"** of a Hockey Team means the persons registered with the AAHA including but not limited to the coach, assistant coach(es), manager and trainer of the Hockey Team but not including the Speakout Person;
- 2.13 "Committee(s)"** has the meaning set out in Bylaw 8.0 hereto;
- 2.14 "County of Leduc"** means the area within the County of Leduc boundaries and includes the City of Leduc, the Towns of Beaumont, Calmar and Devon, and the Villages of New Sarepta, Thorsby and Warburg;
- 2.15 "Current Season" or "Current Year"** means the fiscal year (May 1 to April 30th) that a game, event, function, occurrence, practice or tournament has occurred;
- 2.16 "Discipline"** means correction, chastisement, punishment, penalty, and, without limiting the generality of the foregoing, shall include suspension, expulsion and posting of a bond;
- 2.17 "Divisions"** shall have the meaning as defined by the CHA from time to time relating to the classification of Players by level;
- 2.18 "Executive Committee"** means the committee as defined in Bylaw 8.01;
- 2.19 "Executive Meeting"** means a meeting of the Executive Committee as provided for in Bylaw 7.09;
- 2.20 "Financial Statement(s)"** means the financial statements of the LMHA;
- 2.21 "Fiscal Year"** shall commence the 1st day of May of every year to and including the 30th day of April of the following year;
- 2.22 "General Meeting"** means a meeting of the Members as defined in Bylaw 6.01;

- 2.23 "Hockey Team"** means a group of persons comprised of not less than twelve (12) Players, with at least one Coach, all of whom are registered with the AAHA;
- 2.24 "Import"** means a player that resides outside of the Leduc Hockey Area for all levels, except for Bantam AAA and Midget AAA for which import means a player that resides outside the County of Leduc;
- 2.25 "Leduc Hockey Area"** means the area consistent with the AAHA directive of a player's resident Minor Hockey Association, that being the Association closest to the residence of the player, to play near the closest center that provides hockey for that level;
- 2.26 "LJAC"** means the Leduc Junior Athletic Club which is the society incorporated under the *Societies Act of Alberta* that has an agreement with LMHA as defined in Bylaw 2.30;
- 2.27 "Legal Guardian"** means a person that is granted guardianship of a player under the age of eighteen (18) years by the law courts of competent jurisdiction;
- 2.28 "Level Director"** means the Board Member elected or appointed with the responsibility for a particular Division as defined in Bylaw 7.07;
- 2.29 "Life Member"** means a person as set out in Bylaw 3.02 hereto;
- 2.30 "LJAC-LMHA Hockey Operations Agreement"** means the agreement that provides the definitions, terms and scope whereby LJAC participates in the minor hockey program in the Leduc area to accomplish its philosophy of "providing the highest level of development in the sport of hockey" for the Bantam AAA and Midget AAA, representing the highest caliber of competition within these age groups;
- 2.31 "Member"** means a person or legal entity that has been admitted as a member of the LMHA, as set out in Bylaw 3.01 hereto;
- 2.32 "Member in Good Standing"** means any Member who has properly registered for the current season and is not a Member under suspension;
- 2.33 "Off-ice Officials"** means persons who work as time-keepers, goal judges, penalty-box attendants and other persons which may be required off the ice from time to time for the organized conduct of a game of hockey;

- 2.34** "On-ice Officials" means persons who work as referees or linesmen as required for the organized conduct of a game of hockey;
- 2.35** "Ordinary Resolution" means a resolution passed at a General Meeting or a Board Meeting by a vote of not less than 50% of those members present in person plus one (1);
- 2.36** "Past President" means the immediate former President of LMHA;
- 2.37** "Player" means a person properly registered with LMHA;
- 2.38** "President" shall mean the president of the LMHA;
- 2.39** "Regulations" means those regulations of the LMHA for the administration and operations of hockey;
- 2.40** "Rules" means those rules of the game of hockey as made from time to time by the CHA;
- 2.41** "Secretary" means the secretary of the LMHA;
- 2.42** "Speakout Person" means the team official as defined for AAHA purposes;
- 2.43** "Special Meeting" means a General Meeting that is not the Annual General Meeting as defined in Bylaw 6.02;
- 2.44** "Special Membership" means a member for purposes as defined in Bylaw 3.03;
- 2.45** "Special Resolution" shall have the meaning as defined in the Act.

## **3.0 MEMBERSHIP**

### **3.01 MEMBERS**

- a) The current members of the LMHA shall consist of:
1. Parents or Legal Guardians of Players;
  2. Board Members;
  3. Coaching Staff and Speakout Person of each Hockey Team.

4. Any other interested community member interested in furthering the objectives of the Leduc Minor Hockey Association as approved by the Board.
- b) Members must agree to abide by all rules and regulations of the LMHA and that the agreement will be indicated by the Member's signature on the registration / application form.
  - c) Membership is subject to approval of the LMHA. Such approvals will be evidenced by the Registrar upon acceptance of the appropriate registration / application form and payment of registration fees for player(s).
  - d) Residency of members must be consistent with LMHA Bylaws & Regulations, AAHA Regulations and LMHA authorized categorization.
  - e) The LMHA reserves the right to expel anyone who fails to abide by the rules and regulations, by a two-thirds majority vote by the Board.

### **3.02 LIFE MEMBERS**

Life membership is the highest honor that may be bestowed by LMHA. It is only awarded to individuals for very distinctive services to the LMHA. Nominations for life membership must be forwarded to the Board by the Annual General Meeting each year. Life Members shall be approved at the September Board Meeting by a two-thirds majority of the Board present.

### **3.03 SPECIAL MEMBERS**

Relatives of Members of LMHA shall be Special Members.

### **3.04 RIGHT OF THE MEMBERS**

- a) Members and Life Members shall be entitled to such information and advice with regard to the affairs of the LMHA, as the LMHA or any of its Board Members may be able to supply.
- b) Members in Good Standing and Life Members present in person, shall have one (1) vote at General Meetings or Special Meetings.
- c) Special Members do not have a vote at General Meetings or Special Meetings.
- d) Members, Life Members and Special Members shall be allowed to work LMHA's bingos.

### **3.05 RESPONSIBILITIES OF THE MEMBERS**

All Members are to conduct themselves in accordance with the CHA "Fair Play Guidelines / Codes of Conduct".

## **4.0 FEES**

### **4.01 DETERMINATION**

The registration fees for Players for the Current Season shall be determined annually by the Board prior to the Annual General Meeting.

### **4.02 RATIFICATION**

The Members at the Annual General Meeting must ratify changes in the registration fee.

### **4.03 DEADLINE**

In order for a Member to be in good standing, the registration fees for the Current Season must be paid by the date established by the Board and as communicated to the membership through the registration / application form.

### **4.04 TRYOUT FEES**

- a) Tryout fees will be charged to players trying out for Competitive teams.
- b) Tryout fees shall be determined annually by the Board prior to the Annual General Meeting and will be communicated to the Members at the Annual General Meeting as well as through the registration / application form.

## **5.0 ZONES & BOUNDARIES**

### **5.01 ZONE**

The Leduc Minor Hockey Association is assigned to Zone 4 as set out by AAHA.

### **5.02 BOUNDARIES**

- a) The boundaries of the LMHA shall be the Leduc Hockey Area, as defined and registered with AAHA.
- b) The Bantam AAA and Midget AAA LMHA boundary shall be the area within the County of Leduc boundaries as defined in Bylaw 2.14.

## **6.0 GENERAL MEETINGS OF THE MEMBERS**

### **6.01 ANNUAL GENERAL MEETING**

The LMHA shall hold an Annual General Meeting during the month of April at a place and time to be determined by the Executive Committee.

### **6.02 GENERAL AND SPECIAL MEETINGS**

- a) All Meetings other than the Annual General Meeting shall be called Special Meetings.
- b) Special or General Meeting requests will be granted upon written notice to the President from at least eight (8) Board Member or twenty (20) Members.

### **6.03 CALLING OF MEMBER MEETINGS**

- a) At least twenty one (21) days before every General Meeting or Special Meeting, notice thereof specifying the place, the day, and the hour of the meeting, and in the case of special business, the general nature of such business, shall be given to the Members. Members will be notified through an advertisement the local media newspaper and will also be advertised on the Leduc Minor Hockey Association website.
- b) The accidental omission to give such notice to or the non-receipt of such notice by any Member shall not invalidate the proceedings at any General Meeting or Special Meeting.

### **6.04 QUORUMS**

- a) At any General Meeting or Special Meeting a quorum shall consist of 20 Members present in person.
- b) If within 30 minutes from the time appointed for the meeting, a quorum is not present, the meeting shall stand adjourned and reconvene in ten minutes where the members present shall be a quorum.

### **6.05 ORDER OF BUSINESS**

The order of business for meetings for all General Meetings shall be:

- (1) Minutes of the previous meeting
- (2) Business arising from the minutes
- (3) President's Report

- (4) Treasurer's Report
- (5) Directors' Reports
- (6) Correspondence
- (7) New Business
- (8) Elections (Annual General Meeting only)
- (9) Adjournment

## **6.06 MEETING CHAIRPERSONS**

The President, or in his absence, a Vice-President, shall chair the General Meetings. If neither the President nor a Vice-President are present at the time of holding a General Meeting, or if they are not present within 30 minutes from the time appointed from the meeting, the Members present shall choose one of their members to be the President for such meeting by a majority vote of the Members so present.

## **6.07 MEETING ADJOURNMENT**

The President may, with consent of the Membership, adjourn any General Meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business unfinished at the meeting from which the adjournment took place.

## **6.08 VOTING**

- a) At every General Meeting or Special Meeting, every motion shall be decided by a simple majority of the votes, in the first instance by a show of hands, unless before the show of hands, a secret ballot is demanded by at least two (2) Members personally present.
- b) A declaration by the President that a resolution has been carried or carried by a particular majority, or lost, shall be conclusive evidence thereof, without proof of the number or proportion of the votes recorded in favor or against any such resolution.
- c) If a poll be demanded, it shall be taken at such time and place and in such manner as the President may direct, and the result of such poll shall be deemed to be the resolution of the General Meeting or Special Meeting at which the poll was demanded.
- d) A demand for a poll may be withdrawn.

## **6.09 DECIDING VOTES**

- a) Every Member shall have one vote and all votes shall be given personally at the General Meeting or a Special Meeting.
- b) All Members present at meetings shall be entitled to vote unless the member has a conflict of interest, or is not a Member in Good Standing.
- c) In case of an equality of votes at any General Meeting or Special Meeting, whether upon a show of hands or at a poll, the President shall be entitled to a second or casting vote.
- d) In case of any dispute as to the admission or rejection of any vote, the President shall determine the same, and, such determination made in good faith, shall be final and conclusive.

## **6.10 RULES OF ORDER**

The rules contained in Robert's Rules of Order shall govern LMHA in all cases in which they are applicable and in which they are not consistent with the rules of the order of this society.

## **6.11 SPECIAL RESOLUTION**

A "Special Resolution" means:

- a) A resolution passed:
  - i) at a General Meeting of which not less than ten (10) days notice specifying the intention to propose the Resolution has been duly given, and
  - ii) by the vote of not less than 75% of those Members who, if entitled to do so, vote in person.
- b) A resolution proposed and passed as a Special Resolution at a General Meeting of which less than 10 days notice has been given, if all Members entitled to attend vote at the General Meeting so agree, or
- c) A resolution consented to by all Members who would have been entitled at a General Meeting to vote on the resolution in person.

Notice of the Special Resolution shall be provided to the General Membership by notice on the association website for 10 days prior to the meeting date.

## **7.0 BOARD GOVERNANCE**

### **7.01 BUSINESS OF THE BOARD**

- a) The affairs and business of the LMHA shall be managed and supervised by the Board.
- b) The Board exercises all such powers and does all such acts and things as may be exercised or done by the LMHA and is not by these by-laws or by Statute expressly directed or required to be done by the LMHA at meetings of the Members.

## **7.02 BOARD'S AUTHORITY**

Subject only to those rights of appeal as provided for herein and in the by-laws and regulations of the CHA, all decisions, ruling and interpretations of the Board are final and binding upon the Members, Hockey Teams, Players, Board Members, and Officials.

## **7.03 POWERS OF BOARD MEMBERS**

- a) The Board Members shall control and manage all the affairs and property of the LMHA and may exercise all such powers of the LMHA, and do so on behalf of the LMHA, all such acts as may be exercised and done by the LMHA, and as are not by these presents required to be exercised or done by the LMHA in General Meeting.
- b) Notwithstanding the foregoing provisions of these By-laws, the LMHA in the General Meeting may by Ordinary Resolution:
  1. do anything which the Board Member may do;
  2. ratify anything which purports to have been done as an act of the Board;
  3. govern or restrict the manner in which the Board Members are to exercise their powers, so long as this is not done retroactively.
- c) None of the powers granted by this Bylaw shall read as being limited or restricted by any special power given by any other By-law.
- d) The Board Members may exercise all or any of the powers of the LMHA to borrow or raise money from whatever person and in whatever manner they see fit.
- e) The Board Members shall have the power to sell, dispose of, mortgage or charge the entire undertaking and property of the LMHA or any part thereof, for such consideration as they may think fit.
- f) The Board Members may engage all such agents and servants as they consider necessary and shall regulate their duties and fix their compensation.

## **7.04 INDEMNITY OF BOARD MEMBERS**

- a) Each and every Board Member shall be deemed to have assumed office on the express condition that the Board Member, his/her heirs, executors, administrators and estate and effects respectively shall at all times be indemnified and saved harmless out of the funds of the LMHA against all costs, charges and expenses whatsoever, such Board Member sustains or incurs in any action or proceeding which is brought or prosecuted against him/her in respect of any act or matter done or permitted by him/her in the execution of the duties of his/her office and also costs, charges and expenses which he/she may sustain or incur in relation to the affairs of the LMHA except such costs, charges and expenses as are occasioned by his/her own fraud, dishonesty, willful neglect or default.
- b) No Board Member of the LMHA shall be liable for the acts, receipts, neglects or defaults of any other Board Member or Employee or for joining in any receipt or act for conformity or for any loss, damage or expense happening to the LMHA through the insufficiency or deficiency of title to any property acquired by order of the Board Members for or on behalf of the LMHA for the insufficiency or deficiency of any security in or upon which any of the moneys of or belonging to the LMHA shall be placed out or invested or for any loss or damage arising from bankruptcy, insolvency or wrongful act of any person, firm or corporation with whom any moneys, securities or effects shall be lodged or deposited or for any loss occasioned by an oversight or error in the judgment on his/her part or for any other loss, damage or misfortune which may happen in the exercise of his/her respective duties or trust or in relation thereto unless the same shall happen by his/her own or through his/her own willful act or default.
- c) Board Members may rely upon the accuracy of any statement or report prepared by the LMHA's auditors and shall not be responsible or held liable for any loss or damage resulting from acting upon such statement or report.

## **7.05 QUALIFICATIONS**

- a) Board Members must be 18 years of age or older at the time that the Board Member is elected or appointed to the Board.
- b) A Board Member cannot be on the Coaching Staff of a Hockey Team in the Current Season in which the person is a Board Member, except upon and with the consent of the Board.

## **7.06 ELECTIONS**

- a) The Board will be determined by election at the Annual General Meeting based on the Board Member terms that expire in the Fiscal Year.

- b) All positions on the Board are an elected position for a period of two (2) years with the following exceptions:
1. Past President which exists based on the status of the Member as the previous President of LMHA;
  2. Advisor of Hockey Operations which is a position that is filled by nomination of the Board.

The two year terms for positions other than Level Directors will be on the following two year rotation:

Open for nomination for seasons ending in an even number:

- VICE PRESIDENT - COMPETITIVE HOCKEY
- REGISTRAR
- BINGO COORDINATOR
- EQUIPMENT COORDINATOR
- ICE COORDINATOR
- RISK MANAGEMENT

Open for nomination for seasons ending in an odd number:

- PRESIDENT
- VICE PRESIDENT – BUSINESS ADMINISTRATION
- VICE PRESIDENT - RECREATION HOCKEY
- SECRETARY
- TREASURER
- FUNDRAISING
- COMMUNICATIONS

- c) Each year, before the Annual General Meeting, the Nomination Committee shall be formed to obtain the names of all interested persons wishing to run for election for open vacancies on the Board.
- d) The Nomination Committee shall establish a list of all persons wishing to run for election, complete with telephone numbers. One (1) week prior to the Annual General Meeting, all persons on the list must be notified of the meeting to ensure attendance.
- e) At the Annual General Meeting, at the request of the President, the list shall be distributed to all Members in attendance to be used as an election ballot.
- f) A person who has been nominated to a vacant position may refuse the nomination prior to the election.

- g) If more than one nomination is made for any vacant position, an election by secret ballot will be held by all Members attending. The nominee with the most votes for each vacant position shall be elected to the Board in that position for a two year term as described in Bylaw 7.07.
- h) If a position remains vacant after the Annual General Meeting, new Board Members may be appointed to the Board by the current Board to fill the position for the remainder of the term for that position.
- i) Following the elections, where a change to the President is made, the incumbent President shall turn over the meeting to the President-elect. The President may then make any statements regarding the Board, welcoming the new members, etc. and will adjourn the meeting.
- j) After the Annual General Meeting, the responsibility for the efficient change of Board Members shall be placed upon the President.

## **7.07 BOARD MAKE-UP**

The Board shall at maximum consist of the following:

- PAST PRESIDENT
- PRESIDENT
- VICE PRESIDENT – BUSINESS ADMINISTRATION
- VICE PRESIDENT - COMPETITIVE HOCKEY
- VICE PRESIDENT - RECREATION HOCKEY
- ADVISOR OF HOCKEY OPERATIONS
- SECRETARY
- REGISTRAR
- TREASURER
- BINGO COORDINATOR
- FUNDRAISING
- EQUIPMENT COORDINATOR
- REFEREE -IN-CHIEF
- ICE COORDINATOR
- COMMUNICATIONS
- RISK MANAGEMENT

and a Level Director for each of the following Divisions based on the representation required by each Division as determined by the Executive Committed and presented for nomination at the Annual General Meeting:

- INITIATION
- TOM THUMB
- NOVICE
- ATOM RECREATIONAL
- ATOM COMPETITIVE

- PEEWEE RECREATIONAL
- PEEWEE COMPETITIVE
- BANTAM RECREATIONAL
- BANTAM COMPETITIVE
- MIDGET RECREATIONAL
- MIDGET COMPETITIVE
- FEMALE RECREATIONAL
- FEMALE COMPETITIVE

## **7.08 BOARD MEETINGS**

- a) The LMHA shall hold a Board Meeting at least once a month at regularly determined dates during the hockey season as determined by the President or, more frequently:
  1. at the request of the President; or
  2. at the request of two Board Members.
- b) A quorum shall be present before a vote is valid.
- c) A quorum shall be ten or more Board Members.
- d) Each Board Member at the meeting shall have one vote except the President who will only vote in the event of a tie and the Past President who shall be non-voting at all Board Meetings.

## **7.09 EXECUTIVE MEETINGS**

- a) The LMHA shall hold an Executive Meeting as determined necessary by the President but shall be held at least once during the hockey season.
- b) A quorum for Executive Meetings shall consist of a majority of Executive Committee Members.
- c) Each Executive Committee Member present at the meeting shall have one vote.

## **7.10 RESIGNATIONS**

- a) A Board Member may resign from office upon giving notice thereof in writing to the Board.
- b) The resignation of a Board Member shall be effective upon acceptance by the Board.
- c) Any member wishing to withdraw from membership to the Leduc Minor Hockey Association may do so upon written notice to the Executive

Committee. The effective date of withdrawal shall be the date on which the President, Registrar or Administrator of the Leduc Minor Hockey Association receives the Notice of Withdrawal.

## **7.11 REMOVAL**

- a) The Members, by resolution passed by a majority of the votes cast at a General Meeting or Special Meeting of Members duly called for that purpose, may remove any Board Member before expiration of his/her term of office. The Members, by a majority of votes cast at that General Meeting or Special Meeting, may elect another person into the vacated position for the remainder of the term of the Board Member so removed.
- b) The Board may, by a two-thirds vote, remove a Board Member who, in the opinion of the Board has been or is being remiss or neglectful of duty or by conduct tending to impair his/her usefulness and/or discretion as a Board Member.
- c) Any Board Member who fails to attend Board Meetings on three (3) consecutive occasions, without just cause (which shall be determined by the Board), may be removed as a Board Member upon a motion to that effect passed by a majority of the Board Members.

## **7.12 DISCLOSURES**

Board Members must disclose any possible conflict of interest with an issue under motion prior to the commencement of the vote of the motion.

## **7.13 CODE OF CONDUCT**

All Board Members are required to sign the LMHA Code of Conduct.

## **7.14 OATH OF CONFIDENTIALITY**

All Board Members are required to sign the LMHA Oath of Confidentiality.

## **7.15 REMUNERATION**

No LMHA Board Member shall receive any remuneration for their volunteer services as it relates to their LMHA position and duties relating to that position.

## **7.16 DUTIES OF THE BOARD MEMBERS**

### **a) PRESIDENT**

Responsibilities and Duties

- Serves a two year term as President followed by a two-year term as Past President
- In general terms, performs all duties incident to the Office of President and such other duties as may be prescribed by the Board from time to time.
- In general terms, supervises and controls all business and affairs of the Board
- Acts as authorized signing officer for LMHA for any contracts or other documents which the Board of Directors has authorized to be executed
- Acts as authorized signatory for all LMHA bank accounts
- Sets the agenda for and Presides over Board Meetings, Annual General Meetings, General Meetings and Special Meetings
- Liaise directly with the City of Leduc representatives
- Attends or appoints a designate to attend Hockey Alberta meetings
- Attends or appoints a designate to attend any other meetings where LMHA is represented and where a Board Member is not specifically assigned the responsibility to attend
- Signs or appoints a designate (where applicable) to sign all Player Releases, Player Verification forms and LMHA Affiliation forms
- Serves on the following committees
  - Chairperson - Executive Committee
  - Finance Committee
  - Coach Selection Committee – Competitive
  - Coach Selection Committee – Recreational
  - Registration Committee
  - Team Selection / Player Evaluation – Competitive
  - Team Selection / Player Evaluation – Recreational
  - Bylaws & Regulations Review Committee
  - Appeals Committee
- Presides over the Player Affiliation process

**b) PAST PRESIDENT (NON-VOTING)**

Responsibilities and Duties

- Serves for the two-year term of office of the incumbent President
- Authorized to perform such duties as delegated by the Board
- Shall, given the extent of his/her past experience provide to the Executive Committee and the Board, guidance and support in the control and management of the business and affairs of the Association
- In the absence of the President or in the event of the President's inability or refusal to act, the Immediate Past President shall perform the duties of the President and when so acting, shall have all the powers of and be subject to all restrictions upon the President

- Serves on the following committees
  - Executive Committee
  - Discipline Committee

**c) VICE PRESIDENT – BUSINESS ADMINISTRATION**

Responsibilities and Duties

- Serves a two year term
- In general terms, supervises and controls all business and affairs of the following Board Members
  - Treasurer
  - Registrar
  - Fundraising
  - Bingo Coordinator
  - Ice Coordinator
  - Equipment Coordinator
  - Communications
  - Risk Management
  - Coach Mentors
  - Referee-in-Chief
- Acts as authorized signatory for all LMHA bank accounts
- Any other duties as assigned by the President or by the Board
- Performs the duties of the President in the event of absence or disability of the President and Past President
- Serves on the following committees
  - Executive Committee
  - Chairperson - Finance Committee
  - Chairperson - Bylaws & Regulations Review Committee
  - Chairperson - Appeals Committee

**d) VICE PRESIDENT – COMPETITIVE HOCKEY**

Responsibilities and Duties

- Serves a two year term
- In general, oversees the development and operation of the LMHA Competitive Hockey program comprised of the competitive teams in Midget, Bantam, PeeWee, Atom
- In general, supervises and controls the affairs of the Directors for the competitive teams
- Attends or appoints a designate to attend league meetings for each competitive team
- Ensures that league schedules, rule and regulations are obtained on a timely basis and distributed to the Ice Coordinator and Referee-in-Chief

- Serves on the following committees
  - Executive Committee
  - Chairperson - Coach Selection Committee for Competitive
  - Chairperson - Team Selection / Player Evaluation Committee for Competitive
  - Chairperson - Discipline Committee
- Any other duties as assigned by the President or by the Board
- Participates in the Player Affiliation process, if requested by the President

e) **VICE PRESIDENT – RECREATIONAL HOCKEY**

Responsibilities and Duties

- Serves a two year term
- In general, oversees the development and operation of the LMHA Recreational Hockey program comprised of Midget House, Bantam House, PeeWee House, Atom House, Novice, Tom Thumb and Initiation
- In general, supervises and controls the affairs of the Directors for the recreational teams
- Ensures that league schedules, rule and regulations are obtained on a timely basis and distributed to the Ice Coordinator and Referee-in-Chief
- Attends or appoints a designate to attend league meetings for each recreational team
- Serves on the following committees
  - Executive Committee
  - Chairperson - Coach Selection Committee for Recreational
  - Chairperson - Team Selection / Player Evaluation Committee for Recreational Discipline Committee
- Any other duties as assigned by the President or by the Board
- Participates in the Player Affiliation process, if requested by the President

f) **SECRETARY**

Responsibilities and Duties

- Serves a two year term
- In general, perform all duties incident to the office of Secretary
- At the direction of the President, prepares or reviews, and distributes the agenda for all meetings
- 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

- Contacts Board Members to advise of upcoming meetings
- Carries on, or directs, and supervises others to carry on, the correspondence of the Association
- Maintains the Bylaws and Regulation Manual
- Responsible for the security and safe keeping of all LMHA's records
- Ensures that all notices are duly given in accordance with the provisions of the By-Laws or as required by law
- Serves on the following committees
  - Executive Committee
  - Bylaws & Regulations Review Committee
- Any other duties as assigned by the President or by the Board

**g) TREASURER**

Responsibilities and Duties

- Serves a two year term
- Reports directly to the Vice President – Business and Administration
- Acts as authorized signatory for all LMHA bank accounts
- In general, has charge and custody of and is responsible for all funds and securities of LMHA; shall receive and give receipts for monies due and payable to LMHA from any source whatsoever and deposit all such monies in the name of LMHA 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 the duties incident to the office of the Treasurer
- Maintains the financial books and records for LMHA
- Receives and deposits all registration and similar fees from the Registrar on a timely basis. At year end, prepares a reconciliation of the Registrar's database to the fees deposited
- Ensures payment of expenditures on a timely basis
- Presents a report to the Board on a monthly basis of the operating results of LMHA
- Along with the members of the Finance Committee, prepares the budget and presents the budget to the Board for approval
- Monitors revenue and expenditures throughout the year and when necessary, makes recommendations on revisions to the budget for approval by the Board
- Monitors the bank accounts to ensure appropriate use of funds and levels of funding in each account
- After the fiscal year end, prepares the books and records for audit and liaise with the auditors throughout the duration of the audit
- Presents the audited financial statements to the Board for approval

- At the Annual General Meeting, presents the audited financial statements
- Serves on the following committees
  - Finance Committee
- Any other duties as assigned by the President or by the Board

**h) REGISTRAR**

Responsibilities and Duties

- Serves a two year term
- Reports directly to the Vice President – Business and Administration
- Maintains the books and records of LMHA relating to registration of players and member pursuant to the bylaws and regulations
- Ensures that the proper registration procedures are followed for all players registered to play in LMHA pursuant to the bylaws and regulations
- Coordinates the registration process pursuant to the bylaws and regulations
- Serves on the following committees
  - Finance Committee
  - Registration Committee – Chairperson
  - Bylaws & Regulations Review Committee
- Any other duties as assigned by the President or by the Board

**i) BINGO COORDINATOR**

Responsibilities and Duties

- Serves a two year term
- Reports directly to the Vice President – Business and Administration
- In general, oversees and coordinates LMHA’s fundraising efforts through the conduct of bingos
- Acts as authorized signatory for the Bingo bank account
- Ensures that all LMHA bingos are adequately staffed with volunteers as required under the LMHA Bingo License
- Maintains a record of the bingos worked by each Member
- Ensures that each Member fulfills its commitment to work LMHA bingos or ensures that the deposit cheque for any delinquent Members is forwarded to the Treasurer for deposit
- Maintains the books and records of each bingo and forwards the summary information to the Treasurer on a periodic basis
- Attends regular meetings of the Rapid Bingo Hall Association
- Serves on the following committees
  - Finance Committee

- Any other duties as assigned by the President or by the Board

**j) ICE COORDINATOR**

Responsibilities and Duties

- Serves a two year term
- Reports directly to the Vice President – Business and Administration
- Determines the ice requirements for the season
- Attends meetings with the City of Leduc and other applicable ice providers representing LMHA to secure the appropriate amount of ice for the season
- Allocate ice to each team in accordance with LMHA regulations and policies
- 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 LMHA with maximum ice utilization
- Appoint an assistant or committee for assistance. Ice Coordinator shall be Chairperson of the committee.
- Shall make ice schedules available through the web site
- Shall approve and record all ice time used by teams
- Certify ice bills to the Treasurer for payment
- Serves on the following committees
  - Finance Committee
- Any other duties as assigned by the President or by the Board

**k) EQUIPMENT COORDINATOR**

Responsibilities and Duties

- Serves a two year term
- Reports directly to the Vice President – Business and Administration
- Determines the equipment and supply requirements for the season and advises the Treasurer of the budget required
- Presents to the Board the equipment requirement for the year for approval
- Maintains an inventory of all LMHA-owned equipment
- Assigns all equipment to LMHA teams in accordance with the Regulations
- Ensures all deposits and/or rental charges for equipment are received and forwards rental amounts to the Treasurer for deposit
- Ensures that all equipment is returned to LMHA at the end of the season and for equipment not returned, ensures the deposit cheques are forwarded to the Treasurer for deposit
- Disposes of old, worn or unnecessary equipment, if required

- Maintains the keys for LMHA mailboxes and assigns the keys to the teams as required
- Maintains the equipment room in an organized manner
- Serves on the following committees
  - Finance Committee
- Any other duties as assigned by the President or by the Board

**l) FUNDRAISING**

Responsibilities and Duties

- Serves a two year term
- Reports directly to the Vice President – Business and Administration
- In general, supports LMHA in its efforts to provide an economical hockey program that will benefit all players
- At the beginning of the season, contacts businesses and requests sponsorship donations for each LMHA team
- Provides the Treasurer with a list of all sponsors, amounts donated and team sponsored in order for the Treasurer to issue invoices
- Follow up with outstanding sponsorship amounts not paid on a periodic basis to ensure payment is received
- Maintains the Sponsorship Boards at both arena and ensures the Boards are kept up to date
- Coordinates or directs any other fundraising event undertaken by LMHA
- Any other duties as assigned by the President or by the Board

**m) RISK MANAGEMENT**

Responsibilities and Duties

- Serves a two year term
- Ensures that all Risk Management policies as provided in the Regulations are followed
- Coordinates the Criminal Checks process for LMHA Board Members and Coaching Staff
- Is the point of contact for all Injury Reports and coordinates with the Treasurer the payment of injury costs and the recovery of costs from insurance
- Reports directly to the Vice President – Business and Administration
- Any other duties as assigned by the President or by the Board

**n) COMMUNICATIONS**

Responsibilities and Duties

- Serves a two year term
- Coordinates the periodic LMHA newsletter
- Coordinates all other communication issues and events at the decision of the Board
- Maintains all Coaches and Managers Manuals
- Reports directly to the Vice President – Business and Administration
- Any other duties as assigned by the President or by the Board

**o) LEVEL DIRECTORS**

Responsibilities and Duties

- Serves a two year term
- Atom, Bantam and Midget Competitive Directors report directly to the Vice President – Competitive
- Initiation, Tom Thumb, Novice, Atom, Peewee, Bantam & Midget recreational Directors report directly to the Vice President - Recreational
- In general, oversees the development and operation of the teams within the Directors level.
- Financial
  - In general, has charge and custody of and is responsible for the funds of the teams under his/her direction;
  - Acts as authorized signatory for Imprest bank accounts for the teams;
  - Ensures that teams follow the Team Account policy set out in the Regulations;
  - Receives and deposits team funds to the applicable Imprest Account;
  - Prepares cheques for team expenses after ensuring that the expenditure is in accordance with the Regulations;
  - Maintains a record of the funds for each team;
  - Provides all books and records to the Treasurer after the fiscal year end, including cheques, deposit books, invoices, Cheque and Deposit Requisition forms and team account summaries.
- Liaise with the teams under his/her direction and the Vice President Competitive
- Serves on the following committees
  - Coach Selection Committee – Competitive
  - Team Selection / Player Evaluation Committee – Competitive or Recreational
  - Registration Committee as required
- Participates in the Player Affiliation process, if requested by the President

**p) REFEREE –IN-CHIEF**

Responsibilities and Duties

- Serves a two year term
- Appointed by the Board based upon recommendations
- Act as a liaison between the Board and the Referee’s Association
- Determine the requirement for and arrange Referee Clinics as requested
- Ensure an ongoing development and training program for referees is in place
- Ensures officials complete and submit their timesheets on a regular basis for payment
- Serves on the following committees
  - Discipline Committee
- Any other duties as assigned by the President or by the Board

## **8.0 COMMITTEES OF THE LMHA**

- a) The President may designate Members or Board Members to fill vacant positions on the following committees.
- b) The following committees apply to matters of LMHA except as specifically identified in the LJAC-LMHA Hockey Operations Agreement.

### **8.01 EXECUTIVE COMMITTEE**

- a) The Executive Committee shall be comprised of Board Members holding the following positions in the Current Year:
  - President (Chairperson)
  - Past President
  - Secretary
  - Vice-President - Business Administration
  - Vice-President - Competitive Hockey
  - Vice-President - Recreation Hockey
  - Advisor of Hockey Operations
- b) The duties of the Executive Committee shall include but are not limited to:
  1. Performing the day to day operations based on the limits established by the Board.
  2. Establishing the agendas for the Board meetings.

3. Performing other duties as considered necessary by the Board from time to time.

## **8.02 FINANCE COMMITTEE**

- a) The Finance Committee shall be comprised of Board Members holding the following positions in the Current Year:
  - Vice-President - Business Administration (Chairperson)
  - Treasurer
  - Registrar
  - Equipment Coordinator
  - Ice Coordinator
  - Bingo Coordinator
  - President
- b) The duties of the Finance Committee shall include but are not limited to:
  1. Preparing the budget for upcoming year for presentation at the Annual General Meeting.
  2. Making recommendations for registration, tryout, level adjustment and any other fees.
  3. Performing other duties relating to financial matters as considered necessary by the Board from time to time.

## **8.03 COACH SELECTION COMMITTEE**

- a) LJAC-LMHA Hockey Operations Agreement specifically deals with coach selection procedure for LJAC hockey teams.
- b) The Coach Selection Committee for the selection of Coaches for competitive teams shall be comprised of Board Members holding the following positions in the Current Year:
  - Vice-President – Competitive Hockey (Chairperson)
  - President
  - Level Director(s) for Atom, PeeWee, Bantam, and Midget Competitive Teams as required
- c) The Coach Selection Committee for the selection of Coaches for Recreational Teams shall be comprised of Board Members holding the following positions in the Current Year:
  - Vice-President - Recreational Hockey (Chairperson)
  - President

- Level Director(s) for Atom, PeeWee, Bantam, and Midget Recreational Teams as required
- d) The duties of the Coach Selection Committee(s) shall include but are not limited to:
1. Soliciting coach applications for the applicable Hockey Teams prior to start of the Current Season.
  2. Evaluating applications for head coach positions and placing coaches to the appropriate Hockey Teams.
  3. Approving all assistant coaches for all Hockey Teams.
  4. Performing other duties relating to coach selection as considered necessary by the Board from time to time.

#### **8.04 REGISTRATION COMMITTEE**

- a) The Registration Committee shall be comprised of Board Members holding the following positions in the Current Year:
- Registrar (Chairperson)
  - President
  - Level Directors as required
- b) The duties of the Registration Committee(s) shall include but are not limited to:
1. Preparing for and participating in annual registration process.
  2. Performing other duties relating to the registration process as considered necessary by the Board from time to time.

#### **8.05 TEAM SELECTION / PLAYER EVALUATION**

- a) The committee for competitive teams shall be comprised of Board Members holding the following positions in the Current Year:
- Vice President - Competitive Hockey (Chairperson)
  - President
  - Level Directors of competitive Teams as required
- b) The committee for recreational teams shall be comprised of Board Members holding the following positions in the Current Year:
- Vice President - Recreational Hockey (Chairperson)
  - President
  - Level Directors of recreational Teams as required

- c) The duties of the Coach Selection Committee(s) shall include but are not limited to:
1. Coordinating player evaluation and team selection processes at the beginning of the season.
  2. Developing and maintaining a comprehensive player evaluation process that reflects the values and beliefs of the LMHA.
  3. Ensuring all age groups follow the player evaluation process as set out by LMHA.
  4. Ensuring proper communication of the processes to the applicable player parents or legal guardians.
  5. Performing other duties relating to the player evaluation and team selection processes as considered necessary by the Board from time to time.

### **8.06 NOMINATION COMMITTEE**

- a) The Nomination Committee shall be comprised of Board Members holding the following positions in the Current Year:
- Present Board Member (Chairperson)
  - Present Board Member
  - Present Board Member
- b) The duties of the Nomination Committee(s) shall include but are not limited to:
1. Soliciting nominations for Board positions from membership in February of each year.
  2. Preparing ballots to be used in elections at Annual General Meeting.
  3. Performing other duties relating to the nomination process as considered necessary by the Board from time to time.

### **8.07 BYLAWS & REGULATIONS REVIEW COMMITTEE**

- a) The Bylaws & Regulations Review Committee shall be comprised of Board Members holding the following positions in the Current Year:
- Vice-President - Business Administration (Chairperson)
  - President
  - Registrar
  - Secretary
  - Present Board Member
- b) The duties of the Bylaws & Regulations Review Committee(s) shall include but are not limited to:

1. Reviewing and recommending changes to the Bylaws and Regulations.
2. Performing other duties relating to the bylaw and regulation review process as considered necessary by the Board from time to time.

## **8.08 DISCIPLINE COMMITTEE**

- a) The Discipline Committee shall be comprised of Board Members holding the following positions in the Current Year:
  - Vice-President - Competitive Hockey (Chairperson)
  - Communications Director
  - Referee-in-Chief
  - Vice-President - Recreational Hockey
  - Past President
- b) A representative from AAHA may also be included in the Discipline Committee if required under the AAHA Rules and Regulations or if considered necessary by the Board Members on the Discipline Committee.
- c) The duties of the Discipline Committee(s) shall include but are not limited to:
  1. Making decisions regarding discipline and suspension of Players, members of the Coaching Staff and the Speakout Person of a Hockey Team, Members, team followers, etc.
  2. Performing other related duties as considered necessary by the Board from time to time.

## **8.09 APPEALS COMMITTEE**

- a) The Appeals Committee shall be comprised of Board Members holding the following positions in the Current Year:
  - Vice-President - Business Administration (Chairperson)
  - Advisor of Hockey Operations
  - President
- b) A representative from AAHA may also be included in the Discipline Committee if required under the AAHA Rules and Regulations or if considered necessary by the Board Members on the Discipline Committee.
- c) The duties of the Appeals Committee(s) shall include but are not limited to:
  1. Making decisions regarding an appeal that has been made to the decision of the Discipline Committee.
  2. Performing other related duties as considered necessary by the Board from time to time.

## **9.0 POLICIES & REGULATIONS**

### **9.01 CHANGES**

- a) The Executive Committee may make changes from time to time of the policies, procedures and regulations for the betterment of amateur hockey in the City of Leduc.
- b) The Board must approve of the changes at the next Board Meeting.

### **9.02 COPY ENTITLEMENT**

Each Member, Hockey Team, Player, Coaching Staff, Speakout Person, On-ice Official, Off-ice Official and Board Member shall be entitled to a copy of the Bylaws and Regulations of LMHA.

### **9.03 NOTIFICATION**

Upon the Board approving and adopting a policy or regulation, the President shall give notice in writing to the Members and Hockey Teams.

### **9.04 AGREEMENT TO ABIDE**

All Members, Hockey Teams, Players, Coaching Staff, Speakout Person, On-ice Officials, Off-ice Officials and Board Members unconditionally agree to abide by the Bylaws, Regulations and Policies of the LMHA.

## **10.0 DISCIPLINE PROCEDURE & DISPUTE RESOLUTION PROCESS**

### **10.01 GENERAL POLICY**

- a) The LMHA expects the Coaching Staff of a Hockey Team to exhibit qualities of leadership which promotes in players, sportsmanship and decorum, considered with acceptable levels of propriety towards opponents, game officials, and spectators. As such, standards of behavior should be clearly defined and maintained by the Coaching Staff throughout the season, within a climate of mutual respect.
- b) It is recognized that from time to time, sanctions may be necessary for behavior that transgresses acceptable standards. Such sanctions may be

applied to any Player, member of a Coaching Staff, Speakout Person, team follower, parent, or Member, and may take the form of:

1. a verbal reprimand;
  2. a written reprimand;
  3. a suspension;
  4. an expulsion; and/or
  5. a combination of the above
- c) The LMHA through its Board Members, has the authority to discipline any Player, member of a Coaching Staff, Speakout Person, team follower, parent, Legal Guardian or Member.
- d) The President shall ensure that written policy or regulations exist with respect to the application of discipline that ensures that each disciplinary incident is dealt with consistently with the process provided for below:
- e) Incidents that may warrant disciplinary action include but are limited to the following:
1. Use of profanity by a Player, a member of the Coaching Staff, Speakout Person, parent, team follower, On-ice Official, Off-ice Official, or Member while representing LMHA during the normal duration of a hockey LMHA activity including the time before or after the actual hockey game while in the hockey arena in the general vicinity of the hockey area.
  2. Receipt of a player of a game misconduct, gross or match penalty.
  3. Assessment to a Hockey Team of two or more bench minors in one game.
  4. Ejection from a game of a member of the Coaching Staff.
  5. Assessment of a Hockey Team of an excessive number of penalties of a serious nature, in the opinion of the Level Director and Vice President of the Level.
  6. Conduct of a Player, member of the Coaching Staff, Speakout Person, Member or team follower in repeatedly brings discredit to the team and LMHA, through violent, abusive, or gross behavior, whether on or off the ice.
  7. Use by a Player, member of the Coaching Staff, Speakout Person or team follower of alcohol or other illegal substances while representing LMHA during the normal duration of a hockey game including the time before or after the actual hockey game while in the hockey arena in the general vicinity of the hockey area.
  8. Conduct by a parent or Legal Guardian who exhibits conduct unbecoming to the integrity of the LMHA Hockey program.

9. Failure of a Hockey Team to utilize ice time without sufficient prior notification to the Ice Coordinator.
  10. Failure to pay all outstanding fees for the Current Season as required or failure to follow through on any commitment made with respect to a waiver of fees for the Current Season.
- f) Incidents with respect to Board Members that will warrant disciplinary action and the proposed disciplinary action include but are not limited to:
1. Any Board Member who does not attend three consecutive meetings may be relieved of his or her duties.
  2. Any Board who is deemed to be doing an unsatisfactory job, by way of a 75% majority vote of the Board shall relieve the person of their duties. President shall ensure that written policy or regulations exist with respect to the application of discipline to ensure that each disciplinary incident is dealt with consistently.
- g) Three different stages of Discipline Procedure and Dispute Resolution include:
- STAGE 1 – The Informal Process as described in Bylaw 10.02;  
 STAGE 2 - The Formal Process as described in Bylaw 10.03; and  
 STAGE 3 - The Appeal Process as described in Bylaw 10.04.
- h) Without restricting the discussion below, the following general guidelines apply:
1. First infractions by Players will normally be satisfactorily concluded at Stage 1.
  2. Second infractions by Players will normally proceed directly to Stage 2.
  3. Suspensions when applied shall specify:
    - a) the number of games to which the suspension applies, both league and exhibition; or
    - b) the time period for which the suspension applies.
  4. Suspension includes no activity in the dressing room or bench area, prior to or after the specified games, or during the specified time period.
  5. Suspensions when applied shall normally restrict the access of those persons to dressing rooms, bench areas, and possibly spectator areas of arenas.

## **10.02 STAGE 1 - INFORMAL PROCESS**

### **a) STANDARD SUSPENSIONS**

Where the CHA current 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 Level Director as a matter of routine.

**b) NON-STANDARD DISCIPLINE**

1. These suspensions are applicable to Players, Coaching Staff, Speakout Person, Parents or Legal Guardians.
2. When an incident involving a Player occurs which may warrant disciplinary action, the Coach(s) or another member of the Coaching Staff or the Speakout Person shall report the incident to the Level Director immediately following the game, and at least prior to the next game, for action.
3. When an incident involves a member of the Coaching Staff or the Speakout Person which may warrant disciplinary action, another member of the Coaching Staff, the Speakout Person, or a concerned Parent shall report the incident to the Level Director immediately following the game.
4. The Level Director, the Vice-President of the applicable Level, and a member of the Coaching staff and/or the Speakout Person of the Hockey Team (if applicable) shall meet, investigate the incident, and determine the sanction to be applied. In investigating the incident, consultation with such game officials, players, parents, or other observers as deemed necessary may be required to gain the relevant facts of the incident.
5. The Vice-President of the applicable Level will implement the sanctions with the Player(s).
6. The Level Director will report the situation and sanctions to the Board.

**c) APPEAL**

1. Notwithstanding the above, should a member of the Coaching Staff, Speakout Person, Player, or parent feel that Stage 1 has not satisfactorily resolved the issue, the person may appeal the issue to Stage 2 in writing. Stage 1 sanctions remain in effect until Stage 2 is complete.
2. For incidents of a serious nature, the President and the applicable Vice-President of the applicable Level may suspend the Player(s) or Member(s) indefinitely and proceed directly to Stage 2.

**10.03 STAGE 2 - THE FORMAL PROCESS**

- q) The Vice-President of the applicable Level, upon receiving a written appeal shall convene a Discipline Committee Meeting.
- r) The Discipline Committee shall establish a hearing and invite such persons, as deemed necessary, to provide relevant information to the Committee.
- s) The Discipline Committee shall, with all dispatch, render a decision and communicate that decision to the offending party(ies). Such communication may initially be verbal but shall be confirmed in writing with copies maintained in LMHA files.
- t) The Chair of the Discipline Committee will report the outcome of the hearing to the Board.
- e) **APPEAL**

Notwithstanding the above, should a member of the Coaching Staff, Speakout Person, Player, or parent feel that Stage 2 has not satisfactorily resolved the issue, the person may appeal the issue to Stage 3 by writing to the Secretary, requesting an Appeal to the decision.

#### **10.04 STAGE 3 - THE APPEAL PROCESS**

- a) The Secretary, upon receiving a written request for an appeal, shall call the Vice-President - Business Administration, to arrange the Appeal Committee hearing.
- b) The Appeal Committee shall, with all dispatch, render a decision and communicate that decision to the offending party (ies). Such communication may initially be verbal but shall be confirmed in writing with copies maintained in LMHA files.
- c) The decision of the LMHA Appeal Committee shall be final and binding on all parties, except for those avenues of recourse provided by AAHA and CHA.

### **11.0 GENERAL**

#### **11.01 FISCAL YEAR**

The fiscal year of the LMHA shall be from May 1st to April 30th.

#### **11.02 AUDITS**

A qualified accountant shall be appointed by the Board to audit the "Books" accounts and records of the LMHA each year. The audited financial statement shall be provided to the LMHA members at the Annual General Meeting.

### **11.03 BORROWING POWERS**

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

### **11.04 SEAL**

There is no seal for the Leduc Minor Hockey Association.

### **11.05 AMENDMENTS TO BYLAWS, REGULATIONS AND POLICIES**

- a) The By-Laws of the Leduc Minor Hockey Association may only be rescinded, altered or added to by a Special Resolution passed at a General Meeting of the General Membership.
- b) The Board may from time to time, add to or amend Rules, Regulations and Policies for the betterment of minor hockey in Leduc.

### **11.06 INSPECTION**

The books and records of the LMHA may be inspected by any Member in good standing upon giving reasonable notice and arranging a time satisfactory to the Board Member having care of the applicable books and/or records.

### **11.07 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

LMHA will follow the guidelines of the Freedom of Information and Protection of Privacy Act ("FOIPP") as provided by the AAHA.

### **11.08 DISSOLUTION CLAUSE**

In the event that Leduc Minor Hockey Association dissolves, after paying all debts and liabilities, any assets remaining will be donated to another charitable organization.