

WARNER AND DISTRICT MINOR HOCKEY ASSOCIATION BYLAWS

Updated September 2014.

Declaration: Warner and District Minor Hockey Association (WDMHA), referred to in these bylaws as the "Association", declares that it shall, to the best of its ability, follow all Hockey Alberta bylaws, policies, regulations and rules in carrying out Association activities.

Objective: To provide the best possible recreational hockey experience for children in their age division and/or skill level while following Hockey Alberta policy.

1. **Name:** The name of the Association shall be "Warner and District Minor Hockey Association".

2. **Membership:**

- Parents/Guardians that have paid a registration fee for a child(ren) to participate in the current hockey season. (If payment is made, or arrangement to make payment has been made with the Treasurer by November 1 of the current hockey year, the fee is deemed paid for voting purposes in the Association.)
- Any adult that is carded on any team and does not have a child registered in the association.
- Any committee chair that does not have a child registered in the association.
- An "independent" child will also be considered a member if a registration fee has been paid for the current season.
- Any adult that the general membership votes to give a membership to.
- Membership continues for parents to the end of the current year if at any time during the current year said parents were considered members. (eg. Player registers with WDMHA but ends up playing elsewhere or not at all, parents remain members to end of year)
- Membership is a privilege not a right, therefore the executive reserves the right to withhold membership from anyone if they feel that issuing membership is not in the best interest of the Association and Hockey Alberta.

3. Suspension and Expulsion: Any member may be suspended or expelled from the Association for failure to comply with the Association bylaws, Association regulations, for misconduct, or for any other cause which in the opinion of the executive is not in the best interest of the Association. Any such suspension or expulsion shall be by a two-thirds (2/3) vote of the full executive and any suspension or expulsion may be revoked by the will of the executive. Any member may at any time resign his membership by notice in writing to the executive, and may be entitled to such proportion or refund of fees paid as the executive at its sole discretion may decide.

4. Fees: There may be one or more classes of fees, for membership in the Association. The class or classes of fees may be set year to year at a General Meeting.

5. Voting Privileges: Any member in good standing may vote at any General, Special General, or Annual Meeting. There shall be only one vote per member. Such vote must be made in person and not by proxy or otherwise. The exception to the one vote per member is voting during coach selection. In that situation it is one vote per registered child on the affected team. Any disputes over who shall have the one vote per child in coach selection

shall be awarded to the parent / guardian that signed the registration form.

6. Executive: The Executive shall be made up of a president, a vice-president, a secretary, a treasurer, and a registrar. The purpose of the Executive is to control and manage the business and affairs of the Association. Meetings of the executive shall be held as often as the business of the Association requires and shall be called by the president. A Special Meeting of the executive may be called on the instruction of any three members thereof provided they request the president to call such meeting and state the business to be brought before such meeting. The executive shall have the power to fill any vacancy occurring on it between elections and the person so appointed shall hold office until the next election. The executive must follow the Association bylaws, policies and guidelines as defined by the general membership through Annual, Special General, and General Meetings.

- **President:** The President shall be ex-officio a member of all Committees. He shall, when present, preside at all meetings of the Association and of the Board. In his absence the Vice-President shall preside at any such meetings, and in the absence of both, a chairman may be elected by those present to preside thereat. The President may appoint temporary committees. The President shall attend, or appoint someone to attend necessary Zone 5, Hockey Alberta meetings, and any other meetings deemed important to the Association. In all Association meetings, the President shall vote only in tie breaking situations.

- **Secretary:** It shall be the duty of the Secretary to attend all meetings of the Association and of the Board, and to keep accurate minutes of the same. The Secretary shall have charge of the Seal of the Association, which seal whenever used, shall be authenticated by the signature of the Secretary and the President, or, in the case of the death or inability of either to act, by the Vice-President. In case of the absence of the Secretary, his duties shall be discharged by such officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence of the Association and be under the direction of the President and the executive. The secretary shall be responsible for picking up mail, or designating someone to pick up the mail.

- **Treasurer:** The Treasurer shall receive all monies paid to the Association and shall be responsible for the deposit of same in whatever bank the executive may order. He shall properly account for the funds of the Association and keep such books as may be directed. He shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited as hereinafter set forth of the financial position of the Association and submit a copy of same to the Secretary for the records of the Association. The offices of the Secretary and Treasurer may be filled by one person if so decided at an Annual Meeting.

- **Vice President:** The Vice President shall be present at all meetings of the Association and if the President is not present, shall take over the duties of the President. If the President can not complete the term in office, the Vice President shall assume the position of President for the remainder of that term.

- **Registrar:** The Registrar shall attend all meetings of the Association and shall receive registration forms and keep a complete record of all players in the Association. The Registrar shall also complete all required forms and registrations necessary as defined by Hockey Alberta.

7. Board of Directors: Shall be made up of the executive, the coach or a representative appointed by the coach from each hockey team, committee chairs, and the immediate past president. The past president does not have a vote at a Board of Directors meeting. The

Board of Directors shall attend all board meetings, general meetings and annual meetings.

8. Auditing: The books, accounts, and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the Association elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual Meeting of the Association. The fiscal year end of the Association in each year shall be July 31. The books and records of the Association may be inspected by any member of the Association at the annual meeting provided for herein or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Board shall at all times have access to such books and records.

9. Meetings: Any member in good standing who is not withdrawn from membership, has not been suspended or expelled as herein-before provided, shall have the right to vote at any General, Special General, or Annual Meeting of the Association. In the event of a tie, the meeting chairperson shall cast a deciding vote.

Types of Meetings:

- **Executive Meeting:** Executive members have voting privileges. Executive meetings are called as needed to deal with issues that are clearly defined in policy and bylaws, or disciplinary issues. A quorum shall be 3 members. Notification shall be by direct conversation or telephone.
- **Board Meeting:** All members of the Board of Directors have voting privileges. Board Meetings are called as needed to deal with issues that need to be clarified for a General Meeting, and also to deal with information, coaching, referee and association issues. Notification shall be by direct conversation or telephone. A quorum shall be 5 members.
- **General Meeting:** All members in good standing have voting privileges. Meetings shall be held on a regular date (first Monday of each month from October through April) or shall be held at least 3 times a year. The purpose of a General Meeting is to deal with regular Association business and allows the general membership to participate in the development and implementation of the Association operating policy and guidelines. Notice of date, time and place of meeting shall be posted at arena by the Secretary at least 7 days prior to the meeting. A quorum shall be 8 members.
- **Special General Meeting:** All members in good standing have voting privileges. A Special General meeting may be called in exceptional circumstances to deal with emergency issues or emergency bylaw changes. 21 days advertised, or 10 days written notice, must be given of the meeting date. The purpose of the Special General Meeting must be stated in advertisement or notice. A quorum shall be 8 members.
- **Annual Meeting:** All members in good standing have voting privileges. The purpose of the Annual Meeting is to deal with elections, bylaw changes, and general business. Annual reports by Treasurer, Auditors, Secretary, President, and Registrar must be given. 10 days written, or 21 days advertised notice must be given of meeting date. A quorum shall be 8 members. The Association shall hold an Annual Meeting on or before September 30 of each hockey year. Any member in good standing shall be eligible to hold any office in the society.
- Any member in good standing may request to have an item put on any meeting agenda.

10. Elections: Elections of executive shall be held at the annual banquet. Terms of executive shall be one year, running from August 1st of a hockey year, to July 31st of the same hockey year. Election will be carried out by secret ballot and shall be 1 vote per member in good

standing. Any member in good standing may let their name stand for any executive position. The executive, if necessary, may appoint an election committee to carry out the election process. Notice of elections shall be advertised at least 21 days prior to the election. Anyone interested in letting their name stand must fill out the proper Association nomination forms as defined by advertisement.

11. Standing Committees: Standing committees should be appointed by the executive or the Board of Directors. The following committees shall be named each year and shall be known as standing committees:

- Fundraising
- Marketing and Merchandise
- Banquet Committee
- Photos
- Bylaw and Regulation Committee

12. Bylaws: The Constitution and Bylaws of the Association may be rescinded, altered or added to, by special resolution. This must be passed by a majority of not less than three-fourths (3/4) of such members entitled to vote as are present in person at an Annual Meeting, or a Special General Meeting, of which 21 days advertised, or 10 days written notice, has been given. Notification of a Special General Meeting must specify the intention to propose a bylaw change.

13. Remuneration: Unless authorized at any meeting, and after notice of same shall have been given, no officer or member of the Association shall receive any remuneration for his services.

14. Capital: The Association shall not have a capital dividend into shares, or declare any dividends, or distribute its property among its members during the existence of the Association.

15. Risk: The Association's directors, officers, sponsors, coaches, managers, referees, or any other supervisory personnel, are not responsible for injuries to persons or damage to property. This is entirely the responsibility of persons participating, such as players, coaches, managers, officials, parents and spectators – all of whom participate in the Association's activities at their own risk.

16. Parental/Guardian Consent: No child shall be registered by the Association as a qualified player if he/she has not secured a written consent of his/her parent(s)/guardian(s). The consent may be withdrawn at any time during the playing year by a written revocation delivered to the Registrar.

17. Regulations: Regulations of the Association may be rescinded, altered, or added to at any General Meeting by a simple majority vote. Any regulation changes come into affect at the adjournment of the meeting at which the motion to change a regulation was made.

18. Conduct Management

18.1 Association Philosophy and Program Name

USE RESPECT/PLAY SMART PROGRAM

Over the past several years it has become increasingly apparent that participating in the Game, for some people, whether as a player, coach, official or spectator, has become less and less enjoyable. People are leaving the Game for the wrong reasons and with bad

memories. In some situations the conduct of spectators, coaches, officials and players has become increasingly more unacceptable, both on and off the ice.

The "Association" views the **"USE RESPECT/PLAY SMART"** program as support and confirmation to the many excellent volunteers, coaches, officials and parents who are in the majority and who have always practiced and subscribed to the fundamental principles of fun, respect and positive development of the Game. We see this program as a vehicle to assist them to further these values and make the Game even better and more enjoyable. One could view the **"USE RESPECT/PLAY SMART"** program as a celebration of the positive elements of the Game that will overwhelm those negative elements that have unfortunately tainted the reputation of the Game today. Those few who may question the program are the very ones that many of the elements of the program are aimed at and are indicative of a problem and not a solution. It is not a time to be defensive, but rather offensive and proactive in advocating a program that is totally positive. We encourage the majority to confidently come forward with energy and support the **"USE RESPECT/PLAY SMART"** program to make our Game even better.

18.2.0 Objective(s) of the Program

To provide a program which plays a significant role in the development of a young person's values, morals, social maturity, physical fitness and mental fitness. To promote acceptable conduct which provides:

- Respect for persons
- Protection from harm
- Development of ethical conduct towards others
- Notions of justice, fairness, equity
- Caring attitudes
- Freedom to enjoy, to flourish
- Respect for the game

It is a must that every participant abides by these principles. A participant is defined as (but not limited to) a player, coach, official, or spectator. This program is not intended to be a new process for complaints about officiating or general hockey rules. The objective is to promote and insure acceptable behaviour.

18.3.0 Definition of "Unacceptable Behaviour"

An individual is displaying unacceptable behavior if they are verbally or physically harassing and/or abusing a game participant (player, coach, spectator or official).

When there is a situation of "unacceptable behavior", the responsibilities of "The Association", coaches, spectators and on-ice officials are as set out herein. The focus is on achieving the program objectives. Confrontation should be avoided and reporting is encouraged, as it is an important step in attaining the objective.

18.4.0: Complaint Handling Procedure

18.4.1 Implementation Trigger

The reporting of unacceptable behavior by a member, spectator, coach, player or official is the triggering event of the complaint handling procedure. This reporting process will govern the person(s) responsible for investigating the complaint. The methods of enforcement will vary dependent on the severity of the event.

18.4.2 Reporting Process

If an incident occurs which meets the definition of unacceptable behavior and in the opinion of a member, player, spectator, coach, or official, is serious enough to warrant a formal complaint, then an Incident Report Form (refer to Hockey Alberta Code and Conduct Manual) must be completed. The Incident Report Form should be submitted to the president of the association for the review and actions.

18.4.3 Responsible Reporters

18.4.3.1 On/Off Ice Officials

If, in the opinion of an official (on-ice or off-ice), an individual is verbally or physically harassing or abusing a game participant (coach, player or official), the official will at a stoppage of play, identify the offending individual and through discussion with one or both coaches, request that the offending individuals cease this unacceptable behavior. If the behavior continues, the official will document the offense or action on a game incident report form or the back of the game sheet. A copy of the write up on the game sheet will be forwarded to the Association's President, triggering the complaint handling process.

18.4.3.2 Members, Spectators, Players

If in the opinion of a member, spectator or player an individual is verbally or physically harassing or abusing a game participant (coach, player, official, or spectator), an incident report form is to be completed and forwarded to the Association President. This will trigger the complaint handling procedure.

18.4.4 Enforcement

18.4.4.1

After an incident report has been received and reviewed, the Association President shall have the power to suspend summarily any player, coach, trainer, manager, official or spectator of any team under the auspices of the Association for any conduct on or off the ice which in the sole discretion of the President is deemed to be unbecoming or detrimental to the game. In situations where the President and/or Executive deems an incident to be of a very serious or very sensitive nature, beyond their ability to deal with at the local minor hockey association level, the Association may forward the incident report and any supporting information to Hockey Alberta for their investigative purposes.

18.4.4.2

The Association President shall have the power to prevent summarily any spectator from viewing any game or other activity or entering a facility to view such game or activity under the auspices of the Association for any conduct which in the sole discretion of the President is deemed to be unbecoming or detrimental to the game. Further, the President shall have the power to suspend summarily the player, coach, team official or the team to which the spectator is attached. This authority may be delegated to such Association executive members and officials as the President may designate. The power and delegation granted to the President allows for effective and quick action against conduct unbecoming or detrimental to the Game and its participants, as well as action against the team of the contravening spectator.

18.4.4.3

The Association is prepared to enforce these provisions as required and are an integral part of the reporting and enforcement initiatives.

18.4.4.4

All issues pertaining to “conflict of interest” when during the receiving of incident reports, review of said reports, and enforcement shall be settled by Hockey Alberta.

18.4.4.5

In situations where the President and/or Executive deems an incident to be of a very serious or very sensitive nature, beyond the ability to be dealt with at the local minor hockey association level, the Association may forward the incident report and any supporting information to Hockey Alberta for their investigative purposes. Hockey Alberta may then appoint investigators and/or panels from outside the Association to deal with issues of investigation, reporting and enforcement.

18.4.5 Appeal Process

Upon receiving a request for an appeal, the Association will establish a Special Committee comprised of the Association Executive to hear any appeals related to the discipline or actions undertaken as a result of the outcome of an investigation. Appeals should be heard as soon as is practical. The appeal must contain a clear and concise summary of the grounds for the appeal. Notice of the appeal must be submitted to the President of the Association within five (5) days from the date of notification of discipline. If the appeal is denied, further appeals can be made to Hockey Alberta under the normal appeals process.

18.5.0: Implementation Process

18.5.1 Incorporation into Bylaws

The Association recognizes the importance of a Conduct Management Program, therefore it shall be incorporated into the Association Bylaws.

18.5.2 Introducing the Program

At the start of each season, a meeting is to be held with all team management and representatives of the officials to present the program. At this presentation, the Association will:

- Detail the objectives
- Outline the expectations
- Lay out the consequences
- Explain the team’s responsibilities
- Explain the Association’s responsibilities
- The Association may request signed pledge forms from all participants in the Game or at minimum pledge forms will be displayed in the Arena for all participants to read. Individual copies can be obtained from the Association or from Hockey Alberta.

18.5.3 Other Notifications and/or Partnerships

The following are examples of local stakeholders that may need to be aware of the Program as they may be requested to support in the enforcement of some sanctions.

- Local/City Recreation Board
- Arena Operating Board
- Agricultural Society
- Town Council
- Community Services Department
- Local/City Police Department

18.5.4 Pledge Forms and/or Code of Conducts

The Association can choose to make the signing of the forms mandatory or voluntary, however, it must be made clear to all members that whether the pledge forms are signed or not, all members are still subject to the consequences for unacceptable behaviour as the Use

Respect/Play Smart Program is part of the Bylaws and Regulations of the Association and must be followed as a condition of membership. If it is mandatory, the consequences for not signing will be withholding of registration and membership in the Association.