

**The Wetaskiwin  
Minor Hockey Association**



**ASSOCIATION BYLAWS**

September 4, 2009

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# **THE Wetaskiwin MINOR HOCKEY ASSOCIATION ASSOCIATION BYLAWS**

## **BY-LAW I – INTERPRETATION**

- 1.1 In these By-laws and Regulations, unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.
- 1.2 When constructing these By-laws and Regulations, reference shall be made to the Societies Act, and the By-laws, Rules and Regulations of the Alberta Amateur Hockey Association (A.A.H.A.) known as Hockey Alberta, and Hockey Canada. Words and expressions used in these By-laws and Regulations shall, so far as the context does not otherwise require, have the same meaning, as would be the case when used under the Act, By-laws, Rules and Regulations.
- 1.3 References to the “Association” in these By-laws refer to the Wetaskiwin Minor Hockey Association (W.M.H.A.).
- 1.4 The Association, as a member of Hockey Alberta and affiliated with Hockey Canada, shall conform and comply with the Boundaries and By-laws, Rules and Regulations as set forth by the Alberta Amateur Hockey Association (A.A.H.A.) Hockey Alberta and Hockey Canada respectively.

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

When a Board member of the Association is in or believes they are in a conflict of interest position, they must declare so and remove themselves from all discussion and voting on the item.

Situations may include but are not limited to:

⇒ Discussions regarding a spouse or child

## **BY-LAW II - NAME OF ASSOCIATION**

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

## **BY-LAW III - MEMBERSHIP**

- 3.1 The members of the Association shall be the subscribers to the Application, the By-laws and Regulations and such other persons as subsequently become members of the Association in accordance with these By-laws.
- 3.2 A person may become a member of the Association who has paid or has had paid for him the annual membership fee and/or:
  - 3.2.1 Has reached the age of eighteen years, and is a resident of Wetaskiwin

- 3.2.2 Has been approved as a member by the Executive, or
- 3.2.3 Is a member of coaching staff, manager, referee, any other volunteer position, or parent/legal guardians, in good standing of a player currently registered with the Wetaskiwin Minor Hockey Association.

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- 3.3 The annual membership fee shall be an amount as may be determined from time to time by resolution of the Executive.
- 3.4 A person shall cease to be a member of the Association:
  - 3.4.1 Upon failure or refusal to pay the annual membership fee, or
  - 3.4.2 Upon notification in writing to the Executive of his withdrawal from membership, or
  - 3.4.3 When he is expelled from membership in accordance with these By-laws.
- 3.5 A RESIDENT shall:
  - 3.5.1 Resides within the City of Wetaskiwin, or in the geographic area, which has been identified as the boundaries of Wetaskiwin Minor Hockey Association as determined by Hockey Alberta.
- 3.6 A Non-Resident:
  - 3.6.1 Is not a member of WMHA, and does not reside in the City of Wetaskiwin or geographical area.
  - 3.6.2 Any player, who wishes to play within the W.M.H.A., must comply with Hockey Alberta By-laws and Regulations.
  - 3.6.3 May be subject to a Non-Resident fee, which will be determined on an annual basis by the W.M.H.A. Executive.

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

- 4.1 Any member may resign from the Association at any time by notifying the Office in writing; however an administration fee may be charged.
- 4.2 Any member who, in the opinion of the Discipline Committee, fails to maintain an acceptable standard of conduct may be asked to resign in written form after at least one previous written warning. That decision will result in the loss of voting privileges, unless the member wins a successful appeal. An administration fee may be charged.
- 4.3 Any member who has been requested to resign may exercise the right to appeal the decision provided the written request is received by the Office within seven (7) days of the request to resign. Any member that refuses to resign on written request will be considered expelled from the Association.
- 4.4 The Executive claims the rights and interests as the Rental Contract Carrier to bar any suspended, expelled or resigned member from any or all facilities where Association functions occur including meetings, games and practices, are taking place for a specified period of time.
- 4.5 A member who ceases to be a member, or is expelled or suspended from the Association shall forthwith forfeit all rights and interests arising from, or Association with membership in the Association. This means the suspended or expelled member cannot coach or manage a team, hold an elected or appointed position until the suspension is served or waived upon successful appeal.
- 4.6 The member can be suspended or expelled for a time frame deemed appropriate by the President or Discipline Committee and ratified by the Board of Directors.

## **BY-LAW V - MEETINGS**

### **GENERAL MEETINGS**

- 5.1 The Annual General Meeting (AGM) of the Association membership shall be held in the City of Wetaskiwin, during the period April 1 and June 30, inclusive, in each year.
- 5.2 Meetings of the Association membership:
  - 5.2.1 Shall be at the call of the President
  - 5.2.2 When required or desired the Executive may call a meeting of the Association membership.
  - 5.2.3 At the written request from twenty members in good standing of the Association membership, a special meeting shall be convened. The proceedings of such a meeting shall be confined to the matters specified in the request.
- 5.3 Notice of W.M.H.A. Annual Meeting or any Special Meeting will be given in writing at least 14 days in advance of the meeting.
- 5.4 Upon instruction from the President, the Secretary shall notify the appropriate members of the time and place of each meeting. Notification may be by phone or posting of notices on public notice boards, or in local newspapers, or by other methods deemed appropriate by the Executive.
- 5.5 A Quorum for the Annual General Meeting or Special Meeting shall consist of not less than 20 members in good standing.
- 5.6 The President shall chair all meetings. In the event the President is unable to fulfill this responsibility, the Vice-President will fill in.
- 5.7 At any annual or special meeting of the W.M.H.A., the following, as appropriate, will be the order of business:
  - Roll call of delegates;
  - Reading of the minutes;
  - Report of the President;
  - Report of the Secretary;
  - Report of the Office;
  - Report of the Treasurer;
  - Report of the Committees;
  - Resolutions;
  - Elections;
  - Orders and General Business;
  - Adjournment.
- 5.8 Business will be conducted by following Roberts Rules of Order
- 5.9 The President may, when deemed necessary, invite any member, or non-member to any meeting of the Association, to address a particular subject on the agenda
- 5.10 Voting on any issue arising at Meetings of the Members shall be decided by a simple majority of the eligible members present in person. Each eligible member in attendance is entitled to only one vote per family and issue, regardless of the number of positions they may occupy on the Executive or other committees. There shall be no proxy votes. The Chairman of any meeting is not entitled to vote on an issue, unless it is to break a tie.

## **MEETINGS OF THE EXECUTIVE**

- 5.11 Meetings of the Executive:
- 5.11.1 Shall be at the call of the President
  - 5.11.2 A minimum of six (6) board meetings per year shall be held and at least once every 2<sup>nd</sup> month. The Board may decide to meet more than once every 2nd month and may decide not to meet in a particular month.
  - 5.11.3 At the request of three members of the Executive, the President shall convene a special meeting of the Executive. The proceedings at such a meeting shall be confined to the matters specified in the request.
  - 5.11.4 Association members may submit, in writing, items for inclusion on the agenda of a Executive meeting. These members shall be entitled to attend that portion of the meeting devoted to those agenda items but have no vote.
  - 5.11.5 A quorum for the transaction of business shall consist of not less than seven (7) members of the Board of Directors. Only members of the Executive, present in person, are eligible to vote.
  - 5.11.6 The President is entitled to invite any member to be present or to make presentation to the Board when deemed necessary.

## **BY-LAW VI - THE EXECUTIVE**

- 6.1 The Society will be run by the Executive and there will be no Directors. The Executive shall consist of the following 17 positions.

President	Bingo Coordinator	Atom Coordinator
Vice President	Referee in Chief	Peewee Coordinator
Past President	Public Relations	Bantam Coordinator
Secretary	Player & Coach	Midget Coordinator
Treasurer	Development	
Registrar	Initiation Coordinator	
Equipment Manager	Novice Coordinator	
Member at Large		

## **BYLAW VII – DUTIES & POWERS OF THE & EXECUTIVE**

- 7.1 The Executive shall have the power to appoint to any vacant Executive position. That appointee will hold that office until the next AGM unless deemed otherwise by the Committee. The appointment must have a 3/4 support of all Board members in attendance, before the appointment can be ratified.
- 7.2 The Executive shall have control of the affairs of the Association, and shall govern in the best interests of the association.
- 7.3 The Executive will have the power to impose and enforce penalties for violation of the Bylaws or Regulation & Rules of the W.M.H.A.
- 7.4 The Executive shall be elected at the election meeting of the Association membership.
- 7.5 All Executive are elected for terms of one year.

- 7.6 The President shall be elected to a two-year term.
- 7.7 Each member of the Executive shall be elected or appointed to hold office until the conclusion of his/her term. If any member of the Executive resigns his office, or ceases to be a member of the Association Executive or without reasonable excuse absents himself from three consecutive meetings of the Executive, or be suspended or expelled from the Association, the Executive shall declare his office vacated. The Executive Committee shall then be charged with filling the vacant position subject to By-Law 8.1
- 7.8 Unless authorized by any meeting of the Executive, no officer or member of the Association shall receive any remuneration for his services.
- 7.9 The Executive shall have the authority to appoint any committee as deemed necessary.
- 7.10 An Executive member may be reimbursed for out of pocket expenses incurred on behalf of the Association, providing a majority vote of the Board is made prior to their being incurred, approves such expenses.
- 7.11 The Executive may, by a three-quarters vote, forthwith remove from office any member of the Board for neglect of duty, or for conduct tending to impair such member's usefulness; for example "not meeting the responsibilities" of the Position.
- 7.12 The Executive will supervise the collection and authorize the expenditure of funds of the W.M.H.A. provided always that funds coming into the W.M.H.A. will be allocated in accordance with the purpose so intended.
- 7.13 The Executive shall develop Policies and procedures for the management and operations of the Association.
- 7.14 The Executive will interpret, define and explain all provisions of the Bylaws and Regulations of the Association.
- 7.15 The Executive will adjudicate all disputes between members, which may arise between Annual Meetings.
- 7.16 The Executive will appoint all delegates to attend all meetings of the members of Hockey Alberta, Zone Meetings and League meetings.
- 7.17 Where the President or Vice President is unavailable to Chair a meeting, the members present can nominate a Chairperson for the purposes of a meeting. This can only be done after fifteen minutes has passed from the "call of the meeting".

## **BYLAW VIII – DUTIES AND POWERS OF THE PRESIDENT**

- 8.1 The President will have the power to suspend summarily, any player, coach, trainer, or manager of any team under the auspices of a member of the W.M.H.A. for ungentlemanly conduct, on or off the ice, for abusive language to any official, or for any other infraction, in the sole discretion of the President, deemed to be detrimental. Such suspension to be effective until dealt with by the Discipline Committee within a reasonable period of time, as determined by the Chairman of the Discipline Committee.
- 8.2 The President shall also have the power to prevent summarily any spectator from viewing any game or other activity, or to enter a facility to view such games or activity falling under the auspices of Wetaskiwin Minor Hockey Association for any conduct, which in the sole discretion of the President is deemed to be unbecoming or detrimental to the game.

- 8.3 Further the President shall have the power to suspend summarily the player, coach, team official or the team to which the spectator is affiliated. Such suspension to be effective until dealt with by the Discipline Committee within a reasonable period of time, as determined by the Chairman of the Discipline Committee.
- 8.4 The President may delegate this authority to such Association Executive, officials or Committees as he designates.
- 8.5 No person may be elected President unless that person has served as a member of the Board of Directors for a period of not less than one year, with the exception made when there is no present board member able to make that commitment.
- 8.6 The President, within the jurisdiction of the Association, shall:
- 8.6.1 Be a signing officer for the Association
  - 8.6.2 Shall be elected for a term of two year.
  - 8.6.3 Exercise the powers of the Executive, in case of emergency
  - 8.6.4 Discipline up to and including suspension of any member, coach, manager, player, trainer, or other official connected within the Association, subject to ratification at the next meeting of the Executive
  - 8.6.5 Sit on committees as an ex-officio voting member,
  - 8.6.6 Generally manage and supervise the affairs and operations of the Association.
  - 8.6.7 Together with the Office, or other officer appointed by the Executive for that purpose, shall sign all resolutions, transfers, and releases.

#### **BY-LAW IX - DUTIES OF THE VICE PRESIDENT**

- 9.1 No person may be elected a Vice-President unless that person has served as a member of the Executive for a period of not less than one year, with the exception made when there is no present board member able to make that commitment. In the absence of the President, or in the event of his inability to act, the Vice-President shall first have and exercise all the powers, authority and restrictions of the President. The Vice-President will be appointed by the executive committee to be ratified at the next Executive meeting.
- 9.2 The Vice President is the Chairperson of the Discipline Committee.

#### **BY-LAW X - BORROWING**

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

#### **BY-LAW XI - BANKING**

- 11.1 The Signing Officers of the Association for the purpose of drawing cheques on the account or accounts of the Association shall be any two; the President, Office or Midget Co-ordinator.
- 11.2 Signing authority for the 'Ref Account" shall be the Referee in Chief and one other of the signing officers of the Association.
- 11.3 All signing officers of the Association must be able to be bonded.

## **BY-LAW XII - SEAL**

- 12.1 The Executive may adopt a seal, which shall be the common seal of the Association.
- 12.2 The common seal of the Association shall be under the control of the Executive, and the Executive shall determine the responsibility for its custody and use from time to time.

## **BY-LAW XIII – REVIEW OF BOOKS**

- 13.1 A person or firm qualified to do so as designated by the Executive shall make an audit of the financial transactions of the Association at the end of each fiscal year.

## **BY-LAW XIV – AMENDMENTS**

- 14.1 No amendments to the By-laws of the Association, whether by way of new provision, amended provisions, or to rescind any of the provisions in these by-laws, shall be made except at the Annual Meeting, or other general meeting of the Association membership, and then only by “Special Resolution.” Notice of any proposed amendment or amendments must be filed with the Secretary in writing at least ten (10) days prior to the meeting. The Office shall cause the contents of the resolution, or a summary thereof to be posted on the W.M.H.A. Bulletin Board with the notice of the Annual Meeting, or any other general meeting at which it is proposed to consider the resolution.
- 14.2 The Executive is empowered to amend or alter Rules & Regulations, Policy and Procedures, as required to conduct the affairs of the Association. Amendments to Bylaws can only be made at an Annual General or Special Meeting of the members.

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

- 15.1 The minutes of the meetings of the Association and of the Executive shall be taken and prepared by the Secretary. After approval of the minutes the President and Secretary shall first sign them. The Secretary shall keep a record of all minutes arising out of meetings of the Association and the Executive and shall have custody of all such minutes, as well as of other books, records, and documents of the Association. The Secretary shall maintain the long-term records of the Association. Upon a change of Secretary position, all records shall be transferred to the new Secretary. The Finance Director shall keep the financial records of the association. On a change of the Finance Director, all records shall be transferred to the new Finance Director.

## **BY-LAW XVI - INSPECTION OF BOOKS AND RECORDS**

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

## **BY-LAW XVII – CODE OF CONDUCT/DUTIES**

- 17.1 **Volunteers**  
17.1.1 Expect no special rights or privileges because you are a volunteer

17.1.2 Understand that even though you may not agree with all of the association policies or rules, as a representative of the association, you have an obligation to publically support and at all times abide by them. If you do not agree with them you can work within the system to make changes.

17.1.3 Base your decisions on what is best for the majority of the hockey Players while respecting the rights of the individual.

17.1.4 Be slow to anger and hard to discourage.

## 17.2 **Parents**

17.2.1 Do not force an unwilling player to Participate in sports.

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

17.2.3 Encourage your Son / Daughter to always play by the rules.

17.2.4 Teach your Son / Daughter that honest effort is as important as victory and that if you give your best, then you have won, regardless of the score.

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

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

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

17.2.8 Do not question an officials judgement and never their honesty.

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

17.2.10 Attend Most Practices and games, if needing to miss contact Team Official to let him / her know about the absence.

17.2.11 Have Players at the rink at coaches specified times before games and practices.

17.2.12 Show respect for Team Officials as they are Volunteers.

## 17.3 **Players**

17.3.1 Play for the fun of it, not to please your coaches or parents.

17.3.2 Play by the rules.

17.3.3 Never argue with the officials decision, let your captain or coach ask any questions.

17.3.4 Control your temper no mouthing off, throwing tantrums, breaking or throwing sticks and equipment.

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

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

17.3.7 Remember that the goals of the game are to have fun, improve your skills and feel good. Don't be a show off, always trying to get the most points or penalties; you are part of the team whether they win or lose.

17.3.8 Use of illegal drugs or alcohol at any time , could result in a lengthy suspension.

## 17.4 **Coaches**

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

17.4.2 Understand the players code.

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

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

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

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

- 17.4.7 Remember that players need a coach they can respect and look up to. Be generous with your praise when it is deserved and set a good example.
- 17.4.8 Make a personal commitment to keep yourself informed on sound coaching principles, growth and development for the players. Attend all functions and clinics the Association may hold from time to time.
- 17.4.9 Do not lower yourself or your team to the level of the fans or other coach's tactics; do not use profanity, make gestures, or abuse officials.
- 17.4.10 Coaches are responsible for the conduct of their players and team officials during practices, games, and team functions.
- 17.4.11 Alcohol consumption will not be tolerated of any kind at any team or Association function.
- 17.4.12 You shall be responsible for enforcing rules, discipline and behaviour of the team.
- 17.4.13 You must attend all league/ Association meetings as requested.

## 17.5 **Managers**

- 17.5.1 Shall be responsible for liaison with the press to coordinate reporting of minor hockey.
- 17.5.2 Responsible for all team/ Association equipment.
- 17.5.3 Be a part of Team Management, enforcing rules and discipline.
- 17.5.4 Alcohol consumption will not be tolerated of any kind at any team/ Association function.
- 17.5.5 Shall call parent meetings are required.
- 17.5.6 Shall be a spokesman between the parents and the coaching staff.
- 17.5.7 Shall be the league contact and be responsible for arranging games, practices, tournaments and officials.
- 17.5.8 Shall distribute coach evaluation forms or anything as required by the Association to parents/ players.
- 17.5.9 Must attend all league/ Association meetings as required.

## **BY-LAW XVIII - DISCIPLINE PROCEDURE & DISPUTE RESOLUTION PROCESS**

- 18.1 **General Policy** - The Wetaskiwin Minor Hockey Association expects all team officials to exhibit leadership qualities that promote player sportsmanship and decorum, as well as acceptable levels of propriety, towards opponents, game officials, and spectators.

As such, standards of behaviour should be clearly defined and maintained throughout the season, within a climate of mutual respect. It is recognized, however, that from time to time, sanctions may be necessary, from an external source, for behaviour, which transgresses acceptable standards. Such sanctions may be applied to any player, team official, 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
5. A combination of the above

The Wetaskiwin Minor Hockey Association through its elected or appointed officials, have the authority to discipline any player, team official, team follower, parent or member. 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 within the process set out below:

Three different Discipline Stages are possible, namely:

- |         |   |                      |
|---------|---|----------------------|
| STAGE 1 | - | The Informal Process |
| STAGE 2 | - | The Formal Process   |
| STAGE 3 | - | The Appeal Process   |

Some incidents that may warrant disciplinary action are as follows:

1. Profanity by players, team officials or club representatives
2. A player who receives a game misconduct, gross or match penalty
3. A team assessed two or more bench minors in one game
4. A coach or bench assistant who is ejected from a game
5. A team, who in the opinion of the Chairman, is being assessed too many penalties of a serious nature
6. A team member or team follower who repeatedly brings discredit to the team and the Hockey Association, through violent, abusive, or gross behaviour, on or off the ice
7. Use of alcohol or other illegal substances while representing WMHA through participation in any team activities
8. A parent or guardian who exhibits conduct unbecoming to the integrity of Wetaskiwin Minor Hockey program
9. Any team that fails to utilize ice time without prior notification

Two Wetaskiwin Minor Hockey Association Executive situations that will warrant disciplinary action are:

1. Any elected or appointed member of the WMHA Executive who does not attend three consecutive meetings may be relieved of his or her duties.
2. Any elected or appointed member of the WMHA Executive, who, by a vote of the Executive, is deemed to be doing an unsatisfactory job, shall by a 75% majority vote be relieved of his or her duties.

## **18.2 STAGE 1 - THE INFORMAL PROCESS**

### **STANDARD SUSPENSIONS**

Where the Hockey Canada current Rule Book dictates a suspension for a player for a rule transgression, and game officials determine, by a write-up, that such a transgression took place, the coach in consultation with the Category Director, as a matter of routine will implement the suspension.

### **NON-STANDARD SUSPENSIONS**

When incidents occur which may warrant disciplinary action the coach(s) shall report the incident as quickly as possible, and at least prior to the next game, for action.

The Category Hockey Director, and coach(s) shall meet, investigate the incident, and determine the sanction to be applied. In investigating the incident they may consult such

game officials, players, parents, or other observers that they may deem necessary to gain the relevant facts of the incident.

Team Officials implements the sanctions with the players(s). A file must be created and established with the Category Director until the end of the season when the file will be maintained with the Secretary of WMHA. The Category Director must inform the Vice President of the sanction or discipline as soon as is possible.

### **APPEAL OF DISCIPLINE**

Notwithstanding the above, should a coach, player, or parent feel that Stage 1 has not satisfactorily resolved the issue, it may be appealed to Stage 2 in writing. However, Stage 1 sanctions remain in effect until Stage 2 is complete.

For incidents of a very serious nature, the Category Director may elect to suspend the player(s) indefinitely and proceed directly to Stage 2. .

Any appeal of discipline must occur within 72 hours of notification of the original discipline being communicated. The appeal must be in writing to the Vice President who acts as the Chairperson for Discipline.

## **18.3 STAGE 2 - THE FORMAL PROCESS**

The Vice President, on receiving a written appeal or request shall convene a Discipline Committee Meeting.

The Discipline Committee shall consist of a Category Director but not the Category Director involved in a Stage One decision, and another executive member approved by the President, and shall be no less than 3 people.

The Discipline Committee shall establish a hearing and invite such persons, as they deem necessary to provide information to the Committee.

The Discipline Committee shall, with all dispatch, render a decision and communicate that decision to the offending party (ies). Such communication may be verbal at the outset but shall be confirmed in writing with copies logged with the WMHA Secretary.

The Vice President reports the outcome of the hearing to the President.

### **APPEAL OF DISCIPLINE**

Notwithstanding the above, should a coach, player, or parent feel that Stage 2 has not satisfactorily resolved the issue, it may be appealed to Stage 3 by writing to the WMHA Secretary, requesting an Appeal to the decision. This appeal must occur within 72 hours of the decision being communicated.

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

The WMHA Office on receiving a written request for an appeal shall place the item on the agenda for the next regular meeting of the WMHA Executive, and inform the President, Vice President and respective Category Director of its receipt.

The WMHA Executive may provide up to thirty minutes of meeting time for the person making the appeal to state their case. After the statement has been given, the executive will discuss the case in private.

The WMHA Executive shall render its decision by motion, and a simple majority of those members in attendance shall suffice.

### **APPEAL OF DECISION**

Notwithstanding the above, should a coach, player, or parent feel that Stage 3 has not satisfactorily resolved the issue, it may be appealed by writing to the WMHA Office, requesting an Appeal to the decision. This appeal must occur within 72 hours of the decision being communicated.

The WMHA Office on receiving a written request for an appeal shall place the item on the agenda for a special meeting of the Executive. The Office must inform the President, Vice President and the respective Category Director of its receipt.

The WMHA Executive may provide up to thirty minutes of meeting time for the person making the appeal to state their case.

The Executive shall render its decision by motion, and a simple majority of those members in attendance shall suffice.

The decision of the Executive shall be final and binding on all parties, except for those avenues of recourse provided by Hockey Alberta and Hockey Canada.

Without restricting the foregoing the following general guidelines apply:

- a) First infractions by players will normally be satisfactorily concluded at Stage 1.
- b) Second infractions by players could proceed directly to Stage 2 under extreme circumstances.
- c) Infractions that involve coaches, team followers, or parents will normally proceed directly to Stage 2.
- d) Suspensions when applied to players shall specify:
  - The number of games to which the suspension applies, both league and exhibition, or
  - The time period for which the suspension applies
- e) Player suspension includes no activity in bench area, prior to or after the specified games, or during the specified time period.
- f) Suspensions when applied to parents, coaches, or team followers shall normally restrict the access of those persons to dressing rooms, bench areas, and possibly spectator areas of arenas.

### **BY-LAW XIX - GRIEVANCES PROCEDURES**

- 19.1 Parental, player, or team problems not resolved by the Head Coach &/or Team Manager shall be addressed to the respective Co-ordinator.
- 19.2 Resolution not received at the above level shall be directed to the Discipline Committee via the appropriate Director.
- 19.3 All Grievances shall be initiated in writing to the Discipline Committee.
- 19.4 Upon receipt of written notification, a Grievance hearing date shall be set within seven (7) days.
- 19.5 The Vice President of the Association shall convene the Discipline Committee. In the event of conflict of interest, the Board of Directors will name another designate.
- 19.6 The decision of the Discipline Committee shall be given in writing within forty-eight (48) hours.

- 19.7 All decisions of the Discipline Committee shall be subject to appeal to the Executive of the Association.
- 19.8 All decisions shall be subject to appeal to Hockey Alberta as provided for in By-Law XIII of Hockey Alberta.

### **BY-LAW XX - COURT AND LEGAL ACTION**

- 20.1 13:03 & 13.20 from Hockey Alberta Bylaws & Regulations
- 20.2 All decisions shall be subject to appeal to Hockey Alberta as provided for in By-Law XIII of Hockey Alberta.
- 20.3 Pursuant to By-Law 13.20 – Court Actions of Hockey Alberta

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

### **BY-LAW XXI - FISCAL YEAR**

- 21.1 The fiscal year of the WMHA shall commence the 1<sup>st</sup> day of July of every year to and including the 30th day of June of the following year.

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

- 22.1 The Society shall be wound –up voluntarily whenever a Special Resolution is passed requiring the Society to be so wound-up. In the event of liquidation, dissolution or winding up of the Society, the property of the Society be distributed as follows:
- 22.1.1 Where funds are held by the Society in trust for and on behalf of any organization, all such funds shall be returned to such organization.
- 22.1.2 For the objects and purposes stated in these By-laws; or
- 22.1.3 Any money in Gaming proceeds will go to other Charitable Organizations.

# REGULATIONS

- 1) The Executive shall have the authority to make Regulations, which shall be binding on all members of the Association. These Regulations may be added to, changed or deleted from time to time at the discretion of the Executive by a majority vote at any Executive Meeting.
- 2) To ensure an executive response, any complaints pertaining to minor hockey must be submitted to the President in writing and signed by the complainant. The complainant will then be dealt with at the next executive meeting.
- 3) Only authorized people {players, coaches, and officials} will be allowed on the ice area during games or practices as per CHA rules. All Players and Coaches must be in equipment outlined by HA bylaws.
- 4) No player shall be allowed on the ice area, including player boxes, before the ice cleaning machine has left the ice and the gates are closed.
- 5) All players must be registered with the Association before being permitted to try out, practice, play in a game or go on the ice for any team under the jurisdiction of the Association. Players from other Associations must have a permission form from their Association before being allowed on the ice.
- 6) Coaches are not allowed to solicit players who reside outside the Wetaskiwin Zone, with the exception of Bantam and Midget Division.
- 7) All players are to wear all necessary equipment as specified by the CHA and HA whenever they skate on the ice under the jurisdiction of the Association.
- 8) Coaches may try out, practice, and play only those players whose names appear on lists of registered players provided to them by the Registrar of the Association.
- 9) Players must register to play in the division for which they are qualified to play by age.”.
- 10) Players in the Wetaskiwin Zone will automatically be eligible to register and play in the Association.
- 11) Only the Equipment Manager, President, Coordinators, team coaches and/ or managers shall have access to the Equipment Room and WMHA board room. Only the WMHA General Manager and the WMHA executive will have access to the WMHA office.

- 12) The refund schedule for players moving away from the Wetaskiwin Zone or who become unable to play hockey because of an injury, illness, or other valid reason is as follows:
- |   |                            |
|---|----------------------------|
| Up to and including September first {1 <sup>st</sup> }      | one hundred percent {100%} |
| Up to and including September thirtieth (30 <sup>th</sup> ) | eighty percent (80%)       |
| Up to and including October thirtieth (30 <sup>th</sup> )   | sixty percent (60%)        |
| Up to and including December fifteenth {15}                 | fifty percent {50%}        |
| After December fifteenth {15}                               | No Refund                  |
- \*Fund raising credits are non-refundable
- 13) At the descretion of the WMHA Executive divisions shall be allowed to carry players from outside the Wetaskiwin Zone, that bring registration numbers as deemed by HA, numbers per team will be decided by the executive no later than November 15<sup>th</sup> of each year. All other teams, with the exception of female, shall be comprised entirely of players residing within the Wetaskiwin Zone.
- 14) Any player from outside the Wetaskiwin Zone must also be approved by the Executive.
- 15) The first 38 players will be accepted into their designated program.
- Players registered after the first 38 shall be placed upon a waiting list. By Sept 15 the executive or Register will Determine the number of teams that will play in those Division.
- 16) The female program will accept players from both within the Wetaskiwin zone and from outside the Wetaskiwin zone with preference being given to players residing within the Wetaskiwin zone.
- 17) All player registrations shall be processed by the Association. All registration fees will be payable to the Wetaskiwin Minor Hockey Association and shall be paid in full by August {15} of each year. If fees are unpaid, a person shall lose his/ her member status and shall not be entitled to vote at any meeting and the player{s} concerned shall not be allowed to play. A player shall be reinstated once fees are paid in full. Any outstanding fees must be paid in full before registration next year.
- 18) All teams receiving over five hundred dollars {\$500.00} direct sponsorship funds, Association funds, or through fund raising shall prepare a season financial statement, substantiated by receipts and bank statements and upon request, present that statement to the Executive at the end of the season before the yearly Annual General Meeting. Bank Accounts will be set up through the Association and assigned to the team Manager and must be returned to the WMHA office by April thirtieth {30} of each playing season with statements. Team accounts will not be activated without a team budget being submitted to the WMHA office.

- 19) The President and Vice President shall not hold a team official position {coach, assistant coach, manager, trainer, etc} within the Association unless the Executive passes a special resolution.
- 20) If a Midget or Bantam age player tries out for a team of higher caliber than is offered in the Wetaskiwin Zone and then wishes to return to play in Wetaskiwin, provided that he returns before December first {1} to Wetaskiwin, he will be permitted the same opportunity to make the Wetaskiwin Zone team, if he has registered with the WMHA on time. Thus, players on Midget and Bantam teams may be cut and transferred to other teams to make room for these returnees.
- 21) The Discipline Committee will deal with all suspensions within seven {7} days.
- 22) That the Association will replace all Atom, Pee Wee, Bantam, and Midget uniforms as required with the Wetaskiwin Minor Hockey colors at that time.
- 23) Every effort will be made to purchase all minor hockey uniforms, goalie equipment, club jackets, and other miscellaneous items through sporting goods suppliers in the City of Wetaskiwin.
- 24) Establishment of jersey fees for sponsors for all teams shall be a minimum of five hundred dollars {\$500.00} per year with a preferred commitment of five {5} years.
- 25) When a player is suspended from a hockey game, he/ she is to be placed in the control of a responsible adult for the remainder of the game and immediately following the game, he/ she is to return to the club dressing room, or as per league rules.
- 26) All requests for player releases must come forward in writing to the President and releases will only be directed as per HA guidelines.

**ACCEPTANCE OF BYLAWS**

These Bylaws having been adopted by the Executive of Wetaskiwin Minor Hockey Association on the \_\_\_\_ day of \_\_\_\_\_, in the Year 2009, are the official recognized Bylaws for the Association.

Signature Date: \_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address & Phone Number

\_\_\_\_\_

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address & Phone Number

\_\_\_\_\_

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address & Phone Number

\_\_\_\_\_