

67SOCIETY ACT  
ALDERGROVE MINOR HOCKEY ASSOCIATION  
**CONSTITUTION**

1. The name of the Society is the “**Aldergrove Minor Hockey Association**”, hereinafter referred to as “The Society”
2. The purposes of the Society are:
  - 2.1. To encourage and foster amongst its members sportsmanship and good fellowship; to maintain and increase an interest in amateur hockey; to have and exercise a general care, supervision and direction of all players and members who are members of this Association; and to assist all others interested in amateur hockey, to endeavour to treat each and every person equally within the association.
  - 2.2. To coordinate members, players and teams to maintain harmony and justice.
  - 2.3. To assist members, players and teams to obtain the necessary facilities, equipment and training.
  - 2.4. To assist members, players and teams to obtain necessary finances.
  - 2.5. To assist members, players and teams to organize league competitions and tournaments.
  - 2.6. To provide guidance and formulate an effective hockey program.
  - 2.7. To Operate and control minor hockey within Aldergrove, British Columbia
3. As an unalterable provision of this Constitution, this Society shall be affiliated with the British Columbia Amateur Hockey Association and shall observe all laws, rules, and regulations by which that Society is governed.
4. As an unalterable provision of this Constitution, this Society shall be affiliated with the Pacific Coast Amateur Hockey Association and shall observe all laws, rules, and regulations by which that Society is governed.
5. As an unalterable provision of this Constitution, the funds of the Society that are not required for immediate use may be kept on deposit in a bank or may be invested in such a manner as the Directors from time to time determine.
6. As an unalterable provision of this Constitution, should the Society accumulate any profits, they shall not go to the members, but shall be distributed in the same manner as the assets would be distributed upon the winding up of dissolution as hereinafter provided. If, upon the winding up or dissolution of the society, there remains after the satisfaction of all its assets and liabilities, and property whatsoever, the registered as such under the provisions of the Income Tax Act.

SOCIETY ACT  
ALDERGROVE MINOR HOCKEY ASSOCIATION  
**BY-LAWS**

**PART 1 - INTERPRETATION**

1. In these By-Laws, unless the context otherwise requires,
  - 1.1. “directors” means the members of the Executive Committee of the Society for the time being;

- 1.2. "Society Act" means the Society Act of the Province of British Columbia from time to time in force and all amendments to it;
- 1.3. "registered address" of a member means the address of that member as recorded in the register of members;
- 1.4. The terms "the Society" and "the AMHA" "the association" and "ALDERGROVE MINOR HOCKEY ASSOCIATION" are equivalent;
- 1.5. "BC Hockey" or "BCAHA" refers to the British Columbia Amateur Hockey Association;
- 1.6. "PCAHA" refers to PACIFIC COAST AMATEUR HOCKEY ASSOCIATION
- 1.7. "HC" refers to Hockey Canada.
2. The definitions in the Society Act on the date these By-Laws become effective apply to these By-Laws.
3. Words importing the singular include the plural and vice-versa; and words importing a male person include a female person and a corporation.
4. In these By-Laws, wherever submission of a notice, declaration, or other formal communication is required, such notice, declaration, or communication may be transmitted by facsimile machine or electronic mail, unless another method of transmission is specified in the particular clause or section.

## **PART 2 - MEMBERSHIP**

5. The members of the Society are those who were members of the Society at the time of incorporation of the Society as well as those who subsequently become members in accordance with these By-Laws, and, in either case, have not ceased to be members.
  - 5.1. The Society's membership shall be composed of
  - 5.2. Full Members
    - 5.2.1. A full members is defined as parents or guardians who have children in the association
  - 5.3. Associate Members
    - 5.3.1. Associate Membership is open to any adult, who does not have a child registered in the association with the approval of the executive by a majority vote of the executive. An associate member will have full voting rights and will be eligible to hold office within the association. A member who is an associate member will be required to have the membership reviewed and affirmed every 2 (two) years prior to the association's Annual General Meeting.
  - 5.4. Honorary Membership
    - 5.4.1. Life Membership may be bestowed upon any person, for distinguished service to the Society and its members over a period of at least ten (10) years. Nominations for Life Membership must be made by a director or Executive Committee member, and may be approved at the Annual General Meeting of the Society. Such nominations shall be submitted in writing to the registered office of the Society at least four weeks in advance of the Annual Meeting. Life members shall have full voting privileges at all general meetings.
  - 5.5. Every member shall uphold the constitution, comply with these bylaws and any other rules or regulations of the society

- 5.6. Termination of membership
  - 5.6.1. A member may be suspended or expelled for wilful violation of the Constitution or By-Laws or for any other serious breach of rules or regulations.
  - 5.6.2. Where a member is suspended or expelled, the member shall forfeit all rights and privileges in AMHA until such time as the said member is reinstated as a member in good standing.
  - 5.6.3. A member may be expelled by a special resolution of the executive with a majority vote at a general meeting;
    - 5.6.3.1. A notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
    - 5.6.3.2. The member who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
- 5.7. All members are in good standing except a member who has failed to pay fees or any other subscription or debt due and owing to the Society, and the member is not in good standing so long as the debt remains unpaid; or a member who is under suspension is not in good standing until the period of the suspension has been served.
6. Aldergrove Minor Hockey Association shall elect or appoint the following officials, and shall advise the PCAHA Executive Director of their names, addresses, email, and telephone numbers by not later than July 1st each year:
  - 6.1. President
  - 6.2. Vice President(s)
  - 6.3. Secretary
  - 6.4. Treasurer
  - 6.5. Registrar
  - 6.6. Referee-in-Chief (Head Referee or RIC)
  - 6.7. Coaching Coordinator (Head Coach)
  - 6.8. Division Coordinators
    - 6.8.1. Initiation Coordinator
    - 6.8.2. Atom Coordinator
    - 6.8.3. Peewee Coordinator
    - 6.8.4. Bantam Coordinator
    - 6.8.5. Midget Coordinator
  - 6.9. Risk Manager
  - 6.10. Ice Scheduler
  - 6.11. Tournament Coordinator

Such Association officials shall attend AMHA and PCAHA meetings called for their particular area of responsibility or be responsible for sending a delegate in their place.

7. Along with the President, at least two other Association officials shall be identified to act as the Association's designated authorized officers for the current playing season for the purposes of conducting business with the PCAHA. This information must be provided to the PCAHA Executive Director not later than July 1st each year.

### **PART 3 - MEETINGS OF MEMBERS**

8. A general meeting of the Society shall be held at such time and place, in accordance with the Society Act, as the directors decide.
9. Every general meeting, other than an Annual General Meeting, is an extraordinary general meeting.
10. The Annual General Meeting shall be held not later than the Last Sunday in May each year.
11. Notice of a general meeting shall specify the place, the day, and the hour of the meeting, and, in case of special business, the general nature of that business.
12. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by any of the members entitled to receive notice does not invalidate proceedings at that meeting.
13. The Society shall not give less than fourteen days' written notice of a general meeting of the Society to the members entitled to receive notice of a general meeting, but those members may waive or reduce the period of notice for a particular meeting by unanimous consent, in writing.
14. The Executive Committee shall, upon written requisition of 10% or more of the members of the Society, herein called "requisitionists", forthwith convene a general meeting of the Society.
  - 14.1. The requisition shall,
    - 14.1.1. state the purpose of the general meeting
    - 14.1.2. be signed by the requisitionists, and
    - 14.1.3. be delivered or sent by registered mail to the address of the Society, and may consist of several documents in like form each signed by one or more requisitionists.
  - 14.2. The President or a member of the Executive Committee acting in his or her stead, shall call a general meeting within twenty-one days after the delivery of the requisition.
  - 14.3. Failure of the President to convene a general meeting within twenty-one days after the delivery of the requisition may result in the requisitionists, or a majority of them, convening a general meeting to be held within four months after the date of the delivery of the requisition.
  - 14.4. A general meeting convened by the requisitionists, shall be convened in the same manner, as nearly as possible, as general meetings are convened by the directors.

### **PART 4 - PROCEEDINGS AT GENERAL MEETINGS**

15. At any Annual General Meeting, the following shall be the order of business:
  - 15.1. Roll call
  - 15.2. Adoption of minutes as circulated
  - 15.3. Annual reports
  - 15.4. Financial report
  - 15.5. Appointment of the auditor
  - 15.6. Old business
  - 15.7. Amendments to Constitution/By-Laws
  - 15.8. Election of officers and directors
  - 15.9. Correspondence

- 15.10. New Business
- 15.11. Adjournment
- 16. Business at an extraordinary general meeting of the Society shall be considered to be all business transacted at the Annual General Meeting, except,
  - 16.1. the consideration of the financial statements,
  - 16.2. appointment of the auditor,
  - 16.3. election of officers and directors,
  - 16.4. other business, as under these By-Laws ought to be transacted at the Annual General Meeting.
- 17. A general meeting shall be called on at least a monthly basis to conduct the business of the society.
- 18. At general meetings the voting members shall be
  - 18.1. The directors
- 19. Business and General meetings shall only take place when there is a quorum present.
- 20. A Quorum at General meetings shall be eight (8) directors
- 21. Only voting members as defined in article 18 may make up the quorum.
- 22. Unless a quorum is present at a general meeting, no business other than the adjournment or termination of the meeting shall be conducted.
- 23. If during a general meeting there ceases to be a quorum present, business in progress shall be suspended until a quorum is again present or until the meeting is adjourned or terminated.
- 24. The President of the Society shall preside as chairperson of all general meetings of the Society. In the President's absence, a Vice-President appointed by the President shall act as chairperson, or if the President has not appointed a Vice-President to act as chairperson the Vice-Presidents in attendance shall determine who will preside over the meeting. In the absence of the President and all Vice-Presidents, the assembly shall appoint a chairperson.
- 25. Any meeting of the Society, directors, Officers, or of the Executive Committee may be adjourned to any time, and from time to time such business may be transacted at such adjourned meeting as might have been transacted at the original meeting from which such adjournment took place.
- 26. At all meetings of members of the Society, voting shall be decided by a show of hands unless the meeting decides on a ballot.
- 27. Each director shall be entitled to one vote at general meetings.
- 28. Robert's Rules of Order, Newly Revised, shall govern the proceedings of all meetings within this Society, except where they are at difference with the Constitution and By-Laws, in which case the Constitution and By-Laws shall have precedence.
- 29. In case of an equality of votes, the chairperson shall not have a casting or second vote in addition to the vote to which he or she may be entitled as a member of the Executive Committee, and the proposed resolution shall not pass.

## **PART 5 - DIRECTORS AND OFFICERS**

- 30. Subject to the provisions of the Society Act and the Constitution and By-Laws of this Society, the directors shall be responsible for managing and/or supervising the management of the affairs of the Society and may exercise any and all of the powers of the Society.
- 31. Executive Committee members shall be subject to

- 31.1. all laws affecting the Society,
- 31.2. these By-Laws, and
- 31.3. Rules and Regulations enacted pursuant to these By-Laws.
- 32. No member of the Executive Committee or any person appointed by an Executive Committee member may grant any authorization, approval or exemption which is contrary to the Constitution, these By-Laws, or the Rules and Regulations. Any such authorization, approval or exemption granted, whether deliberate or through an oversight, shall be null and void and may not be used as a justification for not complying with the Constitution, By-Laws, or the Rules and Regulations.
- 33. No rule, made by the Society in a general meeting, invalidates a prior act of the directors that would have been valid if that rule had not been made.
- 34. The Officers of the Society shall be:
  - 34.1. the President
  - 34.2. two (2) Vice-Presidents
  - 34.3. the secretary
  - 34.4. the treasurer
  - 34.5. the Directors
- 35. The Executive Committee of the Society shall consist of the following:
  - 35.1. the Officers of the Society.
  - 35.2. the Immediate Past President
  - 35.3. Registrar
  - 35.4. Referee-in-Chief (Head Referee or RIC)
  - 35.5. Coaching Coordinator (Head Coach)
  - 35.6. Division Coordinators
    - 35.6.1. Initiation Coordinator
    - 35.6.2. Atom Coordinator
    - 35.6.3. Peewee Coordinator
    - 35.6.4. Bantam Coordinator
    - 35.6.5. Midget Coordinator
  - 35.7. Risk Manager
  - 35.8. Ice Scheduler
  - 35.9. Tournament Coordinator
  - 35.10. Members at large as defined in article
    - 35.10.1. A member at large is any member in good standing who is voted in with a majority vote of the directors.
    - 35.10.2. Members at large shall cease to be members at large if either;
      - 35.10.2.1. They cease to be members in good standing
      - 35.10.2.2. The directors by vote of majority revoke their standing as a member at large
    - 35.10.3. At the start of the annual general meeting each year
- 36. Directors
  - 36.1. Directors may be nominated in writing by any member in good standing prior to the annual general meeting
  - 36.2. Nominations for directors shall be allowed to come from the floor from any member in good standing.

- 36.3. Each nominated Director shall be elected only if they receive a majority of votes (50%+1) of the members present at the annual general meeting.
- 36.4. Members shall be allowed to vote for a maximum of fifteen (15) directors
- 36.5. Should there be less than eleven (11) nominations, nominations shall not be closed until at least eleven (11) directors have been nominated and affirmed by vote.
- 36.6. Directors shall be elected for a 2 (two) year term
- 36.7. At each annual general meeting of the society the directors who have completed their term shall retire. Retiring directors shall be eligible for re-election.
- 36.8. At the annual general meeting of the society all officers, appointed offices and members shall have their position or appointment terminated. They may be reappointed following the annual general meeting.
- 36.9. The absence of any director from three (3) consecutive meetings without just cause shall constitute a vacancy upon the approval of the directors.
- 36.9.1. Should the application of article 36.9 reduce the number of directors below a quorum as outlined in article 20, a quorum shall be considered to be the amount of remaining directors for the purposes of filling vacancies by the application of article 36.9.
- 36.10. Vacancies created by article 36.9 shall be filled by majority vote of directors from persons who are designated executive members. Should there be less than a quorum the application of 36.9.1 shall apply
- 36.11. The person so elected under article 36.10 holds office only until the next following Annual General Meeting of the Society and must resign as per article 36.8, but is eligible for re-election at the meeting.
- 36.12. Should a director resign their position the procedure of article 36.10 shall be used to fill such vacancies
37. Officers
- 37.1. The directors shall meet as soon as possible following each annual general meeting and shall elect the following officers. Nominees for the positions of president, vice president, secretary and treasurer must have served one year as a director.
- 37.1.1. President
- 37.1.2. Vice President
- 37.1.3. Vice President
- 37.1.4. Secretary
- 37.1.5. Treasurer
- 37.1.6. The holder of an office may run again for subsequent terms of office.
- 37.1.7. The appointed offices of the Society are as follows and need not be directors:
- 37.1.7.1. Registrar
- 37.1.7.2. Referee-in-Chief (Head Referee)
- 37.1.7.3. Coaching Coordinator (Head Coach)
- 37.1.7.4. Division Coordinators
- 37.1.7.4.1. Initiation Coordinator
- 37.1.7.4.2. Atom Coordinator
- 37.1.7.4.3. Pee wee Coordinator
- 37.1.7.4.4. Bantam Coordinator
- 37.1.7.4.5. Midget Coordinator
- 37.1.7.5. Risk Manager

- 37.1.7.6. Ice Scheduler
  - 37.1.7.7. Tournament Coordinator
  - 37.1.8. All appointed offices of 37.1.7 shall be appointed by the Directors. Should there be multiple candidates for a position a vote of the directors will be conducted and the position appointed by majority vote. In the event of more than two (2) candidates the candidate with the least votes will be eliminated and a new ballot cast until at least 1 candidate receives more than 50% of the votes.
  - 37.1.9. All appointed positions in article 37.1.7 will be invited to attend all meetings of the Society.
- 38. No act or proceeding is invalid only by reason of there being less than the prescribed number of Officers or members of the Executive Committee in office.
  - 39. The members of the Society may, by special resolution, remove an Executive Committee member from office prior to the expiration of his or her term of office, and may also elect a successor to complete the term of office.
  - 40. No person shall be eligible for election as a holder of elected office within the Society unless he or she is a member in good standing with the Society.

## **PART 6 - PROCEEDINGS OF DIRECTORS**

- 41. The directors may meet at times and places as they see fit, for the dispatch of business and may adjourn and otherwise regulate their meetings and proceedings.
- 42. The Officers shall supervise the financial affairs of the Society, supervise information flow within the Society, and otherwise serve as a steering committee for the business of the Society.
- 43. The Executive Committee of the Society shall meet once a month to conduct the business of the Society. The business of the Society shall include the day-to-day operations and general management of the affairs of the Society.
- 44. The President shall preside as chairperson at meetings of the Officers and Executive Committee of the Society. In the President's absence, a Vice-President appointed by the President shall act as chairperson, or if the President has not appointed a Vice-President to act as chairperson the Vice-Presidents in attendance shall determine who will preside over the meeting. If the President and both Vice-Presidents are not present within thirty (30) minutes of the scheduled commencement of the meeting, those present shall select one of their number to be chairperson at that meeting.
- 45. The President may, at any time, take a mail, telephone, or facsimile vote of the Executive Committee on any urgent matter. The results of the vote shall be reported at and noted in the minutes of the next regular Executive Committee meeting.
- 46. The President may call a meeting of the Officers or Executive Committee provided seven days' notice is given either in writing or orally. The members of the Executive Committee may waive or reduce the period of notice for a particular meeting.
- 47. Any five (5) Executive Committee members may request a meeting at any time, and the AMHA president, on the request of the Executive Committee members shall convene a meeting of the Executive Committee provided seven days' notice is given either orally, or in writing.
- 48. The standing committees of the AMHA are as follows:



- 48.1. Conflict Resolution Committee.
  - 48.2. Nominating Committee
  - 48.3. Coaching Selection Committee.
  - 48.4. Rules committee
  - 48.5. Tournament committee
  - 48.6. others that may from time to time be created or appointed.
- 49. The directors may delegate any, but not all, of their powers to committees consisting of directors, or consisting of directors and other appointed members, as they deem appropriate.
  - 50. Any committee so formed shall exercise the delegated powers, conforming to any rules that may from time to time be imposed on it by the directors, and shall report every act or thing done in exercise of those powers to the earliest meeting of the directors to be held next after it has been done.
  - 51. A chairperson of the committee may be appointed by the President.
  - 52. Where the President elects not to appoint a chairperson, the committee members shall elect a chairperson of its meetings. If the chairperson is not present within 30 minutes after the time appointed for the holding of a meeting, the members of the committee present shall choose one of their number to be chairperson of the meeting.
  - 53. The members of a committee may meet and adjourn as they think proper.
  - 54. Questions arising at any meeting of the Directors, Officers, Executive Committee, or a committee shall be decided by a majority of votes.
  - 55. In case of an equality of votes the chairperson does not have a second or casting vote.
  - 56. No resolution proposed at a meeting of the Officers, Executive Committee, or committee need be seconded and the chairperson of a meeting may move or propose a resolution.
  - 57. A resolution, in writing, signed by all the directors and placed with the minutes of the directors is as valid and effective as if regularly passed at a meeting of directors.

## **PART 7 - DUTIES OF OFFICERS AND MEMBERS OF THE EXECUTIVE COMMITTEE**

### **58. President shall:**

- 58.1. The President shall preside at all meetings of the Officers, Executive Committee, and general or annual meetings of the Society.
- 58.2. The President is the chief executive officer of the Society and shall supervise the other Officers and members of the Executive Committee in the execution of their duties.
- 58.3. The President shall have the power to delegate to any member of the Executive Committee any, but not all, of those duties assigned to the President.
- 58.4. Supervise and assist other officers in the execution of their duties and attend any meetings where required (as an ex-officio member of all committees except as otherwise noted herein).
- 58.5. Ensure that all committees and subcommittees are in place.
- 58.6. Watch over the assets and records of the Association.
- 58.7. Liaise with the sports associations in the surrounding areas.
- 58.8. The President shall have the power to suspend, fine, and/or take other disciplinary action against any player, team official, off-ice official, or team, member, or any person associated with any team or Association, for ungentle-manly conduct on or off the ice;

for unfair or unsportsmanlike conduct; for conduct which is injurious to hockey or brings discredit to the Society; for failure to comply with the Constitution, By-Laws, and Rules and Regulations of the Society; and/or for failure to comply with the Constitution, By-Laws, Regulations, and Rules of HC, BC Hockey, and PCAHA.

59. **Vice Presidents** shall:

59.1. The Vice-Presidents and Immediate Past President shall carry out the duties assigned to them by the President and perform such other duties as may be specified in these By-Laws.

59.2. In the President's absence, a Vice-President so designated by the President shall perform the President's duties during his or her absence. If the President does not designate a Vice-President to perform the President's duties during his or her absence, the Vice-Presidents shall divide the President's duties among themselves.

60. AMHA **Secretary** shall:

60.1. oversee the general secretarial functions of the Society.

60.2. oversee the operations of the AMHA central office.

60.3. ensure that minutes are taken at meetings of the Society, its Officers, and Executive Committee and ensure that such minutes are distributed as appropriate and that copies are retained on file.

60.4. give notice of meetings of the Society, directors and officers.

61. AMHA **Treasurer** shall:

61.1. pay all accounts, owed by the Society, by cheque

61.2. present at the Annual General Meeting of the Society, a detailed statement of the finances as at May 31 each year and which has been duly audited by a recognized firm of chartered accountants or certified general accountants.

62. AMHA **Registrar** shall:

62.1. act as chief registrar in accordance with the Rules and Regulations of the Society, to include registration of all players and team officials.

62.2. receive all applications for membership from players, parents or guardians.

62.3. Keep a roster of all players within the association and update from time to time as necessitated by Hockey Canada or BC Hockey or PCAHA

62.4. receive, in the name of the Society, all funds which shall then be duly processed, and delivered to the treasurer to be duly deposited in a chartered bank of Canada or trust account.

62.5. Facilitate the transfer of players from AMHA to other hockey associations

62.6. Facilitate the transfer of players from other associations to AMHA

62.7. Process refunds and forward to the treasure for payment

62.8. Complete all data entry for roster information related to each player and team

62.9. Ensure that all player information is current and up to date as reported by each member.

62.10. Host new player registration night also sometimes referred to as open houses

62.11. Correspond with new players and returning players informing them of criteria required to register

62.12. Present at the annual general meeting a statement of accounts for registration numbers and related statistics necessitated by the executive.

62.13. Inform the executive committee of any and all players or members who accounts are delinquent in relation to fees or payments.

63. AMHA **Referee In Chief (RIC)** shall:
- 63.1. Attend all association meetings and report to the executive committee on the administration of all minor hockey officials
  - 63.2. Communicate regularly with the branch RIC, PCAHA, and BC Hockey in relation to officiating as required
  - 63.3. Provide the association executive with information related to Hockey Canada, BC Hockey, and PCAHA rules and directives
  - 63.4. Contact the appropriate Association Executive Member or branch Referee Committee Member when discipline or assignment problem arise
  - 63.5. Communicate with Association officials regarding Association, PCAHA, BC Hockey, and HC directives and upcoming events.
  - 63.6. issue instructions and give and circulate rule interpretations to all referees so that the rules and regulations may be uniformly interpreted throughout the AMHA.
  - 63.7. provide rule interpretation and clarification when requested by on-ice officials, team officials, and Association executives.
  - 63.8. ensure an evaluation system is set up
  - 63.9. ensure a development program for on-ice officials is set up in conjunction with BC Hockey and PCAHA
  - 63.10. liaise with the BC Hockey Referees Committee Members to ensure that suitably qualified and graded referees are assigned to the required divisions and categories
  - 63.11. Ascertain in conjunction with the executive committee the following appointments:
    - 63.11.1. (1-2) **Assigners**
      - 63.11.1.1. The assigner shall be responsible for scheduling officials for all games as required by AMHA, PCAHA, BCAHA, HC as request by team officials, AMAH, PCAHA and BC Hockey
      - 63.11.1.2. The assigner shall maintain and keep up to date the Aldergrove Minor Hockey Association Officiating website. The officiating website will be:
        - 63.11.1.2.1. <http://www.hometeamonline.com/teams/default.asp?u=ALDERGROVEOFFICIALS&t=c&s=htosports&p=home>
      - 63.11.1.3. report to the Executive Committee on all matters related to referee assigning
    - 63.11.2. Supervising officials
      - 63.11.2.1. (3-5) **Supervising officials** shall be responsible for assisting the RIC in:
        - 63.11.2.1.1. Training of new officials
        - 63.11.2.1.2. Assisting new senior officials
        - 63.11.2.1.3. Evaluating new officials, returning officials and senior officials
      - 63.11.2.2. (6-10) **Senior officials**
        - 63.11.2.2.1. Senior officials shall be officials who have officiated in AMHA for at least 3 years and shall
          - 63.11.2.2.1.1. Work with the RIC and Supervising officials to evaluate new officials
          - 63.11.2.2.1.2. “Shadow” new officials on ice for the purposes of training new officials
          - 63.11.2.2.1.3. Senior officials may be minors

63.11.2.2.1.4. Shall upon request be provided with a letter of recommendation for services performed signed by the RIC and President.

64. The **Coaching Coordinator** shall:
  - 64.1. coordinate and organize coaching clinics between BC Hockey, PCAHA, AMHA, team officials and AMHA division coordinators
  - 64.2. be responsible for coaching development programs and initiatives
  - 64.3. report directly to the Executive Committee and receive approval for planned activities referred to above.
65. The **Initiation Coordinator** shall:
  - 65.1. Coordinate and organize clinics for players and teams within their division in conjunction with the coaching coordinator
  - 65.2. Report directly to the executive committee in relation to matters of players, teams and officials within their division
66. The **Atom Coordinator** shall:
  - 66.1. Coordinate and organize clinics for players and teams within their division in conjunction with the coaching coordinator
  - 66.2. Report directly to the executive committee in relation to matters of players, teams and officials within their division
67. The **Peewee Coordinator** shall:
  - 67.1. Coordinate and organize clinics for players and teams within their division in conjunction with the coaching coordinator
  - 67.2. Report directly to the executive committee in relation to matters of players, teams and officials within their division
68. The **Bantam Coordinator** shall:
  - 68.1. Coordinate and organize clinics for players and teams within their division in conjunction with the coaching coordinator
  - 68.2. Report directly to the executive committee in relation to matters of players, teams and officials within their division
69. The **Midget Coordinator** shall:
  - 69.1. Coordinate and organize clinics for players and teams within their division in conjunction with the coaching coordinator
  - 69.2. Report directly to the executive committee in relation to matters of players, teams and officials within their division
70. The **Risk Manager** shall:
  - 70.1. become knowledgeable in HC and BC Hockey Risk Management Programs;
  - 70.2. promote effective risk management within the Society;
  - 70.3. promote awareness of risk management issues among members, teams, and officials
  - 70.4. coordinate and organize risk management awareness seminars, as required; and
  - 70.5. report directly to the Executive Committee and receive approval for planned activities referred to above.
71. The **Ice Scheduler** shall:
  - 71.1. Coordinate with the BC Hockey, PCAHA, the executive, and team officials to ensure that ice is procured, allocated and scheduled as required for:
    - 71.1.1. Rep evaluations and tryouts

- 71.1.2. Pre-season conditioning camp and evaluations
- 71.1.3. League balancing games
- 71.1.4. Regular Season games
- 71.1.5. Playoff games
- 71.1.6. Tournaments games for each division
- 71.1.7. Practices for each team within AMHA
- 71.2. Ensure that ice that comes available under contract is re-allocated as equitable as possible to all teams within AMHA.
- 71.3. report directly to the Executive Committee and receive approval for planned activities referred to above.
- 72. The **Tournament Coordinator** shall:
  - 72.1. coordinate matters related to tournaments held by AMHA with PCAHA, the executive, teams, and team officials
  - 72.2. chair the Tournament Committee
  - 72.3. In conjunction with the executive appoint a tournament treasurer(s) who shall be a member in good standing and be responsible to report on the finances in relation to all tournaments at each general meeting.
  - 72.4. report directly to the Executive Committee and receive approval for planned activities referred to above.
- 73. The **Executive Committee** shall:
  - 73.1. act as an advisory committee to the President in conducting the affairs of the Society.
  - 73.2. fill vacancies that may occur on the Executive Committee.
  - 73.3. rule on matters under dispute.
  - 73.4. suspend or expel any team, member, team official, or player refusing to accept or obey a ruling of the Executive Committee.
  - 73.5. forthwith remove from office, by a two-thirds vote, any member of the Executive Committee member or director who is either neglectful or remiss in the performance of his or her responsibilities or whose conduct impairs his or her usefulness as a member of the Executive.
  - 73.6. where warranted re-admit any team, member, team official, or player who is under suspension by AMHA.
  - 73.7. suspend, expel, or fine, and/or take other disciplinary action, against any member, team, team official, off-ice official, or player, or any person associated with any team or Association, for unfair or unsportsmanlike conduct; for conduct which is injurious to hockey or brings discredit to the Society; for negligence in paying assessments; for failure to comply with the Constitution, By-Laws, and Rules and Regulations of the Society; for failure to comply with the Constitution, By-Laws, Regulations, and Rules of PCAHA, BC Hockey and HC; or for persistent infringement of the rules of the Society pertaining to the game of hockey.
  - 73.8. review all proposed revisions or amendments to the Constitution, By-Laws, Rules and Regulations of the Society.
  - 73.9. settle all matters or questions not provided for in these By-Laws or the Rules and Regulations of the Society or disputes arising within AMHA.

**PART 8 – COMPLAINT, APPEALS AND CONFLICT RESOLUTION PROCEDURES**

**74. Conflict Resolution Committee:**

- 74.1. The conflict resolution Committee of the Society shall consist of a Chairperson to be appointed annually by the President following the Annual General Meeting, one of Vice Presidents, and four (4) to six (6) other members appointed by the President.
- 74.2. Such appointments shall be confirmed by the Executive Committee.
- 74.3. A Vice President shall be appointed Chairperson.
75. A complaint investigation, appeal review, or resolution of a conflict shall be a quorum of at least 3 members of the conflict resolution committee.
76. The conflict resolution committee members resolving a complaint, appeal or conflict shall use the prescribed form for gathering of information and reporting.
77. The conflict resolution committee may take appropriate measures as permitted up to and including suspension from team activities and games for a period not to exceed those prescribed under Hockey Canada, BC Hockey and PCAHA guidelines or these bylaws under duties of the president.
78. The committee shall report to the executive all measures taken and the process by which a decision was reached in the conclusion of an issue.
79. A member, player, team, or team official who is dissatisfied with a ruling of the applicable committee or Executive Committee member shall have the right to appeal the ruling to the executive.
  - 79.1. In addition, an on-ice official, an off-ice official, or a person associated with a member or team who is the subject of a ruling of the applicable committee who can demonstrate that he or she is directly affected by such a ruling and who is dissatisfied with the ruling shall have the right to appeal the ruling to the executive.
  - 79.2. An appeal shall be in writing, providing a description of the matter(s) in question and stating reasons for the appeal.
  - 79.3. An appeal fee in the amount of \$100.00 shall be payable to AMHA prior to the appeal:
  - 79.4. In the case of a team or an individual appellant, a cheque in the amount of \$100.00 payable to the Society shall accompany the appeal or, if the appeal is filed by fax, shall be received at the AMHA Office within 48 hours. The fee will be held pending the outcome of the appeal. Failure by an individual appellant to pay the appeal fee prior to the commencement of the appeal hearing shall result in the appeal being deemed to have been withdrawn.
  - 79.5. An appeal under this By-Law shall either be delivered by hand, sent by facsimile machine or e-mail, or sent by post and bear a postmark, to the AMHA Executive. In either case, the appeal shall be personally delivered, bear a facsimile delivery date or e-mail sent date, or bear a postmark within 7 clear calendar days (including Sundays and public holidays) following the decision of the applicable AMHA committee or Executive Committee.
  - 79.6. All written material pertaining to an appeal shall be submitted to the AMHA Executive at least 72 hours prior to the appeal hearing, except when the appeal hearing is scheduled to be heard less than 72 hours from the time of filing the appeal, in which case such written material shall be submitted at the time the appeal is filed. Additional written material pertaining to the appeal shall only be considered with the express permission of the Conflict Resolution Committee Chairperson.

- 79.7. The executive will only review a decision or hear an appeal under one of the following conditions:
- 79.7.1. Evidence not used in the original decision/hearing can be presented which may have an affect on the decision;
  - 79.7.2. An appeal may be filed on the grounds of irregularities in the proceedings of the original hearing that may have caused an unjust decision.
  - 79.7.3. An appeal may be filed on the grounds that the decision was too severe, excluding decisions made in accordance with the current season's PCAHA & AMHA By-Laws, Rules and Regulations.
  - 79.7.4. An appeal may be filed on the grounds that there is proof to establish that the decision was reached in an unjust manner.  
If, following review of written submissions, the executive Committee finds that the appeal does not fall within these allowed grounds, it may dismiss the appeal without convening a hearing.
- 79.8. The executive shall deal with the appeal within 7 clear calendar days (including Sundays and public holidays) of its receipt, except with the specific consent of both the appellants and the executive Chairperson in writing.
- 79.9. The Society shall retain the \$100.00 if the appeal is dismissed or;
- 79.10. if the original decision is modified and if the appeal is upheld, the monies shall be returned to the appellant.
- 79.11. The president or his/her delegate shall communicate the decision of the executive to the appellant by telephone within 48 hours, to be followed by written notification mailed or faxed within 7 clear calendar days (including Sundays and public holidays) of the appeal hearing.
- 79.12. When an appeal is filed there is no stay of any suspension imposed which is the subject of the Appeal.
- 79.13. If the appellant is dissatisfied with the decision of the executive Committee, that appellant shall have the right to appeal the decision to the PCAHA and BC Hockey as per their bylaws and regulations. Should PCAHA or BC Hockey decline to hear the appeal the decision of the executive shall be final.
- 79.14. Should a person appeal directly to PCAHA or BC Hockey prior to filing an appeal with the AMHA executive they shall forfeit their right to appeal to the AMHA executive.
- 79.15. Any Conflict resolution Committee member who participated in making the original decision under appeal shall not participate in any discussions or decisions on the appeal by the Executive Committee, other than to give evidence about the matter under appeal.

## **PART 9 - NOTICE TO MEMBERS**

80. A notice in writing may be given to a member either personally, forwarded by mail to a registered address, or transmitted by facsimile machine to a registered fax number or by email.
81. A notice sent by mail shall be deemed to have been given on the second day following that on which the notice is posted, and in proving that notice has been given, it is sufficient to prove that the notice was properly addressed and put in a Canadian post office receptacle.

82. Notice of a general meeting shall be given to every member shown on the register of members on the day the notice is given.
83. Notices of meeting and other notices to minor hockey teams which are affiliated with a AMHA shall be deemed to have been given when notice is given to a team official with which the teams are affiliated.
84. No other person is entitled to receive a notice of a general meeting.

## **PART 10 - FINANCES AND BANKING**

85. The finances of the Society shall be under the control of the directors, which shall cause a true account to be kept of all sums of money received and expended and the matter in respect of which the receipts and expenditures too place.
86. The annual operating budget as prepared by the Treasurer shall be presented to the Annual General Meeting for approval inclusive of all assets and liabilities and any other transactions affecting the financial position of the society.
87. All invoices shall be paid within 60 days of the date on the invoice. Any invoice not paid within this time period shall incur interest charges at the rate of 2% per month.
88. For any and all cheques payable to the AMHA which are returned by the payee's bank, there will be a service charge levied equal to any levy by the bank plus \$5.00.
89. The AMHA Treasurer shall present a financial report to the Executive Committee's monthly meeting, for approval.
90. Notwithstanding anything here and before contained, the AMHA treasurer shall not make any expenditure in excess of an amount set annually by the directors.
91. A current operating account shall be maintained in any Canadian chartered bank, credit union, or trust company as designated by the directors. All current operating receipts received shall be deposited in this account from which normal operating expenses shall be paid by cheque.
92. The Executive Committee shall designate three of the directors with responsibility for signing cheques issued by the Society. All cheques issued by the Society shall be signed by two of these three designated directors.
93. The AMHA treasurer, with the approval of the executive, shall maintain savings and trust accounts as may be required by the Society.
94. The directors shall ensure all conditions of deposit have been adhered to and shall approve all expenditures or withdrawals relating to savings and trust accounts.
95. The AMHA treasurer, with the approval of the executive, shall be empowered to invest any excess funds of the Society in securities designated by the Trustees Act.
96. The Executive Committee shall, at the recommendation of the treasurer, have the power to borrow monies with or without security subject to the Securities Act, subject to the Society Act.
97. Any expenditure proposed by the directors in excess of \$5,000.00 in excess of the annual budget approved by the members, or additional expenditures exceeding in the aggregate 10% of the total budget approved by the members, shall require a two-thirds majority vote of the membership in good standing, at a special or Annual General Meeting of the Society.
98. The fiscal year of the Society shall commence on June 1<sup>st</sup> and end on the following May 31<sup>st</sup>



99. At least one week prior to an Annual General Meeting of the Society, members in good standing shall be provided with a statement of receipts and disbursements and a statement of any surplus for the period.
100. The expenses of the Officers, Directors, Coaching Coordinator, Risk Manager, and Referee in Chief when attending the BC Hockey annual general meeting shall be paid by the Society on the following basis:
  - 100.1. Delegate registration fees as set by the host association.
  - 100.2. Hotel expenses.
  - 100.3. Total meal allowance: reasonable meal allowance to be determined by the executive Committee.
  - 100.4. Travel allowance: reasonable travel expenses to be determined by the executive Committee.
101. If necessary in a given year, expenses of other members of the Executive Committee or other approved individuals when attending the BC Hockey Annual General Meeting will be paid as described above, subject to the approval of the Executive Committee.
102. The registration fees for the following shall be paid by AMHA for persons attending the following courses
  - 102.1. BC Hockey referees course fees providing the person passed the course
  - 102.2. BC Hockey Coaching courses fee providing the person passed the course
  - 102.3. BC Hockey Safety Person course fee providing the person passed the course
  - 102.4. Respect in sports course providing the person passed the course
103. In the event of winding up or dissolution of the Society, funds and assets of the Society remaining after the satisfaction of its debts and liabilities shall be given or transferred to such organization(s) within the present PCAHA boundaries with the same or similar objects and purposes as the Society, as determined by the members of the Society at the time of winding up or dissolution.
104. Individual association teams shall open a team account only at a chartered bank or credit union.
105. There shall be two signatories on the team account. These shall be:
  - 105.1. The Manager plus,
  - 105.2. The Team Treasurer or,
  - 105.3. one of the above plus one other designated parent or guardian.
106. The two signatories on the account shall NOT be related in any manner nor shall they reside in the same residence.
107. The Coach shall NOT deal with the team funds or have signing authority for them.
108. Team funds are the property of the player's parents or guardians and as such should any parent or guardian, at any time, wish to know the status or balance of the team account it shall be supplied without question.
109. Any equipment, ice time, tournament, clothing or fundraising items purchased by a team shall be the responsibility of the team for payment and AMHA accepts no responsibility for non payment of these bills.
110. AMHA will release the names of association members as well as phone numbers and addresses to companies or individuals who are owed money that is related to this association.
111. Should any money be left in the team account at the end of the playing season it should be dispersed equitably amongst the players to their parents or guardians, only up to a maximum amount of team fees collected at the beginning of the year. Should funds in the

team account exceed the amounts collected at the beginning of the year it must be donated to AMHA.

112. Parents who choose not to participate in team fund raising events shall be allowed the option of paying their share by donation.

### **PART 11 - AUDITOR**

116. At each Annual General Meeting, the Society shall appoint an auditor to hold office until he or she is re-elected or his or her successor is elected at the next Annual General Meeting.
117. An auditor may be removed by ordinary resolution.
118. An auditor shall be informed forthwith, in writing, of appointments or removals.
119. No director and no employee of the Society shall be auditors.
120. The auditor may attend general meetings.

### **PART 12 - SEAL**

121. The corporate seal of the Society shall be a circular disc inscribed therein with the words, "Aldergrove Minor Hockey Association"
122. The seal shall remain in the custody of the AMHA Executive and shall not be affixed to any instrument or any description except by authority of a resolution of the Officers and in the presence of the President, AMHA treasurer, and any two additional directors.

### **PART 13 - SECURITY**

123. The Society may require any director to give such security as may from time to time be deemed sufficient by the Society for the faithful discharge of his or her duties.

### **PART 14 - BOOKS OF ACCOUNT**

124. The books of account, records, and minutes of the Society shall be retained and open for inspections by the members during such time as the Officers shall designate.

### **PART 15 - RULES COMMITTEE**

125. The Rules Committee shall consist of a chairperson, who shall be one of the Vice-Presidents, as appointed by the President following the Annual General Meeting. The committee shall consist of the chairperson and at least two (2) other directors, officers, or members at large appointed by the President following the Annual General Meeting.
126. It shall be the duty of the Rules Committee to:
- 126.1. Propose revisions or amendments to the By-Laws, Rules and Regulations of the Society for consideration and action at the Annual General Meeting. The proposed

revisions or amendments from the Rules Committee must be moved and seconded by a director. Thereafter, such revisions or amendments shall be voted upon by the members present;

- 126.2. review all proposed revisions or amendments to the By-Laws, Rules and Regulations of the Society received in accordance with the By-Laws and report the results of its review to the Executive Committee and the Annual General Meeting;
  - 126.3. issue interpretations of the By-Laws, Rules and Regulations of the Society at the request of the President or Chairperson of the Rules Committee, or upon receipt of a written request from a member; and
  - 126.4. facilitate the consistent application of the By-Laws, Rules and Regulations of the Society.
127. Any meeting required of this committee shall be at the pleasure of the chairperson. The committee shall have all proposed revisions and amendments to the rules and regulations prepared for presentation to the Executive Committee prior to circulation to all members in accordance with the By-Laws.

## **PART 16 – AMENDMENTS TO CONSTITUTION AND/OR BY-LAWS**

128. The Constitution and/or By-Laws of the Society shall not be altered or added to except by special resolution at the Annual General Meeting or a general meeting of the Society.
129. Proposed amendments to the Constitution and/or By-Laws must be received by the AMHA Executive no later than April 1<sup>st</sup>
130. The AMHA Executive shall forward all proposed revisions or amendments to the Constitution and/or By-Laws received from members to the Rules Committee. The Rules Committee shall review all such proposed revisions or amendments and shall report its conclusions to the Executive Committee.
131. Proposed revisions or amendments submitted by a member, shall be submitted to the Annual General Meeting if approved by the executive.
132. A notice of not less than fourteen days prior to the date of the annual general meeting shall be given, in writing, to all members in good standing specifying the intention to propose amendments to the Constitution and/or By-Laws of the Society.
133. Notice of a proposed amendment to either the Constitution and/or By-Laws shall be duly entered in the minutes and a copy of the approved amendments sent to every member of the Society in good standing.
134. The majority required to pass changes to the bylaws or constitution at an annual or extraordinary general meeting shall be at least 75% of the votes cast by members in good standing, Executive Committee members, and Life Members who are present and entitled to vote.
135. Any amendments or changes in the Constitution or By-Laws of this Society made at the Annual General Meeting or general meeting of this Society shall take effect on the date of acceptance by the Registrar of Companies as being in compliance with the Society Act.
136. The unanimous vote of the meeting can waive notice of motion to amend the Constitution and By-Laws.

## **PART 17 - RULES AND REGULATIONS**

137. The Society may in a general meeting make Rules and Regulations, not inconsistent with these Bylaws, and may from time to time amend those Rules and Regulations.
138. Any proposed amendment to the Rules and Regulations shall be reviewed in advance by the Rules Committee, which shall report its conclusions on such amendments to the Executive Committee. In order to facilitate such review, notice of any proposed amendment must be given to the Executive:
- 138.1. not later than April 1st, in the event of an amendment to be considered at the Annual General Meeting; or
- 138.2. not less than 5 weeks in advance of a special general meeting, in the event of an amendment to be considered at such a meeting.
139. Proposed amendments to the Rules and Regulations submitted by a member in good standing, shall be submitted to the Annual General Meeting provided the executive concurs;
140. A copy of any proposed amendments to the Rules and Regulations shall be included with the notice of meeting
141. The unanimous vote of the meeting can waive notice of motion to amend the Rules and Regulations.
142. Unless otherwise specified in the enacting resolution, any amendment to the Rules and Regulations shall take effect immediately upon adoption.

## **PART 18 - ADMINISTRATION**

143. Website – The website for Aldergrove Minor Hockey Association shall be <http://www.aldergroveminoorhockey.com>
144. Mail
- 144.1. The secretary shall be responsible for picking up mail and distributing it as required
- 144.2. The current mailing address of AMHA is PO BOX 903 Aldergrove BC, V4W 2V1
145. The current phone number of AMHA is 604-856-7725. The secretary shall be responsible for checking voicemail and forward messages to the appropriate persons(s)
146. Media
- 146.1. The president shall be responsible for all news releases from the association with the exception of individual game and tournament reports
- 146.2. All comments with regards to the association and any interaction with the news media concerning any business with the association should be referred to the president, or their designates for comment
- 146.3. Non designated members are not permitted to communicate in relation to association business with the media and failure to disregard this bylaw is grounds for expulsion from the association or other disciplinary measurers.
147. Letterhead
- 147.1. Association letterhead shall only be permitted to be used by the president, treasurer or secretary.

- 147.2. Any executive member requesting association letterhead must receive consent from the president to use such letterhead
- 147.3. AMHA letterhead may not be photocopied or used by anyone not noted in article 138.1 without approval of the executive
- 147.4. AMHA letterhead may be used for solicitation of funds by teams or members for the direct use by their teams
- 147.5. AMHA letterhead may not be used by any person to solicit funds for their own purposes
- 148. AMHA logo and crest are the property of the AMHA
- 149. All trophies won by teams shall be turned in to AMHA executive for display in the trophy case at the Aldergrove Arena.
- 150. All banners won by teams shall have the team roster embroidered at the teams expense and turned in to the AMHA executive by no later than May 1<sup>st</sup> of the year in which the banner was won.
- 151. The president and the secretary are authorized to rent meeting rooms for the purpose of association business

## **PART 19 – REGISTRATION**

- 152. AMHA will make all reasonable efforts to ensure all players wishing to play hockey within the boundaries of Aldergrove as prescribed by PCAHA bylaws shall be permitted to do so.
- 153. No person shall be allowed on the ice until they are registered with the association as any of the following:
  - 153.1. Player
  - 153.2. Team official as designated:
    - 153.2.1. Coach
    - 153.2.2. Assistant Coach
    - 153.2.3. Manager
    - 153.2.4. Hockey Canada Safety Person
    - 153.2.5. Team Volunteer
  - 153.3. On ice official
- 154. All applicable documentation including PCAHA insurance forms must be completed and received by the AMHA prior to being on the ice. No “walk ons” will be permitted at any time.
- 155. Teams size within house teams shall be balanced to be as even as possible in relation to number of players
- 156. Team rosters for “house” or “C” teams will be determined using PCAHA DRAFT SOFTWARE
- 157. Association Fees
  - 157.1. Association fees shall be determined each year by the executive and may be paid by an approved method in the amounts and dates as set out by the executive committee
  - 157.2. The indication to attend rep tryouts and the appropriate fees must be submitted by no later than August 20 each year for rep tryout sessions they wish to attend. Late applications will not be accepted.
  - 157.3. Rep carding fees are due prior to the first league game.

- 157.4. In the Juvenile division, the rep tryout fees and rep carding fees are included as part of the registration fees.
- 157.5. Family registration
- 157.5.1. One (1) or two (2) children registered full fees are paid.
- 157.5.2. Should a family have three (3) or more children registered in AMHA, the two oldest players shall be charged full fees. The subsequent youngest player(s) will be credited one hundred (\$100.00) per child.
- 157.6. There are NO discounts for Rep tryout or Rep carding fees.
- 157.7. A late registration fee of \$50.00 will be applicable after July 1<sup>st</sup> for returning players
- 157.8. There will be no late registration fee for new players to AMHA
158. **Refund Policy**
- 158.1. To apply for a refund, all requests shall be applied for utilizing the Request for Refund form and submitted to the Registrar for processing.
- 158.2. If approved the amount of the refund shall be:
- 158.2.1. Prior to September 30<sup>th</sup> 75%
- 158.2.2. After September 30<sup>th</sup> but prior to November 1<sup>st</sup> 50%
- 158.2.3. After November 1<sup>st</sup> but no later than November 30<sup>th</sup> 25%
- 158.2.4. After November 30<sup>th</sup> – NO REFUND
- 158.3. If a player has not paid all fees by December 1<sup>st</sup> they shall not be allowed to participate in any AMHA events including but not limited to:
- 158.3.1. Tournaments
- 158.3.2. Games
- 158.3.3. Practices
- 158.3.4. Dryland
- 158.3.5. Training of any kind
- 158.3.6. Fundraisers
159. The registrar shall inform the executive and all related team officials of players who have unpaid fees as of December 1<sup>st</sup>
- 159.1. Coaches or team officials who after receiving notification from the registrar or executive, knowingly permit players who have unpaid fees to participate in any team events listed in the above article shall immediately be suspended indefinitely pending a review by the executive.
- 159.1.1. Penalties for knowingly allowing players with unpaid fees to participate in events may include penalties up to and including expulsion from the AMHA
- 159.2. Rep carding fees and tryout fees are non refundable.
160. In order to guarantee a spot for the upcoming playing season a players registration must be received by no later than June 30<sup>th</sup>
161. Any player not registered by June 30<sup>th</sup> may be placed on a waiting list
162. A waiting list of prospective players will be maintained and shall be recorded by date and time in which they were received for the various divisions.
163. Should a player not show up for practices, games or team events for 14 consecutive calendar days without notice and/or reasonable cause:
- 163.1. The coach shall attempt to contact the player or parents or guardians. If the Coach is unable to contact the player, parents, or guardians, the name of the player will be given to the Division Manager. The Division Manager will then make all reasonable

efforts to contact the player, parents, or guardians. If the division coordinator is unsuccessful then a registered letter shall be sent by the Secretary, to the player, to contact the Division Manager. If no reply is received within ten (10) days, the player's registration may be cancelled.

- 163.2. If the player, parents or guardians fail to provide a legitimate reason for the player's absence their registration will be refunded as per the refund policy and if the player chooses their name placed on the waiting list for the following season.
164. Players, their parents or guardians choosing to cancel the registration shall be reimbursed their fees in accordance with the association refund policy.
165. No release will be granted from AMHA to any player with outstanding financial obligations to the Association and until all equipment on loan to the player or his family is returned and fees paid.
166. Injured players may have their fees refunded as per the refund policy or as per a decision by the executive at their discretion.

## **PART 20 – COACHES**

167. No person shall be permitted to be the head coach of more than one team at any time for any reason during the season.
168. A person who is the head coach of any team may be permitted to be the assistant coach of one (1) other team
169. Coaches shall be determined as per coaching selection as follows:
  - 169.1. Coaching applications for rep A teams must be received by no later than June 1<sup>st</sup>
  - 169.2. Coaching applications for House C teams must be received by no later than August 15<sup>th</sup>
  - 169.3. Coaching applications must state the division and skill level for which they are applying
  - 169.4. A Person shall be allowed to apply to head coach for more than one division and skill, however they shall only be allowed to be the head coach of one (1) team
  - 169.5. As part of the selection process, each coaching applicant shall be contacted to book an interview by, in order, either:
    - 169.5.1. As first measure an independent evaluator as procured with a contract in place by AMHA
    - 169.5.2. Should there not be an independent evaluator a Coaching Selection Committee shall be formed for the purpose of conducting the interview and providing recommendations;
    - 169.5.3. Should there not be a Coaching Selection Committee the Coaching Coordinator (Head Coach) will conduct the interviews and provide recommendations.
      - 169.5.3.1. The coaching selection committee shall consist of 5 members appointed by the executive. Should there be more than 5 candidates proposed for the committee, a vote will be held with the candidates having the top 5 most votes being affirmed as the members of the committee.
  - 169.6. After the interviews are completed. A list will be compiled with a report and recommendations to be submitted to the executive for the consideration and selection.

- 169.7. Coaches evaluation forms from the previous seasons will be reviewed prior to selection.
- 169.8. Coaches are required to disclose their penalty record with their application including:
  - 169.8.1. Removal from a game by a game official
- 169.9. Coaches for each position will be determined by secret ballot by the executive
- 169.10. Coaches for Rep A teams will be determined by August 15<sup>th</sup> prior to the start of the hockey season. Should an applicant who applied for coaching a Rep A team wish to be considered for a House C team they shall inform AMHA by no later than August 30<sup>th</sup>.
- 169.11. Coaches for House C teams will be determined by no later than September 15<sup>th</sup>
- 169.12. Final Coach selection will be by secret ballot
- 169.13. In order to be selected a majority by more than 50% of the executive must be received. In the event of more than two (2) candidates the candidate with the least votes will be eliminated and a new ballot cast until at least 1 candidate receives more than 50% of the votes.
- 169.14. No person shall be allowed to vote if they are also a candidate for that vote
- 169.15. No person shall be allowed to vote if they are related to or reside in the same residence as a candidate for that vote
- 170. Assistant coaches may be appointed by the Head Coach of a team
- 171. All assistant coaches must be approved by the Coaching Coordinator
- 172. All coaches must complete their coaching certification completed by the date set by HC, BC Hockey and PCAHA or they shall be removed as a coach.

## **PART 21 TEAM SELECTION**

- 173. Player shall be evaluated during rep tryout and conditioning camp by
  - 173.1. As first measure an independent evaluator as procured with a contract in place by AMHA
  - 173.2. Should there not be an independent evaluator a Player Evaluation Committee for each division shall be formed for the purpose of evaluating players
- 174. Players shall be evaluated on the prescribed forms as per the rules and regulations.
- 175. For Rep A teams the independent evaluator or committee will provide a list of up to 20 players and 3 goalies for the head coach to make his final player selection.
- 176. Rep A teams shall consist of 15 players and 2 goalies
- 177. Rep A teams shall be allowed to have fewer than the prescribed numbers in order to facilitate having enough players to participate in House C teams upon approval of the executive.
- 178. House C teams shall be formed to have an equitable number of players on each team and to be as close as possible to 12-15 players and 2 goalies using the PCAHA DRAFT SOFTWARE.
- 179. House C teams will be encouraged to have affiliated players from a lower division to on occasion participate in practices and where needed in games to have adequate numbers
- 180. A second rep team hereby referred to as a Rep B team will be considered in each division based on the following registration numbers
  - 180.1. Atom – 90 players not including goalies registered
  - 180.2. Pee wee – 75 players not including goalies registered



- 180.3. Bantam – 60 players not including goalies registered
- 180.4. Midget – 60 players not including goalies registered
- 181. Numbers shall be reported to the executive for review by no later than August 20<sup>th</sup> and the executive will review and assess if there should be a Rep B team based on the overall skill and number of players in that division.

## **PART 22 TEAM MANAGEMENT**

182. The head coach of each team upon formation shall appoint the following positions outlined below and report them to the AMHA

182.1. At least one (1) and not more than four (4) **Assistant Coaches**

182.2. A **Team Manager**

182.2.1. shall be responsible for reporting and entering game data in the PCAHA online management system

182.2.2. submitting game sheets to PCAHA as per the rules and bylaws

182.2.3. shall be responsible for liaising with the referee assigner to ensure there are referees for their league home games and exhibition games

182.2.4. shall liaise with the PCAHA league manager and provide information as requested as it relates to the administration of the team

182.2.5. shall request permission numbers from their PCAHA league manager for all tournaments attended by the team

182.2.6. shall request game numbers from their PCAHA league manager for all exhibition games

182.2.7. shall keep the players, and their parent or guardians, informed of upcoming scheduled team events

182.3. A **Team Treasurer**

182.3.1. Will be responsible for collecting of team funds as per **PART 10 FINANCES**

182.3.2. writing cheques on behalf of the team for team events and tournaments

182.3.3. Ensure that the correct referee fees in cash are given to the timekeeper prior to the start of the game.

182.4. **Team Safety Person** – At least one (1) team safety person and up to three (3) alternate safety persons

182.4.1. The team safety person must have their HCSP (Hockey Canada Safety Person) certification by the dates prescribed by PCAHA, BC Hockey and Hockey Canada

182.4.2. Complete an “arena safety checklist” for each and every game

182.4.3. Have an emergency action plan in place

182.4.4. Ensure all players have a medical information sheet completed and on file at all team events

182.4.5. Provide to players and/or parents or guardians Hockey Canada injury reports

182.4.6. Ensure a return to play form is completed by a players physician prior to a player returning from an injury

182.4.7. Ensure that a Special Event Sanction Request Form is completed for all team events that require it as per HC, BC Hockey, PCAHA, rules, bylaws and regulations

**182.5. Two (2) Team Tournament committee members**

182.5.1. Tournament committee members are responsible to assist the Tournament Coordinator and sit on the tournament committee for the AMHA home tournament in their division and fill a tournament committee position.

**182.6. Team Volunteer Coordinator**

182.6.1. The volunteer coordinator will be responsible to ensure that there are time keepers and scorekeepers for each home game.

183. Any Person may assume multiple roles above except no person shall be permitted to be both the manager and the treasurer.

184. All team officials shall become familiar with and agree to abide by PCAHA rules and regulations, Section A – General, Article 4(z) “Team official” and endeavour to uphold the responsibilities therein.