Slave Lake Minor Hockey Association By-laws

Revised

March 3rd 2026

Mission Statement

To promote Minor Hockey in partnership with our Associations and Leagues stressing respect, sportsmanship, fair competition, development and safety for all Players of all skill levels.

SLAVE LAKE MINOR HOCKEY ASSOCIATION

The objectives of the society are:

1. To promote, maintain and increase an interest in the game of hockey among the children, parents and families of Slave Lake and area within a friendly, sociable and non-profit setting.
2. To allow Members the opportunity to develop their hockey skills in an organized fashion, without sacrificing the enjoyment and fun each player should have and retain for a lifetime.
3. To have and to exercise a general care, supervision and direction over the Teams and their Players, so as to maximize each Player's potential.
4. To provide all necessary equipment for carrying on the Society's various objectives and to sell, manage, lease, mortgage, dispose of, or otherwise deal with the property of the Society. This will include raising money and funds for the Associations' non-profit endeavors as they relate to the game of hockey and its support facilities.
5. To carry on all activities of the Association in a democratic and open manor, so as to encourage parents to participate in supervisory, organizational and coaching roles within the Society, and to assist Members in obtaining the training required of them.

SOCIETIES ACT BY-LAWS

The name of the Society is: **SLAVE LAKE MINOR HOCKEY ASSOCIATION (SLMHA)**

DEFINITIONS:

1. **"Association"** means the **Slave Lake Minor Hockey Association**, as incorporated under the Societies Act, R.S.A. 1980, c.S-18.
2. **"Society"** means the **Slave Lake Minor Hockey Association**, as incorporated under the Societies Act, R.S.A. 1980, c.S-18.
3. **"Member"** means any person, regardless of sex, who is over the age of 18 and who qualifies for membership in the Association.
4. **"Ordinary Resolution"** means a resolution that requires a vote of not less than fifty (50%) percent plus one vote of members to pass.
5. **"Special Resolution"** means a resolution (i) passed at a general meeting of which not less than twenty-one (21) days' notice specifying the intention to propose the resolution has been duly given, and by the vote of 50% plus one of those members in attendance unless (ii) where less than twenty-one (21) days' notice has been given, the members entitled to vote at that general meeting so agree, or where (iii) a resolution consented to in writing by all the members who would have been entitled at a general meeting to vote on the special resolution is first passed.
6. **"Extra-Ordinary Resolution"** means a resolution that requires a vote of 50% plus one of those members in attendance.
7. **"Executive"** means current Board of Directors.
8. "**Registered Player**" means a participant in Slave Lake Minor Hockey whose registration and try out

fees have been paid in full. This is to include the personally paid portion of any members who are sponsored by KidSport, etc.

9. **"HA"** means Hockey Alberta.
10. **"HC"** means Hockey Canada.
11. **"HCR"** means Hockey Canada Registry website.

MEMBERSHIP

1. The membership fee, if any, of the Society shall be determined, from time to time, by ordinary resolution of the members at a general meeting. The membership fee shall be the annual payment required for each player and entitles the player's parents or guardians to full membership. Each membership is entitled to a vote, but a player under the age of 18 is not entitled to a vote. Where a parent or guardian has more than one player for whom they have paid an annual fee, they are nevertheless only entitled to one vote. There is no restriction on the sex of members, provided they are over 18 and they pay the specified fee for that category in full.
2. In the event that an individual wish to be a member of the Association but does not have a regular membership because they do not have a player for whom they have paid the annual fee, then such a person may become a member, and will not be eligible for all rights and privileges of a regular member, by paying a special annual membership fee, to be determined from time to time, by ordinary resolution of the members at a general meeting. See Rules and Regulations for yearly amounts.
3. The Board of Directors of the Society reserves the right to refuse the admission to membership of any applicant(s) for membership who have conducted themselves in a manner detrimental to the Society, or for conduct relating to minors which resulted in the laying of criminal charges in Slave Lake or elsewhere. A person refused admission to membership may appeal to the members at a general meeting, and their eligibility shall be determined by extra-ordinary resolution.
4. Member(s) may withdraw from membership by giving notice to the Secretary of the Association. Any member(s) who fail to pay the annual fee in full may be automatically suspended pending fee payment and any bank charges. No member(s) are entitled to vote at any general meeting or Directors meeting of the Society, until all debts owed to the Society are paid in full.
5. The Board of Directors may expel any person(s) from membership who have conducted themselves in a manner detrimental to the Association, or who have been found guilty of criminal charge(s) involving minor(s). A person expelled from membership may appeal to the members at a general meeting, and their eligibility for reinstatement to membership shall be determined by extra-ordinary resolution. The Board of Directors may expel any person from membership who has been indefinitely suspended or is the subject of an expulsion by H.A., H.C., or any league our teams play in. In such a situation reinstatement to membership shall be governed by compliance with the terms of reinstatement set out by the above Association.

MEETINGS

1. The Association shall hold an Annual General Meeting each year, date to be determined by the SLMHA Executive. Notice of the AGM shall be advertised in local newspaper(s) and/or SLMHA website, commencing at least six (6) weeks prior to the meeting date. At this meeting there shall be twelve (12) Directors. A financial report shall be presented to the members, and any committees constituted at either the previous AGM or by the Board of Directors shall present their reports to the membership at this meeting. Robert's Rule of Order, or a similar method of procedure shall govern the conduct of the meeting.
2. A general meeting of the Society may be called at any time upon six (6) weeks published notice in local newspaper(s) and/or SLMHA website where the Secretary of the Association is so directed by the

President or the Board of Directors to do so.

3. A special meeting of the membership, or a general meeting which requires notice of the intention to propose a special resolution, shall be called not less than twenty-one (21) days published notice in local newspaper(s) and/or SLMHA website where the Secretary of the Association is so directed by the President or the Board of Directors, or upon receipt by the Secretary of a petition signed for that purpose by no less than fifty (50) members, setting forth the reasons for calling such a special meeting.
4. The Board of Directors shall meet on a regular basis once a month or as otherwise determined by the Board, and the Secretary shall call a Special Meeting of the Board upon three (3) working days written notice or by personal phone call to Board members when in receipt of instructions to do so from the President or from three (3) Board members.
5. Present Board Members plus one (1) Member in good standing shall constitute a quorum at any meeting of the Membership. Fifty percent plus one (1) of the elected or interim appointed Directors shall constitute a quorum of the Board of Directors.
6. Any committees of the Association shall meet as deemed necessary by that committee, or as directed by the Board of Directors. A committee quorum shall consist of no less than two (2) persons, and majority votes or consensus decisions shall govern committee meetings.
7. All directors are required to inform the Secretary, President or Vice-President if they are unable to attend regularly scheduled meetings.

VOTING

1. Any membership, with voting rights, who has not withdrawn from Membership, or who has not been expelled or suspended from Membership as provided from for herein, and who is a member in good standing whose dues are fully paid and who does not owe any debt(s) to the Society, shall have the right to vote at any meeting of the membership of the Society.
2. Any director, whether elected, or appointed on an interim basis by the Board of Directors, has the right to vote at a Board meeting, provided they are a member in good standing whose dues are fully paid and who does not owe any debt(s) to the Society.
3. Votes by a member must be in person and cannot be by proxy.
4. Votes shall be by a show of hands unless a majority of members request a secret ballot.

DIRECTORS AND OFFICERS

1. At the Association's AGM the elections shall take place on the below mentioned positions. All elected directors and officers must sign an Executive Code of Conduct. See appendix A. To be reviewed and signed at the first board meeting following the AGM. President's responsibility to ensure this is completed.
2. The Coaching Director and the Referee-In Chief position are appointed every two years by the SLMHA Executive at the first meeting after the AGM.
3. No Director shall hold more than one position. In the event of a vacancy in any Director's position during the year, the remaining Board of Directors shall appoint a person to fill such vacancy until the next AGM of the Association. The board of directors may utilize elected board members to fulfill these interim positions. No person shall hold any elected position for more than two (2) consecutive terms unless re-elected.
4. In the event that resignations or other unforeseen circumstances reduce the number of originally elected Directors to less than the number required for a quorum, then a general meeting of the

membership shall be called to elect new Directors to fill all vacancies until the next AGM.

5. A Director may resign by giving written notice of their resignation to the Secretary of the Association, or by giving notice of their resignation verbally at a proper constituted meeting of the Board of Directors and directing that the resignation be recorded in the minutes of the meeting.
6. A Director shall automatically lose their directorship in the event that they have failed to attend three (3) Board of Director meetings with inexcusable absences. Meeting attendance will be recorded within the minutes by the Secretary. A Director will be considered absent if such person, inexcusably, arrives more than 15 minutes late or leaves the board of directors meeting more than 15 minutes early. All new Board members will be advised of this upon taking a position on the Board. An absence would be considered an excusable absence if the Board Member had a work commitment, was ill, or at the discretion of the President and had notified the Secretary in writing, text or via email, prior to the start of the meeting.
7. A Director may be removed from their directorship by extra-ordinary resolution of the Board of Directors, or by special resolution of the members of the Society at a general meeting called specifically for that purpose, in any of the following circumstances.
    a. They have conducted themselves in a manner detrimental to the Society.
    b. They are under investigation and/or have been convicted, while in office, of theft, fraud, mischief, breach of trust, or conduct relating to minor(s).
    c. They have been suspended or are the subject of an expulsion order by H.A., H.C, and/or applicable Leagues.
    d. They are in significant breach of these By-Laws, or any Rules or Regulations made there under.
8. A person who was removed from their directorship by the Board of Directors, may appeal the decision to a general meeting of the members of the Association, who may by special resolution reinstate that Director.
9. The Board of Directors may appoint a person to be an officer of the Association. Besides those persons designated by the Board of Directors as being officers for the better administration for the Association, referees, team managers, and coaches shall also be considered Officers of the Association.
10. The Board of Directors may remove any appointed officer of the Association from the office by ordinary resolution of the Board of Directors.
11. A Director may also be an officer of the Association, but an officer of the Association need not be a member.
12. Officers and Directors may receive an honorarium as determined by the Board of Directors or by ordinary resolution by the general membership at an AGM.
    a. The honorarium for newly elected Board members shall be 100% the price for one child's registration per year of service.
13. Elections:

    Elected in even numbered years for a two-year term are the following:

    President
    Treasurer
    U15-18 Female Coordinator
    U15 Coordinator
    U18 Coordinator
    Equipment/ Safety Manager
    Social Media Coordinator (selected by the Board following application submission at the first board meeting following the AGM)
    Coaching Coordinator(selected by the Board following application submission at the first board meeting following the AGM)

Elected in odd numbered years of a two-year term are the following:
Vice President
Secretary
U7 Coordinator
U9 Coordinator
U11 Coordinator
U13 Coordinator
Ice Manager (selected by the Board following application submission at the first board meeting following the AGM)
Player Development Coordinator (selected by the Board following application submission at the first board meeting following the AGM)
Ref in Chief (selected by the Board following application submission at the first board meeting following the AGM)

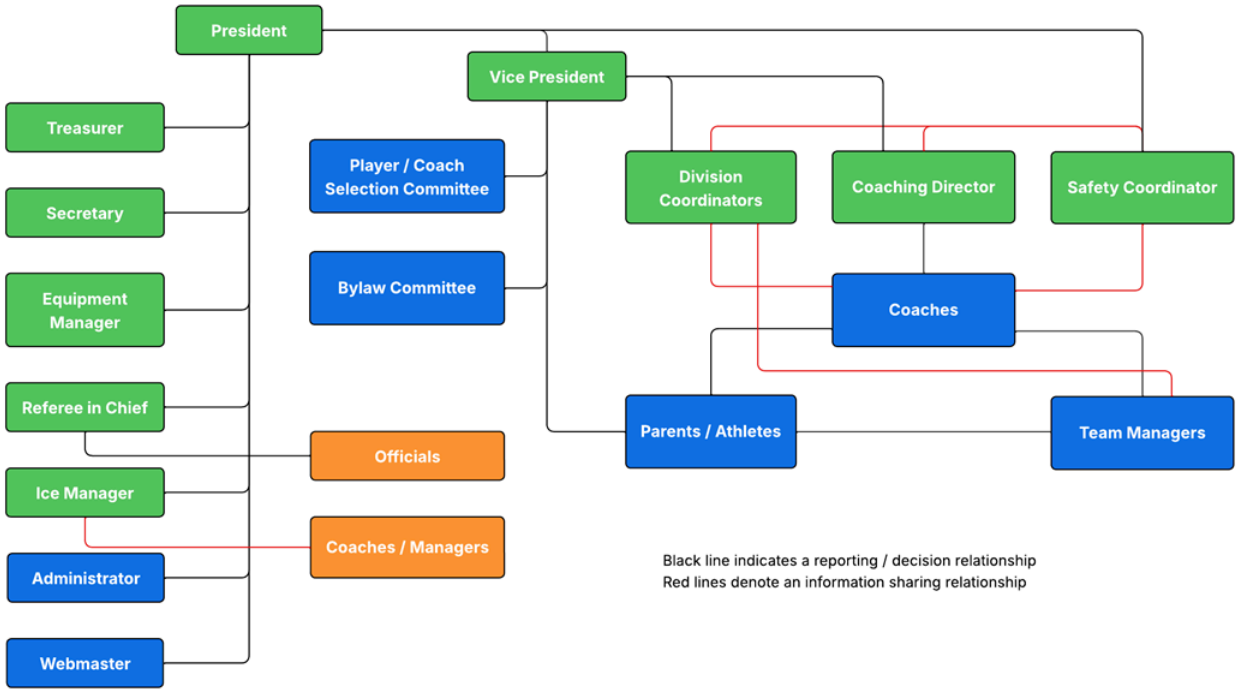
**It is required by every board member to sit on at least one committee per term.
**Note: The Administrator position is a three-year term due to the complexity of the position and does not fall in the above schedule.

POWERS AND DUTIES OF THE DIRECTORS

1. The Board of Directors shall have the power, for the purpose of carrying on the objectives of the Society, by ordinary resolution to:
    a. Borrow, mortgage, give security for, or otherwise secure the raising of the funds.
    b. Purchase, transfer, convey, accept by bequest, or otherwise acquire property.
    c. Sell, convey, transfer, give or otherwise dispose of property.
    d. Maintain accounts at any Canadian Chartered Bank or other recognized financial institution. Invest surplus funds in any investment authorized under the trustee act, R.S.A. 1980, c. T-10, as amended.
    e. Maintain membership, coach, referee, and player records.
    f. Discipline any coach, director, referee, team manager, player, official or officer of the Association pursuant to these by-laws.
    g. Contract or otherwise enter into relations with any other body, person, corporation, government agency, association or legal entity.
    h. Make rules and regulations governing the conduct and affairs of the Association and its members. Call meetings of the association, and otherwise conduct the day-to-day business of the Association.
    i. Pass resolutions in accordance with these by-laws.
    j. Appoint officers for the Association.
    k. Appoint committees to assist with the better administration of the Association.
    l. Apply for and obtain Charitable Status as a non-profit organization.
    m. Apply for and obtain licenses for lotteries, casinos, bingos, or other activities subject to the Alberta Gaming Commission.
    n. Apply for and obtain liquor, food, business and other licenses.
2. The Board of Directors shall be responsible for the keeping in good order of all corporate and business records of the Association.
3. Any description of the powers and duties of a Director shall be interpreted to mean that Director has the responsibility to do or cause to be done the activity in question.

4. The Association shall indemnify and save harmless a Director or Officer of the Association from any proceeding, court action, civil suit or criminal charge arising in the course of and in a matter involving their duties as a Director or Officer, and that is not the result of a Director or Officer conducting her/himself in a fraudulent manner, or in breach of their fiduciary duty, and where that Director or Officer is acquitted or not found guilty.
5. The Association shall seek and provide necessary insurance coverage to protect its Directors and Office.

7. SLMHA Organizational Chart



TOURNAMENTS

1. All divisions are eligible to host tournaments if ice time allows.
2. Profits from tournaments will be submitted to SLMHA. 25% of these profits after all costs (ice time, referees etc.) will be submitted to SLMHA.

FINANCIAL

1. A financial audit may be completed every fiscal year. The treasurer will recommend to the Board which firm/qualified individual will handle the financial audit. The Board of Directors will assign an auditor on a yearly basis if requested.
2. Fiscal year end shall be May 31st.
3. Board members must be supplied with an updated financial and budget report on or before monthly meetings. A year-end report must be presented at the AGM.

JOB DESCRIPTIONS

PRESIDENT

The President of the Association shall:

1. Call and review agendas for regular monthly meetings of the Board of Directors, or as otherwise decided upon by the Board of Directors.
2. Chair all meetings, when present, of the Board of Directors and the Disciplinary Committee of the Association.
3. Conduct all Board of Directors meetings in accordance with Robert's Rules of Order or a similar method of meeting procedure.
4. Be one of three signing officers of the Association.
5. The President or his/her designate may represent the Society at any non-Association function, including H.A., H.C. and the Leagues we play in, regional and provincial meetings, and shall be the Association's liaison with other organizations.
6. Ensure that all Directors understand and follow their duties as outlined in subsequent sections.
    a. Orient new Board members.
    b. Review with all new members of the Board the Game Conduct Manual and have them sign their code of conduct at the first available board meeting.
7. Do, or cause to be done, the specific duties of any absent Director, until such time as the Board of Directors appoints a replacement.
8. Have the power, without prior resolution of the Board of Directors, to take such action as is necessary to preserve and protect the property and rights of the Association, or to manage the affairs of the Society in the event that the Board of Directors is unable to convene due to an act of God, or other unforeseen circumstances.
9. Perform such other duties as may from time to time be assigned to him/her by the Board of Directors.
    a. Review minutes with the Secretary before posting in the arena and/or on the website.
    b. Review and renew all contracts with the Town Representative.
    c. Communicate with Leagues, or Zone Directors regarding suspensions, discipline problems,etc.
    d. Inform board of H.A. or H.C. news items of interest.
    e. Release players from SLMHA when requested.
    f. Review all affiliations.
    g. Suspend any membership of any player, coach, parent or official for up to 48 hours while awaiting the convening of the discipline committee
    h. Present a report of the non-financial operations of the Association for the past year, at each AGM. 10. Delegate any of these functions or powers to the Vice-President or may designate the Vice-President to act on the Presidents behalf, if necessary.
10. After leaving the President's position, the immediate Past President shall act as an advisor to the Association for a one-year period. The Past President will only attend Board meetings when asked during this period.
11. Be an elected member of SLMHA Executive.
12. Be responsible for the prompt and proper handling of all liability claims against the Association but shall not retain legal services or reach a settlement without the prior approval of the Board of Directors.
13. Enter teams into applicable Leagues.
14. Attend all League and HA meetings or ensure SLMHA is represented by someone from the Board.

a. Represent and advocate on behalf of SLMHA at league meetings.
b. Submit to the leagues at the start of each season or at the designated time: teams being entered for

15. League scheduling at the appropriate categories, required ice times, names of team officials, appropriate league fees and association bond.
    a. Ensure Coaches and Association understand league rules and requirements for ice times, game officials, submission of: game sheets, team roster sheets, affiliation sheets, H.A. cards or team sheets and use of overage players.
    b. Ensure overage applications are forwarded to the President of the Leagues for approval prior to play in any League game.
    c. Assist League Directors in distributing and presenting League playoff awards in their communities.
    d. Be responsible for the maintenance and care of all trophies, awards, banners, cups, scrolls and certificates and for any exhibits, display cases and storage of the same. Return league trophies held by their association in a timely manner.

VICE-PRESIDENT

The intention of the Vice-President's role is to one day become the President of the Association. The Vice-President of the Association shall:

1. Be vested with all the powers and shall perform all the duties of the President in the absence of the President. In the event that the President is incapacitated, resigns or dies, then the Vice-President shall become the President.
2. Be an ex-officio voting member of all Association Committees except the Disciplinary Committee.
    a. The Vice-President is to review and update SLMHA By-Laws and Rules and Regulations with the assistance of the By-Law Committee and the Board of Directors on a yearly basis.
3. Be head of the Player/Coach Selection Committee.
    a. Organize, with the Player/Coach Selection Committee, the coach selection process as implemented by the SLMHA Executive.
    b. Organize, with the Player Selection Committee, the player selection for U11 through U18 teams. This includes arranging ice time, selecting and orienting evaluators, and having all material available for tryouts.
    c. Organize, with player/coach selection committee, division coordinators and coaching director, team selection for U7 and U9 teams.
4. Liaison with the President on a regular basis to keep informed of activities of committees and any League activities.
5. Be an elected member of SLMHA Executive, with a vote.

SECRETARY

The Secretary of the Association shall:

1. When present, act as secretary to all meetings of directors and members and shall maintain an accurate record of the meeting minutes.
    a. Document all incidents that may require disciplinary action against a player(s), coach(es) and/or team official(s). Distribute information to all necessary parties.
    b. Book a meeting space for each Executive meeting as required. Includes canceling and rebooking as required.

    c. Distribute necessary documents to all Executive Members prior to the next meeting.
    d. Once meeting minutes have been adopted, give it to the Social Media Coordinator for placement on the SLMHA website.
    e. Maintain official records of minutes, correspondence, and letters in the office of SLMHA.
    f. Maintain attendance log of Executive members at required meetings. Alert President to any Executive Member in breach of attendance By-Law.
2. Maintain updated, and in current fashion, Minute Books of the Association. Be responsible for the care and maintenance of such records as are required by law, by the Association or by the Board of

3. Be responsible for giving notice of upcoming meetings, either in writing, email, publication, or by telephone, as requested:
    a. By the President
    b. By the Board of Directors
    c. By resolution of the Members
    d. As required pursuant to these By-Laws
    e. Prepare with the President, and distribute via email, the agenda for upcoming meetings to all Executive Members. AGM agenda is to be prepared two weeks prior to the AGM. Monthly meeting agendas are to be prepared three days prior to the meeting. Meeting minutes are to be distributed within one week following monthly Executive meetings.
4. Together with the Administrator, keep a record of all the members of the Association and their addresses and telephone numbers. Distribute to HA and Leagues as required.
    a. Maintain, update and distribute Executive list on an ongoing basis.
    b. Type letters as required for the Association.
5. Be one of three signing Officers of the Association and oversee the e-transfer account in conjunction with the Treasurer.
6. Be a member of the Apparel/Novelty/Events Committee.
7. Carry out such other duties and functions as the Board of Directors may from time-to-time request.
    a. Maintain a motion log from Executive meeting minutes.
    b. Must be familiar with the objectives, By-Laws and Rules and Regulations of SLMHA. Maintain an updated copy of the same and ensure the President has a copy.
    c. Create, when required, forms needed by the Association, e.g., letterhead, etc. and ensure they are distributed to the appropriate members.
    d. Be prepared to review SLMHA documentation with Association Members when required.
    e. Be responsible for placing advertisements into local papers for Board positions/Coaches, when required.
8. Be an elected member of SLMHA Executive, with a vote.
9. Qualifications:
    a. Must have access to a computer and E-mail.
    b. Must attend monthly meetings.
    c. Be able to work with all Association Members, as required.

TREASURER

The Treasurer of the Association shall:

1. Receive all monies paid to the Association and shall be responsible for the deposit of the same in such financial institutions and accounts as the Board of Directors may direct.

2. Be a member of any Financial Committee.
3. Be a member of the Apparel/Novelty/Events Committee.
4. Be one of three signing Officers of the Association, and oversee the e-transfer account in conjunction with the Secretary.
    a. Ensure signing authority gets changed when required.
    b. Will have signing authority on all Minor Hockey accounts, including team accounts
5. Pay all accounts payable as authorized by the Board of Directors.
6. Maintain accurate records of monies received and paid out, including any bank statements, books of account, financial statements, bank reconciliations or other financial documents, including a working budget.
    a. All teams to use SLMHA assigned bank and Universal names given to team accounts
    b. NSF checks are to be collected by the Treasurer or as delegated by the Treasurer and let the Administrator know who has not paid.
    c. Receive printout of referee fees each month and pay refs. E-transfer funds by the 10th day of the month.
    d. Email financial printouts (expense and revenue printout) to Executive meetings each month - one for each Executive member.
    e. Make up refund cheques when the Administrator provides a list of players not playing and mail out.
    f. Make payments to the Town for ice fees.
    g. Produce any records listed above for examination, up upon request, by the Board of Directors, any auditors of the Association, or any other competent authority with a legal right of access.
    h. Turn over all records listed above to the Board of Directors upon expiration of her/his term in office, resignation in incapacitation, or upon resolution of the Board of Directors.
7. Present a report of the financial operations of the Association for the past year at each AGM.
8. Perform such other duties as may from time to time be requested by the Board of Directors.
    a. Receive incoming mail from the post office on a weekly basis.
    b. Distribute mail to appropriate individuals.
    c. Purchase office supplies for the SLMHA office or by Executive members
9. Be an elected member of SLMHA Executive, with a vote.
10. Operate and account for any casinos, bingos, lotteries, raffles or other gaming activities requiring a license in coordination with the Administrator.
11. Complete all paperwork for the Casinos. Assist administrator inquiring about grants for SLMHA and complete any paperwork required for them.
12. Register SLMHA with Corporate Registries.
13. Ensure proper tournament financial statements and monies are forwarded to SLMHA Treasurer.
14. Collect monthly financials prior to the monthly Executive meetings.

Qualifications:
Should have knowledge of computers, booking keeping skills and making business deposits.
Time Required: This position requires 10 – 20 hours per month.

ADMINISTRATOR

The Administrator of the Association shall:

1. Book Photographer for upcoming Season
2. Organize fundraising for the whole Association, when needed

3. Maintain and distribute SLMHA logo as required
4. Attend all HA meetings regarding registration.
5. Handle all player and Membership registrations
    a. Create/update a suitable Registration form with all critical information included.
    b. Handle all Player registration forms and fees.
    c. Ensure all honorariums are credited to Board Members, as required (see Rules and Regulations for specifics).
    d. Complete database with all critical information and complete a report for Treasurer each time a deposit is handed over from Administrator to Treasurer.
6. Handle all League registrations, including the completion of Provincial Cards and Team Sheets. (as per Registrar's handbook from Hockey Alberta)
    a. Enter registration documents into HCR.
    b. Proof and correct deficiencies on HCR rosters.
    c. Review all affiliations with the President and submit for approval.
    d. Must know all critical dates as determined by HA.
7. Must correspond with Zone Registrar via E-mail, or phone.
8. Maintain a record of Team Rosters (Players and Team Officials). Distributed to President, Leagues, Division Coordinator and Coaching Director.
9. Must be familiar with and/or interpret Association, League and HA By-Laws and Regulations.
10. Perform such other duties as may from time to time be requested by the Executive.
    a. Maintain a record of Division lists for Executive members. Distribute Division lists to Division Coordinators.
    b. Email receipts on behalf of SLMHA for all monies collected with assistance from the Treasurer.
    c. Submit release forms and ensure appropriate forms are given to the President.
    d. Submit a list of Teams, Coaches, Managers, etc. for the subscription of the Alberta Hockey Directory.
    e. Take correspondence to the post office as needed. This includes registering outgoing mail if required.
11. Be responsible for updating Coach's clinic information on a yearly basis.
12. If not a member of the Player/Coach Selection Committee, may be invited to bring registration information to the meetings. Work with the player coach selection committee prior to evaluation weekend, to ensure that PCSC has the final roster for each division.
13. Be a member of the Apparel/Novelty/Events Committee.
14. Conduct a pre-season meeting with all Team Managers/Treasurers to ensure the Teams are managed in the manner in which is outlined by these By-Laws and the Rules and Regulations.
15. Required to attend every monthly meeting.
16. Update Board insurance each year.

There is a 3-year term for this position. Employment regulations would be followed to terminate this applicant if need be; as well as the same for this applicant to terminate their job. A suitable candidate for replacement would be trained by the Administrator for 30 days prior to leaving. NO HONORARIUM FOR THIS POSITION. This is a paid position, at $1250/month. Travel expenses in effect for this applicant. Applicants must be BONDABLE.

ICE-MANAGER

The Ice-Manager of the Association shall:

1. Be responsible for obtaining ice time for all SLMHA programs and Leagues.
2. Create an ice schedule with allotted times, per team, for the season and communicate this with team managers. This includes tiering, regular season and playoffs.
3. Assist managers to navigate scheduling conflicts
4. Be responsible for scheduling ice time, exchanges of ice time and any cancellation of ice time.
5. Approve and book ice times for any exhibition games, special events or tournaments in addition to regular scheduling. Will also build or approve tournament schedules, including allocations of dressing rooms and arenas.
6. Record all ice time used by teams under the jurisdiction of the Association.
7. Act as a liaison for the Association in its dealings with the Slave Lake Recreation Department, as they pertain to ice time and arena usage. Attend meetings with the Town of Slave Lake pertaining to scheduling with other user groups. Review, with the Treasurer, all billings prior to pay out. Contact town for any necessary adjustments.
8. Set up times for Power Skating, Try-outs and Clinics in conjunction with the Player/Coach Selection Committee and Development Committee.
9. Prepare a practice schedule for weekly practices.
10. Email Division Coordinators weekly practice times at the beginning of the Season.
11. Adjust game times so there is minimal space between games.
12. Inform Town of canceled or unused ice times.
13. Perform such other duties as may from time to time be requested by the Board of Directors.
14. Be an elected member of SLMHA Executive, with a vote.
15. Assist managers to submit blackout dates.

EQUIPMENT/SAFETY MANAGER

The Equipment Manager of the Association shall:

1. Maintain a complete inventory of all hockey equipment belonging to the Association.
    a. Provide the Executive with a complete list of such equipment at the end of each season.
    b. Provide a list of potential purchases for the next season as is required for the purposes and objectives of the Association.
    c. Purchase such equipment as is authorized by the Board of Directors and outlined in SLMHA Rules and Regulations.
2. All jerseys must be returned within 2 two weeks of their last sanctioned game. Arrange for the storage, and repairing, of equipment, jerseys and first aid kits. Jerseys should be clean and counted upon return to the equipment manager.
3. Ensure that adequate first aid equipment and supplies are available and stocked.
4. Ensure that all equipment is marked, “PROPERTY OF SLMHA.”, prior to its release for use.
5. Maintain a complete inventory of all hockey equipment on loan to players, teams, coaches or officials of SLMHA. Maintain inventory lists in regards to jerseys and provide copies to the Coordinators. These lists to be rechecked when jerseys are handed to the Equipment Manager, by the Coordinators, at the end of the season.
6. Carry out such other duties and functions as the Board of Directors may, from time-to-time, request.
    a. Evaluations: Meet with Coordinators to hand out jerseys for tryouts. Meet with goalies and hand out goalie equipment. Ensure there are adequate pucks for evaluations. Collect

all equipment from above before the regular season begins.

b. Regular season: Meet with Coordinators and give out first aid kits and jerseys. U7, U9 and U11 Coordinators will also be given goalie equipment, if needed. Collect all equipment from Coordinators at the end of the Season.

7. Be an elected member of SLMHA Executive, with a vote.
8. Coordinate with the Timbits Representative from Tim Hortons (at this time, the owner) to facilitate the purchase of new jerseys and socks for U7 no later than mid-July every year
9. Store first aid kits.
10. Implement an effective risk management program within his or her association, including identify risks, determine the potential impact of a risk, and identify a strategy to manage the risk
11. Ensures all resources required by the team safety person are available, including required documents. This will be distributed at mandatory safety meetings at the start of the season.
12. Ensures that each team's safety person has collected all required safety documentation.
13. Ensures each team has developed an emergency action plan that is communicated to the entire team.
14. Ensures that the team safety person completes all required paperwork when an injury occurs and all return to play steps have been completed.
15. Promotes a safe and healthy physical, mental and emotional environment within his or her association.
16. Communicates regularly with the board, coaches, team safety people, and parents on safety related matters.
17. Leads the management of each team's safety person.
18. Provides development, support, and mentorship to his or her team safety people.
19. Ensures that Hockey Alberta safety initiatives are being implemented within his or her association.
20. Communicates Hockey Alberta safety information within his or her association.
21. Provides Hockey Alberta with safety related information from his or her association.
22. Must take Hockey Canada Safety Program.
23. Must take Respect in Sport Activity Leader Program.
24. Must attend monthly board meetings.
25. Be an elected member of SLMHA Executive, with a vote.
26. Collect and replenish first aid kits and safety binders at the end of season to return to the equipment manager.

DIVISION COORDINATOR

All Division Coordinators of the Association shall:

1. Be the Division's liaison to the Board of Directors. Have the authority to bring forward to the Executive for resolution any disputes they deem appropriate, or where requested to do so by a member or player.
2. Ensure that all coaches and team members abide by these By-Laws, and any Rules and Regulations of the Association, H.A., H.C. and the ~~l~~eagues we play in.
3. Inform parents within the Division, of initial ice times, initial practices, evaluations, etc.
4. Coordinate activities and attend the evaluations for your Division. You must be present for all sign ins for all evaluated skates. This includes getting third party evaluators rosters for each skates, and assisting the PCSC with the entire Evaluation Weekend/Process.
5. Coordinators must ensure all parents and guardians complete and hand in all required paperwork which include but are not limited to; Anti Bullying Policy, Medical Info Form, Player Code of Conduct, Code of Conduct for Parents, and FOIP form.

6. Ensure all teams have necessary equipment to start season (i.e., jerseys, first aid kits)
7. Coordinate with and receive from Equipment Manager an inventory list for each team at the start of the season. Maintain a copy of these lists. Recheck inventory with the Equipment Manager at the end of the season.
8. Obtain jerseys and first aid kits from equipment managers at the beginning of the season and distribute them to their teams. At the end of the season, collect jerseys and first aid kits from Team Managers and return to Equipment Manager no later than April 15th.
9. Attend monthly Executive meetings.
10. Coordinate or help coordinate fundraising activities within the Division and inform respective Division of Association fundraising activities/duties.
    a. Coordinate or help at parent division meetings to set up tournaments. This includes but is not limited to raffle tables, fundraising, 50/50's, etc.
11. Serve on any Disciplinary Committee of the Association constituted under these By-Laws.
12. Carry out such other duties and functions as the Board of Directors may, from time-to-time, request.
13. All division coordinators shall:
    a. Contact all players to inform them of evaluations.
    b. Arrange with the Equipment Manager to get jerseys for evaluations.
    c. Hand out jerseys to players and make a list of which player is in which jersey.
    d. Collect jerseys at the end of the first day and hand them out to the same person the next day.
    e. Give a list of players and numbers to the Player Selection Committee.
    f. Collect jerseys at the end of evaluations and return to the Equipment Manager.
    g. Inform coaches of regular practice schedules.
    h. Be an active member in planning division provincials.
    i. Must communicate with all managers in your division prior to each monthly meeting to ensure you bring forward all concerns/updates
    j. Understand/communicate league specific rules and share with managers of respective divisions.

14. U7-U9 Coordinators shall:
    a. Meet with the Coaching Director, Player Development Coordinator and Vice-President (minimum two of these members to participate in the selection process) to divide players into teams.
    b. U7 Coordinator will ensure that there is no name bars on the U7 jerseys as they will cover up the timbits sponsorship
    c. Discuss the seasonal timelines with the board prior to the season start and communicate with respective division families. The board needs to decide the season start date and end date. This must be done by the end of August.
15. Be an elected member of SLMHA Executive, with a vote.
16. The U7 coordinator is to contact the Timbits Representative from Tim Hortons (at this time, the owner) with their number of players registered in U7, start date, tournament date and the last practice date.
17. Coaches cannot be Division Coordinator and Head Coach within the same division.

COACHING DIRECTOR

Coaching Director of the Association shall:

1. Be an appointed member of SLMHA Executive, with a vote. This position shall be appointed at the first meeting after the AGM by Executive vote, for a term of 2 years after an application process.
2. Act as a liaison between SLMHA Executive and the Coaches. Ensure the SLMHA Executive is abreast of any concerns or problems Coaches are incurring.
3. Work with Coaches to resolve concerns or problems Coaches are incurring.
4. Director shall orient new Coaches and/or assist Coaches that want/need help.
5. Be responsible for organizing, promoting and requesting HA Coaching Clinics.
6. Organize any power skating/development clinics as requested by the Board.
7. Organize Coaches meetings, up to as many as 3 at intervals through the season.
    a. Preseason meeting
        i. coach applications
        ii. divisional leads and preseason sessions
        iii. coach/team selection process
        iv. coaching requirements
        v. Affiliation
        vi. share league info as it relates tiering
        vii. player/coach discipline
        viii. include safety coordinator
    b. Mid-season, pre-playoffs meeting.
        i. If necessary
    c. Compile Season feedback.
        i. poll all regular Head and Assistant coaches
8. Organize, with player/coach selection committee, player development coordinator, division coordinators and vice president, team selection for U7 and U9 teams.
9. Be a Member of the Player and Coach Selection Committees and the Player Development Committee.
10. Host pre-season coach education and safety meeting in coordination with Safety Coordinator.

Social Media Coordinator

The Social Media Coordinator position should apply with a written bid for the job. Executive will vote on who gets the position.

The Social Media Coordinator of the Association shall:

1. Be an appointed member of SLMHA Executive, with a vote. This position shall be appointed the meeting after the AGM by Executive vote, for a term of 2 years after an application process.
2. Update the SLMHA website on an ongoing basis, as required by the Executive.
    a. input team schedules on the website.
3. Promote and manage all social media platforms
    a. Input Executive meeting minutes once adopted.
    b. Recommend to the Executive improvements to the website.
    c. Liaison with Ramp Interactive to solve proprietary difficulties.
    d. Liaison with Executive members and Officers for information for the Website.
4. This position will be appointed every two years and will be eligible to vote on Board decisions.

Player Development Coordinator

Player Development Coordinator shall:

Provide opportunity for the enhancement of skills to players and goalies within Slave Lake Minor Hockey

Association.

1. Be an appointed member of SLMHA Executive, with a vote. This position shall be appointed the meeting after the AGM by Executive vote, for a term of 2 years after an application process.
2. Be familiar with Hockey Alberta, Hockey Canada and various other sources, all supporting Hockey Canada's Long-Term Development Plan.
3. Responsible for the sourcing and/or facilitative technical development and training resources to enhance the player/goalie development programs.
4. Development Coordinator shall work with Coaches and/or assist Coaches for player/goalie specific training development and/or for any other requested assistance with regards to development on or off the ice.
5. Collaborate with the Coaching Director throughout the season for player/goalie development resources for coaches. Assist with pre-season coach education and safety meeting in coordination with Safety Coordinator.
6. Send Player/Goalie technical development resources to Social Media Coordinator to update the SLMHA website on an ongoing basis.
7. Promote skills clinics with Social Media Coordinator
8. Be a Member of the Player and Coach Selection Committees and the Player Development Committee.
9. Annually prepare and present to the Executive for approval a financial forecast of required training expenditures.
10. Player Development Coordinator is to bring any and all development camp/ideas to the board of directors for approval. There is no limit on the amount of requests and each request will be voted on by the board of directors

OFFICERS OF SLMHA

REFEREE-IN-CHIEF

The Referee-In-Chief of the Association shall:

1. Be an appointed member of SLMHA Executive, with a vote. This position shall be appointed at the board meeting following the AGM by Executive vote, for a term of 2 years, after an application process.
2. Appoint officials for all in house league, tournament, exhibition and provincial games.
3. Maintain an accurate list of all qualified officials available to the Association.
4. Ensure all officials sign an Officials Fair Play Pledge.
5. Appoint an official, other than a person on the Association list, only in circumstances where the services of a person on the Association list cannot be obtained, or where special reasons or considerations warrant such an appointment to be in the best interests of the Association.
6. Through the aid of clinics, train and supply sufficient officials to satisfy the demands of the Association.
7. Have the authority to recommend to the Board of Directors, dismissal of any official deemed incompetent.
8. Supply treasurer with a list of officials who have completed games for payment. This list will include cost for game(s), including approving and submitting mileage, one way, if a local referee is required to return to Slave Lake.
9. Carry out such other duties and functions as the Board of Directors may, from time to time, request within Hockey Canada Guidelines.
10. Be a member of any Discipline Committee of the Association, if needed, as constituted under

these By Laws.

11. Ensure that ALL refs over 18 years of age submit a criminal record check, provided by BackCheck, at the beginning of every season.
12. The Referee-In-Chief must submit monthly billing to the treasurer no later than the 10th day of each month.
13. The Referee-In-Chief must use the software designated and paid for by the Association to assign and track season of play.
14. The Ref in Chief will be entitled to partner with an associate to support the above duties within SLMHA, with approval of the board

Qualifications:

1. Be at least 18 years of age.
2. Have a broad understanding of the rules of hockey.
3. Have been a carded official in Alberta for no less than three years.
4. Provide a current criminal record check, provided by Back Check, to the board.
5. Lived in the community for at least one year prior to applying for the position.
6. Have good organizational skills.

COACH

The Coaches of the Association shall:

1. Develop a program for a team in the Division assigned.
    a. Plan practices twice weekly. It is the head coach's responsibility to ensure that in the event you will be absent for practice or game you delegate the responsibilities to one of the assistant coaches.
    b. League, Tournament, Provincial and Exhibition play.
    c. Players, particularly U7, U9 and U11 are to have fair and equal ice time during practices, games and tournaments.
2. Attend Coaching meetings as required by the Coaching Director.
3. Review and sign game sheets/ RAMP app prior to each game.
4. Obtain coaching requirements as outlined in SLMHA Rules and Regulations and HC.
5. Coaches must sign and abide by Coaches Fair Play Pledge.
6. Abide by all governing bodies requirements. This includes SLMHA, applicable Leagues, HA and HC.
7. Have the right to adjust ice time for players who are inexcusably missing practices or scheduled games or not abiding by reasonable team rules that are set at the start of season parent meeting.
8. Resources for the start of season parent meetings are available on SLMHA website.
9. Maintain and care for jerseys throughout Season; only to be distributed to players at games**.**
10. All Coaches must follow HA/HC/SLMHA Coaches guidelines of the level they are coaching.
11. Prior to the year's commencement, the Coach must have a meeting with Players/Parents, wherein setting out rules and guidelines and expectations for the year. All rules must comply with HA/HC and SLMHA Rules and Regulations and By-Laws.
12. Coaches cannot be Division Coordinator and Head Coach within the same division. Coaches can not also hold a management role.
13. Coaches 18+ can be reimbursed for the following courses: Coach 1, Coach 2, Checking Skills or Respect in Sport: Safety Leader. Please provide receipts to the administrator for reimbursement. Additional courses may be approved for reimbursement pending board approval.

14. Coach's spouses shall not be managers of their spouse's team due to conflict. Assistant Coaches spouses may be Team Managers if there are no other volunteers.

MANAGER

The Managers of the Association shall**:**

1. Attend Manager/Treasurer orientation meetings at the start of the season. Become familiar with the Managers Handbook, these By-Laws and the Rules and Regulations.
2. Act as liaison between the Division Coordinator and the Team.
3. Act as liaison between the Parents and the Coach. The manager will act as a supporting role to the head coach and work in conjunction with coaching staff when making season of play decisions.
4. Look after team bookings such as bussing, Exhibition games, Tournaments and hotels when required.
5. Develop schedules for (list may include but not be limited to):
    a. Participation in fundraising events such as 50/50 ticket sales.
    b. Snack and time clock duty for League games, if required.
6. Ensure games sheets are properly completed, uploaded and are verified by Coaches and Referees.
7. Reschedule games when there are conflicts. Schedule games for Playoffs, Tournaments Provincial and Exhibition play. (Check Rules and Regulations of Association and Leagues for guidelines).
8. Collect all Team Medical Forms in case of an emergency, including affiliated players and submit to team safety person.
9. Check Roster after it's completed for correct information. Recheck once affiliations are completed.
10. Collect all game sheets/write ups after all games, including Tournament, Provincial and Exhibition games if necessary. All league games will use the Mandatory RAMP game sheet app.
11. Ensure that all jerseys are collected, name bars removed and returned to your Division Coordinator.
12. Collect and retain all player pledge forms.
13. Hold a parent meeting at the beginning of the season in conjunction with coaches to fill supporting team roles needed for the season.
14. Coach's spouses shall not be managers of their spouse's Team due to conflict. Assistant Coach's spouses may be Team Managers if there are no other volunteers.
15. A Team Manager can only hold a position for a single team in a season and can not hold a coordinator / coach position anywhere within the association within that season.
16. Managers must sign and take responsibility for equipment for the duration of the hockey Season. Equipment is to be returned at the end of each season to Division Coordinators. Loans of equipment, jerseys or other Minor Hockey property in the off-season must be through the Equipment Manager. Jerseys must be kept and maintained by the Coaches/Managers during the hockey season, then returned to the Equipment Manager at the completion of the season.

TEAM SAFETY PERSON

1. Each team must have one designated safety person.
2. Must attend the annual pre-season safety meeting.
3. Not the head coach. The preferred position is fulfilled by an assistant coach.
4. Reimbursement for Online Safety Courses if requested.

TEAM TREASURER

The Team Treasurers of the Association shall:

1. Act as a liaison between the Team, Manager, Coach and the SLMHA Treasurer.
2. Keep an accurate record of Teams' earnings and payments by submitting monthly reports to the Association Treasurer by the 5th of each month.
3. Complete Fundraising form and/or 50/50 form, as found on SLMHA website, for each fundraiser the Team conducts.
4. At the end of the season, submit all receipts (from the entire year) with the cheque book to the Association Treasurer.

COMMITTEES

All committees will meet minimally three times per year: once for orientation of committee members, secondly to conduct business and update processes, and thirdly to review the year's activities. The President or Vice President may call additional meetings throughout the season when the Committee's role is needed. The President or Vice President will present reports of the committees' activities to the membership at the AGM.

PLAYER/COACH SELECTION COMMITTEE

1. This Subcommittee of the SLMH Executive shall consist of the Coaching Director, the Player Development Coordinator, the Vice President and three to five Directors that they have appointed, from Executive volunteers. A quorum of this Committee is three.
2. The purpose of the Committee is to develop a fair and equitable system for both Player and Coach Selection.
3. The Committee will ensure both the Coach Selection and the Player Selection criteria and processes are followed and evaluated yearly.
4. This Committee is to ensure fair and just player selection for respective "A", "B", and "C" or equal "B" teams, as dictated by the Leagues.
5. This Committee will review any requests for player advancement and inform the appropriate Coach and Division Coordinator
6. The Committee will ensure the Player selection criteria and process are followed.
7. Team sizes will be set by this Committee, to allow for competitive play and fair team sizes between tiers, based on numbers of registered players.
8. The decisions of the Player/Coach Selection Committee have the same force and effect as if it were a resolution of the board of Directors, and must be in writing (email).
9. The SLMHA PCSC will convene an evaluation committee consisting of the VP (head of PCSC), and 2 members of the player coach selection committee to receive and review all the evaluation information and distribute accordingly to coaches as they are selected for the respective divisions/teams. The subcommittee will review the final roster selection for all coaches for every team, and will have the final approval. If a secondary review is needed the best suited of the PCSC will form the sub committee or defer to other members of the SLMHA board.

DISCIPLINE COMMITTEE

1. This is a Subcommittee of the SLMHA Executive, which will consist of the President or designate, Coaching Director, Ref-in Chief and board members that have no conflict of interest with the discipline presented. The committee shall consist of minimum five (5) members, one of whom shall

be the President or designate.

2. All Discipline Committee members will be notified of meetings, and only the committee will participate in the meetings. Members will be expected to exclude themselves if there is a conflict of interest.
3. The purpose of the Committee is to follow up with any incident report submitted in reference to the Game and Conduct Manual or any other written complaint, at the discretion of the President and Vice President.
4. The member shall be given at least three (3) working days notice of any disciplinary hearing, if deemed required by the discipline committee. The member has the right to be heard in person or by counsel at that hearing.
5. The decision of the Disciplinary Committee has the same force and effect as if it was a resolution of the Board of Directors, and it must be in writing (email).
6. In the event that the infraction is a breach of the Association's By Laws, Rules or Regulations or Game and Conduct Manual, then the member may appeal, as outlined in the Game and Conduct Manual. The member has the right to be heard in person or by counsel at the appeal. The written decision of the Board of Directors shall be final and binding. The Board of Directors must reach a written decision no later than one (1) week following the meeting at which the appeal is heard.
7. In the event that the infraction is a breach of the By-Laws or Rules and Regulations of H.A., H.C., or Leagues, then the member has the right to appeal the Disciplinary Committee's decision to the appropriate governing body.

BY-LAW COMMITTEE

1. This is a Subcommittee of the SLMHA Executive, which will consist of the Vice-President and minimum six (6) other Executive Members. A quorum shall consist of three Members, one of who shall be the Vice-President.
2. The purpose of the Committee is to review the By-Laws and the Rules and Regulations.
3. Any member can make suggestions to this Committee to review current By-Laws or Rules and Regulations in writing prior to March 1st.
4. This Committee will re-write By-Laws or Rules and Regulations and submit to the Board of Directors for approval. By-Law changes will be taken to the AGM for voting on. Rules and Regulations will be voted in at the Executive meeting.
5. This Committee will meet as required.

FINANCIAL COMMITTEE

1. It is necessary at times to have an ad hoc committee set up to determine things such as casino, fundraising items, etc. This committee will govern itself and will need Board approval to make final decisions for SLMHA.

RECORDS OF THE SOCIETY

1. The books, records, and financial statements of the Society may be inspected by any member of the Society at the AGM provided for herein, or upon twenty-four (24) hours notice during regular working days to the Secretary of the Association, who shall then arrange a time and place for inspection during regular business hours satisfactory to the officer(s) having charge of the same. Any information protected by FOIP and PIPA will be excluded.

BY-LAW AMENDMENT PROCEDURE

1. The By-Laws of the Association may be amended, rescinded or added to by special resolution of those members voting at an AGM or at a general meeting called for that purpose, and any change to the By-Laws shall be certified by the President of the Association and a certified copy of the same sent to Corporate Registry. Any change shall have no effect until being registered with the Corporate Registry.

DISCIPLINARY PROCEDURES

See Game and Conduct Manual. Appendix A

RULES AND REGULATIONS

1. The Board of Directors has the power to make Rules and Regulations governing the conduct of Members, Directors, Officers, Players, Coaches and Managers of the Association, and also has the power to make Rules and Regulations governing the day-to-day affairs of the Association. Such rules and regulations are invalid unless conspicuously posted on the website for a period of thirty (30) days after being passed. The Membership must be advised of the same at the next AGM, and published copies of the same must be available to any Member upon request.

PLAYER ADVANCEMENT

1. The Association may make Rules and Regulations governing players, age groups and categories, where not specified by H.A., H.C., and the Leagues we play in. These Rules and Regulations may include criteria for the advancement of a player from one Division to another.

PRESIDENT SUSPENSIONS

1. The President shall have the power to suspend summarily any Player, Coach, Trainer, Manager or Official of any Team under the auspices of the SLMHA for any conduct on or off the ice which is the sole discretion of the President is deemed to be unbecoming or detrimental to the game and/or Association. The authority may be delegated to such SLMHA Directors and Officials as the President may determine.
2. The President shall have the power to prevent summarily any spectator from viewing any game or other activity or entering a facility to view such game or activity under the auspices of SLMHA or any conduct, which in the sole discretion of the President, is deemed to be unbecoming or detrimental to the game. Further, the President shall have the power to suspend summarily the Player, Coach, Team Official or the team to which the spectator is attached. Such action to be effective until dealt with by the Discipline Committee.

INTERPRETATION

1. In these By-Laws any use of the masculine shall include the feminine and vice versa, and any use of the singular shall include the plural and vice versa.

Appendix A

Game and Conduct Manual

1. Overview

Slave Lake Minor Hockey Association views the Game and Conduct Manual as support and confirmation to the many excellent volunteers, Coaches, Officials and Parents who are in the majority and who have always practiced and subscribed to the fundamental principles of fun, respect and positive development of minor hockey in our community. We see this program as a vehicle to assist them to further these values and make minor hockey even better and more enjoyable. One could view the Game and Conduct Manual as a celebration of the positive elements of hockey that will overwhelm those negative elements that have unfortunately tainted the reputation of the game today. Those few who may question the program are the very ones that many of the elements of the program are aimed at and are indicative of a problem and not a solution. It is not a time to be defensive, but rather offensive and proactive in advocating a program that is totally positive. We encourage the majority to confidently come forward with energy and support the Game and Conduct Manual to make our minor hockey association even better.

2. Objective of the Program

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

1. Respect for persons
2. Protection from harm
3. Development of ethical conduct towards others
4. Notions of justice, fairness, equity
5. Freedom to enjoy, flourish
6. Respect for the game

It is a must that every participant abides by these principles. A participant is defined as (but not limited to) a Director, Player, Coach, Official, or Spectator.

This program is not intended to be a new process for complaints about officiating or general hockey rules. The objective is to promote and ensure acceptable behavior.

3. Definition of "Unacceptable Behavior"

An individual is displaying unacceptable behavior if they are verbally or physically harassing and/or abusing a game participant (Player, Coach, Spectator or Official).
When there is a situation of "unacceptable behavior", the responsibilities of SLMHA, Coaches, Spectators and on-ice Officials are as set out herein. The focus is on achieving the program objectives. Confrontation should be avoided and reporting is encouraged, as it is an important step in attaining the objective.

4. Matters of Unacceptable Conduct and Behavior

[Maltreatment,_Bullying_and_Harrassment.pdf (hockeyalberta.ca)]

4.1 Abuse and Neglect

4.1.1 When any person has reasonable grounds, in the course of Hockey Alberta business, activities or events that a child is being abused or neglected, he or she shall report this belief to the child protection authorities and/or Police. Hockey Alberta's General Manager should also be advised of the intent to report

4.1.2 Hockey Alberta shall take no further action until such time as the authorities and/or Police have concluded their investigation unless there is cause for an immediate suspension on an interim basis to protect the child from further harm.

4.1.3 The matter shall be dealt with as a disciplinary matter pursuant to this policy, and the report of the investigation carried out by authorities may be utilized as required by Hockey Alberta.

4.2 Harassment

Harassment is a form of discrimination. Harassment is prohibited by human rights legislation. In its most extreme forms, harassment can be an offense under the Criminal Code of Canada.

4.2.1 Harassment is defined as conduct, which is disrespectful, insulting, intimidating, humiliating, offensive or physically harmful. Types of behavior which constitute harassment include, but are not limited to:

1. Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation.
2. Condescending, patronizing, threatening or punishing actions, which undermine self-esteem or diminish performance.
3. Practical jokes that cause awkwardness or embarrassment endanger a person's safety or negatively affect performance.
4. Unwanted or unnecessary physical contact including touching, patting or pinching. e. Any form of hazing.
5. Any form of physical abuse.
6. Any sexual offense.
7. Behaviors such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative, hostile or uncomfortable environment.

4.3 Cyber Bullying

SLMHA is committed to help reduce and prevent the bullying of participants. Written and Cyber Bullying is defined as harmful actions that are communicated via written or electronic media and are intended to embarrass, harm or slander another SLMHA participant.

Some examples for the bullying policy are:

1. Continually criticizing the target's abilities.
2. Blaming the target for mistakes.
3. Repeated insults or put downs of the target.
4. Denying or discontinuing the target's accomplishments.
5. Threats of actual physical violence towards the target.

5.0 Complaint Handling Procedure

5.1 Implementation Trigger

The written reporting of unacceptable behavior by a Director, Member, Spectator, Coach, Player, or Official is the triggering event of the complaint handling procedure. This reporting process will govern the person(s) responsible for investigating the complaint. The methods of enforcement will vary depending on the severity of the event. Complaints will only be addressed if submitted in writing (email) to the proper channel. Refer to #7 SLMHA organizational chart

5.2 Complainant Process and Reporting

5.2.1 The Discipline Committee will be utilized by the Association to receive and investigate complaints. If any person feels they may not be able to deal objectively with the complaint due to personal involvement or other conflict, an alternative should be designated. All submitted incident reports will be reviewed by the President and Vice President of SLMHA to ensure the appropriateness of the response and consistency of enforcement within the Association. If a report is submitted to the Association directly, bypassing the President, then the President must be notified of the incident.

5.2.2 If an incident occurs which meets the definition of unacceptable behavior and in the opinion of a Player, Spectator, Coach or Official, is serious enough to warrant a formal written (email) complaint, then an Incident Report Form (Appendix C) or signed written letter (email) of complaint must be completed.

5.3 Responsible Reporters

5.3.1 On/Off Ice Officials

If, in the opinion of an official (on-ice or off-ice), an individual is verbally or physically harassing or abusing a game participant (Coach, Player or Official), the Official will, at a stoppage of play, identify the offending individual and through discussion with one or both Coaches, request that the offending individual cease this unacceptable behavior. If the behavior continues, the Official will document the offense within the RAMP game sheet app. The complaint is automatically given to the league representative. The league then reviews the incident report and makes any disciplinary actions and forwards the outcome to the president. The president can then trigger the complaint handling process if deemed necessary.

5.3.2 Directors, Members, Spectators, Players

If in the opinion of a Director, Member, Spectator or Player an individual is verbally or physically harassing or abusing a game participant (Coach, Player, Official or Spectator), an incident report form is to be completed and forwarded to the President and Vice President. This will trigger the complaint handling procedure. In the event that the individual is a member of a visiting Association, the complaint will also be forwarded to the appropriate Association.

5.4 Complaint Handling Process

All complaints are to be given to the Chairs of the Discipline Committee (President) ~~or~~ and the Vice President. The Chairs will determine the validity of the complaint and assemble the Discipline Committee as necessary. Executive Members, or their immediate families, filing a complaint or with a complaint filed

against them, will be asked to excuse themselves from the disciplinary process. Any board member with a conflict of interest is to remove themselves from the committee. When possible, within 72 hours the Discipline Committee will meet and discuss the validity of the complaint and how to investigate further. A written response to all reports may not always be possible, as our volunteers may not have the resources to do so. We do however hope to be able to contact complainants at some point during the process. Resolution typically will be determined within 10 days of receiving a complaint.

All complaints will be compiled with documentation of action taken. The Discipline Committee will review the above documentation on a necessity basis.

5.4.1A Enforcement

Refer to discipline handling process

5.4.1B Disciplinary Committee Guidelines

The first order of business for the Disciplinary Committee is to confirm the complaint is valid. The next step is to classify the infraction based on the following examples:

The final step of the committee is to assign discipline. Discipline is outlined below but not limited to:

Association Discipline Policy

Discipline Level	Description	Examples of Infractions	Examples of Possible Conseq
Mild Infractions	Behaviour that violates team or association expectations but does not pose safety risks. Often first-time or low-impact behaviour.	• Unsportsmanlike behaviour • Disrespect toward teammates or coaches • Minor verbal disagreements with officials • Not following team rules • Throwing equipment in frustration	• Verbal warning • Written warning • Required apology • Discussion with coach or director
Moderate Infractions	Behaviour that is repeated, disruptive, or more serious in nature. May impact the team environment or safety.	• Repeated unsportsmanlike conduct • Bullying or intimidation • Verbal abuse toward players, coaches, or officials • Repeated team rule violations • Inappropriate language or behaviour at the rink • Spectator misconduct	• 1–4 game suspension • Temporary suspension from team activities • Mandatory meeting with discipline committee • Behaviour agreement or probation
Severe Infractions	Serious violations that impact safety, ethics, or integrity of the game. Often involve misconduct that violates Hockey Alberta or Hockey Canada regulations.	• Physical assault • Attempt to injure another player • Abuse of officials • Discriminatory or racist language • Harassment or threats • Alcohol or drug use during team activities • Hazing or bullying causing harm	• Multi-game suspension • Indefinite suspension • Discipline hearing • Removal from team • Expulsion from association • Possible referral to Hockey Alberta

***In unique circumstances HA may be consulted for disciplinary guidance.

*** *** At the discretion of the Discipline Committee, the length of the suspension can be increased or decreased depending on the severity of the incident.***

Bullying and/or Cyber Bullying within SLMHA will be dealt with as per the following:

1. Information will be gathered from sources pertaining to the incident and reviewed by the Discipline Committee
2. Professional assistance may be called upon as required.
3. First offense under this policy is typically a two-week, date to date suspension from all activities including practices. The offender will receive this suspension in writing. At the discretion of the Discipline Committee, the length of the suspension can be increased or decreased depending on the severity of the incident
4. The second offense can be up to an indefinite suspension. The player will remain under suspension while the case is investigated and dealt with by SLMHA.

5.4.1.C Executive Members – Disciplinary Guidelines

Discipline Level	**Description / Criteria**	**Assignment of Discipline**
Mild	· Failure of an Executive Member to fulfill their job description · First occurrence of the infraction · Action or inaction has not caused detrimental effects to SLMHA · Member accepts responsibility and corrects the problem	· Written warning (to remain on file for the rest of the term)

Moderate	· Failure of an Executive Member to fulfill their job description · Infraction is related to previous issues within the same term · Action or inaction has caused some detrimental effect to SLMHA · Member does not accept responsibility or fails to correct the problem	· Placed on probation for a period of 1–3 months · Voting privileges revoked (must still attend meetings and perform duties) · Suspended from all SLMHA activities for 1–4 weeks
Severe	· Actions that cause detrimental effect to SLMHA · Abuse of power or decisions made without following By-Laws · Breach of confidentiality · Publicly defaming SLMHA or its decisions	· Suspended from all SLMHA activities for up to 3 months · Honorarium revoked · Membership on the Board or Association revoked · Revocation must be made by Special Resolution

*** *** At the discretion of the Discipline Committee, the length of the suspension can be increased or decreased depending on the severity of the incident.***

6. Appeal Process

Appeals will be given to the Vice President or his/her alternate. The Vice-President will then assign a minimum of 4 other Executive members (who are not already members of the Discipline Committee) to a Special Committee to evaluate the validity of the appeal. If found to be valid, this same committee will be provided with all relevant written information related to the discipline or actions undertaken as a result of an outcome of an investigation.

Appeals should be heard as soon as it is practical. The appeal must contain a clear and concise summary

of the grounds for appeal. Notice of the appeal must be submitted to the Vice President within five (5) days from the date of notification of discipline. If the appeal is denied, further appeals can be made to Hockey Alberta under the normal appeals process.

6.2 Appendix A: Pledge Forms and / or Code of Conducts

Slave Lake Minor Hockey Association Code of Conduct for Executive

It is the intention of this pledge to promote proper behavior and respect for all Members within the Slave Lake Minor Hockey Association. All Members must sign this pledge before the beginning of their Term.

All Executive members shall:

1. Be familiar with their job descriptions and SLMHA By-Laws. Executive members will be accountable to fulfill responsibilities of both.
2. Maintain a reasonable degree of supervision over general membership/subordinates to ensure SLMHA By-Laws, job descriptions, and Fair Play Codes are followed.
3. Follow Robert's Rule of Order at Executive meetings.
4. Support and uphold Executive decisions in public.
5. Uphold the standards and reputation of SLMHA and Hockey Alberta and assist in the advancement of their goals.
6. Strive to improve and promote SLMHA at all times.
7. Submit a criminal record check at the beginning of each hockey season, or sign a “declaration of status” form at the beginning of each hockey season.
8. Have taken either “Respect In Sport”.
9. Consider the welfare and interests of the association first, making decisions based on the best interests of the association and not for the benefit of themselves or their immediate family.
10. Make every effort to participate in regular board meetings and actively participate in association hosted functions, events or fundraisers.
11. Keep all matters discussed in board meetings private unless the board is prepared to speak publicly on the matter to the entire membership.
12. It is required by every board member to sit on at least one committee per term.

I recognize that failure to comply with the above Code of Conduct, can/will lead to disciplinary action.

Signed_____

Date_____

Oath of Confidentiality

I,_____ _____,_do promise that I will not disclose, to any person or entity outside the Executive Board of Slave Lake Minor Hockey, any information received in the course of my service with SLMHA Board of Directors, except as authorized by the Executive Board or in accordance to its rules.

Signed: _____ Date: _____

Slave Lake Minor Hockey Association Code of Conduct for Coaches

It is the intention of this pledge to promote proper behavior and respect for all participants within the Slave Lake Minor Hockey Association. All participants must sign this pledge before being allowed to participate in hockey and must continue to observe the principles of Fair Play.

Coach's Fair Play Pledge

1. I will be reasonable when scheduling games and practices, remembering that young athletes have other interests and obligations.
2. I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.
3. I will remember that children learn by example. I will applaud good plays and performances by both my team and their opponents. I will act appropriately towards officials during games.
4. I will ensure all athletes receive equal instruction, discipline, support and appropriate fair playing time.
5. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
6. I will make sure that equipment and facilities are safe and match the athlete's ages and abilities.
7. I will remember that athletes need a coach they can respect. I will be generous with praise and set a good example.
8. I will obtain proper training and continue to upgrade my coaching skills.

I agree to abide by the principles of this CODE as set and supported by this Association. I also agree to abide by the Rules and Regulations and decisions as set for this Association.

Team _____ Date_____

Print Name _____ Signature _____

SLAVE LAKE MINOR HOCKEY ASSOCIATION INCIDENT REPORT FORM

This form is to be utilized by anyone in the Slave Lake Minor Hockey Association to report an incident of unacceptable behavior. An individual is considered to be displaying unacceptable behavior if they are verbally or physically harassing and/or abusing a game participant (player, coach, spectator or official).

DATE & TIME OF INCIDENT: _____
NAME OF OFFENDING INDIVIDUAL: _____
ASSOCIATED WITH (TEAM NAME): _____
NAME(S) OF ADDITIONAL WITNESSES: _____

Please provide a clear description of the unacceptable behavior witnessed. Please print or type the report. Reports that are not legible or signed will not be reviewed.

You can expect the Disciplinary Committee to investigate your report. Unfortunately, a written response to all reports is not always possible as our volunteers do not have the resources to do so. We do however hope to be able to contact complainants at some point during or after the investigation. Resolution typically takes 10 days from receipt.

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(If additional space is required, please use reverse side or attach separately.)

Name:	
Address:	Phone:
Signature:	Date:

Slave Lake Minor Hockey Association
Code of Conduct for Officials

It is the intention of this pledge to promote proper behavior and respect for all participants within the Slave Lake Minor Hockey Association. All participants must sign this pledge before being allowed to participate in hockey and must continue to observe the principles of Fair Play.

Official's Fair Play Pledge

1. I will make sure that every player has a reasonable opportunity to perform within the rules.
2. I will attempt to remedy any situation that threatens the safety of the players.
3. I will maintain a healthy atmosphere and environment for competition.
4. I will not permit the intimidation of any player either by word or action. I will not tolerate unacceptable conduct towards myself, other officials, players, coaches or spectators.
5. I will be consistent and objective in calling all infractions, regardless of my personal feelings towards a team or individual player.
6. I will handle all conflicts firmly but with dignity.
7. I will accept my role as teacher and role model for fair play, especially with young participants.
8. I will remain open to constructive criticism and show respect and consideration for different points of view.
9. I will obtain proper training to upgrade my officiating skills.
10. I will work in cooperation with coaches for the benefit of the game.

I agree to abide by the principles of this CODE as set and supported by this Association. I also agree to abide by the Rules and Regulations and decisions as set for this Association.

Name_____

Signature _____

Date_____

REGISTRATION INFORMATION

2026-2027

Division Name	Birth Year	Early Fee June 1 - August 15	Late Fee August 16 - September 15
U7	20/21	$625.00	$625.00
U9	18/19	$650.00	$800.00
U11	16/17	$775.00	$975.00
U13	14/15	$825.00	$1025.00
U15	12/13	$850.00	$1050.00
U18	09/10/11	$850.00	$1050.00
U15-U18 Female	09/10/11/12/13	$850.00	$1050.00

1. Late fees apply only to RETURNING SLMHA players (players that played with SLMHA last season). All new SLMHA players pay the regular fees.
2. The Board of Directors reserves the right to manage team numbers and tiering placement based on registration numbers received . The date and time will be recorded on your form when received by the Administrator. You may be placed on a waiting list when numbers are at their maximum for a team until there is enough registered for the next team.
3. Fees are based on age as of December 31st of the current year.
4. Families with **3 or more** registered players pay $1875 maximum per family,if paid in full by August 15th
5. No fundraising fees required although fundraising is mandatory at all levels. Any parents that do not participate in required fundraising or volunteering may be subjected to additional fees. Any fees must be cleared by the next season or registration will not be accepted.
6. Information concerning refunds can be found in the SLMHA Rules and Regulations.
7. NSF are subject to a **50$ service charge**. Fees must then be paid in cash.
8. Any new player to Slave Lake Minor Hockey must include a photocopy of their **birth certificate,** and **Alberta health care card attached to their registration form.**
9. No member will be allowed on the ice until all fees are paid in full.
10. Any player moving to Slave Lake or players registering in the U7 may register any time up until January 10th of each season, if team numbers permit and is deemed beneficial by the Association.
11. All teams from U9 to U18 are league teams that require travel and are competitive.
12. First time player discount: 25% off registration regular fee if your child has never played in organized hockey.
13. At least one parent **must** complete the Respect in Sport Parent online course before the player can be registered. Course renewals must be completed before players can be registered.
14. E-transfer is available. Payments can be sent to slmha.treas@gmail.com.

15. It is a requirement for all parents to participate in volunteer positions (timeclock,tournaments etc) for their team

Slave Lake Minor Hockey Association - Declaration Form

Box 941
Slave Lake, AB
T0G 2A3

Name:_____

Address:_____

Phone:_____

Position:_____

I, _____, declare **no change** in status on my Criminal Record Check, Child Intervention Check or Vulnerable Sector Check since my last Criminal Record Check with Slave Lake Minor Hockey Association.

_____ _____

Signature Date

Slave Lake Minor Hockey Association Anti-Bullying Policy

Players Name: _____

Division: _____

Date: _____

Parent Name: _____

Parent Name: _____

***Note: In the case of split families, all parents/guardians involved in the players' attendance must sign**

Any player, parent or spectator found to be participating in bullying of any kind (including, but not limited to cyber bullying, emails, Facebook chatter, texting or tweeting) will be dealt with immediately and will face disciplinary action:

First Offense: Up to -2-week suspension *
Second Offense: Up to Indefinite suspension *

This document is to be signed by every player and their parents/guardians. Failure to sign and return this form will result in incomplete registration of the player (no on-ice access) until such time the form is completed and returned.

I hereby consent to all the above:

Parent/Guardian : _____

Parent/Guardian : _____

Player: _____

*** At the discretion of the Discipline Committee, the length of the suspension can be increased or decreased depending on the severity of the incident.***

Freedom of Information and Protection of Privacy Notice and Consent:

1. The player information is collected and maintained to properly coordinate and operate the Slave Lake Minor Hockey program and is also provided to Hockey Alberta and any other league the team plays in, for registration and insurance purposes.
2. Player's names, photos and comments may be used in Team or League newsletters, emails, annual reports or any other Hockey League or Hockey Alberta websites, radio, newspapers and any other hockey publications.
3. Individual and Team photos may be taken and displayed in the local newspapers, in the Multi Rec Centre, on our website or Hockey Alberta's website and on the SLMHA social media platforms.
4. Player's names and parents/guardians telephone numbers, e-mail addresses and other information may be used for the purpose of Team/Association communication and transportation services.
5. Player's names may be included on lists for the purposes of team placement and for tracking player statistics by Slave Lake Minor Hockey, any other Hockey League and Hockey Alberta and such statistics may be displayed on their web sites.

I hereby consent to all the above:

Parent/Guardian : _____

Parent/Guardian : _____

Player: _____

Players Code of Conduct

It is the intention of this pledge to promote proper behavior and respect for all participants within the Slave Lake Minor Hockey Association. All participants must sign this pledge before being allowed to participate in hockey and must continue to observe the principles of Fair Play.

Player's Fair Play Pledge

1. I will play hockey because I want to, not because others or Coaches want me to.
2. I will play by the rules and in the spirit of the game.
3. I will control my temper – fighting or "mouthing-off" can spoil the activity of everyone.
4. I will respect my opponents and team.
5. I will do my best to be a true team player.
6. I will remember that winning isn't everything – that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good plays and performances – those of my team and my opponents.
8. I will remember that Coaches and Officials are there to help me. I will accept their decisions and show them respect.

I agree to abide by the principles of this CODE as set and supported by this Association. I also agree to abide by the Rules and Regulations and decisions as set for this Association.

Parent/Guardian : _____

Parent/Guardian : _____

Player: _____

Code of Conduct for Parents

It is the intention of this pledge to promote proper behavior and respect for all participants within the Slave Lake Minor Hockey Association. All parents/guardians must sign this pledge before their player will be allowed to participate in SLMHA activities and must continue to observe the principles of Fair Play throughout the entire season.

Parent's Fair Play Pledge

1. I will not force my child to participate in hockey.
2. I will remember that my child plays hockey for his/her enjoyment, not mine.
3. I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
4. I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game.
5. I will attempt to make my child feel like a winner every time by offering praise for competing fairly and hard.
6. I will never ridicule or yell at my child for making a mistake or losing a game.
7. I will remember that children learn by example. I will applaud good plays and performances by both my child's team and their opponents.
8. I will never question the official's judgment or honesty in public. I will follow appropriate rules and regulations if I need to question a call, like following SLMHA 24 hour rule. I recognize officials are being developed in the same manner as players.
9. I will not interfere with the coach's decisions during practices or in game situations.
10. I will support all efforts to remove verbal and physical abuse from children's hockey games.
11. I will respect and show appreciation for the volunteers who give their time to hockey for my child.
12. Any parents that do not participate in required fundraising or volunteering may be subjected to additional fees. Any fees must be cleared by the next season or registration will not be accepted.

I agree to abide by the principles of this CODE as set and supported by this Association. I also agree to abide by the rules, regulations and decisions as set for this Association.

Parent/Guardian : _____

Parent/Guardian : _____

Player: _____