

**ROCKYFORD MINOR HOCKEY/RINGETTE  
ASSOCIATION BY-LAWS  
Revised 2009**

**I. NAME**

The name of the association will be “Rockyford Minor Hockey/Ringette Association”. Referred to as RMHRA in this document

**II. DEFINITION**

1. “Association” shall mean the Rockyford Minor Hockey/Ringette Association.
2. “Executive” shall mean the elected officers, consisting of the President, vice-Presidents, Past President, Secretary, and Treasurer.
3. “Board” shall mean the officers and directors of the association consisting of two(2) voting members of each team, Ice Scheduler, Hockey Registrar, Ringette Registrar, Directors of officiating (hockey and ringette), Ag society member
3. “Parent” shall mean natural parent or guardian of the child.

**III. MISSION**

1. The mission of the Association shall be to encourage participation of our youth in organized recreational sports.
2. To sponsor meeting and short courses on hockey and Ringette as well as other related activities.
3. To improve the quality of life in our community by sponsoring and supporting recreational sporting events.
4. To be aware of the changing needs of the people in our community and to adjust our programs to accommodate change and encourage other community recourses to do the same.

**IV. MEMBERSHIP**

Any person may become a member who is interested in the mission of the association. Individuals will be considered members of RMHRA if they meet the following conditions.

1. Registration fees must be paid in full.
2. The member must be good standing with RMHRA
3. Have been appointed to fill a role designated by the executive i.e. committees.
4. Are a coach, assistant coaches or manager of teams playing in RMHRA. Voting privileges are extended to all members over the age of 18 on the basis of one vote per registered player at general meetings.

**V. MEMBERSHIP TERMINATION**

1. Any member may withdraw their membership upon written notice to RMHRA Board secretary.
2. If a member is in arrears with fees and has not attempted to arrange payment
3. Any member may upon a two thirds vote of a quorum at a board meeting may be suspended or expelled from RMHRA for any cause which the association may deem reasonable. No member may be expelled without having been notified of

the complaint against him or her, and without first having been given an opportunity to be heard by the members at the aforesaid meeting.

4. Any and all refunds of funds due to membership withdrawal will be done solely at the discretion of the Executive and will be on a case by case basis.

5. Any member expelled from the association shall the right to appeal to a special general meeting within 14 days after suspension or expulsion.

#### V. MEMBERSHIP FEE

1. The membership fee in the association shall be the registration fee as set by the Executive and Board of Directors or as determined at the Annual General Meeting (AGM).
2. Registration Fees shall be due on or before the 30<sup>th</sup> of November, and shall be valid until the end of the season.
3. Players who have not paid their dues by Nov 30<sup>th</sup> will be not allowed on the ice.

#### VI. BOARD OF DIRECTORS

The board of directors shall consist of the following positions to be elected at the AGM Meeting each year:

- A) Past President or member at large
- B) President elected only if there is a vacancy not filled by the vice-president.
- C) Hockey Vice President
- D) Ringette Vice President
- E) Secretary
- F) Treasurer
- G) Two (2) voting representatives from each team in the association
- H) Ice Scheduler
- I) Hockey Registrar
- J) Ringette Registrar
- K) Directory of Officiating
  - a) Hockey
  - b) Ringette
- L) Special events Coordinator
- M) AG society representative

#### VII. TERM OF OFFICE

1. Vice presidents will serve for 2 years one a vice and the one as president. Therefore they will be elected in alternate years
2. The remaining board of Directors will be elected for a one year term.
3. Additional board members may be elected at the AGM to complete an expired term or vacancy on the Board
4. If the president is the former hockey vice president the ringette vice president would function in all ringette matters as president or via versa.

## VIII. MEETINGS OF THE ASSOCIATION

1. The Registration/ Organization Meeting of the association shall be on or before the 15<sup>th</sup> of September (or as close as possible), at such a time and place as determined by the Board. This is a general meeting; any interest of parties may attend. All parties interested in coaching are to have their application in by this date.
2. There will be a mandatory coaches meeting after coaches have been selected.
3. The Annual General Meeting (AGM) of the Association shall be held on or before the April, at such a time and place as determined by the Board . Whereby all teams are to hand in a team inventory list and equipment. Notice of this meeting shall be publicly posted two weeks prior to the meeting. This is also a general meeting and any interested parties may attend.
4. The President may call an Executive Meeting at any time warranted. These meetings shall be attended by the executive members and any other invited members. Executive meetings shall be informational discussion sessions. No voting issues will be presented at these meetings.
5. Meeting of the board will be held as often as required and shall be called by the president at a minimum of every three months. Any member of the association are welcome to attend general meetings to discuss any and all issues.
6. The Order of Business for the afore mentioned meeting shall be as follows:
  - a) Reading of the minutes of the previous meeting
  - b) Financial Report
  - c) Reports of the Officers (i.e.: team reports, tournament updates, Provincial tournament plans, etc.)
  - d) Old Business
  - e) New Business
  - f) Addresses and Discussions
  - g) Election of Officers (Registration/Organizational meeting)
  - h) Adjournment
5. The Executive shall present to the afore mentioned meetings:
  - a) A report of their proceeding for the current financial year with such remarks and suggestions upon the state of amateur sports in the district as they see fit to offer.
  - b) A report of each activity carried out by the Association during the previous financial year giving a brief description of the activity, as well as to report plans for the current year.
6. Special general meeting must be called by the Board to receive authorization from voting members before extraordinary expenditures (i.e.: purchases over \$1000.00) or to form a special sub-committee as determined by the Board (i.e.: Provincial Tournament Committees.)
7. Each Team may spend \$100.00 per season without Board approval. The voting Board must approve all expenses over and above.

8. . If a decision needs for extra expenses needs to be made the president will contact the executive members for approval.
9. Minutes will be taken of all meetings and be available to the general members upon request.

#### IX. QUORUM

1. A quorum of a meeting of the Association shall consist of three executive officers and 60% of the Board

#### X. COMMITTEES

Occasionally special committees may be formed to fulfill a special role

1. Committees will be authorized by the Board
2. Each committee will be organized by a director and he/she will be a member of the committee.
3. With the exception of one director the balance of the committee may be recruited from the general membership.
4. The committee will receive from the Board of Directors a detailed outline of what they are expected to do, time limits for completing the task, directions for when and how they are to report to the Board, and directions as to a budget.
5. The committee will set up the necessary organization to carry out the task as identified by the Board and to report back to the Board.

#### XI. DUTIES OF THE PRESIDENT

1. Preside at all meetings of the Association
2. Attend or send a representative to all meetings of CAHL, ZONE 2 or SARL and the Hockey AB or Ringette AB AGMs
3. Provide leadership to the Association that will result in the achievement of the mission of the Association.
4. Exercise general supervision and direction over the business of the Association.
5. Delegate tasks and responsibilities to other members so they may take an active part in the affairs of the Association
6. Provide orientation to new board members immediately after the election.
7. Initiate appropriate workshops or other in-service training for the Board and the total membership that will improve the functioning of the Association.
8. Represent the Association in the community and with other community organizations.
9. Shall not vote except in the case of tie.

#### XII. DUTIES OF THE VICE PRESIDENTS

1. Act in the absence of the President
2. Perform such duties as may be directed by the President
3. Perform such duties as may be required by Ringette AB or Hockey AB (attendance at zone meetings)
4. Act as directors of coaching and player development.
5. Keep a record of all coaching staff qualifications
6. Organize coaching clinics or assist coaches in finding and attending clinics.

7. .

### XIII. DUTIES OF THE SECRETARY

1. Keep minutes of all meetings of the Executive, Directors, and general membership of the Association
2. Post notices of all meetings as required by the by-laws
3. Receive and respond to all correspondence as directed by the Board
4. Circulate information of interest to the general public
5. Prepare the necessary documentation required for application for the general operation of the Association.
6. Maintain such records as are required by the Association
7. Perform such other duties as may be required by the Board

### XIV. DUTIES OF THE TREASURER

1. Present the records for audit and present the audited statement at the AGM.
2. Receive and deposit all funds of the Association in the bank designated by the Board
3. Be available at the AGM and at the registration meeting to receive membership fees for the ensuing year.
4. Prepare the necessary documentation required for application for the general operation of the Association
5. Perform such other duties as may be directed by the Board.

### XV. DUTIES OF REGISTRARS

1. Be charge of registration of all players and teams by the dates as determined by Hockey Alberta and Ringette Alberta
2. Keep a record of all members and their addresses.

### XVI. DIRECTORS OF OFFICIATING

1. Be in charge of Referee development.
2. Schedule referees for home games and tournaments
3. Serve a liaison when referee issues occur.

### XVII. ASSOCIATION FUNDS

1. The funds of the Association, however derived, shall not be expended for any objects inconsistent with those of the Association.
2. The funds shall be deposited to the credit of the Association in a chartered bank or other similar institution as directed by the board
3. There will be a minimum of \$5000.00 to be kept as cash on the hand for the Association. This amount is to be reviewed each year.
4. Cheques of the Association shall be signed by the President or a Vice President and the Treasurer.
5. The association shall provide funds for travel, meals and accommodations for two members to attend the Ringette or Hockey Alberta AGM

#### XVIII. BY-LAWS

1. At the AGM or at a special meeting called for that purpose, the members of the Association may make, alter and repeal by-laws for the general management of the Association.
2. A copy of the by-laws will be distributed to the membership
3. Subject to the by-laws of the Association, the Board of Directors may act for and on behalf of the Association and all funds of the Association shall be received and expended under their direction

#### IXX. AUDIT

1. The Board shall appoint an auditor for the Association who shall hold office from year to year and may be replaced by the resolution of the Board or members at the AGM.
2. No member of the Board of Directors shall be appointed auditor during his/her term of office as a Board member.
3. The accounts of the Association shall be audited annually in advance of the AGM by the auditor and the audited statement of the financial affairs of the Association shall be presented to the membership at the AGM

#### XX. ALL OTHER MATTERS

1. In the event that these by-laws do not adequately cover any situation or item of concern, the executive will call a special meeting to address concerns, the results of which shall be the supreme authority whereby the action and activities of the Association are managed and controlled.

## RULES AND OPERATING PROCEDURES

### Section 1- COMMUNICATION PROCESS

1. 24 respect rule. All parents, players and team staff with a grievance or concern must wait a full 24 hours prior to contacting the parties they are concerned with, or RMHR executive.
2. Issues shall be addressed in the following manner: talk to the manager or coach, if no resolution to coaching coordinator (vice president), if no resolution to president, then RMHR discipline committee.
3. Any person who disagrees with the coaching coordinator or president's decision may, in writing file an appeal to the RMHR discipline committee. Within 7 days of the incident. They shall put forward \$100 with their request which will be returned if the discipline committee rules in favor of the complainant.
4. The disciplinary committee will rule on any written protest. Their decision will be final.
5. The executive will exclude any people from the discipline committee who may have a conflict of interest.

### Section 2- DISCIPLINE AND APPEAL REVIEW COMMITTEE (suggested)

The committee will consist of a minimum of 5 members

1. The past president or a designate (acts as chairperson votes only in a tie)
2. President or vice-president specific to the sport in question
3. Director of officiating of sport in question
4. One other executive member
5. Member at large to be determined at the start of the season.
6. If any of the above have a conflict of interest they will be replaced by the president and another board member appointed.

### Section 3 – CODE OF CONDUCT

The RMHRA supports the concept of **Zero Tolerance**. This section describes what is expected of all Members and Players.

1. The RMHRA Directors expects committee members, team officers, and program participants to exhibit qualities of good sportsmanship and decorum consistent with the levels of propriety towards committee members, game officials, opponents, and spectators.
2. Membership and participation in the activities of the RMHRA are privileges, not rights. All members and Players shall abide by the Bylaws and Policies of the RMHRA and any similar documents set forth by Hockey Alberta and Ringette Alberta and the governing Zones. All members and Players shall respect all other Members, Players, Parents, Officials, Fans, Team Personnel, and Volunteers of

the RMHRA or any entity that the Association represents or is represented by. Any inappropriate conduct, threats, harassment, or abuse (including the use of profanity) directed at such individuals or groups **will not be tolerated**.

4. All Members, Players, and fans of the RMHRA shall respect the game of Ringette/ Hockey and shall behave in such a manner so as to not make a travesty of the game.

5. In the instance when a male is required to be in a dressing room or for female hockey or ringette teams they shall be accompanied by an adult female or a certified female team staff of that team who is over the age of 18.

6. It is recommended that all coaches have a second adult in the dressing room at all times.

7. The RMHRA will not tolerate obscene, abusive, or obnoxious behavior by Team, Personnel, Players, Parents, or Fans.

8. Parents and fans are not permitted in the dressing rooms except, as expressly permitted by the coaching staff of the team.

9. As such, standards of behavior consistent with RMHRA Code of Conduct, Hockey Canada, Hockey Alberta, Ringette Alberta, Ringette Canada, and league policies shall be maintained throughout the season, within a climate of mutual respect. It is recognized, however, that from time to time, sanctions may be necessary for behavior, which transgresses acceptable standards. Such sanctions maybe applied to any player, team official, parent, or committee member and will take the form of:

1. A verbal reprimand
2. A written reprimand
3. A suspension
4. An expulsion
5. A combination of the above

The RMHRA, through its elected or appointed officials, have the authority to discipline any player, team official, parent, or committee member. It is recommended that the on ice official be supported in disciplining unruly fans or team staff.

The President shall ensure that each disciplinary incident is:

1. Treated fairly and that consistency is maintained across divisions/categories.
2. The right of appeal is extended.
3. **Handled in such a way that the integrity and stature of all persons**

**is respected.**

STANDARD SUSPENSIONS:

Where the Hockey Alberta, Ringette Alberta or league policies dictate a suspension of team staff or players for a rule transgression and game officials determine, by write up, that such a transgression took place, the suspension will be implemented by the Director of Coaching in consultation with the League/Director as a matter of routine.

NON-STANDARD SUSPENSIONS:

When incidents occur that contravene RMHRA bylaws or policies and are not covered by Hockey AB or Ringette Alberta Policy, game officials, coaches, and team officials may report the incident to the RMHRA Grievance Committee for their dispensation. Incidents should be reported in writing as soon as possible.

#### **Section 4- COACH SELECTION**

Individuals interested in coaching shall, prior to the registration meeting in the fall fill out a coaching application form and return it to a member of the executive or mailed in. All head coaches will be chosen by the coaching selection committee.

The coaching selection committee will be made up of 5 persons

1. President
2. Vice-president of sport in question.
3. Registrar of sport in question
4. Member at large appointed by the Executive who has involvement with the sport in question.
5. One other board member determined at the beginning of the year.
6. If any of the above have a conflict of interest they will be replaced by the president and another board member appointed.

The committee will chose the head coach and that person will chose their assistant from the applicants. All coaches will agree to abide the coaches code of conduct at all times.

#### **COACHING CRITERIA**

The following shall be the criteria applied to individuals when determining the coaches for the teams registered within the association. Final decisions about coaching will be up to the RMHRA executive.

1. Level of certification
2. Years of experience sport specific 1<sup>st</sup> other sports second
3. Cannot coach or be a staff member of more than one team
4. Positive role model in the community.
5. Formal complaints or infractions of coaching code of conduct
6. Parent and player evaluations
7. Played the game
8. Specific sport requirements

## Section 5- TEAM FORMATION AND RESPONSIBILITIES

1. Players must play on the appropriate team if there is a team for them.
2. Underage affiliated players must make their appropriate team a priority.
3. If a team has too many players preference is given first to players who have been members of the association by seniority.
4. Overage will be dealt with separately by Ringette Alberta and Hockey Alberta
5. All combinations of teams within the association must be approved by the board.
6. Any combining of teams outside the association must meet board approval prior to combining.
7. The preferred age to start at Bunny or Tyke is 5 years old. Younger aged players will be considered on a case to case basis.
8. All players within our draw zone are eligible to play on an age appropriate team.
9. Teams will not be capped until they have reached the Hockey Alberta or Ringette Alberta team maximums.
10. Players will not be released unless trying out for a position on a AA or AAA team. Players who want to be released to play on a lower level will be looked at on a case to case basis.
11. All teams will be given funding to attend one away tournament per season providing the team hosts a home tournament. Teams will pay for any other tournaments attended. Provincials will be paid for by the association. The amount paid will be equal between Hockey and Ringette up to \$600.00
12. Each team may spend \$100.00 of association funds without approval.
13. Each team is allotted up to \$12 per player for home tournaments
14. Teams may purchase 50/50 tickets and run draws at home games. Proceed will be kept by the team to be spent appropriately.
15. 50/50 tickets will be provided for home tournaments.  
All proceeds from home tournaments: raffle, fees, and 50/50's are to be turned in to the association treasurer.

## TEAM MANAGER RESPONSIBILITIES

1. Act as parent liaison
2. Collect all dues
3. Keep an accurate accounting of all funds collected and spent by the team. This will be checked by another team staff and signed off. Any discrepancies will also be signed off by a second team staff.
4. Work with coaches to organize exhibition games and reschedule cancelled league games.
5. Contact referee assignor for refs for games.

## **CONDUCT OF MEMBERS**

1. The RMHRA expects committee members, team officers, and program participants to exhibit qualities of good sportsmanship and decorum consistent with levels of propriety towards committee members, game officials, opponents and spectators
2. Standards of behavior shall be maintained throughout the season that is consistent with RMHRA Code of Conduct, Ringette Alberta, and Hockey Alberta league policies.
3. It is expected that any issues between parent, coaches, and referees should first try to be resolved between the involved parties. If the issue is not resolved at that level the parties may forward the concern to the executive who will act as a committee to resolve the issues.
4. From time to time, sanctions may be necessary for behavior, which transgresses acceptable standards. Such actions may be applied to any player, team official, parent, or committee member and will take the form of a disciplinary committee consisting of the executive.

## COACHES CODE OF CONDUCT

1. Winning is a consideration, but not the only one.
2. Play within the principles of fair play.
3. Be reasonable in your demands on a player's time, energy, enthusiasm and performance.
4. Be a positive role model to your players.
5. Keep open lines of communication with your player's parents; inform everyone associated with your team (coaches, players and parents/guardians) of their rights and responsibilities; make known your intentions about playing time right from the outset.
6. Familiarize yourself with players so that you might place them into situations where they have a maximum opportunity to achieve success; provide all players the opportunity to improve their skills, gain confidence and develop self-esteem.
7. Encourage your players to be team players
8. Be concerned with the overall development of your players.
9. Never yell or ridicule a child or team for making mistakes or losing a game.
10. Be a positive role model; applaud a good effort in both victory and defeat, and enforce the positive points of the game

Coaches signature \_\_\_\_\_

## **PARENTS CODE OF CONDUCT**

1. Support your Childs desire to play competitive Ringette and Hockey by offering encouragement and by taking a sincere interest in them and their team.
2. Allow your child to establish his/her own goals to play the game for itself. Your child is playing Ringette/hockey not you. Positive reinforcement is the best way to help your child achieve their goals.
3. Encourage your child to always play by the rules (both sport and team)
4. Display a positive attitude towards the game and all participants (players, opponents, coaches and officials). Also by showing respect for other players, coaches and referees
5. Recognize and appreciate the importance of coaches, as they are vital to the development of your child and the sport of Ringette/hockey. Coaches volunteer their time to make your Childs sport experience a positive one. Communicate with them and support them! Never voice criticism or concerns towards coaches, referees or administrators in front of ANY player. If you have a concern, take time to speak with coaches in an appropriate manner including proper time and place. Be sure to follow the designated change. Disrespectful or offensive treatment of any coach is unacceptable under ALL circumstances and violations will be dealt with promptly and decisively.
6. Refrain from coaching from the stands.
7. Please be aware that Rockyford MHRA supports the principals of good sportsmanship towards officials, players, opponents, coaches, and other spectators.

Parent signature \_\_\_\_\_

## PLAYERS CODE OF CONDUCT

1. I will play the sport of ringette or hockey because I want to, not just because my parents or others want me to.
2. I will play by the rules of the sport and in the spirit of the game.
3. I will control my temper- “fighting or mouthing off” can spoil the activity for everyone.
4. I will respect my opponents and fellow players.
5. I will do my best to be a true team player.
6. I will remember that winning is not 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 respect.
9. At no time will I swear at another player or call them names.

Player Signature \_\_\_\_\_