



ST. ALBERT MINOR HOCKEY ASSOCIATION

ST. ALBERT MINOR HOCKEY ASSOCIATION POLICY & PROCESS

These Policies outline the regulations under which St. Albert Minor Hockey Association (SAMHA) conducts hockey operations. All members of the Association, including players, parents, coaches, and team officials, are bound by the Bylaws, Policies, & Operational Guidelines of SAMHA, Hockey Alberta and Hockey Canada.

VISION

The vision of the St. Albert Minor Hockey Association is to be recognized as a leader within the minor hockey community in Alberta. *Updated March 2022*

MISSION STATEMENT

The mission of the St. Albert Minor Hockey Association is to provide a full range of hockey programs to enhance the abilities of participants at all levels. *Updated July 14, 2022.*

PHILOSOPHY

The philosophy of the St. Albert Minor Hockey Association is to provide a hockey program, which encompasses fun, development, competitiveness, and challenge for all participants. *Updated July 14, 2020*

VALUES

The St. Albert Minor Hockey Association shall value the game of hockey and strive to operate under a set of bylaws, policies, and operational guidelines to provide a fair and equitable hockey program for the development of participants at all levels. SAMHA shall value its volunteers and staff, a committee approach to the operation of the association and open communication to members.



SECTION 1: ST. ALBERT MINOR HOCKEY ASSOCIATION IN GENERAL

1.1 MEMBERSHIP

Membership with Hockey Alberta and Hockey Canada

The Association shall:

- a) Recognize that Hockey Alberta is the supreme authority concerning amateur hockey in the Province of Alberta, subject only to the right of appeal to Hockey Canada;
- b) Unconditionally abide by the Bylaws, Constitution and Regulations of Hockey Alberta and Hockey Canada;
- c) Conform and comply with the objectives of Hockey Alberta and satisfy the requirements of Hockey Alberta as required.

Governing Hockey Rules

The Association shall adopt the Official Hockey Rules of Hockey Canada as adopted and amended from time to time by Hockey Canada. The Association shall have the power to institute additional rules to apply to members of the Association so long as these rules are not less restrictive than the rules of Hockey Alberta and Hockey Canada and these rules would not contravene existing Hockey Alberta, Hockey Canada, or governing league rules.

Association Membership

- Bylaw 2.02 Membership

Removal and Suspension of Members

- Bylaw 2.05 Removal



1.2 BOARD OF DIRECTORS (“Board”) Bylaw 3.01

A) Composition of the Board of Directors:

- i) The voting Officers of the St. Albert Minor Hockey Association consist of the President, Vice President of Administration (ADMIN VP), Vice President Hockey Operations (HOC VP), VP Raiders Hockey Club, Secretary, Treasurer. These members form the Executive Committee of the Board.
- ii) The Voting Directors of the St. Albert Minor Hockey Association consist of the (10) Directors at Large. Directors will be assigned in a division by the Executive Committee to administer where they will not have any direct or indirect financial interest or make decisions affecting any player they are directly related to.
- iii) To be qualified to be nominated for the position of President, Vice President, Hockey Operations (“HOC VP”) and/or Vice President of Raiders, one must have served a minimum of a two-year term within the last three years as a voting member on the Board of Directors or serve a two year term on the Raiders Committee.

B) The procedure for filling vacancies in the Board of Directors is defined in the SAMHA Bylaws, section 3.04 Filling of Vacancies

C) The names and phone numbers of the persons currently holding Board of Directors positions are posted on the SAMHA website.

D) All Director and Officers of the Board will be required to sign and agree to the terms of the Board Member Agreement prior to assuming their elected position.



1.3 COMMITTEES OF THE BOARD

1.3.1 STANDING COMMITTEES

a. Executive Committee

The Executive Committee shall be chaired by the President, and shall consist of the Vice President of Administration, Vice President of Hockey Operations, Secretary and Treasurer and shall be responsible for the day-to-day management of the affairs, including monitoring of all Committees to ensure all Policies of the Association are being complied with.

The Executive Committee shall:

- i. During the intervals between the Board Meetings, act in relation to any matter of any nature within the power and the authority of the Board, which requires immediate attention before the date of the next Board Meeting. Such action shall not involve any change of policy or the authorization of unbudgeted expenditures, and any action taken shall be submitted to the Board for ratification at the next Board Meeting.
- ii. Review recommendations and proposals prior to such recommendations or proposals being submitted to the Board for Resolution.
- iii. Present a report regarding the activities of the Executive Committee to the Board.
- iv. Recommend policy to the Board regarding management and administrative issues related to the Association.

b. Finance Committee

Chaired by the Treasurer; consists of one individual that has professional accounting experience; the Treasurer, Executive Director, and the VP of Hockey Operations.



The Finance Committee shall:

- i. Assists the Treasurer and Executive Director in the annual budget preparation for submission to the Board of Directors.
- ii. Recommend policies to the Board regarding budgeting and financial planning.
- iii. Meet at minimum quarterly to review financial statements policies and the budget; submit a report quarterly to the Executive Committee

c. Governance Committee

Consists of at least one Officer of the Board, which will be designated chairperson of the committee and include up to three other members as approved by the Board.

The Governance Committee shall:

- i. Oversee any suggestions to changes in governance of the Association
- ii. Provide semi-annual reports to the Board on the Committees activities

d. Disciplinary Committee

Chaired by the Vice President of Administration and include a minimum of five members, three of which must be involved in any situation that comes before the Committee. Members will be constituted by soliciting members of the broader membership and hockey community that have ideally a background in law enforcement, legal representation or are experts in mediation and/or dispute resolution

The Disciplinary Committee shall:

- i. Address matters as directed by the Vice President of Administration.

e. HR Committee

Chaired by the Vice President of Administration and include a minimum of two members, one of which is not a voting member of the Board. Members will be constituted by soliciting members of the broader membership and hockey community that have ideally a background in Human Resources.



1.3.2 AD-HOC COMMITTEES

a. SAMHA Hockey Operations

The Hockey Operations Ad-Hoc Committees Shall:

1. operate hockey programs pursuant to the Policies of the Association.
2. recruit and train volunteers to perform the functions required to support operations
3. recommend policy to the Board regarding hockey operations
4. represent and promote the interests of the Association within the community

b. Raiders Hockey Club Committee

The Raiders Hockey Club Committee Shall:

1. operate hockey programs pursuant to the Policies of the Association.
 2. recruit and train volunteers to perform the functions required to support operations
 3. develop policy and process related to AA and AAA hockey operations
 4. represent and promote the interests of the Association within the community
- Committee Membership

The Chairperson of the respective Committees shall nominate the composition of the respective Committees utilizing both Members and non-Members as they deem appropriate and seek approval of the Board. Committee selections/appointments shall be determined at the start of each season or when needs occur.

Transaction of Business

Decisions made by each committee must be presented to and passed by the Board of Directors. Minutes, or a written summary of matters considered and decisions, of all committee meetings shall be delivered to the Secretary within ten (10) days of each committee meeting.



Decisions made by each committee must be in accordance with SAMHA Bylaws and Policy and must be presented to and passed by the Board of Directors. The committee cannot commit the use of the organization's financial and human resources without prior approval from the Executive Director. In the absence of the Executive Director, approval may be sought from the Executive Committee. Recommendations from the Committee that are brought forward by the Chair of the committee for consideration of the Board of Directors and should be agreed upon by two-thirds of the members of the committee.

1.4 CONDUCT OF BOARD MEETINGS

a. Meetings

The Board of Directors will have a minimum of (6) General Board meetings during the season. General Board meeting dates shall be established at the first meeting of the Board following SAMHA's Annual General Meeting (AGM). The President must give seven days' notice to members of the Board, should the previously agreed upon dates be altered.

b. Agenda

The items of business at any regular meeting ("Board Meeting") of the Board of Directors will be presented in the Board Meeting Agenda.

c. Attendance

Board of Directors' meetings are open to any individual SAMHA member who would like to speak to a specific topic. Members must provide the SAMHA President with ten days' notice if they wish to present.



d. Records

Prior to each General Board meeting, the agenda and committee reports will be made available to Board Members. The minutes from General Board meetings shall include a record of attendees, documents received, motions considered and outcomes. The Board shall make approved minutes available to SAMHA Members upon request and will be posted to the SAMHA website.

e. Voting

Every Officer and Director present shall vote on every matter unless excused by resolution of the Board from voting on a specific motion, or unless disqualified from voting by reason of a conflict of interest as defined in 1.6 Conflict of Interest Policy. Any motion must carry a majority vote to pass once quorum is met. When a tie occurs, the chairperson shall cast the deciding vote. Every motion shall be decided by a show of hands; or written ballots if requested by a member of the Board. A Member may request a count on any vote. No absentee or proxy voting shall be allowed, unless a authorized by 2/3 majority of the Board.

A member may request his or her vote to be recorded in the minutes. An electronic vote may be appropriate when deemed necessary by the Board of Directors.

Members of the Board of Directors shall not vote on any question:

- a) Affecting a private company of which they are shareholders
- b) Affecting a public company in which they hold more than one percent of the number of shares
- c) Effecting a partnership or firm of which they are members
- d) A contract for the sale of goods, merchandise, or services to which they are a party
- e) On any question in which they have direct or indirect financial interest, except questions of general benefit to a class of which they are by statute necessarily members
- f) Any discussion and decision effecting any player whom they are directly related.



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Any member excluded by virtue of the above, shall so declare before discussion of the question, shall not participate in the debate, and shall be deemed absent for that specific question.

f. Motions

Each Board Member shall have the opportunity to propose motions; to move forward the motion must be seconded.

- i. Chairperson shall rule on the validity of any question in terms of order. If a motion is ruled “out-of-order” by the Chairperson, it shall be so recorded in the minutes along with the reasons stated for the ruling.
- ii. On any questions, Board Members shall be respectful; closure shall not take place until every member choosing to speak has had an opportunity to do so.
- iii. No Board Member shall speak more than twice to the same question (only once to a question of order) or no longer than ten (10) minutes at one time. No Board Member shall speak a second time to a question until every member choosing to speak has spoken.
- iv. A proposer has the right to withdraw the motion at any time, in which case it shall not be recorded in the minutes and business shall proceed as if the motion had never been proposed.

g. Amendments

Each member of the Board shall have the right to propose amendments to a question under consideration, providing the amendment enhances the intent of the original motion, and does not attempt to contradict its application.

- i. An amendment, if accepted by the proposer of the original motion, becomes part of the motion and is not recorded separately in the minutes.
- ii. When the proposer of the original motion does not accept an amendment, all debates shall be confined to the merits of the amendment.



h. Decorum

- i. The nature or consequences of a motion may be stated or condemned in strong terms. However, a member of the Board has the right to discuss the motives of a proposer or other member during debate.
- ii. A speaking member shall respect the Chairperson's right to speak or recognize a point of order or information.
- iii. During debate the question may be ruled out of order by the Chairperson if, in their opinion, the motion is being made in a frivolous manner, or to suppress normal debate.

i. Video Conference

A Board of Directors member may participate in a meeting of the Board by means of teleconference and/or video conferencing. The meeting must allow persons participating to hear each other, and the member participating in such a meeting, shall be deemed to be present at the meeting.

1.5 STANDARDS OF CONDUCT

These standards of conduct shall apply to all to members of the Board of Directors and other committee members, elected or appointed.

These items are minimum standards of behaviour which member of the Board or Board Committees are expected to observe. Violation of the standards may lead to a review by the Board and/or the Discipline Committee for subsequent exoneration, reprimand and/or expulsion.

A) In relation to the Association:

- i. The Officers and Directors shall adhere to Association policy and seek to change such policy through the proper channels of the Association.
- ii. The Officers and Directors shall maintain the integrity of the Association at all times and will not initiate or participate in any activity that will place the Association in ill repute.



- iii. The Officers and Directors shall honour commitments made on behalf of the Association.
- iv. On matters not yet finalized by Board, Officers or Directors shall not divulge to members of the general public, items under consideration, and/or that contravene applicable privacy acts.
- v. The Officers or Directors shall resign from their position immediately if they become unable to fulfil the duties or obligations of the position.

B) In relation to colleagues (other officers):

- i. All Officers and Directors hold responsibility to collaborate respectfully; any conflict or concerns between Officers and Directors should be dealt with based on mutual respect and be fair and reasonable. If unresolved the President may be called upon to mediate.
- ii. The Officers and Directors shall not comment, render opinion or decisions, with respect to operations not under their control, to members of the public.

C) In relation to the membership:

- i. The Officers and Directors shall fulfil the duties and obligations of their position to the best of their ability, always serving the best interests of all participants registered with the Association.
- ii. The Officers and Directors shall treat members with dignity and respect and are considerate of their circumstances.
- iii. The Officers and Directors shall not use their position for personal benefit, or for the benefit of immediate family members.
- iv. The Officers and Directors shall not use their position to influence the placement of any players.



1.6 CONFLICT OF INTEREST POLICY

A) Integrity

These Conflict-of-Interest Guidelines are intended to ensure the highest standards and maintenance of the integrity. All members that undertake a volunteer role in the Association shall act at all times in the best interests of the SAMHA placing the interests of the SAMHA and the children ahead of any personal interest or the interest of any other person or entity. It also means performing volunteer duties and transacting the affairs of the SAMHA in such a manner that promotes public confidence and trust in the integrity, objectivity and impartiality of the minor hockey in St Albert.

To meet this high standard all SAMHA volunteers should be on alert for any conflicts or perceived conflict. This policy is designed to help SAMHA Directors, Officers and volunteers to identify situations that present conflicts or perceived conflicts and provide a procedure to manage such conflicts.

Definition of Conflict of Interest

- A conflict of interest may be real, potential, or perceived in nature.
- A real conflict of interest arises where a member has a private or personal interest, for example, a close family connection or financial interest.
- A perceived or apparent conflict of interest may exist when a reasonable, well-informed person has a reasonable belief that a member has a conflict of interest, even if there is no real conflict.
- Full disclosure, in itself, does not remove a conflict of interest.

Examples of Conflict of Interest

Any circumstance that may result in a personal or financial benefit to a member or their family, business associate or friend. This includes, but is not limited to, accepting any payment or personal benefit for services rendered to SAMHA, its members, or suppliers in relation to the activities of the Association.



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Being a member of the Board or staff of another entity or organization which might have material interests that conflict with the interests of the Association or its members.

Being directly or indirectly involved in a decision affecting the outcome of their own child, including making a decision that would or could affect their own child during the evaluation process; or making a decision with respect to who will Head Coach their own child.

B) Gifts, Hospitality and Financial Benefit

No Director, Officer or volunteer of the Association, shall;

1. Directly or indirectly offer or accept cash payments, gifts, gratuities, privileges or other personal rewards, which are intended to influence the activities or affairs of SAMHA and/or team budgets.
2. Directly or indirectly receive any profit from their position. The conflict-of-interest policy shall not apply to members who volunteer for roles with the SAMHA where such payments are approved by SAMHA Board of Directors. Payments include, but are not limited to, honorariums, reimbursement of costs incurred to undertake the volunteer position.

C) Conflict of Interest Disclosure

- i. Members of the Board must openly disclose a potential, real or perceived conflict of interest as soon as the issue arises and before the Board or its committees deal with the matter at issue.
- ii. If the Member is not certain whether he/she is in a conflict-of-interest position, they must disclose the facts and the Board will determine by majority vote if a conflict exists.



D) Election of Officers and Directors – Competing League

Due to the inherent conflict of interest, any SAMHA Member who is a coach, member, administrator, director, volunteer, employee, or contractor for any Competing League shall not be eligible to be nominated, elected, appointed or act as a Director at Large or Officer of the Executive Committee. For the purposes of this provision, a Competing League shall be any non-sanctioned league that operates outside of Hockey Canada structure with formal hockey teams that play games and practice during all or a portion of the period of September 1 to March 31st.

1.6 BOARD MEMBER ROLES

A) Officers of the Board

Duties of the Board of Directors Officers are outlined in SAMHA Bylaws 3.11.

B) Directors of the Board

Directors will be assigned in a division by the Executive Board of Directors to administer where they will not have any direct or indirect financial interest or make decisions affecting any player they are directly related to. Directors at Large report to the HOCVP.

General Responsibilities are as follows:

- i. Supervise and manage their respective Division and League(s).
- ii. Participate on various committees of the Board
- iii. Participate in the selection of coaches in conjunction with the HOCVP and Coach Selection Committee
- iv. Work with staff to support Player Evaluations including the organization and recruitment of volunteers



- v. Coordinate with HOCVP to execute SAMHA Affiliation Policy and Procedure
- vi. Working with the HOCVP, attempt to resolve minor disputes and problems within a division.

C) Non-Voting Positions of the Board

Non-voting positions of the Board consist of the Executive Director and Past President. These members are appointed by the President, VP ADMIN and HOCVP, except for the Past President.