



ST. ALBERT MINOR HOCKEY ASSOCIATION

ST. ALBERT MINOR HOCKEY ASSOCIATION POLICY & PROCESS 2026

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.

SECTION 1: ST. ALBERT MINOR HOCKEY ASSOCIATION IN GENERAL

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.



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 Association consist of the President, Vice President of Administration (ADMIN VP), Vice President Hockey Operations (Hockey Operations VP), Vice President Raiders (Raiders VP), Secretary, and Treasurer. These members along with the Executive Director form the Executive Committee of the Board.

ii) The voting Directors of the Association consist of up to ten (10) Directors at Large. The Executive Committee shall evaluate Director at Large roles and assign positions that align with the strategic direction of the Association. Roles may vary based on the skills and interests of the Board member; however, each role shall be maintained for a minimum of two consecutive years whenever possible. Directors at Large shall not have any direct or indirect financial interest in matters related to their assigned role and shall not participate in decisions affecting any player to whom they are directly related.

iii) To be qualified to be nominated for the position of President, Hockey Operations VP and/or ADMIN VP 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 St Albert Raiders Committee.

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

C) The names and emails of the persons currently holding Board of Directors positions are posted on the Association website.

D) All Directors and Officers of the Board are required to sign and agree to the terms of the Board Member Agreement prior to assuming their elected position at the start of each term.



1.3 COMMITTEES OF THE BOARD

A) STANDING COMMITTEES

1. Executive Committee

The Executive Committee shall be chaired by the President, and consist of the Executive Director, Admin VP, Hockey Operations VP, Raiders VP, Secretary, and Treasurer. The Committee is responsible for the day-to-day management of 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.

2. Finance Committee

The Finance Committee shall be chaired by the Treasurer and consist of the Executive Director, Hockey Operations VP, and one individual that has professional accounting experience.



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

3. Governance Committee

The Governance Committee shall be chaired by an 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

4. Disciplinary Committee

The Discipline Committee shall be chaired by the Admin VP 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 individuals from the broader membership and hockey community that ideally have 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 Admin VP.
- ii. Provide an annual report to the General Board of Directors.
- iii. Responsible to notify the General Board of Directors if a complaint is escalated outside of The Associations jurisdiction.



5. Human Resources Committee

The Human Resources Committee (HR) shall be chaired by the Admin VP and include a minimum of two members, one of which is not a voting member of the Board. Members will be constituted by soliciting individuals from the broader membership and hockey community, with preference given to individuals possessing a background in Human Resources.

B) AD-HOC COMMITTEES

1. 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

2. St Albert Raiders Committee

The St Albert Raiders 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 in accordance with the Association Bylaws and Policies and must be presented to the Board of Directors.



- Committee Reports shall be made available to the General Board of Directors prior to the next board meeting.
- All Committee recommendations presented to the Board must have the support of two-thirds of Committee members.
- Committees shall not commit the use of the Association's financial resources without prior approval from the Executive Director. In the absence of the Executive Director, such approval may be obtained from the President.

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 the Association'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 Association member who would like to speak to a specific topic. Members must provide the Association 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.



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The Board shall make approved minutes available to the Association members upon request.

E) VOTING

i. 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.

ii. Every motion shall be decided by a show of hands or electronic vote. A member may request that the results of an electronic vote be shared with the Board.

iii. Absentee or proxy voting shall be permitted when authorized by a two-thirds majority of the Board.

iv. A member may request that their vote be recorded in the minutes.

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.

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 members of the Board or Committees of the Board 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 Association volunteers should be on alert for any conflicts or perceived conflict. This policy is designed to help Association 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.

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.



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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:

- i. 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.
- ii. 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 Association where such payments are approved by the Association 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 – Eligibility

Due to the inherent conflict of interest, any Association 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.



1.7 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

The Executive Committee shall evaluate Director at Large roles and assign positions that align with the strategic direction of the Association. Roles may vary based on the skills and interests of the Board member; however, each role shall be maintained for a minimum of two consecutive years whenever possible.

General responsibilities shall vary by position, and all role descriptions shall be made available to current and prospective Board members thirty (30) days prior to the Annual General Meeting.

C) Non-Voting Positions of the Board

Non-voting positions of the Board consist of the Executive Director, Past President and Referee in Chief (RIC).

The Executive Director is appointed by the Executive Committee, including the President, Admin VP and Hockey Operations VP.

The RIC shall be appointed by the Executive Committee for a two-year term. The Executive Committee retains the authority to review the appointment every two years and may remove the RIC at any time during the term. The Association will go no longer than four (4) years without posting the position for interested applicants.