



Crossfield Minor Hockey Association

# BYLAWS

APRIL 22, 2008



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## 1.0 Introduction

### 1.1 Purpose of Bylaws

The Bylaws provide the Board and members of the Crossfield Minor Hockey Association with the basis from which decisions are made. The Bylaws provide the operating structure for the Crossfield Minor Hockey Association and outlines the specific job responsibilities of its Board Members.

### 1.2 Maintenance of Bylaws

All Board Members are responsible for ensuring the Bylaws are up to date. The President is responsible for custody of the master copy of the Bylaws and for distribution of updates.

## 2.0 Definition of Terms

### 2.1 Acronyms and Definitions

The following terms and acronyms are used throughout this document:

CMHA	Crossfield Minor Hockey Association
AAHA	Alberta Amateur Hockey Association (“Hockey Alberta”)
CAHA	Canadian Amateur Hockey Association
The Board	Board of Directors - refers to the elected governing body of the Crossfield Minor Hockey Association
Board Member	An individual who has been elected to serve on the Board of Directors



## 3.0 Crossfield Minor Hockey Association

### 3.1 Description

The Crossfield Minor Hockey Association, shall hereafter be referred to as “the Association” or “CMHA”, is the sole governing body of minor hockey in the Town of Crossfield and immediately surrounding area. The CMHA is a registered society in the Province of Alberta. The Association shall maintain membership in the AAHA and as such is subject to the bylaws, rules and regulations of the AAHA and CAHA.

The CMHA shall conform and comply with the Rules and Regulations set forth by CAHA and AAHA and any associated league.

### 3.2 Divisions

The CMHA hockey program shall operate the following divisions (subject to registration numbers) as defined by Hockey Alberta:

Initiation/Tyke

Novice

Atom

Peewee

Bantam

Midget

## 4.0 Membership

### 4.1 Membership Eligibility

Members of the Association shall be limited to the parents and guardians of players registered with the Association for the current year and shall pay the annual registration fee as described in Bylaw 5. A member shall be deemed not to be in good standing if his/her registration fee is overdue. Voting rights are extended to all members in good

standing over the age of eighteen (18) on the basis of one vote per family. Only elected Board Members in good standing may vote at a Board Meeting.

The Board may award Life Members or Annual Honorary Membership, as it deems fit. Both Life and Honorary members are entitled to one vote a General Meeting.

Any member not in good standing may not register until all previous fees have been paid in full.

#### 4.2 Suspension/Dismissal of Members

Any member, upon a two-thirds majority vote at a general or special meeting may be expelled or dismissed from membership for any cause which the Association may deem reasonable. No member shall be expelled without being notified of the complaint against him/her, and without first having been given an opportunity to be heard by the members at the aforesaid meeting.

#### 4.3 Resignation of Members

Any member may resign from the Association at any time. Resignation may take the form of a letter addressed to the CMHA Board or by a phone call to a CMHA Board Member. Registration fees may be refunded to the member in accordance with Bylaw 5.3.

#### 4.4 Suspension/Dismissal of Players, Coaches, Managers or other Individuals

The President shall have the power to suspend summarily any player, coach, trainer, manager or official of any team under the auspices of the CMHA for any conduct on or off the ice which in the sole discretion of the President is deemed to be unbecoming or detrimental to the game for up to two (2) games. Any further suspensions/dismissals are to be effectively dealt with by a Special Committee.

The President shall have the power to prevent summarily any parent, guardian, or spectator from viewing any game or other activity or entering a facility to view such game or activity under the auspices of the CMHA for any conduct which in the sole discretion of the President is deemed to be unbecoming or detrimental to the game for up to two (2) games. Further, the President shall also have the power to suspend summarily the player, coach, team official or the team to which the spectator is attached for up to two (2) games. Any further suspensions/dismissals are to be effectively dealt with by a Special Committee.



This authority may be delegated to such CMHA Board Members as the President may determine.

A Special Committee, if required, will be comprised of three (3) Board Members but will not include the President.

## 5.0 Registration

### 5.1 Registration Procedures

Prior to August 31st of each year, at least three, registration sessions shall be held at which applications for players to participate in the Association's program will be received. Registrations will only be accepted if signed by one of the player's parents or guardians and accompanied by acceptable payment as determined by the Board.

Registrations will continue to be received by the Board after the registration sessions mentioned above, until the deadline imposed by the AAHA. A fee and late fee schedule will be provided by the Registrar.

Registrations will be accepted if:

- 1) The player was last registered with the Association and has not moved to another community since the previous registration.

or

- 2) The player lives in the Town of Crossfield or those boundaries set forth by Hockey Alberta.

or

- 3) Provisional registrations will be accepted, if they will benefit CMHA's program, for a player where a minor hockey association closer to the player's home may not be able to offer a program, that is, ice a team at the player's age group. On October 15<sup>th</sup> if the other minor hockey association is still unable to ice a team at that age level, then the provisional registrant will be accepted as final, subject to receiving a "release", if required by AAHA. The parents of provisional registrants shall not become members of the Association until the registration is finally accepted.



Nothing in the above shall prevent the Board from combining its registrants from one or more age level with those registrants from another association at the same age level for the purpose of providing a more viable number of teams, icing a stronger first team, sharing ice facilities, or whatever reason the Board deems reasonable.

In the event that the number of registrants received by October 15<sup>th</sup> at a particular level are not viable for the operation of a team or teams because there is not enough players to form a team or another association is not willing to amalgamate, the CMHA Board will try to accommodate players by moving them to different categories with the approval of the parents and with the approval of Hockey Alberta for overage players. If all else fails CMHA will make all reasonable efforts to have those players placed in another association for that season. Full refunds will accompany releases.

## 5.2 Registration Fees

Annual registration fees for each level shall be determined by the Board prior to March 31<sup>st</sup> each year. Different fees may be adopted within each age level if certain teams will be more costly for the Association to operate, due to the cost of additional ice time, higher referee fees, or any other valid costs.

## 5.3 Refund Policy

A \$50 administration fee will be withheld from all refunds.

If a player leaves the CMHA after registration but before the first skate or game in their division (about the 3<sup>rd</sup> week of October), the member is eligible for a full refund of their registration fees, less the \$50 administration fee.

If a player leaves the CMHA after the first skate in their division the member will be eligible for a prorated refund based on how long the player has participated, less the \$50 administration fee.

Players leaving the CMHA due to injury or other medical reasons can have the \$50 administration fee waived if a doctor's note is provided to the Registrar.

No refunds will be provided if a player leaves the CMHA after January 15<sup>th</sup>.



## 6.0 Board of Directors

### 6.1 Description

The Board of Directors shall implement all resolutions of the Association, exercise all powers and do all acts and things that the Association is authorized pursuant to these Bylaws and the Societies Act. The Board shall have full control and management of the Association.

### 6.2 Eligibility

Any member in good standing shall be eligible to hold any office in the Association.

### 6.3 Board Positions

The CMHA Board shall consist of no less than ten (10) and no more than twenty (20) members and can include the following positions – President, Past-President, Vice-President, Secretary, Treasurer, Registrar, Referee Coordinator, Equipment Manager, Fundraising Director, Coaching Coordinator, Communications Director, Tournament Coordinator, Social Director, CAHL Governor, and CAHL Director. Appendix A attached provides detailed descriptions and responsibilities for each position.

Executive Members will consist of the President, Vice-President, Past President, Secretary, Treasurer and Registrar, hereinafter referred to as “the Executive”.

The number of Board Members needed to serve on the Board for the following year shall be determined by the Board and communicated to the membership in the notice for the Annual General Meeting.

All positions are filled by elections at the Annual General Meeting. Board Members are elected for one year terms.

### 6.4 Confidentiality

All members of the Board must maintain total confidentiality of all matters discussed in a Board Meeting.

Once a decision has been passed by a majority of the Board, all Board Members must uphold that decision regardless of personal opinion.



## 6.5 Resignation and Removal of Board Members

A Board Member may resign from office upon giving notice thereof in writing to the CMHA and such resignation becomes effective in accordance with its terms or upon acceptance by the remaining Board, whichever may be the earlier date.

The membership may, by resolution passed by a majority of the votes cast at a Special Meeting of members duly called for the purpose, remove any Board Member before the expiration of his/her term of office and may, by a majority of votes cast at the meeting, elect any person in his/her stead for the remainder of the term of the Board Member so removed.

The Board may, by a two-thirds (2/3) vote, remove a Board Member who, in the opinion of the Board has been or is being remiss or neglectful of duty or by conduct tending to impair his/her usefulness and/or discretion as a Board Member.

## 6.6 Remuneration

Unless authorized at any meeting and after notice of same shall be given, no Board or other member of the Association shall receive any remuneration for their services.

The profits, if any, or any other income of this Association, shall be applied solely towards the promotion of its objectives and no part of any profit or income or assets of the Association shall be payable to or otherwise available for the personal benefit of any member or members of the Association.

# 7.0 Meetings

## 7.1 Annual General Meetings

The Annual General Meetings of the Association are to be held on or before the 31<sup>st</sup> of May. The membership shall have twenty-one (21) days notice of when and where the meeting will be held. Notification is to be made either via bulletin boards, newspaper ads, email or web page posting.

The Annual General Meeting will be the only General Meeting of the Association.



## 7.2 Board of Director Meetings

Board Meetings shall be held once a month or at the discretion of the President. Board Members shall have seven (7) days notice of when and where a meeting will be held. Notification is to be made either in person, by phone or by email.

All Board Meetings shall be open to the public, but only members of the Board shall be entitled to vote and take part in debates or address the meeting, except as otherwise provided in these Bylaws. Any other individual requires the permission of the Chairperson before they may address any Board meeting.

## 7.3 Executive Meetings

The Executive (as defined in Bylaw 6.3) can hold separate meetings as required to discuss CMHA issues. Executive Members shall have at least three (3) days notice of when and where a meeting will be held. Notification is to be either in person, by phone or by e-mail.

Executive Meetings will not be open to the public.

## 7.4 Special Meetings

All other meetings of the membership shall be referred to as Special Meetings. The Board, whenever they think fit, or upon the written request of not less than seven (7) members in good standing, may convene such a meeting. All written requests must outline the purpose of the meeting being requested. No less than ten (10) days notice shall be given to the members in good standing of when and where a meeting shall be held. Notification is to be made either via bulletin boards, newspaper ads, email or web page posting.

## 7.5 Procedures

The order of business at every regular meeting, including the Annual General Meeting, shall generally be as follows:

- (a) Adoption of the minutes of the last meeting
- (b) Business arising out of the minutes
- (c) Reports of Board Members
- (d) Correspondence
- (e) Unfinished or old business



- (f) New business, including declaration of accredited representatives, elections and ratification of appointments.

The President and in his/her absence, the Vice-President, shall preside as Chairperson at all meetings of the Association. If neither the President nor the Vice-President is present within fifteen minutes after the time for the meeting, the members shall choose someone to be the Chairperson. It is the duty of the Chairperson to keep control of the proceedings.

The notice of any meeting shall specify the place, date, time of the meeting and general nature of the business to be transacted. The non-receipt of a notice by any member shall not, however, invalidate the proceedings at any such meeting or any resolution passed.

#### 7.6 Voting and “Quorum”

At all Board, Executive, General and Special Meetings, all questions shall be decided upon by a majority vote (50% + 1). All voting shall be open and by show of hands except on any matter that is personal in nature, in which case voting shall be done by secret ballot. In the case of a tied vote at any meeting the Chairman shall have the deciding vote.

A Board Meeting quorum is to be eight (8) Board Members in good standing.

An Executive Meeting quorum is to be four (4) Executive Members in good standing.

A General or Special Meeting quorum is to be eight (8) members in good standing.

#### 7.7 Conflict of Interest

Any member, Board Member or Executive Member must excuse themselves from a meeting if it could be perceived that they have a “conflict of interest” in the issues to be discussed or voted on. These individuals must also excuse themselves if asked by the majority of the other members, Board Members, or Executive Members present at the particular meeting if it is determined a conflict of interest may exist.



## 8.0 Books and Records

### 8.1 Requirements

The Board shall ensure such books and records are kept by the Association as determined by the Board and as may be required by the provisions of the Societies Act.

The Secretary shall keep correct minutes of all proceedings of the Association at every meeting. These minutes shall be read at each ensuing meeting and be adopted by a Board vote.

### 8.2 Financial Records

The fiscal year-end of the Association shall be on the 31<sup>st</sup> day of March each year.

The Treasurer shall keep true accounts of all sums of money received and expended, all assets and liabilities, and all other transactions affecting the financial position of the CMHA.

Two (2) members shall be appointed to audit the accounts and books of the Association once a year. The auditors shall certify to the correctness or otherwise of the Association's accounts which are to be submitted at the Annual General Meeting.

The Board shall present to the members of the Association at the Annual General meeting financial statements setting out the income, expenses, assets and liabilities of the CMHA that have been signed by the appointed auditors.

### 8.3 Signing Authorities

Five (5) Board Members (Treasurer, President, Vice-President, Secretary and Registrar) shall have signing authority for the Association. Signing authority will be reviewed and updated with the appropriate financial institution at the commencement of each new season. All cheques require two (2) signatures.

### 8.4 Review of Records

All books and records of the Association shall always be open to the inspection of any Board Member at any reasonable time and open to inspection of any member upon seven (7) days notice in writing to the Secretary and Treasurer.



## 9.0 Administrative Matters

### 9.1 Borrowing Powers

For the purpose of carrying out its objects, the Association may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Association. In no case shall debentures be issued without the sanction of a Special Resolution of the Association.

Voting on a Special Resolution shall be open and by show of hands. A Special Resolution will be passed if a minimum of 75% of the members present vote in favour of the Resolution.

### 9.2 Use and Custody of Society Seal

The Association has not adopted a society seal.

## 10.0 Amendments to Bylaws

### 10.1 Amendments

These Bylaws may be rescinded, altered or added to by Special Resolution of the Association, with notice of such resolution to be given at least twenty-one (21) days prior to the Annual General Meeting or Special Meeting at which it is intended to present the Special Resolution.

Voting on a Special Resolution shall be open and by show of hands. A Special Resolution will be passed if a minimum of 75% of the members present vote in favour of the Resolution.

Any amendments or Special Resolutions made shall not take effect until it has been registered in accordance with the laws of Alberta.



## 11.0 Indemnity and Protection of Board of Directors

### 11.1 Indemnity Clause

Each and every Board Member shall be deemed to have assumed office on the express condition that every Board Member, his/her heirs, executors, administrators, Estate and effects respectively shall at all times be indemnified and saved harmless out of the funds of the Association against all costs, charges, and expenses whatsoever, which such Board Member sustains or incurs in any action or proceeding which is brought or prosecuted against him/her in respect of any act or matter done or permitted by him/her in the execution of the duties of his/her office unless such expenses are occasioned by his/her own fraud, dishonesty, wilful neglect or default.

No Board Member of the Association shall be liable for the acts, receipts, neglects or defaults of any other Board Member, volunteer, or member. They shall not be liable for any loss, damage or expense happening to the Association:

- through the insufficiency or deficiency of title to any property acquired by order of the Board for or on behalf of the Association,
- for the insufficiency or deficiency of any security in or upon which any of the monies of or belonging to the Association shall be placed out or invested,
- for any loss or damage arising from the bankruptcy, insolvency, or wrongful act of any person, firm or corporation with whom any monies, securities or effects shall be lodged or deposited,
- for any loss occasioned by an oversight or error in judgement on his/her part,
- for any other loss, damage, misfortune which may happen in the exercise of his/her respective duties of trust or in relation thereto unless the same shall happen by his/her own or through his/her own wilful act or default.

Board Members may rely upon the accuracy of any statement or report prepared by the Association's appointed auditors and shall not be responsible or held liable for any loss or damage resulting from acting upon such statement or report.

The resolutions and minutes of all General, Board, and Special Meetings shall be sufficient evidence without any further proof of the facts therein stated.



## 12.0 Grievances

### 12.1 Procedures

Any member who has been affected by an action or omission of the Association or any member acting on behalf of the Association may file a written grievance with the Board within fourteen (14) days of the member's reasonable knowledge of the act or omission.

The Board shall consider the written grievance and render a written decision to respond within fourteen (14) days of receipt of the written grievance. The written decision shall include a copy of the written grievance, what evidence was considered, and the ultimate decision.

All determinations under this Bylaw made by the Board shall be determined in accordance with the Rules. The Board shall use reasonable discretion in relation to considering each grievance.

### 12.2 Appeal of CMHA Board Decisions

Any decision of the Board under this Bylaw shall be a decision of the Association for the purposes of appeal to the Hockey Alberta Appeals Officer.

Any member who is subject to a decision of the Board under this Bylaw may appeal that decision, within the time prescribed by the Bylaws and Regulations of Hockey Alberta, to the Hockey Alberta Appeals Officer.

All grievances or appeals shall be made in accordance with the Complaint Handling Process if required.

All grievances will be regulated by and follow the guidelines of the Complaint Handling Process.



## 13.0 Dissolution of the CMHA

### 13.1 Dissolution Clause

In the event of the winding up or dissolution of the CMHA, all funds and assets of the CMHA remaining after payment of any debts of the Association, shall be given, transferred and distributed to such organizations that are determined by the Board of the Association to be registered charities pursuant to the provisions of the Income Tax Act, which have purposes similar to those of the CMHA, and if effect cannot be given, transferred or distributed to such organizations that are registered charities pursuant to the provisions of the Income Tax Act that shall be designated by the Board of the Association at the time of winding up or dissolution of the Association.



## Appendix A – Board of Directors – Detailed Position Descriptions

### 1.0 President

#### GENERAL DESCRIPTION:

The President is responsible for coordinating the activities of the Board and interfacing with members of the CMHA on issues that arise. The President is also the primary contact between the Association and the Town of Crossfield. The President is responsible for regularly attending Board meetings and providing leadership for the decision making process. The President does not vote at any General or other meeting except in the instance of a tie.

#### RESPONSIBILITIES:

- Schedule and chair all meetings of the Association
- Prepare agenda and ensure copies of any pertinent information are made available for other members of the Board
- Maintain liaison between the CMHA and Hockey Alberta, attending Hockey Alberta meetings as necessary and reporting all Hockey Alberta business to the CMHA Board
- May dismiss or suspend any player, official, coach, volunteer or spectator pursuant to the procedures in these Bylaws
- May call on CMHA members to attend emergency meetings at any time
- Must assume a leadership role for the Association by:
  - Initiating – keep the Association active by challenging it with new ideas and by stimulating its members to action
  - Regulating – guiding the direction and rate of the Association’s activities
  - Informing – bring information to the Board – keep up on all the latest information available
  - Supporting – creating the proper emotional climate in order to hold the Board together and make it easy for members to contribute and express new ideas
  - Evaluating – encourage and assist the Board to evaluate its decisions, goals and procedures
- Acts as signing authority on bank accounts



## 2.0 Past-President

### GENERAL DESCRIPTION:

The Past-President is responsible for attending regularly scheduled meetings of the Board and providing leadership for the decision making process. The position of Past-President is only recognized in years when there is a new President elected. The Past-President does not vote at any meeting.

### RESPONSIBILITIES:

- Facilitate the transition of outstanding issues from the previous year(s)
- Ensure a complete set of records is available and up to date
- Provide assistance and guidance to the new Board of Directors

## 3.0 Vice-President/Ice Scheduler

### GENERAL DESCRIPTION:

The Vice-President is responsible for assuming the duties of the President in the event that he/she is unable to carry out their duties. He/she also takes on the role of Ice Scheduler ensuring adequate ice allotments are provided to each team and that secured ice times are fully utilized. The Vice-President is a voting member of the Board and is required to regularly attend scheduled meetings and support the decision making process.

### RESPONSIBILITIES:

- Responsible for attending the Crossfield Arena Board Annual General Meeting to negotiate the ice schedule for the following season
- Responsible for all scheduling of CMHA ice
- Attends Hockey Alberta Annual General Meeting
- Participate in budget discussions to determine the amount of ice time required to support each team
- Develop an ice requirement proposal for submission to the Crossfield Arena Board, including ice times for sanctioned tournaments
- Schedule conditioning and evaluation ice times in conjunction with the Coaching Coordinator



- Schedule practice and game times for each team including league, playoff and provincial games in accordance with CAHL requirements
- Maintain accurate records of ice distribution and utilization
- Return unusable ice times to the Crossfield Arena Board with reasonable notice
- Acts as signing authority on bank accounts

The positions of Ice Scheduler and Vice-President can be divided and filled by two (2) people if it is so decided at the Annual General Meeting.

#### 4.0 Secretary

##### GENERAL DESCRIPTION:

The Secretary is responsible for the recording and distribution of meeting minutes. The Secretary is a voting member of the Board and is required to regularly attend scheduled meetings.

##### RESPONSIBILITIES:

- Accurately record proceedings and minutes of the Association's meetings
- Notify the Board and membership of the time and place of all meetings
- Ensure all correspondence is dealt with and given to the appropriate Board Member
- Acts as signing authority on bank accounts

The positions of Secretary and Treasurer may be filled by one (1) person if it is so decided at the Annual General Meeting.

#### 5.0 Treasurer

##### GENERAL DESCRIPTION:

The Treasurer is responsible for maintaining accurate financial records, preparing payment of invoices and other Association expenses. The Treasurer is also responsible for providing advice and assistance in budget preparation for the Board. The Treasurer is a voting member of the Board and is required to regularly attend scheduled meetings.



### RESPONSIBILITIES:

- Prepare and present monthly financial statements for the Board of Director Meetings, including a list of disbursements to be approved by the Board
- Outgoing Treasurer must prepare annual financial statements as of March 31<sup>st</sup> and provide CMHA financial information to the appointed auditors
- Submit a CMHA budget to the membership at the Annual General Meeting
- Collect revenue from registration, fundraising, and other events, ensuring timely deposit in appropriate financial institution
- Prepare cheques for payment of all invoices and expenses
- Prepare and file Association documents with the Corporate Registry annually
- Prepare and file CMHA corporate tax returns as required annually with appropriate tax authorities
- Prepare annual income tax receipts for members reporting payment of hockey fees
- Acts as signing authority on bank accounts

The positions of Secretary and Treasurer may be filled by one (1) person if it is so decided at the Annual General Meeting.

## 6.0 Registrar

### GENERAL DESCRIPTION:

The Registrar's primary responsibility is to ensure all players in the CMHA are registered according to AAHA requirements and provides assistance to the Treasurer on matters relating to payment of fees. The Registrar is a voting member of the Board and is required to regularly attend scheduled meetings.

### RESPONSIBILITIES:

- Coordinate the early registration of players in the months of July and August each year
- Collect payments of fees on behalf of Treasurer, complete paperwork and prepare ongoing tally of registered players
- Ensure coordination of AAHA and CAHL registration forms and cards ensuring residency, release forms and birth certificates are in order



- Prepare summary of players registering at each level (Tyke through Midget), including addresses, phone numbers
- Ensure all players, coaches, Board Members, etc are registered for required liability insurance with Hockey Alberta and Town of Crossfield
- Order name bars for all new players to the Association
- May act as signing authority on bank accounts if required

## 7.0 Referee Coordinator/Scheduler

### GENERAL DESCRIPTION:

The Referee Coordinator is responsible for providing qualified referees for the league and exhibition games played on the Association's home ice. The Referee Coordinator is a voting member of the Board and is required to regularly attend scheduled meetings.

### RESPONSIBILITIES:

- Establish dates to hold Referee Clinics and arrange for ice and training rooms
- Recruit referees and linesmen for the season
- Provide referee payment information and rates to the Treasurer on a monthly basis
- Evaluate referee performance on an ongoing basis
- Schedule referees for all league, exhibition, playoff and provincial games played on the Association's home ice
- Support referees by providing information from the AAHA as necessary
- Involved with any complaints or disputes regarding referees or referee performance

The positions of Referee Coordinator and Referee Scheduler can be divided and filled by two (2) people if it is so decided at the Annual General Meeting.

## 8.0 Coaching Coordinator

### GENERAL DESCRIPTION:

The Coaching Coordinator is responsible for providing a liaison between the Coaches and the Board. The Coaching Coordinator is a voting member of the Board and is



required to regularly attend scheduled meetings. This position cannot be held by any Head Coach.

RESPONSIBILITIES:

- Recruit and evaluate all applications for coaching positions for the Association
- Appoint a Head Coach for every team in accordance with the policy
- Provide direction and support to new coaches
- Hold meetings with coaches to provide information from the CMHA, CAHL or Hockey Alberta as necessary
- Ensure all coaches have been to the Canadian Hockey Initiation Program as required
- Encourage coaches to further their skills by attending National Coaching Certification Program clinics, first aid and referee clinics
- Act as liaison between coaches and the Board
- Act as liaison between coaches and parents if difficulties arise that the team manager is unable to resolve
- Ensure coaches are directing their teams in accordance with AAHA, CAHL and CMHA policies and regulations and that appropriate certification is obtained
- Inform coaches on the proper procedure for and importance of injury reporting
- Notify all coaches and/or managers that it is their responsibility to properly, and in a timely manner, file injury reports with Hockey Alberta

9.0 Equipment Manager
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GENERAL DESCRIPTION:

The Equipment Manager is responsible for maintaining accurate records of all CMHA owned equipment and jerseys, supervising the storage area and arranging for the purchase of new equipment or repair of old equipment. The Equipment Manager is a voting member of the Board and is required to regularly attend scheduled meetings.

RESPONSIBILITIES:

- Inventory all equipment, jerseys, goalie equipment owned by CMHA
- At the beginning of the season, ensure all jerseys are sorted by size, style and numbering sequence
- All jerseys should be washed with name bars removed at the end of the season



- Arrange for the purchase of any new equipment or jerseys as approved by the Board
- Ensure all teams are provided with medical kits
- Assign jerseys, goalie equipment and locker keys to each team, ensuring the appropriate inventory forms are signed and filed
- At the end of the season ensure all jerseys, goalie equipment, medical kits, accessories are returned and inspected for damage
- Ensure all lockers are cleaned out after the season ends and all keys have been returned

## 10.0 Communications Director

### GENERAL DESCRIPTION:

The Communications Director is responsible for maintaining the CMHA website and producing a monthly newsletter for all members. The Communications Director is a voting member of the Board and is required to regularly attend scheduled meetings.

### RESPONSIBILITIES:

- Maintain the CMHA website
- Gather, compile, and distribute a monthly newsletter to CMHA members and players during the season
- Place notices of General and Special Meetings in newspapers, bulletin boards or web posts
- Assist Board with any other advertising or publicity as required

## 11.0 Fundraising Director

### GENERAL DESCRIPTION:

The Fundraising Director is responsible for coordinating annual fundraising events and seeking new fundraising opportunities. The Fundraising Director is a voting member of the Board and is required to regularly attend scheduled meetings.



### RESPONSIBILITIES:

- Schedule annual fundraising events and activities
- Assemble organizing committees where required
- Contact all team managers to ensure they understand their roles and responsibilities relative to fundraising, including the need for teams to obtain raffle licences for all individual team fundraising (e.g. 50/50 draws)
- Prepare a summary of income and expenses for each fundraising event and activity for presentation to the Board
- Investigate new fundraising opportunities, including government grants or corporate donations
- Ensure that Alberta Gaming is provided with updated list of Boards at the beginning of each season
- Complete casino license applications in relevant years
- Recruit and schedule volunteers to work casinos

## 12.0 Tournament Director

### GENERAL DESCRIPTION:

The Tournament Director is a voting member of the Board and is required to regularly attend scheduled meetings.

### RESPONSIBILITIES:

- Establish tournament dates for the season
- Request ice times from Ice Scheduler for tournaments
- Assist Tournament Committees from individual teams hosting tournaments – serve as overseer and source of information regarding CMHA tournament policies to teams and managers

## 13.0 Social Director

### GENERAL DESCRIPTION:

The Social Director is responsible for all Association wide events. The Social Director is a voting member of the Board and is required to regularly attend scheduled meetings.



RESPONSIBILITIES:

- Schedule photographer to take CMHA player and team pictures
- Coordinates the organization of and purchase of trophies for the Association Wind-Up at the end of the season
- Ensures that facilities are booked for CMHA functions
- Oversees committees formed to organize social functions

14.0 CAHL Director

GENERAL DESCRIPTION:

The CMHA is required by CAHL to provide a Director. The CAHL Director is one of the Association's primary representatives on CAHL's Board of Directors. The CAHL Director is a voting member of the CMHA Board and is required to regularly attend scheduled meetings.

RESPONSIBILITIES:

- Attend all CAHL meetings and serve as CMHA's representative, voting on CMHA's behalf
- Report all new information from CAHL to the CMHA Board
- Raise any concerns/issues on behalf of the Association at the CAHL meetings
- Perform any responsibilities required by the Bylaws of CAHL

15.0 CAHL Governor

GENERAL DESCRIPTION:

The CMHA is required by CAHL to provide a Governor. The CAHL Governor also acts as the Association's representative on CAHL's Board of Directors. The CAHL Governor is a voting member of the CMHA Board and is required to regularly attend scheduled meetings.



### RESPONSIBILITIES:

- Attend all CAHL meetings and serve as CMHA's representative, voting on CMHA's behalf
- Report all new information from CAHL to the CMHA Board
- Raise any concerns/issues on behalf of the Association at the CAHL meetings
- Perform any responsibilities required by the Bylaws of CAHL
- Represent a hockey division as determined by the CAHL fall organizational meeting
- Must attend all provincial playoff meetings

## 16.0 Director of Hockey Development

### GENERAL DESCRIPTION:

The Director of Hockey Development is responsible for reviewing and implementing skills or other specialty programs for CMHA players as needed. The Director of Hockey Development is also responsible for the evaluations process at the beginning of the year. This Director is a voting member of the Board and is required to regularly attend scheduled meetings.

### RESPONSIBILITIES:

- Ensure a specific team evaluation and selection is in place before the start of the season – all processes to hold the approval of the Board
- Recruit and organize the evaluators and on-ice coaches for each division
- Establish the Evaluations Committee
- Assign each player to a team and oversee the assessment of bubble players and any over/under age player placements
- Coordinate the reassessment of any players if required
- Complete the rosters for each team
- Evaluate hockey skills programs that may be needed or wanted for CMHA players including power skating, skills development, goalie skills
- Recruit and hire professionals to provide needed programs