



# **ST. PAUL & DISTRICT MINOR HOCKEY OPERATIONAL BYLAWS**

**Amended September 2025**

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### **BYLAW NO. 1 – BOARD MANAGEMENT/OPERATION**

#### **BOARD MEMBERS**

##### **A) DUTIES/RESPONSIBILITIES**

a) To develop, monitor and govern the Association using the Constitution and Operating Bylaws.

b) To evaluate and develop the following areas of organizations:

- Program
- Coaches/Team Officials
- Players
- Referees

c) To develop an Annual Operating Budget that reflects the use of all Association Revenues.

d) To communicate proactively the affairs of the Association to the Membership.

e) Purchase Liability Insurance as required.

f) Prior to Season start-up hold meeting to inform Team Officials of:

1. Operating Bylaws and Constitution of the Association.
2. Hockey Alberta rule changes.
3. Provide teams with a Manual as to priorities for the coming season and review Manual with Teams at this meeting.

### **BYLAW NO. 2 – PROGRAM MANAGEMENT STRUCTURE/JOB DESCRIPTIONS**

##### **A) DIVISION CO-ORDINATOR**

a) To assist in Coach recruitment.

b) To coordinate the development of the program.

c) To act as a communication link between the guardians/players, Coaches, and the Board.

d) Work with the Board in any player movement.

- e) To monitor the program being delivered by Coaches/Team Management to ensure adherence to Association guidelines and those of Hockey Alberta.
- f) To proactively seek feedback from parents on the program and operation of the Association.
- g) To assist in Team formation/player evaluation/affiliation.
- h) To facilitate communication between Coaches.
- i) Provide a report at each Board Meeting/Annual Meeting.
- j) Work equally with all Teams in the division.
- k) Attend League meetings as required.
- l) Assist in tiering of Teams.
- m) Inform all Teams in the division with information as directed by the Board.
- n) Secure League schedules for all Teams in the division.
- o) Coordinators will enforce suspension of ice time for players that are delinquent until the delinquency issue is resolved.
- p) Board members may not act as coordinators at the age level in which they act as Head Coach/Manager.
- q) Coordinators are responsible to ensure all registration paperwork is completed and fees are paid in full prior to any player going on the ice.

## **B) EQUIPMENT CO-ORDINATOR**

- a) Handling out and collecting sweaters at the beginning and end of season.
- b) Mending and repairing of equipment as needed.
- c) Looking for sponsors of new equipment as needed.
- d) Purchasing of equipment – best buy and best value (consideration to local store front suppliers).
- e) Identification of needed equipment prior to budget development and season start.
- f) Provide a report at each Board/Annual Meeting.
- g) Keep an inventory log of all equipment.
- h) Upgrade medical kits at season start-up.
- i) Record who has goalie equipment.
- j) Notify Teams as to where to drop off equipment at season end.
- k) Ensure that no equipment is signed out over the summer.
- l) Ensure that all equipment is lent out and returned in good condition. If equipment is returned in less than satisfactory condition, the coordinator has the authority to seek financial compensation from the team.

## **C) REFEREE ASSIGNER**

- a) Late September contact the Recreation Department and schedule a

Referees Clinic.

- b) Make arrangements to advertise for the Clinic in the local papers.
- c) Attend Referees Clinic and establish lines of Communication.
- d) At the start of the Hockey Season, keep in contact with the Ice Scheduler.
- e) Assign Referees as required, keeping in mind that everyone who took the Clinic had to spend money to get certified.
- f) Keep an accurate record of all games played. At the end of the month prepare a Referee Report for payment of Referees and submit to the Treasurer.
- g) Act as liaison between the Board and referees to address any issues arising during the season.

#### **D) ICE SCHEDULER**

- a) Early in September draw up a preliminary schedule for the first two weeks of Hockey.
- b) Plan Tournament schedule and book Clancy Richard Arena and CAP Arena as needed.
- c) Provide all Teams with game times and practice times.
- d) As soon as League schedules are prepared, obtain copies.
- e) Keep the Recreation Department updated every week.
- f) Notify by Wednesday, if possible, the Referee Assigner of all games for the Coming weekend.
- g) Notify the Concession at both arenas.
- h) Notify the Controller of any changes to the regular schedule.
- i) Cooperate with the Recreation Department re: Adult Tournament and Figure Skating Competition.
- j) Access to a phone and email is vital for this job.
- k) A good sense of humor is an asset.
- l) Establish good lines of communication with all Coaches and Managers but remember that you cannot please everybody all the time.
- m) Obtain a list of Team Managers.
- n) All ice time scheduling will be negotiated with coaches or managers only.

#### **E) EVENTS/FUNDRAISING COORDINATOR**

*Need to work on job description and responsibilities.*

### **BYLAW NO. 3 – HEAD COACHES/MANAGERS**

#### **A) DUTIES/RESPONSIBILITY**

- a) To be ultimately responsible for Team actions and Association equipment.

- b) To ensure that the program on the ice meets the objectives of the Association as defined by Article No. 3 of Constitution.
- c) To work within and enforce the Code of Conduct and Disciplinary Policy #22 for Team Members/Coaches/Management.
- d) To communicate constructively with parents.
  - ii) To plan the Team's yearly activity in consultation with parents.
  - ii) To provide players' guardians with Financial Reports two times during the season (after hosting tournament and at season's end).
- e) To strive to improve their level of quality of Coaching/Management.
- f) To ensure the proper care, maintenance and return of Association equipment.
- g) To be knowledgeable of Hockey Alberta Bylaws/Regulations, League Rules, and those of the Association.
- h) To update Coordinator monthly on Team activities.
- i) Head coach to select assistant coaches and manager for the team.
- j) Coaches are responsible to ensure all registration paperwork is completed and fees are paid in full prior to any player going on the ice.
- k) Coaches/Managers must attend Coaches/Manager's meeting or player cards will be withheld until such time the information from the meeting is reviewed with them.
- l) Coaches cannot play any player that is identified by the coordinator as being delinquent in their financial obligations to the Association. The coordinator will advise coaches when the player is in good financial standings.
- m) Coaches/Managers must ensure all carded team officials have submitted criminal record checks to the division coordinator by November 01 of each year.
- n) Coaches/Managers can not book ice outside of St. Paul Facilities without consent of the Executive committee for each incidence.

## **B) SELECTION OF COACHES**

- a) Prior to start-up of each Hockey Season the Association will advertise in the local Media for prospective Coaches to send in a resume and criminal record check.
- b) A Coaching Committee may select its Coaches from resumes received.
- c) All Coaches must be Board approved.
- d) All Coaches are required to have the proper Coaching Certification.

## **C) EVALUATION METHODS**

- a) Coaches/Managers may be evaluated according to the way their program and actions:

- Achieve the Association's objectives.
- Support the Code of Conduct.
- Enforce the Code of Conduct
- Enforcement of Disciplinary Policy.

b) The method of evaluation shall be through Board feedback from parents, players and through the Board's direct observation. Disciplinary actions are to be carried out by the Board. These actions may vary from letter of reprimand to expulsion.

## **BYLAW NO. 4 – PLAYERS**

### **A) DUTIES/RESPONSIBILITY**

- a) To be aware of and assist the Association in achieving its objectives.
- b) To behave within the Code of Conduct.
- c) To work towards achieving Team objectives.

## **BYLAW NO. 5 – REFEREES**

### **A) DUTIES/RESPONSIBILITY**

- a) To be aware of and assist the Association in achieving its objectives.
- b) To complete Game Sheets and provide information which will assist the Board in dealing with extraordinary situations.
- c) To strive to improve their quality of refereeing.

### **B) CERTIFICATION**

- a) Referees for all games under the jurisdiction of the Association shall be duly registered with Hockey Alberta and the Association.
- b) The Association will promote the development of Referees by encouraging young players to attend Referee Clinics to obtain training.
- c) The Board should work with Senior Referees to provide an upgrading/Feedback Clinic three months into the season.
- d) The Board may, if financially able, assist in Clinics costs for Referees.

### **C) SUPERVISION**

- a) The Board may designate Officials to provide Referees with evaluation feedback on their performance. This feedback is intended to be constructive and enhance Referee development.

b) The Board should work to establish a formal linkage with Senior Referees to provide constructive feedback to Officials.

#### **D) GAME ASSIGNMENT**

The Referee Scheduler who is a member or a Designate of the Board will make all game assignments. A team's request to have an out-of-town referee for any home games will be reviewed by the referee assigner and board committee. If the request is granted, it is the team's responsibility to cover mileage cost.

#### **BYLAW NO. 6 – PLAYER/GUARDIAN CODE OF CONDUCT**

The purpose of the Player/Guardian Code of Conduct is to provide guardians with behavior guidelines that will assist them in achieving the Association goals:

A) This Code of Conduct will apply to all parents/guardians registered with the Association. It is the responsibility of Team Management to apply this Code and communicate with parents who are not following the Code.

1) The Player's Guardian(s) should be aware of and support the Player Code of Conduct.

2) The Player's Guardian(s) should act as a positive role model and should not become involved in actions that would contradict the Player's Code of Conduct.

3) The Player's Guardian(s) should respect/support the Coaches responsibility to develop all Team Members interpersonal and hockey skills.

4) The Player's Guardian(s) should communicate positively with Team Management on areas that concern the development of their child.

5) The Player's Guardian(s) should respect/support the Coaches responsibility to coach their children and direct Team's on-ice operation.

6) Player's Guardian(s) should recognize and follow the Association's Policies in dealing with areas of concern. Parents should first communicate concerns to the Coach/Manager (with due consideration to the 24 hour rule), then the Program Coordinator. If further action is needed, the Player's Guardian(s) should then approach the Board.

7) Player's Guardian(s) should show a willingness to volunteer their time to assist the Team.

8) Player's Guardian(s) must ensure they remain in good financial standing with Association and team.

Failure to follow this Code shall result in Board or Team Management directed disciplinary action.



## **BYLAW NO. 7 – PLAYER CODE OF CONDUCT**

The purpose of the Code of Conduct is to provide players with behavior guidelines that will assist them in achieving the Association's goals. This Code of Conduct will be enforced for all Team activity.

A) This Code of Conduct will apply to all players registered with the Association and under the Supervision of any Coach or Manager during practices, games, and road trips. It will be the direct responsibility of Team Management to adhere to and apply this Code.

- 1) No swearing, use of profane language, obscene gestures.
- 2) No fighting, bickering, hazing, or berating fellow/opposition players.
- 3) No use of drugs, tobacco products or alcohol of any kind by anyone connected with the Association during hours of operation (games, travel time, practices, etc.)
- 4) No physical or verbal abuse of Game Officials or fans.
- 5) Players will always obey the instructions of the Coach/Managers.
- 6) Players will exhibit respect for all facilities, equipment, Coaches, managers, fellow players, spectators, and Game Officials.
- 7) Players will be financially/morally responsible for their activities on and off the ice.
- 8) Adhere to the Social Media Policy and Cell phone policy(s)

Failure to follow the Code shall result in disciplinary action.

## **BYLAW NO. 8 - COACHING/TEAM MANAGEMENT GUIDELINES**

### **A) COACHES/MANAGEMENT WILL NOT:**

- a) Allow activities that jeopardize the safety of participants.
- b) Become involved in actions that are detrimental to the achievement of Association objectives, or those of Hockey Alberta. Coaches and Managers should act as positive role models for the Code of Conduct.
- c) Allow a player who breaks the Association Code of Conduct to go undisciplined.
- d) Permanently suspend a player without permission of the Board.
- e) Recruit or entice players from other Hockey Associations.
- f) Operate their Team without financial accountability to the Board and parents. Become involved in actions that are contrary to H.A. regulations.
- g) All Player/Coach meetings must be done in the presence of two adults.
- h) Allow any player to commence play on their team until all registration paperwork is completed and fees are paid in full.

B) In the event that a Team Member leaves the playing area because of ejection or injury, it is the Team Management's function to ensure that the player does not leave the ice until Coach, Manager or designated parent is available to escort the player to the dressing room. Players must be informed of the Official who is responsible for escorting them to the dressing room and that they are under the supervision of that individual.

C) The player must stay with the designated Official if they are able to return to the viewing area.

D) If a player cannot return to the viewing area due to injury or ejection, that player must remain in the dressing room unless the Coach or Manager has approved some other action.

E) All Coaches/Managers must have a meeting with parents as early as possible to discuss the following items: maturity of the program to be operated, travel and other associated fees, fundraising, Parent Code of Conduct and Team Discipline. Teams should consider regular parent meetings to discuss Team issues.

F) Jerseys should be picked-up after each game and are not to be worn at practice.

## **BYLAW NO. 9 – GRIEVANCE PROCEDURES**

A) Grievance must be presented in written form to the President, accompanied by a \$40 deposit. If the subject of grievance is overturned, the deposit will be refunded.

B) A Grievance Committee shall consist of three Members of the Board. Barring conflict of interest, the Grievance Committee will consist of the President/Vice-President, and the coordinator. The Committee will review the situation and make a ruling.

C) Within twenty-four hours of a disciplinary Grievance Committee ruling, an appeal of the Committee ruling may be made to the Board.

D) The Board will convene as soon as possible for a final ruling.

E) The decision of the Board will be presented in written form to all parties with a copy of all letters on file with the Secretary.

F) There is a right to appeal to Hockey Alberta.

## **BYLAW NO. 10 – LEAGUE PARTICIPATION**

The Board will review and approve the requirements of Team participation in Leagues, prior to the start of each Hockey Season.

### **BYLAW NO. 11 – TEAM COLORS/UNIFORMS/JACKETS**

- A) Any purchase or donation of jerseys will promote the Association's chosen colors and require board approval.
- B) Any sponsorship advertising must complement the design of the jersey.
- C) All donations of jersey/equipment must be made to the Board to be distributed at the Board's discretion.
- D) All donations should be recognized.
- E) All Team apparel must have the St. Paul & District Minor Hockey Associations' color, logo, and approval of the Board.
- F) Efforts to purchase jackets/uniforms should be made at a local store front business when pricing is competitive.

### **BYLAW NO. 12 – PROVINCIAL FINALS SUPPORT**

A) Any level Team that wishes to host a Provincial Competition must receive approval through a Resolution of the Board. To receive this approval, the Board must receive in writing from that Team the following information:

- Evidence of knowledge of H.A. hosting requirements.
- Preliminary Budget
- Evidence of support from parents/community.
- Amount and type of support expected from the Association. - List of program activities and expenditures.

B) The hosting Team must illustrate the capability to be self-sufficient. This request must be received prior to the Board making a request to H.A. The Association is ultimately responsible for any financial short falls/surplus distribution. Board audited Tournament surplus should be turned back to the host Team at a rate of 50% of profit to a maximum of \$1,500.00.

C) The Association will attempt to support Teams applying to host Provincial Competitions and Teams attending Provincial Finals based on the resources of the Association. This support must represent a fair allocation of Association resources. To receive resources, the Team attending Provincial Finals must present to the Board, prior to the event, a Statement of Proposed Expenditures.

D) Association support of Teams traveling to Provincial Finals is limited to the following amounts to assist in the cost of bus transportation and bus driver accommodations:

Distance to Site (1-way) Fee

100 – 250KM \$500

251 – 500KM \$700

501 – 1000KM \$1000

E) Provincial finals hosting profits should be kept separate from team fundraising. Provincial profits should follow the fundraising guidelines for allowable uses. Refer to Bylaw No. 12 for profit limits. Only Provincial profits may be used for things outside the fundraising policy if approved by the Board up to the maximum allowed profit.

### **BYLAW NO. 13 – TOURNAMENTS**

A) The Association will attempt to allocate ice time prior to season start in order that each level is able to host a Tournament. The order of establishing these tournaments is as follows:

1. U18
2. U15
3. U13
4. U11
5. U9
6. U7

Each team will be expected to host a tournament.

B) All Tournaments must be Hockey Alberta sanctioned.

C) All Tournament ice and Referee fees to be billed back to the Host Team(s).

D) All Team's primary Tournaments must be held in St. Paul. A second Tournament may be held; however, the Team must seek Board approval.

E) Teams going to Tournaments out of the Zone or Province must first obtain a travel permit.

F) Teams may inter-change Tournament dates with Board approval. G) Any Tournament games held outside of St. Paul must get board approval.

## **BYLAW NO. 14 – LEADERSHIP DEVELOPMENT**

A) The Association will, on an annual basis, encourage ALL Coaches and Game Officials to upgrade their leadership qualifications.

B) The Association may provide any individual with financial assistance to upgrade their Coaching/Management/Refereeing Qualifications. This assistance may include some or all related expenses. The individual should provide the Board with the following information before the event:

- Description of course and relationship of services to be provided to the Association.
- Amount requested.
- Description of expenses being requested.
- Description of cost being provided by the individual.
- Statement of past service and/or commitment to provide services for at least one season after training.
- Date and place of event.

C) Coaches in the U9 and below categories must have Proper Hockey Alberta Coaching Courses

D) The Board may consider funding any application after the event, provided the applicant provides the Information in Section (B) and reasons for not applying prior to the event.

E) Teams going to Provincials must have a Certified Coach on the bench and ensure all team officials meet all of HA criteria.

## **BYLAW NO. 15 – FEES FOR SERVICE POLICY**

A) The Board will strive to set a Registration Fee that reflects a fair correlation between amount paid and benefits received for levels.

B) The Board may consider alternate methods of fee payment if the guardian can illustrate to the Board that the fee is prohibiting the child's involvement.

C) Annually the Board shall develop their "base level of service" that they will provide for each division. The base level of service will include practice time, total number of game slots, Referee costs.

D) Annually, there will be a late Registration Fee to encourage early registration so that Teams can be developed.

E) Late Registration Fee Policy:

### 1) Fees Charged:

Date % of annual fee

Prior to November 1 100%

Prior to December 1 80%

Prior to January 1 60%

Prior to February 1 40%

### 2) Refunds Issued:

Date % of annual fee less:

Prior to November 1: 80%

Prior to December 1: 60%

Prior to January 1: 40%

Prior to February 1: 0%

3) Those requesting refunds must pay Team fees before any refunds will be issued. All monies owing to the Team will be subtracted from the refund amount.

4) All delinquent accounts, including but not restricted to registration fees, N.S.F cheques, will result in immediate suspension of ice privileges.

5) The Board will review requests for refunds in the case of injury and other special cases on an individual basis.

6) All registration payments must be paid in full prior to first open skates, unless arrangements have been made and approved by the executive committee.

7) Team management has the right to enforce discipline for failure to meet team fees

## **BYLAW NO. 16 – BUDGET PRINCIPALS/PROCEDURES**

A) Annually the Board shall develop an Operating Budget that reflects the total operating expenses of the Board and all the division operations.

B) Teams must be financially self-sufficient in terms of fundraising, tournament fees, etc.

C) The Board Budget will identify all revenues generated by organization activities. The expenditures identified by the Budget will reflect Team Expenditures, Board projects, base level of service provided to each division.

D) Base level of service:

- a) The Board will annually decide the base level of service that it will provide to each category and each Team. This base level of service will be dependent on the financial resources of the Organization.
- b) The base level of service in each category will be the same for "A", "B", "C", "D", or "AA" Levels of play.
- c) The base level of service will include the following categories:
  - i) Practice Time: Two practice times per Team per week, unless requested to the Board otherwise.
  - ii) Game ice time: Based on availability and league requirements
  - iii) Referee costs: Hockey Alberta fee schedule.
  - iv) The Association will pay all league fees. This will be considered on a formula that includes all League fees totaled and an average developed with a 20% cushion.
  - v) Goalie equipment such as pads, blocker, glove and body protector may be provided up to and including the U11 level should funding be available. All purchases must have prior approval of the Board.
  - vi) Additional base level costs to U7 categories will be reviewed annually based on program developed.

## **BYLAW NO. 17 – FUND RAISING POLICIES**

A) All Grant Applications must have approval of the Board.

B) Team Fund Raising:

1. All fundraising efforts must have the appropriate licenses.
2. No Team shall pledge the credit of the Association
3. Fundraising activities shall be a team activity and responsibility The Association does recognize the desirability for individual teams to participate in fundraising activities to defray the costs of tournaments, additional ice rentals, etc. Teams and individuals that undertake such activities are representing the Association (intentionally or not) and are therefore subject to the Association guidelines and accountable for their actions.

## **RULES & GUIDELINES**

a) Fundraising is to be kept to a reasonable level for justifiable hockey team expenses such as tournament registration fees, bussing to sanctioned events/games, media & advertising, team building events/meals and supplemental player skill development. Anything outside of this list needs to

be brought to the attention of the division coordinator and approved by the Board.

b) Year-end events must be approved by the executive committee, after reviewing team funds, to determine a budget which can be spent.

c) All fundraising activity is to be documented, collected, disbursed and recorded as outlined under the policies for Team Financial Accounts.

d) Any refunds to parents or players are not to exceed the amount of cash contributed to the team by the individual parent or player. In other words, there is to be absolutely no fundraising for individual gain.

e) Excess fundraising is to be turned over to the association at the end of the playing year and placed in general revenue.

f) Sale or resale of Association scheduled ice is strictly prohibited.

g) Certain activities, such as raffles, require approval and licensing by the Alberta Gaming Commission. It is the responsibility of the individuals obtaining such approval to ensure that all requirements are met, and the Association is not penalized.

h) Use of the name, logo or other property of the Association for fundraising purposes requires the prior approval of the Board.

i) These guidelines apply to groups of teams (e.g. tournament committees) and their constituents as well as individual teams and their members.

4. Some Fundraising may require Hockey Alberta approval and/or Alberta Gaming Licensing.

E) All Teams shall not charge gate admission for Regular League and Play-off Games; however, the Board may consider exceptions.

F) Corporate solicitation will be done at the Board level.

G) No Team or individual can use the St. Paul & District Minor Hockey Association name for fundraising purposes without Board Approval.

H) The Board may give approval for special events or project fundraising.

I) Each Team in the Association shall apply for their own Raffle and 50/50 license as required.



## **BYLAW NO. 18 – PLAYER REGISTRATION POLICY**

### **A) REGISTRATION PROCESS:**

To protect the Association from potential liability, the Board reserves the right to decline an applicant if sufficient skill level does not exist to play in the appropriate age Division. Said player may be referred to a lower age level as approved by HA.

a) A player's registration is considered complete when:

- All fees/deposits have been paid.
- Signed parent/guardian consent is provided.
- Guardian has provided all registration information.
- All other necessary forms are completed and provided.
- Zone/Hockey Alberta player verification does not move Teams up in category for Provincial Play.
- Registration is approved by the Board.

c) Should a parent have a registration conflict and not accept the decision of the Board, He/she will be advised that their next level of decision is Hockey Alberta.

d) The Board will consider all outside registrations and reserves the right not to accept a Player's registration request.

e) Registrations will not be received after January 10<sup>th</sup> without the Board approval unless the player is being transferred in.

f) If player verification is revoked by the Zone/Hockey Alberta and Teams are required to move up in category for Provincial Play, player(s) will be asked to move back to their center of play.

### **B) Divisions:**

a) Divisions are defined as U7 (Initiation and 1<sup>st</sup> year) U9, U11, U13, U15, U18 and Pond Hockey. Each division that is carded will be tiered U11-U18 Consideration will be given when numbers do not warrant tiering.

b) All players must register in their appropriate age division.

c) The Board may assign a player to a higher or lower age division after considering the following criteria, based on:

- The skill level of the player involved and his ability to perform in relationship to other players competing for a similar position. The overall impacts of a player move on the participants who can rightfully play in that division.
- The need for the Association to develop a balanced program.

d) The Board will make the final decision for all interdivision moves.

e) Parent consent will be required.

- f) Each case will be considered on its individual merits.
- g) U7 – 1st year Initiation is limited to age 4 as of December 31st. 1st year Initiation program will constitute two weekly practices with no tournaments and/or exhibition games. Consideration will be given to 1st year initiations with adequate skating skills to participate in tournaments and/or games when numbers are needed. Initiation must exhibit adequate skating skill and maturity. Coordinator will be responsible for ensuring that non-skaters are channeled to the Can Skate Program.
- h) A parent request for an interdivision move must be made in writing and requires adherence to the player acceleration policy.

### **C) Category:**

Category is defined as level of play within a division.

- a) The Board may assign a player to a higher or lower category after considering the Following criteria:
- The skill level of the player involved and their ability to perform in relationship to other players competing for a similar position.
  - The overall impact of a player on the participants who can rightfully play in that category.
  - The need for the Association to develop a balanced program.
- b) Guardian(s) wishes may be considered before a final decision on any inter-category moves.
- c) The final decision for all category placement rests with the Board
- d) Each case will be considered on its own individual merit.
- e) Guardian(s) wishes regarding specific categorization of their child will not be allowed unless the Guardian(s) reasons are very specific and valid.

### **D) Players From Outside St. Paul Community:**

- a) The Association may accept players from other communities according to Hockey Alberta (HA) Guidelines & Bylaws.
- b) A player is considered to be outside the St. Paul community according to H.A. boundaries.
- c) When deciding on whether a player from outside the St. Paul Community will be accepted in the system, the following criteria will be considered:
- Impact on players already in the program.
  - Impact on the balance of the program.

Final registration of outside players will not be complete until the Board

has reviewed its players' rosters and assessed its needs. (After 15 registrations/team, Board will review out of town registrations). The level of player ability in relation to other participants on the Team.

- Impact of Provincial Play Categorization.
- Level of player and Guardian commitment to the Team and Association's objectives.

d) A player may be considered part of the Association Membership after completing one season, subject to Bylaw No. 18 A: provided that no special arrangements have been made with the players previous Association. All new players coming into the system are on a one-year probationary period.

e) The Board will make a final decision after considering all the criteria, plus meaningful dialogue with the outside Associations. Generally, we will not accept players from other communities if that division or category of play exists in the communities or numbers are in excess of Association Team quota.

f) A player coming from another Minor Hockey Association will not be considered finally registered until the Association has received releases from the players' previous Hockey Association and the Board has approved the registration.

## **BYLAW NO. 19 –TEAM AFFILIATION & MOVEMENT BETWEEN TEAMS**

A) The Association's objective is to have Teams play as a selected unit throughout the year. If a Team must select players from another Team, every effort should be made to select players of equal ability. The Association does not want any stacking of Teams for specific situations.

B) Any Team that is being formed for a specific Exhibition Game must have Board approval and fall within all Hockey Alberta rules.

C) Utilization of affiliated players will occur only with the consent of all concerned. Coordinators, Coaches and Player(s) Guardians:

1. Players and their Guardian(s) must be made aware of the legalities of the white card signing when affiliating with Junior A.
2. Prior to any player being called up to affiliate, the Coach, Coordinator and Guardian(s) must first approve it.
3. Affiliation must be done in accordance with Hockey Alberta Regulations, Team to Team or Player to Team.
4. An affiliated player is to be used only for replacement of sickness or injury. For suspended players contact coordinator or registrar.

## **BYLAW NO. 20 – ACT REGISTRATION - NO. 50009028**

A) Each year the Treasurer shall submit to Alberta Registries Affairs the appropriate, Financial Statement approved at the Annual Meeting and Board of Directors list with addresses to retain the NO. 50009028 Association in good standing.

B) Date of incorporation is February 02, 1976.

## **BYLAW NO. 21 – ASSOCIATION RECOGNITION - *Create policy in place of this bylaw***

## **BYLAW NO. 22 – DISCIPLINARY POLICY**

### **Purpose of the Policy**

The St Paul Minor Hockey Association (SPMHA) seeks to provide a safe and healthy recreational and competitive hockey experience for all players. League officials, coaches, players and parents share in the responsibility of creating the conditions for this objective to be realized. St Paul Minor Hockey is committed to a clear set of progressive disciplinary steps that insure the following:

1. All players, coaches and parents understand the expectations for a high standard of conduct from the beginning until the end of the season.
2. Transgressions of appropriate conduct will be dealt with in a fair and progressive manner. While serious transgressions will result in serious consequences, the Association adheres to a progressive model of discipline where issues are addressed as they arise, and players are provided with the opportunity to correct the problem.
3. Most importantly, it should be emphasized that our primary responsibility as volunteers in the minor sports community should be to do what's in the interest of all player participants.

Players and parents are strongly urged to review the SPMHA Bylaws pertaining to 'Parent Code of Conduct' (Bylaw 6) and 'Player Code of Conduct' (Bylaw 7) as well as Bylaw 4 'Players Duties/Responsibilities'. Coaches and team managers also need to be familiar with these Bylaws as well as Bylaw No. 3 'Coach/managers Duties/Responsibility' and Bylaw No. 8 'Coaching/Team Management Guidelines'.

## **Procedures**

Team rules and expectations must be established as soon as the team is formed. (Refer to appendix 'A' for a suggested outline for team rules). Players and parents need to clearly understand the specific team rules and behavioral expectations as well as the consequences of non-compliance. The critical factor in managing team behavioral problems is that each incident is addressed as it occurs, in a manner consistent with the team rules and expectations, as set out at the beginning of the season.

**Offense Categories for Association Disciplinary Purposes** St. Paul Minor Hockey Association identifies three levels of offense:

First Level Offense:

- a) Horseplay
- b) Refusing to participate
- c) Lateness or unexcused absence
- d) Messing up the dressing room
- e) Swearing (non-discriminant and not directed at any individual)
- f) Other minor transgressions

First level offences will, at first occurrence, be handled by team officials.

Second Level Offense:

- a) Fighting
- b) Insubordination
- c) Harassment of arena staff
- d) Hindering others from participating
- e) Harassment of others
- f) Swearing directed at another individual
- g) Other major transgressions

Second level offences may be dealt with by team officials, but the appropriate division coordinator must be notified via the filing of an incident report. (Refer to appendix 'B')

Third Level Offense:

- a) Drugs/Alcohol

Any player found with drugs and/or alcohol on his/her possession or any player under the influence of a drug or alcohol while participating in a SPMHA event will be immediately suspended from team activities until the discipline committee is convened and further sanctions applied.

- b) Theft/Vandalism

Any player proven to have engaged in thievery or vandalism while participating in a SPMHA activity will be immediately suspended from team activities until the discipline committee is convened and further sanctions applied. The cost of any damages incurred by Coaches, Team Officials, Players or Parents shall be recovered from those involved. Third level offenses will immediately be brought to the attention of the appropriate division coordinator and subsequently the discipline committee via an incident report.

## **Progressive Disciplinary Process**

### **First Offense**

Verbal warning to the player and/or parents by team management. These discussions should generally involve two members of team staff. Team management to maintain record of time/date/topic of discussion, nature of offense. SPMHA strongly urges the involvement of parents in dealing with untoward behavior.

### **Second Offense**

Written warning by head coach/team management to the player and parents along with an automatic sanction determined by team officials. The head coach will provide a written notice to his division coordinator who will provide a copy to the SPMHA Board of Directors. Any sanction will be progressive in nature and consider the nature and severity of the offense. (Sanctions may be removal from ice surface, missing period of hockey, missing game, etc.)

### **Third Offense**

In the case of a player, immediate suspension from all team activities until further notice. The head coach will provide a written notice (incident report) to the appropriate division coordinator who will advise the discipline committee. The discipline committee will convene to review the player/parent conduct and issue a formal written response along with details of the disciplinary sanctions applied. At the discretion of the board of SPMH, the player may be suspended for the remainder of the season and may also lose his/her right to membership in the St Paul Minor Hockey Association.

The Discipline Committee will consist of the President, Vice President and a neutral coordinator of the St. Paul Minor Hockey Board.

SPMHA will maintain a permanent record of all breaches of the SPMHA Player and Parent Codes of Conduct. Historical information will be considered when instituting disciplinary sanctions.

## **Considerations in Application of Sanctions/Suspensions**

The following may be taken into consideration by the discipline committee in applying disciplinary sanctions:

- a) The nature and severity of the offense
- b) The individual's acknowledgement of responsibility
- c) The individual's extent of remorse
- d) The age/maturity of the individual
- e) Prior sanctioning

The central theme of this discipline policy is that we, as coaches, managers, executive members, and parents, have a responsibility to our young athletes to create a positive atmosphere in which young players may learn new skills and develop as hockey players and young people. Hockey should be a fun and enjoyable exercise for **all** involved participants.

### **Non-Player SPMHA Members**

Disciplinary sanctions may also be applied towards non-playing members of the association (i.e. parents/spectators). Significant transgressions initiated by a non-player will result in the submission of an incident report by team officials to the appropriate division coordinator. The discipline committee will review the situation and conduct which necessitated the incident report and issue a formal written statement to the individual in question along with details of the disciplinary sanctions applied. The Discipline Committee shall have authority to apply sanctions such as exclusion from arena facilities during SPMHA events for periods of up to and including one year.

The President or in his/her absence, the Vice-President of St Paul Minor Hockey shall have the authority to suspend any player, parent, or team official until such time as the discipline committee is convened to review a situation.

Those individuals who may not agree with disciplinary sanction are referred to SPMHA Bylaw No. 9 'Grievance Procedures'.

## **BYLAW NO. 23 – GOODS AND SERVICES TAX**

G.S.T. No. 89136940

## **BYLAW NO. 24 – AWARDS NIGHT & U18 GRADUATION**

A) Annually the Board shall endeavor to recognize the contributions made by volunteers, via means of a partially funded social function.

B) The Treasurer shall budget \$2500.00 annually to financially support this event.

## **BYLAW NO. 25 – POLICY FOR TIERED HOCKEY TEAMS**

Amended September 2025

A) Players wishing to tryout must be registered with SPMHA before the first tryout date. Team sizes will depend on final registered numbers. In the event that a player is injured and cannot take part in the try-outs or a new player registering into our association mid season, the player will be placed on the lowest team and can be moved up after being evaluated by the Head Coach of the higher tiered team and 2 Board members.

### Team 1 Tryouts

St. Paul and District Minor Hockey Association will begin tryouts late September/early October for divisions U11 – U18. All tryout dates for each division will be posted on the website once decided. The U9 Division will be divided in skill based groups through evaluation skates not a formal tryout process.

Team 2 Tryouts - Will begin once team 1 has been finalized.

### Evaluation Committee

The Evaluation committee will be made up of 3 people 1 must be a board member of the SPMHA, 2 must have hockey experience that does not have a child trying out.

The evaluation Committee is specifically designed to assist the selected team's Head Coach with the selection of their team.

The Evaluation Committee will be present during the first 2 tryouts and are responsible to clearly identify the top 6 players and the bottom 6 players out of the group of skaters trying out. Age divisions with less than 20 players trying out will have top 3 players identified and bottom 3 players identified (Does not include goalies). Evaluators will be provided with an evaluation sheet as a guide to help them rank the players. (Evaluation sheet will be



posted on the website.)

Player rankings are confidential and will only be seen by the President, Vice President, Division Coordinator, Evaluation Committee and Selected Team Head Coach.

Standardized tryout form to be used.

Coordinators to prepopulate the tryout forms for ease of evaluator use.

All the above-named individuals to meet after tryout skate, or before next skate to discuss evaluations

The top 3/6 ranked players automatically make the team. If the Head coach wishes not to choose a top 3/6 ranked player, they will need to present their argument to the SPMHA board. The SPMHA board will make the final decision.

Bottom 3/6 rank players automatically get released from the team. If the Head coach wishes not to release a bottom 3/6 ranked player, they will need to present their argument to the SPMHA board. The SPMHA board will make the final decision.

Goalies will be selected by the Head Coach. The Head Coach may accept the feedback of the Evaluation Committee and any outside resources they wish to involve in the process.

### Player Evaluation and Selection Process - U9 – U18

Player evaluations shall be carried out in such a manner that players names are not listed on the evaluation data collection documentation. The use of colored and numbered jerseys will be used.

Players will be assigned a jersey at the beginning of the tryout procedure. Please keep the jerseys until being released or tryouts are completed.

#### Tryout #1

This will be a skill evaluation session. The Head Coach will provide a practice plan of drills they would like to see. The Evaluation Committee and division Coordinator will receive a copy. It will also be available for the parents to view. Divisions containing large tryout numbers will implement time trials. Each player will have 2 attempts per timed drill, better of the two times will be recorded.

#### Tryout #2

This will be a warmup, 10 minutes of flow drills followed by an inter-squad scrimmage. Players will be assigned to evaluation teams to participate in the evaluation scrimmage.

Players/Goalies are guaranteed 2 skates before any releases are given. However, in the case of large groups, players may be released following a time trial skate.

Players are welcome to attend Tryout #1 and #2 as a skater or goalie.

A player will only be selected to move on to Tryout #3 for their chosen position (player or goalie.)

### Tryout #3

This will be a practice run by the selected Team 1 Head Coach, giving the coach a chance to work hands on with their potential team and evaluate skill, attitude and effort of the players.

Attitude will consist of:

- Willingness of the athlete to take instruction and direction.
- Leadership qualities demonstrated by the athlete.
- Ability of the athlete to handle criticism and learn from mistakes.
- Respect exhibited by the athlete towards coaches, officials, spectators, opponents

Releases can be made at this time.

### Tryout #4 (If necessary)

This will be an evaluation game with another association. The Head Coach will run the bench.

The final team is selected and final releases are made.

Players/Goalies will be selected for one position on the team. It will be up to the Head Coach if they will be able to play a position other than their chosen position based on team size or situation (player sick/injured.)

E) Policy For Player Movement Rules to Higher Levels - Adhere to player SPMHA acceleration policy

## **BYLAW NO. 26 – COACHING/MANAGER MEETINGS**

A) All Coach/Managers/Trainers/Board Members must attend.

B) No practices or games will be scheduled on the meeting night.

## **BYLAW NO. 27 – CO-ED DRESSING ROOMS**

Follow Hockey Canada dressing room policy

## **BYLAW NO. 28 – RECOGNITION AND PREVENTION OF ABUSE**

Follow Policies of Hockey Canada and Hockey Alberta

It is the policy of HOCKEY CANADA that there shall be no abuse and neglect, whether physical, emotional or sexual of any participant in any of its programs. HOCKEY CANADA expects every parent, volunteer and staff member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment.

Abuse is any form of physical, emotional and/or sexual mistreatment or lack of care, which causes physical injury or emotional damage to a child.

Harassment is a behavior, by one person towards another, which is insulting, intimidating, humiliating, malicious, degrading or offensive. It creates negative and uncomfortable feelings for the person, or group of persons, to whom it is directed.

## **APPENDIX A – SUGGESTED GUIDELINE FOR TEAM RULES**

Guardians/Parents and Players are referred to the appropriate codes of conduct contained in the Bylaws of the SPMHA. The suggested team code of conduct/team rules should be discussed and implemented at the commencement of the hockey season immediately upon team selection.

- a) We, the participants, understand that being allowed to participate in the sport of hockey, via the SPMHA, is a privilege and as such compliance with the codes of conduct and team rules are required at all times.
- b) I, the player, agree to abide fully by the rules of the game applicable to the level of play in which my team participates.
- c) We, the participants, understand we must set an example and conduct ourselves respectfully and with courtesy towards everyone associated with the game and that our team, the organization, and myself will be judged by our behavior.
- d) We, the participants, understand that any irresponsible or disrespectful behavior in any club sanctioned activity towards any coach, official, parent or player is inappropriate and will not be tolerated.
- e) We, the participants, understand that we must abide by and respect the officials and their authority during all games. We will not confront or question officials whether before, during or after a game. '24-hour rule' applies.
- f) We, the participants will not publicly criticize or question coaches, teammates, opponents or officials and shall only raise concerns privately and in a civil and respectful manner.
- g) I, the player, understand that I will abide by the team dress code, expected time of arrival before functions and any other team rules set forth by team officials.
- h) We, the participants, understand that yelling, taunting, use of obscene gestures or language, racial or ethnic slurs, striking or attempting to strike (except allowable on ice body contact under league rules) or otherwise abusing another player, coach, official or spectator will not be tolerated.
- i) We, the participants, understand that failure to abide by this Code of Conduct/Team Rules will result in disciplinary actions as described in Bylaw #22.

I have reviewed this code of conduct and agree to be bound by the standards outlined above.

Player Guardian Guardian

## **APPENDIX B**

### **ST. PAUL MINOR HOCKEY ASSOCIATION INCIDENT REPORT**

The incident report is to be used when it is deemed necessary to apply the Association's disciplinary guidelines (ie. Suspension, sanction) to a player, coach, parent, guardian or others.

Date Time: Location:

Individual(s) involved in the incident. Include team affiliation.

Witness(es) to incident (including contact numbers if possible).

Description of incident. Simply record what occurred as factually as possible. Do not add opinions/conjectures as to what happened.

Signature: Phone:

*THESE BYLAWS WERE FIRST ADOPTED AT THE APRIL 16, 1991 BOARD MEETING.*

*PRESIDENT – John Yopyk  
SECRETARY – Barry Romanko  
TREASURER – Bob Krawchuk*

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*THESE BYLAWS WERE AMENDED AND APPROVED AT THE AUGUST 17, 1994 MEETING. BYLAWS AMENDED AND ADDED INCLUDE NUMBERS 16, 17, & 22*

*PRESIDENT – Barry Romanko  
SECRETARY – Laurence Ference  
TREASURER – Martin Naundorf*

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*THESE BYLAWS WERE AMENDED AND APPROVED (BYLAW NO.17D4) AT THE MARCH 23, 1995 MEETING.*

*PRESIDENT – Martin Naundorf  
SECRETARY – Dave Mistol  
TREASURER – Martin Naundorf*

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*THESE BYLAWS WERE APPROVED AT THE OCTOBER 9, 1996 MEETING.*

*PRESIDENT – Martin Naundorf  
SECRETARY – Dave Mistol  
TREASURER – Barry Yurkowski*

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*THESE BYLAWS WERE AMENDED AND APPROVED AT THE MARCH 29, 1999 MEETING.*

*PRESIDENT – Martin Naundorf  
SECRETARY – Dave Mistol  
TREASURER – Martin Naundorf*

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*THESE BYLAWS WERE AMENDED AND APPROVED AT THE 2005 Meeting.*

*PRESIDENT – Don Padlesky  
SECRETARY – Michelle Blanchette  
TREASURER – Terry Parenteau*

*THESE BYLAWS WERE AMENDED AND APPROVED AT THE APRIL 02, 2007  
ANNUAL GENERAL MEETING.*

*PRESIDENT – Dave Thomson  
SECRETARY – Lyann Paziuk  
TREASURER – Bonnie Hebert*

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*BYLAW 18 (B)(g) WAS AMENDED AND APPROVED AT THE APRIL 16, 2009  
ANNUAL GENERAL MEETING.*

*PRESIDENT – Dave Thomson  
SECRETARY – Lyann Paziuk  
TREASURER – IRENE GOGOWICH*

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*THESE BYLAWS WERE AMENDED AND APPROVED AT THE APRIL 2017 ANNUAL  
GENERAL MEETING*

*PRESIDENT Bryce Balmer  
SECRETARY – Brandi Jean  
TREASURER – Robb Foote*

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*THESE BYLAWS WERE AMENDED AND APPROVED AT THE APRIL 2024 ANNUAL  
GENERAL MEETING*

*PRESIDENT Anna Scheffelmier  
SECRETARY – Karrie Foisy  
TREASURER – Amanda Pederson*

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*THESE BYLAWS WERE AMENDED AND APPROVED AT THE SEPTEMBER  
MEETING (BYLAW NO. 18 – PLAYER REGISTRATION POLICY & BYLAW NO. 25 –  
POLICY FOR TIERED HOCKEY TEAMS)*

*PRESIDENT Ron Dechaine  
SECRETARY – Alyssa Cameron  
TREASURER – Cassaundra Spence*