

Northern Alberta Midget AA Hockey League Constitution

SSAC moves that the membership accept the Northern Alberta Midget AA Hockey League Constitution, Bylaws, Policies and Procedures, that are dated March 20, 2010 and that the President signs the update.

Additionally, I move that the Secretary ensure a copy of this package is handed out to appropriate Coaches, Managers, Associations/Athletic Clubs and Officers by September 30 this year.

Additionally, I move that the Secretary apply to have this approved by Hockey Alberta.

Seconded by Fort Saskatchewan

NORTHERN ALBERTA MIDGET AA HOCKEY LEAGUE

03/20/2010

A. [CONSTITUTION](#)

B. [BYLAWS](#)

C. [POLICIES and PROCEDURES](#)

SIGNED

DATE: 03/20/2010

LEAGUE PRESIDENT – EARL C. REID

A. CONSTITUTION

NORTHERN ALBERTA MIDGET AA HOCKEY LEAGUE

(NAMHL)

Article 1

The name of the League shall be known as the Northern Alberta Midget AA Hockey League (NAMHL) herein after referred to as NAMHL or the League.

Article 2

The League shall abide by all regulations, bylaws and rules of Hockey Alberta and Hockey Canada.

Article 3

The objectives of the League shall be:

- a. To foster and promote a high level of hockey for Alberta Midget players under its jurisdiction;
- b. To control and administer the playing of the game of hockey in accordance with the rules, regulations and etiquette of the game;
- c. To ensure keen competition within the League; and
- d. To promote the development of players and coaches.

B. BYLAWS

NORTHERN ALBERTA MIDGET AA HOCKEY LEAGUE

(NAMHL)

101 - Operation and Control

NAMHL teams will be controlled and operated only by the Local Minor Hockey Association (LMHA) and will not enter into any player contracts or agreements of any kind and with anyone except Hockey Alberta and Hockey Canada.

102 – New Members

New members must post a performance bond of one thousand dollars.

103 – Team Registration

- a. It will be the responsibility of each host Association to ensure that their team is properly registered with Hockey Alberta.
- b. It is the League's responsibility to ensure that all teams are registered with Hockey Alberta as per League regulations.

104 – Violations

- a. Any violation of the constitution, bylaws, policies, procedures, rules or regulations of the League, Hockey Alberta or Hockey Canada by any member of this League may render such member liable to disciplinary action and/or suspension as deemed necessary.

105 – Meetings – Representation and Voting

- a. The Annual General Meeting of the League will be held on the third Saturday of June at the Edmonton Minor Hockey Office located at 10618 – 124 Street, Edmonton, Alberta
- b. The League will hold its organizational meeting the second Sunday of September annually.
- c. No member will be entitled to be either represented at or have voting privileges at the Annual General Meeting or any meeting of this League unless its financial commitments to the League are fully paid and they are deemed to be in good standing by the League.
- d. A quorum shall be at least 2/3 of the membership rounded up to the next whole number.

- e. Each member represented will have one vote each. The Officers of the League shall not have voting powers on motions except the President who shall cast a deciding vote in tied motion votes.
- f. A simple majority of votes shall carry all questions.
- g. Only voting members may attend meetings unless otherwise invited by the President.
- h. Special meetings may be requested by the members and must be called by the President within 30 days upon receipt of a request for the Special Meeting. The request must be signed by at least two thirds (2/3) of the members and must include the reasons for the request. Fourteen days notice of the Special Meeting must be given to each member.

106 – Membership Fees

- a. The annual membership administration fee will be set at each Annual General Meeting, payable to the League on or before the first League game of the season.
- b. All members' privileges are automatically lost upon default of any moneys due to the League without just cause. These privileges may include loss of points earned in games played.

107 – Declaration of Teams

- a. All members shall declare to the League whether their team will operate in the League for the next season on or before March 1. Any team cancelling after March 1 will forfeit their bond.
- b. All players must be registered with Hockey Alberta prior to their first League game. A copy of team registration must be emailed to the Secretary prior to each team's first League game.

108 – Performance Bond

- a. Each team(s) is required to post a \$1000 performance bond payable to the League prior to the team's first League game.
- b. These bonds will be renewed annually and held in Trust and interest gained will be transferred to the General Account.

109 – Officers of the League

- a. The Officers of the League are:
 - i) President
 - ii) Vice President of Discipline
 - iii) Vice President of Public Relations
 - iv) Secretary Treasurer
- b. The President and Vice President of Discipline will be elected in even years and the Secretary Treasurer and Vice President of Public Relations will be elected in the odd years, unless otherwise determined at the League's Annual General Meeting.
- c. The League shall carry liability insurance for its Officers if not provided by Hockey Canada or Hockey Alberta.

110 – Election of Officers

- a. The election of Officers will take place at the Annual General Meeting of the League by secret ballot.

- b. Officers will assume two-year terms upon acceptance.
- c. Only under unusual circumstances will the President and Secretary Treasurer be replaced in the same year.
- d. At each Annual General Meeting, the President will appoint a non-voting, independent person to act in the capacity of the Returning Officer, who will chair for elections only.
- e. Should a vacancy occur during the year of any Officer position of the League, the President may appoint a replacement until the next League meeting.
- f. Where possible, the President shall have already served a term as Vice President.

111 – Duties and Powers of the President

- a. Be the first contact for teams within his/her jurisdiction and first contact for all League matters other than discipline.
- b. To conduct the business of the League in its entirety between and during meetings.
- c. The President may represent any or all of the members of the League on any occasion and will be responsible to the League for the same. President cannot represent a League member during a player movement dispute unless granted in writing.
- d. To discipline any Coach, Manager, player, team official, LMHA representative or member for refusing to accept and obey the rulings of the League or its Officers and for any proven misconduct, unfair or unsportsmanlike conduct, individually or collectively at any place where hockey is being played or at any meeting.
- e. Ensure the League schedule is developed and distributed.
- f. Shall have one vote at all elections and cast a deciding vote in case of a tie on motions and protests.
- g. Annually, chair a meeting with all Coaches and Managers before the start of League play.
- h. Communicate schedule changes to the League Administrator who will ensure full League communication.
- i. Arrange for and distribute blank League game sheets.
- j. Liaison with Hockey Alberta.

112 – Duties and Powers of the Vice President of Discipline

- a. Be the first contact for the teams regarding discipline.
- b. Assist the President in performing his/her duties.
- c. Shall have one vote at all elections and when reviewing protest.
- d. Chair any playoff, All Star and League award activities.
- e. Keep record of all suspensions.
- f. Summarize at the Annual General Meeting, all suspensions, gross misconducts and match penalties for League information and trending purposes from the previous season.
- g. To provide reports to the Hockey Alberta Minor Council Chairperson regarding any suspension of clubs, Managers, Coaches, players or officials when required.
- h. Chair any disciplinary review committees struck from time to time.
- i. Communicate with Hockey Alberta Zone Discipline Coordinators.

113 – Duties and Powers of the Vice President of Public Relations

- a. Ensure the League is promoted within its regions.
- b. Ensure communication is occurring between each team and its local Medias.
- c. Shall have one vote each at all elections.
- d. Arrange for major League sponsors.

114 – Duties and Powers of the Secretary Treasurer

- a. League minutes shall be recorded and distributed to all League members within 14 days following any meeting.
- b. Ensure each Coach in the League and member who attends the June and September meetings receive a copy of this Constitution, Bylaws and Policy/Procedures booklet.
- c. Annually request through Hockey Alberta the application of the time-out rule.
- d. Ensure the update of this Constitution, Bylaws, and Policy/Procedures manual occurs.
- e. Record all revenues and expenditures, deposit all moneys received, pay all accounts of the League and prepare appropriate annual financial statements as of April 30 for the Annual Meeting.
- f. Prepare and present annually a financial report and budget to the membership at the Annual General Meeting for ratification.
- g. Have a review done on the books annually by a member team. (See Appendix 2)
- h. Shall have one vote for elections.
- i. Shall remit expense money required. Will have dual signing authority for League expenses with the President or the Vice President of Discipline or the Vice President of Public Relations.

115 – Duties and Powers of the League Administrator

- a. Collect and publish League and player statistics via Website and E-mail.
- b. Update the Website weekly of all team statistics, League scores, standings, any planned schedule changes and a list of outstanding score sheets.
- c. Annually, the League may entertain alternative proposals for the functions and fees of the League Administrator.
- d. Annually, following Provincials, League and Western Canadian playoffs, place on the Website the scores of all the games of these tournaments.
- e. Publish annually to all members a listing of all Coaches, Team Officials, LMHA Officers and League Officers.

116 – Honorariums

Honorariums will be set at the AGM and paid annually to:

- a. League President
- a. Vice President of Discipline
- b. Vice President of Public Relations
- c. Secretary Treasurer

117 – Expenses

- a. Within the annual League budget, any expenses for meals, travel and accommodations by any individual will be reimbursed as per the Hockey Alberta fee guidelines, and paid monthly after expenses are submitted to the Secretary Treasurer.
- b. No one directly involved with the coaching, management, or administration of the League may profit from any matters pertaining to the League unless approved by the Secretary Treasurer.

118 – Amendments

- a. The Constitution and Bylaws may be rescinded, amended or added to only at the League's Annual General Meeting or at a Special Meeting. Policies and Procedures may be rescinded, amended or added to at a League Meeting with a 30-day notice and approval of 5 (five) members.

- b. A notice for intended amendments must be submitted in writing to the Secretary Treasurer at least 45 days prior to the date of the Annual General Meeting.
- c. The Secretary Treasurer or President must provide a notice of intended amendments to each team at least 14 days prior to the Leagues Annual General Meeting.
- d. Amendments to this document require a simple majority vote at the Annual General Meeting for adoption.
- e. A review of the Constitution, Bylaws, and Policies/Procedures must occur at the Annual General Meeting as a regular agenda item.
- f. In order for the NAMHL to have Hockey Alberta recognition, it shall submit its League By-laws and Regulations and a list of the names and addresses of the officers not later than July 1st of the current Hockey Season to the Hockey Alberta office. Any amendments to the By-Laws and Regulations must be registered with Hockey Alberta and approved prior to implementation.

119 – Legal Action

- a. Any recourse to the Courts of Law by any Member, Hockey Team, Player, Coach, Manager, Trainer, Stick-boy, Referee, Linesman or Official regarding the interpretation and administration of the Bylaws, Rules and Regulations before all rights and remedies of the Bylaws and the Bylaws of the Hockey Canada have been availed of and exhausted, shall be deemed ungentlemanly and unsportsmanlike conduct within the meaning of the Rules and Regulations and a violation of the same thereby entitling the President to suspend and disqualify the said Member or individual(s).
-

C. POLICIES AND PROCEDURES

NORTHERN ALBERTA MIDGET AA HOCKEY LEAGUE

200 – Refereeing

- a. The Referee Assignors for the LMHA will do assignment of on ice officials for League games.
- b. Referees will be paid as per the fee schedule defined by Hockey Alberta.

201 – Scheduling

- a. Scheduled League games have priority over exhibition and tournament games as provided by the Hockey Alberta Regulations.
- b. Back-to-back games against the same team are not to be scheduled unless necessary.
- c. Each team, by July 15th each year, will declare one weekend where they do not wish to have games scheduled for the purposes of traveling to a tournament.
- d. Each member is required to bring to the Annual General Meeting a minimum of 30 game slots per team for scheduling.
- e. The President will have a draft schedule sent to each member and team by August 30th and the final schedule completed by the September League meeting.
- f. No games are to be scheduled on the date of the All Star Game.
- g. No games will be scheduled to begin after 9:00 p.m.

202 – Playing Rules

- a. The playing rules shall be provided in the official rulebook of Hockey Canada.

203 – Tournament, Exhibition and Pre-Season Games

- a. Hockey Alberta is ultimately responsible for granting permission for pre-season, tournament and exhibition games and for the administration of discipline that is necessary arising out of those games.
- b. The Vice President of Discipline will correspond with Hockey Alberta as appropriate regarding NAMHL suspensions.
- c. Teams must also obtain League approval for any exhibition games with teams from outside the League.

204 – Game Sheets

- a. The home team is responsible for emailing the game sheet and any write-ups to the Vice President of Discipline and the League Administrator the first working day after the game.
- b. The home team shall complete the game sheet on the website within 24 hours, if not the coach may be suspended.

205 – Team Failing to Present Itself

- a. If a team fails to represent itself at the time and place appointed to play a game, the game or series will be awarded to the opposing team with a score of 3-0 for statistical purposes unless the failure was caused by an unavoidable accident or an unforeseen situation.
- b. A team failing to represent itself will forfeit the team's one thousand dollar bond and will be suspended until the bond is repaid.

- c. The Manager, Coach or official and/or players of the team that is responsible for a failure to attend may be suspended for one year or more.
- d. Any team failing to represent itself twice in one season, the Coach, Manager and/or team may be suspended from all League activities for up to 12 months.

206 – Protests

- a. Protests and all supporting evidence must be submitted to the President, Vice President of Discipline and Secretary in duplicate signed by the Coach, Manager and an Official of the LMHA within 48 hours of the scheduled time of the game protested and accompanied by a cheque or money order in the amount of \$200. A copy of the protest must also be forwarded by email within 48 hours of the protested game to the Manager and the Association of the team protested against.
- b. Upon receipt of the protest, the Vice President of Discipline will appoint a three-person neutral committee in addition to the President.
- c. All protests require that the Vice President of Discipline contact the individual submitting the protest and the Manager of the team being protested against.
- d. If the committee (whose decision shall be final) dismisses the protest, the sum deposited with the protest will be forfeited to the League.

207 – Appeals

- a. Appeals to Hockey Alberta must follow the Hockey Alberta appeal procedure.

208 – Discipline Policy for League, Playoff and Tournament Games

- a. For all discipline, the Vice President of Discipline will rule within 48 hours of being notified of an infraction. For the purposes of assistance, the Vice President of Discipline will appoint a three (3) person neutral committee whenever necessary outside League guidelines. (206b).
- b. All suspended players/personnel must be recorded on the game sheet as being suspended.
- c. The home team must email or send all referee write-ups to the Vice President of Discipline within 2 hours of the completion of the game.
- d. All automatic suspensions per the Hockey Alberta Regulations, Minor Hockey Minimum Suspensions shall apply to all league games, including playoffs.

In addition to the Hockey Alberta Minimum Suspensions, the League has the option of increasing the Hockey Alberta Minimum Suspension including the following:

Leaving penalty box as above (triple minor + GM) - 4 games

Players are not to cross the center ice red line during the pre-game warm-up or before the start of any period. That is, they must stay on their side of center ice. Suspensions may be levied.

- e. All suspensions will be carried forward for any Playoff/Provincial games.

The League expects Coaches and Team Management to be responsible for the discipline of their team and actions of their fans. Where problems exist, appropriate action will be taken against the Coach in question if deemed necessary. Additionally, Coaches are expected to exhibit model behaviour at all times.

NOTE: Hockey Alberta Minimum Suspensions are not appealable.

209 – Additional Rules and Regulations for Coaches

- a. All Coaches suspended for any reason will not be allowed in the dressing room areas for one hour before each suspended game and until after the game's conclusion.
- b. If a Coach gives or makes any offensive or obscene gesture to the fans, Referee or opposition, that Coach will be automatically suspended for a minimum of two games.

210 – League playoffs

- a. Red Division - The top seven teams in league play will qualify for the playoffs. The 1st place team will receive a bye in the quarter final series.

2nd place vs. 7th place
3rd place vs. 6th place
4th place vs. 5th place

- b. Blue Division - The top seven teams in league play will qualify for the playoffs. The 1st place team will receive a bye in the quarter final series.

2nd place vs. 7th place
3rd place vs. 6th place
4th place vs. 5th place

- c. White Division - The top six teams in league play will qualify for the playoffs. The 1st and 2nd place teams will receive a bye in the quarter final series.

3rd place vs. 6th place
4th place vs. 5th place

- d. Black Division - The top four teams in league play will qualify for the playoffs

1st place vs. 4th place
2nd place vs. 3rd place

The procedure for determining standings in the event teams are tied during League play is as follows:

1. If teams are tied, the teams will be ranked with the team with the most wins in total League play finishing higher.
2. If teams are still tied, the team with the best win/loss/tie record in games played against each other will finish higher.
3. If still tied after 1 and 2, then the team with the best goal differential in games played amongst each other will finish higher, then fewest goals against, then most goals for, then fewest penalty minutes, all in games amongst each other.
4. If still tied after 1, 2, and 3, then the team with the best goal differential in total League play will finish higher. (i.e. team has 123 goals for and 81 goals against, their differential would be + 42). Final tiebreaker is a coin toss.

211 – League Award Selection

- a. The following awards will be awarded annually:
 - o Coach of the Year
 - o Most Sportsmanlike Player

- o Most Valuable Player
 - o Most Outstanding Forward
 - o Most Outstanding Defenseman
 - o Most Outstanding Goaltender
 - o Top Scorer
 - o Rookie of the Year
- b. The voting ballot must be submitted annually to the Vice President Public Relations by February 1st, (use Attachment 1)
 - c. The Vice President of Public Relations will submit the award winners from the ballots submitted.
 - d. Each winner will receive a keeper plaque from the League, which is purchased by the League and distributed by the Vice President of Public Relations.

212 – Player Movement

Player eligibility for teams will be as follows:

- a. Edmonton based teams must follow their respective policies.
- b. Hockey Canada guidelines for tampering will be followed.
- c. All teams must submit to the Vice President of Discipline a roster not greater than 25 players by September 25th and must submit their final roster to the League Vice President of Discipline before their first League game. This shall be done by each team emailing a copy of their team registration to the Vice President of Discipline prior to the first League game.
- d. Reference and acknowledge Hockey Alberta Player Movement Regulations.

213 – Risk Management

- a. Any injury resulting in a player injured seriously enough require emergency medical attention or to miss more than eight games must be reported to the Vice President of Discipline for information and perhaps insurance purposes, in addition to any Hockey Alberta notification required.
- b. All players while playing any games in the NAMHL must wear coloured mouth guards.

214 – Public Relations

- a. All teams are encouraged to report weekly game results to their local media's.

215 – Procedure for Rescheduling and Cancellation of Games

- a. All rescheduling must be made prior to cancelling a game.
- b. The President must receive in writing from both teams an email confirming the rescheduled date, time and location. Until received, the game will be considered scheduled in accordance with original schedule. (Appendix 3)
- c. All rescheduled games must be communicated by the League Administrator to all League teams via the website.

216 – Responsibilities at Home Games

- a. The home team for League games is responsible to coordinate all on-ice and off-ice officials and will ensure one Referee and two Linesmen do the games.
- b. The home team must provide a scorekeeper, a timekeeper and two penalty box workers for all games.
- c. Charging at the gate is discouraged.

- d. The home team is to call in, then email or send all game write-ups and score sheets and associated discipline information to the Vice President of Discipline immediately following each game.
- e. The home team supplies 25 pucks to each team for pre-game warm up.
- f. The home team must email a copy of the score sheet to the League Administrator the first working day following the game.
- g. The home team must provide a program or line up sheet for each home game.
- h. The home team must provide ice for a minimum five minute warm-up before each game, ice cleaning between each period, and ice for full three twenty stop periods.

217 – General Administration

- a. Travel permits are required by all teams (as per Hockey Alberta) for all out-of-province tournaments and games.
- b. No League monies shall be used to support any tournament.
- c. Team and League member information will be collected at the Annual General Meeting and the Secretary will distribute this information to all teams by September 15th annually.

218 – Schedule

a. Divisions are as follows:

<u>Red Division</u>	<u>Blue Division</u>	<u>White Division</u>	<u>Black Division</u>
Edmonton CAC	Grizzley Trail Siverbacks	Beaumont	Fort McMurray
Edmonton KC	Leduc	Camrose	Grande Prairie
Edmonton MLAC	Morinville-Sturgeon	Fort Saskatchewan	NE BC & Yukon
Edmonton SSAC DW	PAC (Spruce Grove)	NE (Cold Lake)	Peace River
Edmonton SSAC LC	St Albert Crusaders	Strathcona	Slave Lake
Sherwood Park	West Yellowhead	Wainwright	
St Albert Blues	Whitecourt		

219 – Coaching Certification

Hockey Alberta Bylaws & Regulations

SECTION F - COACH EDUCATION REQUIREMENTS

FOR MORE INFORMATION REGARDING COACH EDUCATION REQUIREMENTS, GO TO
WWW.HOCKEYALBERTA.CA

APPENDIX 1

ANNUAL AWARDS

NAMHL VOTING BALLOT (please print)

Coach's Name: _____

Representing Team: _____

Recommended Coach of the Year: _____

Recommended Players from the League:

Most Sportsmanlike Player: _____

Most Valuable Player: _____

Most Outstanding Forward: _____

Most Outstanding Defenseman: _____

Most Outstanding Goaltender: _____

Rookie of the Year: _____
(not a graduating Midget)

(Please print the above player's names and team)

I believe the individuals listed above are worthy of League recognition.

Date

Coach's Signature

Return this ballot to the Vice President of Public Relations by February 1st.

APPENDIX 2

NAMHL FINANCES REVIEW

I authorize a complete review of all financial records of the NAMHL from:

_____ (Date) to _____ (Date)

Treasurer's Name: _____

I have completed a full investigation of the financial statements of the League and find them in proper order.

Auditing Person(s) – Address and Phone Number

APPENDIX 3

RE-SCHEDULED GAME REPORT

GAME TO BE CHANGED:

GAME NO: _____

DATE: _____

TIME: _____

HOME: _____

ARENA: _____

VISITORS: _____

HOME AUTHORIZATION: _____

VISITORS AUTHORIZATION: _____

GAME TO BE CHANGED TO:

ALL GAMES TO BE CHANGED & PLAYED PRIOR THE ABOVE DATE OF GAME

GAME NO: _____

DATE: _____

TIME: _____

HOME: _____

ARENA: _____

VISITORS: _____

HOME AUTHORIZATION: _____

VISITORS AUTHORIZATION: _____

PRESIDENT APPROVAL: _____

Distribution after signing: President, League Administrator, Team #1, Team #2