

**ARTICLES OF ASSOCIATION OF
THE AVALON MINOR HOCKEY ASSOCIATION**

A By-Law relating generally to the transaction of the business and affairs of the Avalon Minor Hockey Association (the "Association").

BE IT ENACTED as a By-Law of the Association as follows:

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ARTICLE 1 - DEFINITIONS

1. Name "Association" means the Avalon Minor Hockey Association.
2. "AMHA" means the Avalon Minor Hockey Association.
3. "CCHC" means the Celtics Center Hockey Corporation.
4. "Act" means the Corporations Act, RSNL 1990 c, C-36, as may be amended from time to time, and every statute that may be substituted therefore and, in the case of such amendment or substitution, any reference in the By-Laws of the Association shall be read as referring to the amended or substituted provisions thereof.
5. "Members" means individuals who are part of the Association as defined in Article 2.
6. "Annual Meeting of Members (AGM)" means the annual general meeting of members as outlined in article 6.
7. "By-Law" means any by-law of the Association from time to time in force and effect.
8. "Board" Board of directors of the AMHA
9. "Association" Avalon Minor Hockey Association inc. (Also referred to herein as AMHA)
10. "Executive Committee" are members of the executive as outlined in articles 4, 5 and 6.
11. "Executive" are members of the executive committee as outlined in articles 4, 5 and 6.
12. All terms contained in the By-Laws which are defined in the Act shall have the meanings given to such terms in the Act.
13. Words importing the singular number only shall include the plural and vice versa; words importing the masculine gender shall include the feminine and neuter genders.

ARTICLE 2 - MEMBERSHIP

- 2.1 The voting members of the Avalon Minor Hockey Association (AMHA) shall be made up of the following:
 - (a) Parents and or guardians of players who are registered with this Association.
 - (i) Given the 1996 boundary agreement is outdated and obsolete, a new residency and school requirement agreement was negotiated with St. John's Minor Hockey Association.
 - (ii) Players must be attending one of the approved schools affiliated with AMHA in the year of registration with the AMHA. The approved list of schools may be updated and are subject to change based on negotiations with St. John's Minor Hockey Association, Hockey NL and the provincial government.
 - (iii) The AMHA approved schools are found here:
<https://www.avalonceltics.com/about-us/>

- (b) Any Coach, Trainer, Team Manager or Referee registered with the Association.
 - (b) Life members. These are individuals (alumni, past players, coaches, etc.) who have been invited by the Board to be members of the Association.
 - (c) Honorary members. These are individuals that have been invited by the Board to be members of the association.
 - (d) The elected Board, including the immediate Past President.
- 2.2 Membership privileges shall only apply to persons in good standing with the Association.
- 2.3 All Members shall be subject to these articles and the rules and regulations made by the Board of the Association and the decisions and directions of the Board. Failure by a Member to comply with the said articles, rules and regulations, or decisions and directions may result in the suspension of the said member for an indefinite or definite period.
- 2.4 The Non-Voting Members, who shall receive notice of and have the right to attend all meetings of the Members, shall be as follows (each a “Non-Voting Member”, and collectively, the “Non-Voting Members”):
- a) Key Stakeholders - Representatives who have an affiliation and proven relationship with the sport of hockey in Newfoundland and Labrador, as recognized by the Board, whose presence at AMHA functions are in the interest of promoting and growing the sport of hockey.

ARTICLE 3 - VOTING

- 3.1 The Voting Membership shall be made up of:
- (a) Any individual deemed eligible as per Article 2 who is registered with the Association and is eighteen (18) years of age and over.
 - (b) Each voting member shall have one (1) vote.
 - (c) Any person from the Membership who has been suspended by the Board and/or the Hockey Newfoundland (HNL) is unable to vote.
 - (d) There shall be no proxy votes.

ARTICLE 4 – NOMINATIONS

- 4.1 The Board shall appoint a Nomination Committee which shall present a proposed slate of candidates for election at the Annual General Meeting (AGM). A call for Nominations shall be made 30 days prior to the AGM. Nominations will close one week prior to the AGM.
- 4.2 Any nomination of an individual for election:

- (a) Must include the written consent of the nominee.
- (b) Must comply with the procedures established by the Nominations Committee.
- (c) May be submitted to the nominations committee no later than 30 days prior to the Annual Meeting of Members each year. Information regarding the individuals nominated for election shall be included in the notice of Annual Meeting of Members sent to Members.
- (d) Nominations may be made from the floor of the Annual General Meeting. All nominations from the floor shall require a seconder and both the nominee and seconder must be present in the room.
- (e) The nominees presented by the Nominating Committee and any other nominations made from the floor of the Annual General Meeting will be voted on by the members present at the Annual General Meeting.
- (f) As per Article 2, only voting members of the Association who are qualified to become a volunteer with the Association shall be elected as Officers.
- (g) All candidates will have 1 minute to speak prior to the election taking place.

4.3 The Association shall consist of the following Board Members, six Executive positions, four Director positions, and one Past President for a total of 11 board members, all of whom shall be voting members in good standing of the Association except the Past President and Executive Director which will have non-voting status. The Board shall be made up of the following:

- President (voting member)
- Vice President – Operations (voting member)
- Vice President – Competitive (voting member)
- Vice President – Recreational (voting member)
- Treasurer (voting member)
- Registrar/Secretary (voting member)
- Director - U7 & U9 Hockey
- Director - U11 & U13 Hockey
- Director - U15 & U18 Hockey
- Director - Girls Hockey
- Past President (Non-voting member)
- Executive Director (Non-voting member and invited to attend board meetings)

- (a) The President, Vice President Operations, Vice President Competitive, Vice President Recreational, Registrar/Secretary, and Treasurer shall be known as the “Executive Committee”. The President, Vice Presidents, Treasurer, and the Registrar/Secretary will be nominated and elected at the AGM by members of the Association. The President, Vice Presidents, Registrar/Secretary, and Treasurer positions shall be elected for a two-year period and are eligible for re-election at the end of the two-year term, for a total of four years in total of serving in any role on the Board (two two-year terms or four years in total serving on the Board). President and Registrar/Secretary shall be elected in even years, and Vice Presidents and Treasurer shall be elected in odd years. To be elected to the Executive, an individual must be in good standing with AMHA. The immediate Past President shall be a one-year, non-voting term. Executive Members shall be known as the

“Executive Committee”. This section applies to each Board Member sitting on the Board prior to the date of the enactment of these By-Laws, counting from each individual Board member’s previous election to the Board.

- (b) The remaining members of the Board shall be known as Directors as noted above and shall be nominated and elected at an AGM by members of the Association. The Directors shall be elected for a two-year term at the AGM and are eligible for re-election at the end of the two-year term for a maximum of four years in total service in any role on the Board. The four Directors, Past-President, and six Executive members (Executive Committee) shall be known as the “Board”. This section applies to each Board Member sitting on the Board prior to the date of the enactment of these By-Laws, counting from each individual Board member’s previous election to the Board.
- (c) If there is any vacancy occurring in the Executive Committee, vacancies may be filled by appointment by such Executive Officers that remain in office up until the next available Annual General Meeting.
- (d) Board members shall not serve as coaching staff in the competitive (All Star) stream or take part in the evaluation and/or selection of players in the competitive stream. Board members may serve as a head coach or assistant coach on one team in the recreational stream.

ARTICLE 5 - DUTIES

- 5.1 While these specific duties are outlined, other duties will be required for the day-to-day operations of the Association. Each Board Member is required to attend meetings on a regular basis and to perform his/her duties as specified herein or as requested by the Board. Failure to do this may result in suspension or termination. The President, Vice President Operations, Vice President Competitive, Vice President Recreational, Secretary/Registrar, and Treasurer shall be known as the “Executive Committee”. The specific duties of each board member are as follows:

(a) President

The Association President is responsible for all aspects and operations of the AMHA. Working with the Vice-Presidents and other Board and Executive members, the President is responsible for establishing the policies, priorities, and principles of the Association and ensuring these are adhered to in the daily operation of the Association.

The President is responsible for scheduling and chairing Board Meetings, Executive meetings, and, with the input of the Executive membership, establishing the agenda of discussion. The President is responsible for chairing the Annual General Meeting of the Association. The President shall normally be the primary liaison between the Association and the public in matters of public communication unless otherwise deemed appropriate by the President to have others provide communication. This shall include correspondence with Hockey Newfoundland Labrador (HNL) and attendance at annual meetings and gatherings of the HNL Minor Council. In the absence of availability of the President, the Vice President Operations shall assume the role of primary liaison. The President shall confer with the Vice Presidents on daily matters relating to the operation

of the Association during each season and provide guidance on matters related to the principles and values of the Association.

(b) The Past President

The Past President:

- i. Shall serve as a non-voting member to the Board for one (1) year or following the election of newly elected President.
- ii. May sit on internal or external committees/board as an Avalon Minor Hockey Association Representative,
- iii. May contribute to any Association function as determined by the Board.

(c) Vice President Operations

The Vice President Operations is responsible for the support operations at all levels of the AMHA. In the absence of the President, the Vice-President Operations may act as the President. This position also has signing authority for the AMHA.

The Vice President Operations regularly attends AMHA Board meetings and is a member of the AMHA Executive. Vice President Operations is responsible for overseeing and assigning duties for the Executive Director and any other staff. If either the Executive Director, the various committees, other staff, or the Referee-in-Chief have any issues to bring forth to the AMHA, the Vice-President Operations is the first point of contact. The Vice President Operations acts as a liaison between the AMHA Executive and the owners of the arena (Celtics Center Hockey Corporation (CCHC)). They represent the AMHA in any discussions or negotiations with the ownership or management of the arena.

(d) Vice President Competitive

The Vice President Competitive is responsible for the operations of the Competitive division of the AMHA. They may act as a liaison between the AMHA and any selection-based Leagues in which AMHA members participate. The Vice President Competitive has oversight and responsibility for the integrity of the annual selection process for all competitive teams (competitive) and is the liaison with the Executive Director and technical staff on establishing coaching staff and support for Competitive based teams under the jurisdiction of the AMHA.

The Vice President Competitive regularly attends AMHA Board meetings and is a member of the AMHA Executive. As well, the Vice President Competitive normally participates on the Appeals and Resolution Committee.

(e) Vice President Recreational

Vice President Recreational is responsible for the operations of the Recreational division of the AMHA. Vice President Recreational may act as the liaison between the AMHA and any Non-Selection-based Leagues in which AMHA members participate. Vice President Recreational assists with the annual establishment of rosters at the beginning of each season and interacts with the Executive Director on establishing personnel and staff for Recreational-based teams under the jurisdiction of the AMHA.

Vice President Recreational regularly attends AMHA Board meetings and is a member of the AMHA Executive. As well, the Vice President Recreational normally participates on the Appeals and Resolution Committee.

(f) The Treasurer

The Treasurer is responsible for all financial operations of the Association and shall maintain control of all assets of the Association. The Treasurer reports to the President and the Executive on all matters pertaining to financial affairs, equipment, and office management. The Treasurer is responsible for preparing the budget and is responsible for the care and custody of all funds of the Association. The Treasurer shall keep a full accounting of all receipts and disbursements of the Association.

(g) Registrar/Secretary

Registrar

The Registrar is responsible for the annual registration of the Association and ensuring that all players participating in the Association's hockey systems are properly registered with Hockey Newfoundland and Labrador ("HNL") and meet all the regulations of the provincial branch of Hockey Canada. They will ensure that teams are registered and certified as necessary by the required date. The position is responsible for maintaining statistics and the number of players in each hockey program. All matters above will be reported to the President and Executive.

Secretary

The Secretary is responsible for keeping a record of the Minutes of all AMHA Executive meetings, AGM and other special meetings as required. He/she is responsible for corresponding with and advising members of all meetings, as well as, preparing outgoing correspondence and coordinating incoming correspondence. The secretary may serve on the nominations committee. The secretary shall oversee the election process at the annual AGM. All matters above will be reported to the President and Executive.

(h) Executive Director (Non-Board, Non-Voting, expected to attend Board meetings to give reports to the Board).

Reporting to the Board, the Executive Director (ED) leads the development and delivery of hockey programming for the Association and is responsible for all aspects of player and coach development. They are also responsible for overseeing the general operations of DF Barnes Arena. They will be the senior leader of our organizations and will manage full time and part time staff in areas such a technical hockey programming, rink operations and administration. They are responsible for administrative responsibilities as assigned to ensure AMHA/CCHC successfully meets its vision and objectives. They will oversee our operations and programming to ensure quality service to our hockey family and efficient, cost-effective management of our resources and will work to mobilize a strong volunteer base.

(i) Technical Director (Non-Board, Non-Voting, expected to attend Board meetings to give reports to the board).

Reporting to the ED and taking direction from Board objectives and maditate and with support from the ED, administrative and coaching staff, the Technical Director (TD) is responsible for all aspects of on ice activities for the AMHA. The TD works with the ED with player and coach development in the Avalon Minor Hockey program.

(j) Referees' Coordinator

The Referee in Chief shall report to the ED and shall be appointed as the Referees' Coordinator (RC). The RC will work closely with the Association referees and be the liaison between the referees and Board. They will ensure that officials and timekeepers have been assigned for all games in the Association. Document and report to the Board any major problems with respect to refereeing/timekeeping. Ensure that all major penalties are immediately reported to the coaching staff and Board and keep a record of the same.

ARTICLE 6 - MEETING OF MEMBERS

- 6.1 Annual General Meeting of Members (AGM) of the members shall be held on such a day in each year and at such a place as the Executive may by resolution determine - as deemed possible by the Executive, or not later than 15 months from the last AGM.
- (a) The Board shall meet 4-6 times per year or at the call of the President.
 - (b) A quorum for any meeting of members shall be at least $\frac{1}{4}$ of the members in good standing or a minimum of 25 voting members.
 - (c) At the request of three Board Members, the President shall call a special meeting with a notice outlining the issues to be discussed. No subject shall be discussed or considered at any such special meeting, except that specified in the notice.
 - (d) Special General Meetings may be called at any time by the Board and the President may call a special meeting on the written request of any three members of the Association for the transaction of such business as must be specified in such requests.
 - (e) Special General Meetings must be called by the Board within two (2) weeks after a written request is received.
- 6.2 Elections – Elections for each Director shall be decided in accordance with the following:
- 1. President:
 - a. In the event of one (1) Valid Nomination for the position of President – The Voting Members shall be eligible to cast a ballot for the nominated individual by voting for said nominee or abstaining from the vote. The nominated individual shall be declared elected as the President upon receiving a majority of the votes cast. If the nominated individual does not receive a majority of the votes cast, the President position shall remain vacant and be filled in accordance with Section 4.3 (c) of these By-Laws.
 - b. In the event of more than One (1) Valid Nomination for the position of President – If there is more than one (1) nominated individual for the office of President, the

Voting Members shall be eligible to cast a ballot indicating their choice for President or abstain from voting. The nominated individual that receives a majority of the votes cast shall be declared elected as the President. If no nominated individual receives a majority of the votes cast after the first vote, the nominated individual with the lowest number of votes cast in their favour shall be eliminated from the subsequent ballot until there is only one (1) nominated individual left on the ballot. The nominated individual shall be declared elected as the President upon receiving a majority of the votes cast. If the nominated individual does not receive a majority of the votes cast, the President position shall remain vacant and be filled in accordance with Section 4.3 (c) of these By-Laws.

2. Vice-President:

- a. In the event of one (1) Valid Nomination for each of the Vice-President Positions – The Voting Members shall be eligible to cast a ballot for the nominated individual by voting for said nominee or abstaining from the vote. The nominated individual shall be declared elected as the Vice-President upon receiving a majority of the votes cast. If the nominated individual does not receive a majority of the votes cast, the Vice-President position shall remain vacant and be filled in accordance with Section 4.3 (c) of these By-Laws.
- b. In the event of more than One (1) Valid Nomination for the Vice-President Position – If there is more than one (1) nominated individual for the office of Vice-President, the Voting Members shall be eligible to cast a ballot indicating their choice for Vice-President or abstain from voting. The nominated individual that receives a majority of the votes cast shall be declared elected as the Vice-President. If no nominated individual receives a majority of the votes cast after the first vote, the nominated individual with the lowest number of votes cast in their favour shall be eliminated from the subsequent ballot until there is only one (1) nominated individual left on the ballot. The nominated individual shall be declared elected as the Vice-President upon receiving a majority of the votes cast. If the nominated individual does not receive a majority of the votes cast, the Vice-President position shall remain vacant and be filled in accordance with Section 4.3 (c) of these By-Laws.

3. Director:

- a. In the event of one (1) Valid Nomination for Each Vacant Director Position – For an election where there is only one (1) valid nomination for each vacant Director position, an election will be held for each vacant Director position. For each election, the Voting Members shall be eligible to cast a ballot for one (1) of the nominated individuals by voting for said nominee or abstaining from the vote. The nominated individual shall be declared elected as a Director upon receiving a majority of the votes cast. If the nominated individual does not receive a majority of the votes cast, the Director position shall remain vacant and be filled in accordance with Section 4.3 (c) of these By-Laws. The process shall be repeated for each vacant Director position.
- b. In the event of more than One (1) Valid Nominations for Each Vacant Director Position – The Voting Members shall conduct a vote by ballot for each vacant

Director position. If there are more nominated individuals than vacant Director positions, the Voting Members shall be eligible to cast a ballot indicating their first choice for the Director position from the pool of all eligible individuals nominated or abstain from voting. The nominated individual that receives the majority of the votes cast shall be declared elected as Director. If no nominated individual receives a majority of the votes cast after a vote, the nominated individual with the lowest number of votes received shall be eliminated from subsequent ballots until a nominated individual has received a majority of the votes cast. If no nominated individual receives a majority of the votes cast, the Director position shall remain vacant and be filled in accordance with Section 4.3 (c) of these By-Laws. This process shall be repeated for each vacant Director position.

ARTICLE 7 - EXECUTIVE FUNCTIONS - POWERS OF THE BOARD

- 7.1 The Board shall have the power to do all such things as in their opinion may be necessary or expedient to carry out effectively the objectives of the Association, as set out in the by-laws, and, without limiting the foregoing. The Board shall have powers as follows:
- (a) To create standing committees that help serve the Association. These committees may include and not limited to: Audit and Finance, Operations, Sponsorship, Alumni and Nominations. Committee membership shall have at least one member of the current board with the remainder coming from members of the association in good standing. The board may approach members of the community that are not part of the association that have specific skill sets to join specific committees.
 - (b) To delegate all or any of its powers to its duly appointed committees:
 - (c) To suspend members for any infringements of the Code of Conduct, the rules of hockey, or of the rules and regulations of the Association, or for any act or practice which in the opinion of the Board is detrimental to the interest of the sport.
 - (d) The Board shall have control of the affairs of the Association and shall have the power to amend or alter the By-Laws of the Association provided the two-thirds majority of the membership present at an AGM or General Meeting.
 - (e) All members of the Board must attend regularly scheduled meetings. If members fail to attend meetings on a regular basis or three meetings in a row, they may be suspended for the balance of their term through a majority (two-thirds majority) vote of a quorum of the Board.
 - (f) A majority (two-thirds) of the Board shall constitute a quorum and its decision is binding.
 - (g) Any mid-term Director vacancies on the Board may be filled by the Board for the balance of the terms.
 - (h) Any mid-term Executive vacancies on the Board may be filled until the next AGM
 - (i) Job descriptions and responsibilities for each position on the Board are as outlined in the By-Laws.
 - (j) The office of Executive members shall be vacated:

- i. Upon their death.
- ii. If they are declared insolvent or becomes of unsound mind.
- iii. If they cease to be a member of the Association.
- iv. If they resign by notice in writing.
- v. If they are removed from office by a vote of two-thirds of the members present at a meeting of the General Membership. Notice of this impeachment to be given in writing 14 days in advance of the meeting to all voting members of the Association.

ARTICLE 8 – COMMITTEES

- 8.1 The Board may appoint committees as it deems necessary in its sole discretion for managing the affairs of the Association. The Board shall appoint the chair of a committee and prescribe the duties and terms of reference for the committee. The Board may delegate to any committee any of its powers, duties, and functions and shall approve the members of a committee. The President shall be ex-officio and non-voting member of all committees of the association. No committees will have the authority to incur debts in the name of the association
- 8.2 Standing Committees - Subject to the articles, the board have determined the association shall have the following Standing Committees: Audit and Finance, Operations, Governance, Nominating, Sponsorship, Disciplinary and Appeals Resolution Committee. These committees shall be formed by vote of the Board.
- (a) The chair of any standing committee shall be a member of the Board and shall be appointed by the board.
 - (b) The composition of each standing committee shall be determined by the President, in consultation with the Board. Each standing committee shall be composed of a minimum of four and a maximum of five individuals, including the standing committee chair.
 - (c) The standing committee chair and other individuals on each standing committee may serve a term of two (2) years, but may be reappointed for subsequent terms.
 - (d) The terms of reference of each standing committee shall be set out in policies established by the Board. Each standing committee may propose changes to its terms of reference to the Board.
 - (e) At all standing committee meetings, a two-thirds majority of the individuals who serve on that committee shall constitute a quorum.
 - (f) Attendance at standing committee meetings shall be limited to the individuals serving on that committee, any individual approved by the President to attend, and such other persons as may be invited by the committee chair.
 - (g) Any individual serving on a standing committee may be removed from such office at any time in the absolute discretion of the Board.
- 8.3 Finance Committee - The Finance Committee is responsible for oversight related to AMHA accounting and reporting, financial policies and strategies, and financial risk

management. This committee is chaired by the Treasurer of the board. The Finance Committee shall, at the time of the annual review engagement provide the independent accounting practitioner(s) with access to AMHA's financial records, review of the independent practitioner's report and submit that report to the Members of the association.

- 8.4 Operations Committee- This committee is responsible for advising the Board on the operations of the Rink and matters relating to the Celtics Center Hockey Corporation (CCHC) operating the rink with AMHA. Members of this committee may also serve as board members of the CCHC.
- 8.5 Governance Committee – The Governance Committee is responsible for advising the Board on matters relating to the Board's governance structure, processes and policies, evaluation of the Board's effectiveness, education, and evaluation of the Board's Directors, and for establishing policies on the hiring and evaluation of the Executive Director.
- 8.6 Nominations Committee- There shall be a nominations committee (the "Nominations Committee") which shall be responsible for:
- (a) ensuring on a continuing basis that the Board is composed of qualified, diverse, experienced and skilled persons capable of, and committed to, providing effective governance leadership
 - (b) The chair of the Nominating Committee and other committee members shall be appointed by the Board,
 - (c) The Nominations Committee shall seek out a slate of acceptable candidates for all elected positions as discussed in Article 3.
 - (d) The chair of the Nominations Committee shall oversee any election in conjunction with the secretary, conducted under as indicated in Articles 2 and Articles 3 of these By-laws, including ensuring that names of all candidates running for elected positions on the Board appear on the official ballots, distribution and collecting the ballots, counting the votes, announcing the results, and destroying the ballots immediately thereafter.
- 8.7 Sponsorship Committee - There shall be a sponsorship committee which shall be responsible for seeking sponsorship and advertising for the association.
- 8.8 Disciplinary Committee - The Disciplinary Committee shall consist of three members of the Association, one of which shall be a member of the board as appointed by the President.
- (a) The two other members shall be appointed at the annual meeting of the Association and shall hold office for a term of one year or until their successors are appointed.

(b) All members must adhere to the code of conduct found in article 17 of these by laws and set forth in Hockey NL policy manual (section 1.05 Code of Conduct)

([Hockey NL Policy Manual](#))

(c) If a member of the Association has been found on inquiry by this Committee to be guilty of violating article 17 of these by laws and set forth in Hockey NL policy manual (section 1.05 Code of Conduct) upon resolution passed by a two-thirds majority of the Executive, may: suspend or cancel membership in the Association for a specified period or indefinitely.

8.9 Appeals and Resolution Committee – The Appeals committee will consist of the President, and any two other members of the board, and one other individual not involved with the original disciplinary decision. This committee deals with any appeals from decisions involving the grievance procedure. Details of this procedure can be found in the AMHA handbook.

(a) The procedure is put in place to handle disputes, protests or complaints received in writing from parents, coaches, players, and other associations involved in the Competitive or Recreational programs will be dealt with in a timely fashion.

- i. The Complainant shall contact the Head Coach (per Player-Parent Agreement) with the issue.
- ii. If the matter is not resolved, the issue will be brought forward to the Executive Director.
- iii. If the matter continues to remain unresolved the Complainant must provide their complaint in writing to the Association via the web-based email address. The complaint must be addressed to the appropriate Vice President depending on the nature of the complaint. Matters related to Competitive teams shall be addressed to the Vice President Competitive, matters related to Recreational teams shall be addressed to the Vice President Recreational.
- iv. The complaint must identify and address the specific By-Law of HNL, Hockey Canada, or Association Handbook the Complainant feels has been violated. Complaints that do not address which aspect of Rules, Regulations, or By-Laws have been violated will be dismissed without further notice and the Complainant informed as such.
- v. Complaints received shall be brought forward by the Executive member to the disciplinary committee. If at any time any of the committee members have a conflict of interest in the matter, they shall be removed from the committee.
- vi. The assembled committee shall review the complaint, interview or question individuals involved in the matter, collect information, and assess if a violation has occurred. During proceedings, the committee shall have the authority to review pertinent rules with the Association Executive Director as necessary for clarifications. A decision will then be rendered by the Committee.
- vii. The Committee shall report to the Board their decision as well as a recommendation for any disciplinary action. Final disciplinary action shall

be at the discretion of the Association Board which shall be responsible for enforcing the act.

(b) Complaints shall be dealt with as expeditiously as possible. However, there shall be no set timetable for disciplinary proceedings to allow the committees to fully investigate matters and all necessary information required. Complainants shall be kept confidential to preserve private information and protect the rights of minor individuals involved in the proceedings. The Committee reserves the right to impose supplementary suspensions than those imposed by HNL.

ARTICLE 9 - REGISTRATION

- 9.1 To register, players must be attending one of the approved schools affiliated with AMHA as listed in article 2.1 (a). Please note that this approved list of schools may be updated and are subject to change.
- (a) Registration will begin in early September. Designated times will be put in place by the Board and communicated to all members. After registration has closed a player may only register upon Board approval and where numbers permit. The registration fee is to be set by the Board and must be paid upfront or in payments to be decided by the Board.
 - (b) To register with the Association, a player must be in good standing with this Association and/or previous Associations that player maybe transferring from.
 - (c) A player needs acceptable proof of age and must register within his/her age group:

Learn to Play – 4, 5 and 6 years old by December 31st
U9 (Novice) – 7 and 8 years old by December 31st
U11 (Atom) - 9 and 10 years old by December 31st
U13 (Pee wee) - 11 and 12 years old by December 31st
U15 (Bantam) - 13 and 14 years old by December 31st
U18 (Midget) – 15, 16 and 17 years old by December 31st

- (d) Refunds will occur if the Association prematurely ends the player's hockey season and funds are available. Board may wait until the end of the season to refund the money.

ARTICLE 10 – COACHES

- 10.1 All coaches will be members of the Avalon Minor Hockey Association and will be approved and appointed by the Board to individual teams. Persons who are not members of AMHA can also be considered as coaches at the discretion of the ED subject to Board approval.

- (a) No coach will be permitted to coach more than one team in the Avalon Minor Hockey Association in any one classification (age division). Competitive teams are included in this rule.
- (b) Direct family members (i.e., spouses, siblings, children and parents) are unable to be part of the coaching staff for the same team.
- (c) Coaches are appointed by the ED with approval from the Board. They follow the guidelines for the program as outlined in the AMHA Coaches handbook.

ARTICLE 11 – MANAGERS

11.1 Managers are appointed by the ED in consultation with the coaches. The Manager shall act as a convenor for each team. Serving as a liaison between coaches, parents, and the Executive Director. They are guided by the policies of the AMHA and Hockey Canada program. More details about Managers duties can be found at:
<https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/MHA/downloads/minor-hockey-team-managers-manual-e.pdf>

ARTICLE 12 – ANNUAL INDEPENDENT ACCOUNT PRACTITIONER REVIEW ENGAGEMENT

The appointment of an independent accounting practitioner(s) of the Association shall be appointed by the board yearly at the annual AGM meeting. The independent accounting practitioner(s) shall each year, prior to the Annual General Meeting and at any other time at the request of the Executive, complete a review engagement of the books, accounts, and balance sheet of the Association, and shall for that purpose have access to all books, documents, securities, and receipts of the Association. For any such review engagement, the Treasurer and Finance committee shall give the independent accounting practitioner(s) such assistance as shall be required.

The Fiscal year of the Association shall be from September 1st to August 31st.

ARTICLE 13 - AMENDMENTS

- 13.1 AMHA board may by resolution make, amend or repeal By-Laws that regulate the business or affairs of the Association. Proposed amendments to the by-laws must be submitted with the notice of the annual general meeting of members.
- 13.2 The Board shall submit a By-Law, or an amendment or a repeal of a By-Law, made under Section 13.1 to the Association at the annual general meeting of the Association. These By-laws may be amended only by a two-thirds majority vote of members present at annual general meeting.

- 13.3 A By-Law, or an amendment or repeal of a By-Law, is effective from the date of the resolution of the Board under Section 13.1 until it is confirmed, confirmed as amended or rejected by the members under Section 13.2; or it stops being effective under Section 13. and where the By-Law is confirmed or confirmed as amended, it continues in effect in the form in which it was so confirmed.
- 13.4 Where a By-Law or an amendment or a repeal of a by-law is rejected by the members, or where the Board does not submit a By-Law or an amendment or a repeal of a By-Law to the members as required under 13.2, the By-Law or amendment or repeal of a By-Law stops being effective and no subsequent resolution of the Board to make, amend or repeal a By-Law having substantially the same purpose or effect is effective until it is confirmed or confirmed as amended by the members.
- A member entitled to vote at an annual meeting of the Association, may in accordance with sections 224 and 232 of the Corporations Act make a proposal to make, amend or repeal a By-Law.

ARTICLE 14 – CORPORATE SEAL

- 14.1 The corporate seal of the Association shall be such as the Board may by resolution from time to time adopt and shall be entrusted to the Secretary of the Association for its use and safe keeping.
- 14.2 The Association shall have a corporate seal which shall be in a form approved from time to time by the Board. The Seal of the Corporation shall be kept in the custody of the Secretary of the Association. Notwithstanding any other provision in these By-Laws, for the purpose of certifying documents or proceedings, the Seal of the Corporation may be affixed by the Secretary of the Association alone, and without the specific authorization of the Board.

ARTICLE 15 – INDEMNITIES TO DIRECTORS AND OFFICERS AND OTHERS

- 15.1 Except in respect of an action by or on behalf of the Association to obtain a judgment in its favour, the Association shall indemnify:
- (a) a board member of the Association and his or her heirs and legal representatives,
 - (b) a former board member of the Association and his or her heirs and legal representatives,
 - (c) a person who acts or acted at the Association's request as a board member of a body corporate of which the Association is or was a shareholder, member or creditor and his or her heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by the person in respect of a civil, criminal or administrative action or proceeding to which the person is made a party because of being or having been a director or officer of that Association or body corporate if
 - (i) they acted honestly and in good faith with a view to the best interests of the Association.

(ii) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, had reasonable grounds for believing that his or her conduct was lawful.

- 15.2 The Association may with the approval of a Court indemnify a person referred to in Sections 15.1 and 15.2 in respect of an action by or on behalf of the Association to obtain a judgment in its favour, to which the person is made a party because of being or having been a board member of the Association, against all costs, charges and expenses reasonably incurred by the person in connection with the action where the person fulfils the conditions set out in Section 15.1 (i) and (ii). Nothing in this by-law shall limit the right of any person entitled to indemnity to claim indemnity apart from the provisions of this by-law to the extent permitted by the Act or law.

ARTICLE 16 – CODE OF CONDUCT

- 16.1 All AMHA members, including Parents, Players, Spectators, Coaches, On and Off-ice Officials, Administrators, Staff and Volunteers must adhere to the code of conduct set forth in Hockey NL policy manual (section 1.05 Code of Conduct) ([Hockey NL Policy Manual](#))
- (a) Players, parents or coaching staff shall treat each other, opposing players, coaches, game officials and others with respect and always show good sportsmanship.
 - (b) The AMHA is committed to providing and maintaining a minor hockey environment where all individuals are treated with respect. Specific guidelines for the behavior of parents, players, spectators, coaches, on and off-ice officials, administrators, staff and volunteers are identified in the Code of Conduct which can be found on Hockey NL policy manual (section 1.05 Code of Conduct)
 - (c) During all AMHA activities and events, members of the AMHA shall conduct themselves in a fair and responsible manner. They shall refrain from comments or actions that are disrespectful, offensive, abusive, racist, or sexist. Behavior that constitutes harassment or abuse (as defined by Hockey Canada governing bodies) and set out by Hockey NL policy manual (section 1.05 Code of Conduct) will not be tolerated.
 - (d) Any behavior that is determined to be abusive or intimidating as per the code of conduct which can be found on Hockey NL policy manual (section 1.05 Code of Conduct) shall be dealt with and may result individuals being suspended from all activity with AMHA and future refusal to register or participate in AMHA activities.

ARTICLE 17– ELECTRONIC DEVICES, SOCIAL MEDIA AND PRIVACY

- 17.1 The Avalon Minor Hockey Association (AMHA) recognizes and appreciates the prevalence and use of electronic and wireless devices amongst our stakeholders. AMHA also respects the privacy rights of all association staff, volunteers, players and parents

while using locker room, change areas or similar spaces at a Facility. Please refer to the AMHA Handbook for electronic, wireless and mobile devices.

[\(AMHA Electronic, Wireless and mobile Devices in Locker Room Policy\)](#)

- 17.2 The Avalon Minor Hockey Association (AMHA) holds all our stakeholders who participate in social media and networking to the same standards as it does for all other forms of media including radio, television and print. Members of AMHA shall adhere to the social media policy set forth in Hockey NL policy manual (section 1.12 social media Policy). The Hockey NL social media Policy can be found in its entirety under the following link:

<https://hockeynl.ca/wp-content/uploads/2012/10/Hockey-NL-Social-Media-Policy-Dec.-2016-1.pdf>

- (a) AMHA will investigate reported violation(s) of this policy. If the investigation determines that a violation has occurred AMHA Board, and where appropriate in consultation with the Team, other Associations, Leagues, and/or Hockey Newfoundland, will impose an appropriate suspension. Any appeal of the suspension will be dealt with as set out in Hockey NL Policy. ([Hockey NL Policy Manual](#))

- 17.3 The Avalon Minor Hockey Association (AMHA) recognizes the importance and sensitivity of private information. The Board of AMHA shall adhere to the privacy policy set forth in Hockey NL policy manual (section 1.10 Privacy Policy). The Hockey NL privacy policy can be found in its entirety under the following link:

<https://hockeynl.ca/wp-content/uploads/2018/09/HNL-Privacy-Policy.pdf>

ARTICLE 18 - MISCELLANEOUS

- 18.1 Subject to any Broad directive granted by the Executive in compliance with any social media policy governing the Association, no letters, bulletins, notices or any other form of written communication whatsoever shall be issued or any form of verbal or public pronouncements shall be made under the name of the AMHA without the prior written consent of the Executive.
- 18.2 All or any fund-raising for the Association shall have the approval of the Executive committee of the Board.

ARTICLE 19 – EFFECTIVE DATE

This By-Law shall come into force and take effect immediately, subject to confirmation by a Meeting of the Association in accordance with the Corporations Act, upon enactment by the Board.

- Signature page follows -

