

# STURGEON HOCKEY CLUB

(SHC)

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# BY-LAWS

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## **BY-LAW 1 — GENERAL**

### **1.1 Definition**

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1. This by-law is to define the name, purpose, mission, and values of the organization.

### **1.2 Name**

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1. The organization shall be called Sturgeon Hockey Club.
2. The proper abbreviation for the Association is SHC.

### **1.3 Purpose**

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1. The purpose of this document is to give players, parents and coaches a quick reference guide to the operation of the SHC.
2. This document outlines the most common operational issues about playing hockey in the SHC system.
3. All participants (individuals and teams) in SHC, all members of the Association (player, parent, Coach, and team official) as well as the member's invited guests are bound by the bylaws, policies, guidelines and regulations included in these By-Laws, and those of Hockey Alberta (HA), and the Hockey Canada (HC).

## **BY-LAW 2 — GOVERNING RULES AND REGULATIONS**

1. All rules of the Hockey Canada (HC), Hockey Alberta (HA), and the league in which the individual teams are participating in, will be considered the playing rules of the SHC except where modified by the SHC to suit our specific situations.
2. Such modified rules will not be in contradiction to the HC, HA, and league rules. SHC will also govern itself in accordance with the Societies Act of Alberta.

## BY-LAW 3 — MEMBERSHIP

### 3.1 Admission of Members

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- 3.1.1. Include the ability to allow any person who has an interest or involvement with SHC can apply to the executive in writing to become a member.
- 3.1.2. Any person listed as a parent or guardian on the SHC registration form, with a child participating in the SHC Program and is over the age of 18 will be considered a member in good standing for the duration of their child's participation in the program.

### 3.2 Rights and Responsibilities of Members

---

- 3.2.1. Every Member of the Association has the **Right** to:
  1. Attend all meetings excluding those for the Executive Committee
  2. Volunteer for any position on the Association Committee
  3. Put their name forward for a position on any team within the Association
  4. Be afforded the opportunity to be heard at all meetings
  5. Vote on all business conducted during the general meetings
  6. Propose any changes to the by-laws that they believe will better the Association
- 3.2.2. Every Member of the Association has the **Responsibility** to:
  1. Ensure the Association is run in accordance with its by-laws
  2. Notify Executive Committee of any deficiencies in facilities, Association owned equipment, or unforeseen problems.
  3. Conduct themselves in accordance within the guidelines of the SHC

### 3.3 Resignation or Expulsion of Members

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1. All members have the right to resign from the Association at any time provided their child is removed from the SHC Program prior to their resignation.
2. A member will be considered for expulsion when one or more of the following conditions have been violated:
  - a. Failure to meet financial obligations by December 31st of the current playing season
  - b. Failure to comply with SHC By-Laws

### 3.4 Voting Rights

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1. Every General Member has the right to one (1) vote at any general meeting or special meeting.

2. Any member unable to attend a meeting may give in writing their consent for a member in good standing to vote by proxy.
3. This written consent must be received by the Executive Committee prior to the meeting commencing.
4. All Members of the Association Committee have the right to one (1) vote.
5. The President of the SHC will only vote if his/her vote is needed to resolve a tie.

## **BY-LAW 4 — MEETINGS**

### **4.1 Calling Annual General Meeting**

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1. The Annual General Meeting (AGM) of the Association will be held during the month of May. Notice of the AGM must be given to all Members via email and posted on the club website at least 21 days prior to the meeting date.
2. The meeting agenda including all proposed changes to the SHC By-Laws shall be posted on the SHC website for review at this time.

### **4.2 Calling Executive Meetings**

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1. All Executive Meetings will be called by the President of the SHC.
2. During the active season there will be a minimum of one (1) Executive meeting per month and during the off season there will be meetings as required.

### **4.3 Calling Special Meetings**

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1. Special meetings may be requested by any member of the SHC in writing to the SHC President.
2. The President will confer with the Executive Committee on a case-by-case basis.
3. When a Special Meeting is to be convened the general membership will be notified no later than seven (7) days prior to the meeting taking place.

### **4.4 Quorum at Annual General Meeting**

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1. For a quorum to be considered at the Annual General Meeting there must be a minimum of 25 members in good standing.

### **4.5 Quorum at Executive Meetings**

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1. For a quorum to be considered at an Executive Meeting there must be a minimum of six (6) members of the Executive.
2. One member of the quorum must be either the Association President or the Association Vice President.

### **4.6 Quorum at Special Meetings**

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1. For a quorum to be considered for a Special Meetings there must be a minimum of twenty-five (25) of the members in good standing.

## BY-LAW 5 — ASSOCIATION COMMITTEE ORGANIZATION

### 5.1 Association Executive Committee Positions

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1. The Association Executive Committee shall consist of the following positions:
  - a. President
  - b. Past President
  - c. Vice President
  - d. Secretary
  - e. Treasurer (Paid position/non-voting)
  - f. Director of Game and Conduct
  - g. Director of Hockey Operations
  - h. Director of Leagues
  - i. Director of Ways and Means
  - j. Director of Tournaments
2. The above-mentioned positions as a collective will be known as the “Executive Committee”.
3. No member of the Association for any reason may hold more than one (1) position on the Executive Committee.
4. A member may however hold a position on the Executive Committee and the Hockey Operations Committee during the same period.
5. No member of the Executive Committee will be paid. If a position becomes a paid position, this paid position will become a non-voting member of the Hockey Operations Committee.

### 5.2 Hockey Operations Committee Positions

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1. The SHC Committee will consist of the following positions:
  - a. Director of Coaches
  - b. Equipment Director
  - c. Referee in Chief
  - d. Referee Assignor (Paid position/non-voting)
  - e. Member at Large
  - f. Director of U7
  - g. Director of U9
  - h. Director of U11
  - i. Director of U13
  - j. Director of U15
  - k. Director of U18
  - l. Manager of Administration & Communications (Paid position/non-voting)
  - m. Social Media Director (Volunteer position/non-voting)

2. The above-mentioned positions as a collective will be known as the “Hockey Operations Committee” and headed by the Director of Hockey Operations.

### **5.3 Appointment and Removal of the Executive Committee Members and of the Hockey Operations Committee**

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1. The positions on the SHC Executive Committee will be for a term of two (2) years from AGM to AGM.
2. At every year’s AGM the positions required to be filled for the Executive and the Hockey Operations Committee will be either elected or re-elected at that time.

Elected in even years (eg. 2022, 2024...) for two-year term:

- a. President
- b. Treasurer
- c. Director of Game and Conduct
- d. Director of Leagues
- e. Director of Tournaments

Elected in odd years (eg. 2023, 2025...) for two-year term:

- a. Vice President
- b. Secretary
- c. Director of Hockey Operations
- d. Director of Ways and Means

Elected annually:

- a. Director of Coaches
- b. Equipment Director
- c. Referee in Chief
- d. Referee Assignor
- e. Member at Large
- f. Director of U7
- g. Director of U9
- h. Director of U11
- i. Director of U13
- j. Director of U15
- k. Director of U18
- l. Manager of Administration & Communications –
  - appointed by the Executive Committee (and removed as needed) in accordance with By-Law 5.3, as amended to create an exception for appointed paid/non-voting positions
  - subject to standards of contact and removal provisions in By-Law 5.3(2) and the expectations

for Hockey Operations Committee members in By-Law 5.4 (2)

- prohibited from holding and elected Executive position while occupying this paid role.

Notwithstanding By-Law 5.3 (2) and the election/re-election process set out in By-Law 5.3 (3)–(6), the position of Manager of Administration & Communications is a paid, non-voting position and shall be appointed and removed by the Executive Committee on terms and conditions set by the Executive Committee. For certainty, this position is not elected by the membership at the AGM.

m. Social Media Director (Volunteer Position / Non-Voting)

3. When a member in good standing wishes to seek appointment to the Executive Committee or the Hockey Operations Committee, they must ten (10) days prior to the AGM submit their intention in writing to the current Executive Committee.
4. In the case that there are no submissions, the current Executive Committee will seek nominations at the AGM.
5. If no nominations have been put forward, the current Executive Committee members or the Hockey Operations Committee members may continue in the role if desired.
6. A current Executive Committee member or current Hockey Operations Committee member may seek re-election if desired.

### 5.3.2 Removal

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1. The Members may, by resolution passed by a majority of the votes cast at a Special Meeting, duly called for that purpose, remove any member of the SHC Executive Committee before the expiration of their term of office and may, by a majority of the votes cast at the Special Meeting, elect any member in good standing in their stead for the remainder of the term of that Executive Committee Member so removed.
2. A member of the SHC Board shall be relieved of his/her duties and removed as a member of the Board under the following circumstances:
  - a. Upon failure to attend 80% of the meetings without a reasonable excuse;
  - b. Upon 75% majority vote of the members of the Executive Committee on the basis that a member is doing an unsatisfactory job;

- c. Upon Special Resolution of the General Membership.

## 5.4 Executive Committee Members

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### 5.4.1. Executive Committee Members

1. Shall to the best of their ability manage the daily operation of the SHC in accordance with all by-laws and regulations of SHC, Hockey Canada (HC), Hockey Alberta (HA), and the Leagues in which they are a part of.
2. Shall carry out their appointed duties in a manner respectful of the Association.

### 5.4.2. Hockey Operations Committee Members

1. The Social Media Director reports to the Manager of Administration & Communications (or designate) and confirms the position is filled in accordance with By-Law 5.3.(1) (AGM election/re-election process).

### 5.4.3. The Manager of Administration & Communications shall be responsible for the duties and responsibilities including, but not limited to, registration administration, ice allocation and scheduling, internal and external communications, and coordination with Hockey Alberta, Leagues, teams, and Board members.

1. Shall, to the best of their ability manage their appointed office duties in a manner respectful of the Association.
2. The Manager of Administration & Communications is responsible for the duties of the Registrar, Ice Scheduler, and Director of Communications.
3. Shall operate their appointed position in accordance with all by-laws and regulation of SHC, Hockey Canada (HC), Hockey Alberta (HA), and the Leagues in which they are part of.

## 5.5 Payment of Committee Members

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### 5.5.1. Expenses

1. All members of the Association Committee shall receive reimbursement for all expenses incurred during their tenure on the committee
2. Receipts must be presented to the Treasurer and the President who both need to approve the expense for reimbursement.
3. The Manager of Administration & Communications shall be a paid position receiving an honorarium and shall be a non-voting member of the Hockey Operations Committee.

## **BY-LAW 6 — FINANCIAL**

### **6.1 Auditing**

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The financial records, books and accounts of the Treasurer and the Director of Ways and Means shall be audited once every two (2) years by a duly qualified accountant. Two members of the SHC Executive that do not have signing authority will conduct a review of the financial reports and sign off on this on the off years where a duly qualified accountant does not. A complete audited statement shall be submitted by the treasurer at the Annual General Meeting.

### **6.2 Borrowing Money**

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1. The Executive Committee may bring forward through the proper procedure to a General Meeting the issue of borrowing money.
2. There must be a vote in majority to continue forward with this issue.

### **6.3 Grant Application**

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The Executive Committee may apply for any grant that is voted upon in majority to be of the best interest of the SHC.

### **6.4 Signing Authority**

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1. The President, Vice President, Treasurer and Secretary shall have signing authority for financial matters with two (2) signatures required for a transaction.
2. All financial matters must be approved by the President prior to issuing reimbursements of any sort.

### **6.5 Financial Disclosure**

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1. If the SHC dissolves, all funds remaining in the Association bank accounts are to be donated to a non-profit organization to be determined at the final AGM.

## **BY-LAW 7 — ASSOCIATION RECORDS**

### **7.1 Minutes**

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1. All minutes of Executive Committee Meetings, Hockey Operations Committee Meetings Special Meetings, and the AGM will be taken and recorded by the Secretary (or designate)
2. The minutes will be submitted to the President in a timely fashion for review and approval.

### **7.2 Registration**

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1. All registration records will be collected by the registrar.
2. Copies of all pertinent documents will be forwarded to the President as soon as possible.
3. Distribute registration documents in accordance with all by-laws and regulation of SHC, Hockey Canada (HC), Hockey Alberta (HA), and Leagues will be the responsibility of the Registrar.

### **7.3 Financial Report**

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All financial reports will be the responsibility of the Treasurer.

### **7.4 Record Inspection**

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1. All members in good standing have the right to inspect records of the Association. FOIP will use all efforts to follow guidelines laid out in the Privacy Act.
2. A member in good standing must request in writing to the Executive Committee all documents they wish to review.
3. The Executive Committee, after receiving the request, will have twenty-one (21) days to present the requested documents.
4. Records not pertaining to the request will not be reviewed.
5. The Executive Committee have the right to deny any request that is not in the best interest of the Association.
6. The Executive must answer the Member in writing within the twenty-one (21) day time limit.

## BY-LAW 8 — OTHER

### 8.1 Society Seal

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1. The President of SHC will keep the Seal of the Association.
2. Only the President and the Vice President may use the seal in the course of their duties.

### 8.2 Changing By-Laws

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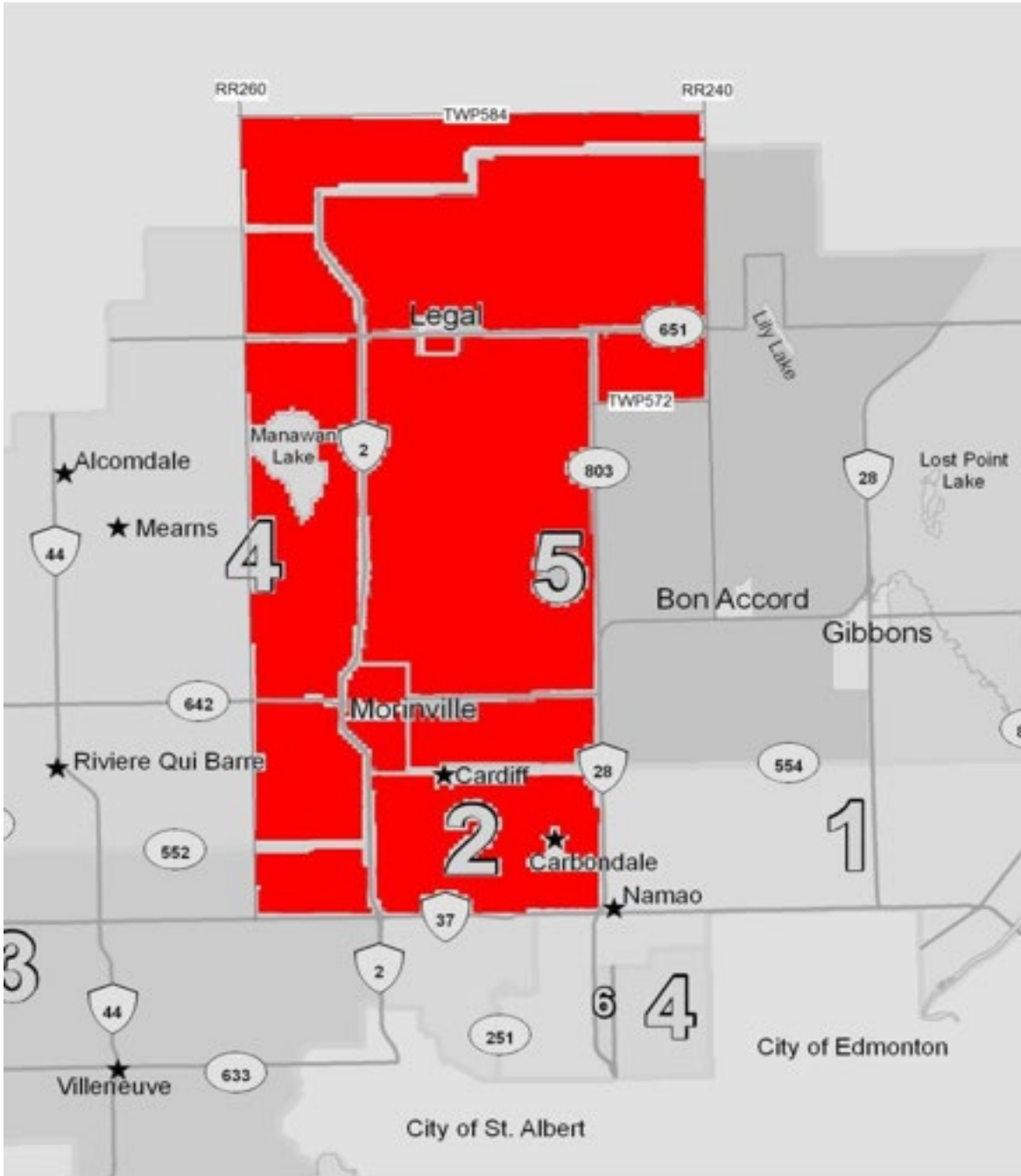
1. In the future, By-Laws can only be changed by a Special Resolution of the Members.
2. Special Resolution is defined in Section 1 (d) of the Societies Act.
3. The following is an exact quote from the Societies Act:
  - a. (d) “special resolution means
  - b. (i) a resolution passed
    - i. (A) at a general meeting of which not less than 21 days’ notice specifying the intention to propose the resolution has been duly given, and
    - ii. (B) by the vote of not less than 75% of the members who, if entitled to do so, vote in person or by proxy,
  - c. (ii) a resolution proposed and passed as a special resolution at a general meeting of which less than 21 days’ notice has been given, if all members are entitled to attend and vote at the general meeting so agree, or
  - d. (iii) A resolution consented to in writing by all the members who would have been entitled at a general meeting to vote on the resolution in person or, where proxies are permitted, by proxy.

### 8.3 Association Boundaries

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The SHC Boundaries are defined as follows:

1. South Boundary: From corner of RR 260 and TWP RD 550 (Hwy 37) running East to RR 243.
2. North Boundary: From corner of RR 260 and TWP 584 running East to RR 240.
3. East Boundary: From corner of TWP RD 584 and RR 240 running South to TWP RD 572. West on TWP 572 to RR 243 (Secondary Hwy 803). South on RR 243 to RR 550 (Hwy 37).
4. West Boundary: From corner of RR 260 and TWP 584 running South to TWP 550 (Hwy 37).
5. Special Resolution is defined in Section 1 (d) of the Societies Act.



## BY-LAW 9 — REGISTRATION

### 9.1 Registration Dates and Fees

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1. Registration will occur prior to June 30. Registration fees are established annually based on the Executive Committees' estimates and projections of the expected enrolment and the cost to meet this enrolment.
2. At registration time, if not enough coaches or paid registration have been received for a team as determined by the league and Hockey Alberta; the team will have until July 25 to have the required amount of players and coaches or there will be no team (a payment of half the fee for each player must be received).

### 9.2 Player Eligibility

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1. The Association provides programs for players aged 4 to 17 years of age and residents within the SHC boundaries.
2. Non-resident players are only permitted in the program under special rules.
3. These rules include the following:
  - a. A resident of another local Minor Hockey Association defined boundary for which a waiver and an approval from the players local association:
  - b. Any non-resident player who has played in the Legal or Morinville minor hockey system continuously prior to formation of the SHC defined boundaries.
4. Resident player: means a player whose family or legal guardian has their primary residence within the boundaries Laid out in By-Law 8.3.

### 9.3 Player Age Categories

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1. All age categories are based on player's age as of December 31 of the current playing year. The following are the age categories:
  - a. U7
  - b. U9
  - c. U11
  - d. U13
  - e. U15
  - f. U18

### 9.4 Player Withdrawals and Refunds

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1. Players withdrawing from the program must make written application for a refund to the SHC Executive Committee. Should a refund be approved, it will be pro-rated less Hockey Alberta Registration Fees.
2. Refunds are subject to the following conditions and clarifications:

- a. The operational year shall be defined as the months of September through April of any season;
- b. Players suspended or expelled for disciplinary reasons shall be ineligible for a refund of fees;
- c. There will be no refund issued until all equipment assigned to the player or parent is returned in satisfactory condition.

## BY-LAW 10 — MOVEMENT OF PLAYERS

### 10.1 Definition

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1. All players shall play at their designated level.
2. The Hockey Operations Committee may consider movement of players if one age group has excess players, or one age group is short of players.
3. Players wishing to try out for teams of a higher level than registered for must be evaluated in the top five (5) players in the entire pool. Meaning the top three (3) forwards, top two (2) defensemen and/ or top goalie. Players may not be a coach's selection.

### 10.2 Overage

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1. Overage status will only be granted when the criteria laid out in HA regulations have been met.
2. The player must submit in accordance with HA prior to the start of the season the request to the President and then approved by the corresponding league.

### 10.3 Permission to Try Out and Release

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1. A male and/ or female player may complete a "Male Elite Notification of Tryout Form" found on the Hockey AB website in an effort to play on a AAA team for another association.
2. A female player may complete a "Female Elite Notification of Tryout Form" should one become available on the Hockey Alberta website, in an effort to play on a AAA team for another association.
3. A player may complete a "AA Hockey Notification of Tryout Form" found on the Hockey AB website in an effort to play on AA team for another association only if released from the Sturgeon Sting tryouts from the current season.
4. Players may request additional "**permission to tryout forms**" providing that they have met the Hockey Alberta conditions for player releases, section B, rules 1 – 4.
5. The "**Notification to Try Out Form**" may only be signed by the SHC President/Vice President or Registrar.

## **BY-LAW 11 — ICE ALLOCATION**

### **11.1 Ice Schedule**

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1. The SHC Ice Scheduler assigns all ice for the Association.

### **11.2 Team Ice Allotment**

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1. Teams receive an allotment of ice based on such things as ice availability, game schedules, and fees paid.
2. Teams requiring more time, changes in ice allotments, or not requiring allotted ice time, should contact the ice scheduler.
3. SHC will hire yearly a paid ice scheduler to administrate all ice bookings for all arenas.

## BY-LAW 12 — DISCIPLINE AND CONDUCT

### 12.1 Expectations and Sanctions

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1. SHC expects team officials to exhibit qualities of leadership that promotes in players sportsmanship and respect to all.
2. Standards of behavior should be clearly defined and maintained throughout the season.
3. It is recognized, however, that sanctions may be necessary, from an external source, for behavior, which transgresses acceptable standards.
4. Such sanctions may be applied to any player, team official, team follower, parent, or member, and may take the form of:
  - a. a verbal reprimand;
  - b. a written reprimand;
  - c. a suspension;
  - d. an expulsion; and/or
  - e. a combination of the above.
5. Only league Governors and/or SHC Discipline Committee members may award suspensions/or expulsions.
6. Incidents that may warrant disciplinary action are as follows:
  - a. profanity by players, team officials. or club representatives;
  - b. a Coach, who in the opinion of the Executive Committee, is assessed as having many penalties of a serious nature;
  - c. a team member or a team follower who repeatedly brings discredit to the team and the association, through violent, abusive, or gross behavior, on or off the ice; and
  - d. any other inappropriate incident.

### 12.2 Code of Conduct / Zero Tolerance Policy

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1. Membership and participation in SHC activities is a privilege, not a right.
2. Members, players, and participants are required to abide by the bylaws, rules, and policies of the SHC.
3. All members and participants of SHC shall respect other members, officials, parents, players, fans, team officials, volunteers, Executive Committee members, and employees of SHC.
4. Any inappropriate conduct, threats, harassment including cyber bullying), or abuse (including the use of profanity) directed towards game or team officials, members, parents, players, fans, volunteers, Executive Committee members or employees of SHC or of any other Association will not be tolerated.
5. All members, fans, and participants of SHC shall respect the game of hockey and shall behave in a manner so as not to make a travesty of the game.

6. Violation by any member, fan, or participant of any provision of this Code of Conduct may result in an immediate and indefinite suspension or expulsion from SHC.
7. In the event of an alleged violation of the Code of Conduct, the Director of Game & Conduct shall be immediately notified and shall convene a hearing of the Disciplinary committee as soon as possible.
8. The Director of Game and Conduct may at his/her discretion suspend the member(s), participant(s), and/or player(s) accused of the code violation at anytime during the process.
9. Such suspension will remain in effect until the conclusion of the Discipline Committee's review of the incident.
10. Any suspension or sanction imposed by the Discipline Committee must be approved by a majority vote of the Discipline Committee.

### **12.3 Appeals and Protest Procedures**

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1. Every member has the right to appeal or protest a decision made by the Discipline Committee.
2. No appeal or protest will be heard until there has been a twenty-four (24) hour cooldown period from the rendering of the decision in question.
3. All protests must be in writing and submitted to the President within seven (7) days of the incident occurrence.
4. The President may make any of the following decisions:
  - a. Disallow the protest
  - b. Support the protest
  - c. Amend the decision or suspension
5. If a member is dissatisfied with the decision of their protest, they may appeal to Hockey Alberta in accordance with Hockey Alberta procedures.

### **12.4 Player's Pledge**

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1. It is the intention of this pledge to promote proper behaviour and respect for all participants within the Association.
2. All players must adhere to this pledge to the best of their ability and must continue to observe the principles of fair play.
3. The following tenants are the guidelines for all players. They are as follows:
  - a. I will play Hockey because I want to, not because others or coaches want me to.
  - b. I will play by the rules of hockey, and in the spirit of the game.
  - c. I will control my temper – fighting and “mouthing off” can spoil the activity for everybody.
  - d. I will respect my opponents.
  - e. I will do my best to be a true team player.
  - f. I will remember that winning isn't everything – that having fun, improving skills, making friends and doing my best are also important.

- g. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

## 12.5 Coach's Pledge

---

1. It is the intention of this pledge to promote proper behaviour and respect for all participants within the Association.
2. All coaches must adhere to this pledge to the best of their ability and must continue to observe the principles of fair play.
3. The following tenants are a guideline for all coaches. They are as follows:
  - a. I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
  - b. I will teach my players to play fairly and to respect the rules, officials and opponents.
  - c. I will ensure that all players get equal instruction support and playing time I will not ridicule or yell at my players for making mistakes or performing poorly.
  - d. I will remember that players play for fun and must be encouraged to have confidence in themselves.
  - e. I will make sure that equipment and facilities are safe and match the player's age and abilities.
  - f. I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
  - g. I will obtain proper training and continue to upgrade my coaching skills.
  - h. I will co-operate with officials for the benefit of the game.

## 12.6 Parent's Pledge

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1. It is the intention of this pledge to promote proper behaviour and respect for all participants within the Association.
2. All parents must adhere to this pledge to the best of their ability and must continue to observe the principles of fair play.
3. The following tenants are a guideline for all parents. They are as follows:
  - a. I will not force my child to participate in hockey.
  - b. I will remember that my child plays hockey for his or her enjoyment, not mine.
  - c. I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
  - d. I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game.
  - e. I will make my child feel like a winner every time by offering praise for competing fairly and hard.
  - f. I will never ridicule or yell at my child for making a mistake or losing a game.
  - g. I will remember that children learn by example.

- h. I will applaud good plays and performances by both my child's team and their opponents.
- i. I will never question the official's judgment or honesty in public.
- j. I recognize officials are being developed in the same manner players.
- k. I will support all efforts to remove verbal and physical abuse from children's hockey games.
- l. I will respect and show appreciation for the volunteers who give their time to hockey for my child.

## BY-LAW 13 — RISK MANAGEMENT

### 13.1 Definition

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1. SHC shall adhere to the risk management policies outlined by Hockey Canada and Hockey Alberta.
2. Risk management refers to Insurance, Safety, and Abuse issues.

### 13.2 Insurance

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1. Insurance is purchased by SHC through Hockey Alberta for the protection of coaching staff and players on a team.
2. Only coaches, managers, and players registered or affiliated to that team are protected.
3. Under no circumstances are players not registered or affiliated with the team allowed to practice or play with that team.
4. Violation of this policy puts the coach, parents, and players of the team and the Association at a high level of personal financial risk.

### 13.3 Safety

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1. The principle of “duty of care” says that we must not act in ways which will create unreasonable hazards or put others in unreasonable danger.
2. Coaches have a duty to act responsibly toward players and others involved in the sport.
3. The SHC has the duty to eliminate or minimize identified risks on-ice and off-ice.

### 13.4 Abuse

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1. HC has adopted a no tolerance policy on abuse. SHC supports this policy.
2. HC defines abuse as any form of physical, emotional, and/or sexual mistreatment or lack of care that causes physical injury or emotional damage to a child.