



TITLE: EXECUTIVE AND MEMBERS

POLICY # TBA

Created: March 9, 2023	Last updated: July 10, 2023	Approved: July 10, 2023
------------------------	-----------------------------	-------------------------

Version no.	Effective Date:	Significant Changes:
2	July 10, 2023	Addition to Executive Member eligibility –added conflict of interest to 3.2

1. The Purpose of this policy is to:

- Establishes the authorities and responsibilities of the FSMH Executive members, members, employees and contractors.

2. Scope

This policy applies to all Fort Saskatchewan Minor Hockey executive members, members, employees and contractors.

3. Policy

3.1. Executive Powers and Duties

The FSMH Board of Directors (Hereinafter referred to as the Executive members) may consist of up to 15 elected members consisting of:

- President (Administration Committee)
- FSMH Vice President (Administration Committee)
- RAC Vice President (Administration Committee)
- Public Relations Director
- U18 Director
- U15 Director
- U13 Director
- U11 Director
- U9 Director
- U7 Director
- Female Director
- 1st Elite Director
- 2nd Elite Director
- 1st Equipment Director
- 2nd Equipment Director



The board of directors may vote to add on or combine positions based on the needs of the minor hockey association.

- 3.1.a. The Executive can nominate Coordinators or Members at large to assist in fulfilling the duties of FSMH. They will not have voting rights and will report to the President. The Executive may employ a General Manager to carry out the duties of FSMH.
- 3.1.b. FSMH shall ensure that the business and affairs of FSMH are conducted in accordance with the FSMH Policies and Procedures Manual. In general, the Executive supports a position of open access to FSMSA members and shall give full consideration to the affairs brought to its attention by any member.
- 3.1.c. Should any discrepancies or gaps exist in the FSMH Policies and Procedures, then Hockey Alberta Bylaws and Regulations will become the governing document.
- 3.1.d. The Executive shall:
 - i. Determine the general policies with respect to the organization, administration, and operation of FSMH at all levels.
 - ii. Support the development of players, coaches, referees, and officials.
 - iii. Consider questions brought in written form before it with due consideration of the opinions of the petitioner.
 - iv. Have the power to fill by nomination and election by a majority, at any regularly scheduled Executive meeting, any office of vacancy which may occur between annual meetings or as a result of the failure of an annual meeting to elect a full slate. These positions become up for election following the Election Procedure in Policy when they come due.
 - v. Shall not divulge to members of the general public any item raised during an Executive Committee Meeting.
 - vi. Have the power to suspend or discipline any player, team official, league representative, team follower, parent, Executive member, or FSMSA member for conduct in contravention of FSMSA/FSMH Policies and Procedures, as well as those of Hockey Canada, Hockey Alberta, and league associations which govern rules of play.
 - vii. Elect executive members from the general membership at the Annual General Meeting. Members of the Executive shall hold office until their successors are duly elected, or re-elected.



- viii. Have the power to rescind, alter or add to its Policies and Procedures Manual at routine or special meetings these meetings can be in person, online or via email. Such a resolution must be passed by a majority vote with no less than 2/3 (two-thirds) of the FSMH Executive available to vote.
- ix. Executive members shall not criticize the sphere of operation of another executive member except to that member or the General Manager. Criticism or reports to the General Manager shall only be made after the Executive member has been made aware of the nature of the criticism to be leveled.
- x. Executive members shall not comment, render opinions, or make decisions with respect to operations not under their control, to members of the general public.
- xi. Executive members do not undermine the confidence of other Executive Members to any other member.
- xii. Executive members shall refer issues arising in the community with respect to their sphere of operation to the appropriate Association Executive or General Manager.
- xiii. shall treat members with dignity and respect and are considerate of their circumstances.
- xiv. Executive members shall not hold a position of head coach, team liaison or team manager within FSMH. If there are no volunteers/options for coach or manager on a team, the board may vote to give permission to the executive member with a majority vote.
- xv. Executive shall not use their positions for personal profit, or for the profit of immediate family members.
- xvi. Executive shall not use their position to influence the placement of any player, coach or team official.
- xvii. Executive shall resign from their position immediately if they become unable to fulfill the duties or obligations of their position.
- xviii. Executive shall resign from their position immediately if they become a member of competitive league team.

3.2. BOARD ELIGIBILITY

All board members must be a member in good standing with Fort Saskatchewan Minor Hockey. This would mean that all board members must have at least one registered child in Fort Saskatchewan Minor Hockey for the upcoming season to hold a spot on the Fort Saskatchewan Minor Hockey board of directors.

Due to the inherent conflict of interest, any Member:



- who is a coach, administrator, director, employee, or contractor for any Competitive League¹; or
- who has a child (regardless of whether or not they have multiple children with at least one playing with the Association) that plays in a Competitive League;

shall not be entitled to be:

- nominated, elected, appointed or act as a Director to the Executive Committee without the express written approval of the existing Board of Directors at the time such conflict arises. The Board of Directors shall be entitled to withdraw such approval at any time.
- A head coach or manager within FSMH unless they receive board approval.

If any FSMH member or family of member (upon FSMH executive review) are found to have promoted/recruited for an unsanctioned league/team deemed to be competitive with FSMH, that member and their family face disciplinary action including UP TO removal of eligibility to participate within FSMH.

¹For the purposes of this provision, a Competitive League shall be any league, school or association that has formal hockey teams that play games and practice during all or a portion of the period of September 1 to March 1 each year including, but not limited to, elite leagues, super leagues, and academy leagues.

3.3. RESIGNATION OF AN EXECUTIVE MEMBER

Members of the Executive may resign their position by providing the President with written notice of their resignation. The effective date of the resignation shall be 30 days after the President receives the resignation so that the Executive will have an opportunity to elect a replacement.

3.4. SUSPENSION OR REMOVAL OF AN EXECUTIVE MEMBER

Should any member of the Executive Committee without reasonable cause absent themselves from 3 or more Executive Committee Meetings during a single term, violate the terms in 3.1, do an unsatisfactory job or bring FSMH into disrepute the Executive Committee shall automatically vote on whether it is warranted to suspend such member from the Executive Committee and declare the position to be vacant and thereafter may appoint a member of the Association to exercise the rights and privileges of that position for the balance of the term of office.

3.5. GENERAL MANAGER OF OPERATION

The General Manager (GM) is the key management leader of the Fort Saskatchewan Minor Hockey (FSMH) Program. General Manager is responsible for overseeing the administration,



programs, and strategic plan of the organization and reports directly to the Board President with support from both VP's when directed.

3.6. TECHNICAL COORDINATOR

Reporting to General Manager and the Development Committee, FSMH shall hire a Technical Director who will be responsible to take on the roles of Player Development, Goalie Development, and Coach Development. This position will not form a part of the board and will be a nonvoting role. This position is not eligible for other key positions within FSMH such as Head Coach, Manager or Parent Liaison unless approved by the General Manager.

3.7. ASSOCIATION MEMBERSHIP

- 3.7.a. To hold membership in the FSMH, one must be in good standing with both FSMSA and FSMH.
- 3.7.b. According to FSMSA Bylaws, membership in the FSMSA is automatic for all participants and their parents or legal guardian of any Minor Sports program under the umbrella of the FSMSA or when providing a support role for FSMSA or a Minor Sports program under the umbrella of FSMSA.
- 3.7.c. Membership is open to all residents of Alberta who have registered and paid all fees associated with an individual to participate in any of the Minor Sports programs under the umbrella of FSMSA.
- 3.7.d. Members of FSMSA include all participants, their parents and/or legal guardian, FSMSA Board members, Minor Sports program executive members, coaches, officials, referees, and any other volunteer or administrator providing services for FSMSA or a Minor Sports program under the umbrella of FSMSA.

3.8. DEFINITION OF A MEMBER IN GOOD STANDING

Member in good standing means any hockey family who has fulfilled the requirements for membership (mainly timely payment of fees) and who has not voluntarily withdrawn nor been expelled or suspended by Fort Saskatchewan Minor Hockey. Any hockey family who has not paid fees as agreed or is considered expelled or suspended by Fort Saskatchewan Minor Hockey would not receive the benefits of membership including participating in any and all team activities and would not receive applicable voting privileges during the annual general meeting.

3.9. REMOVAL AND SUSPENSION OF A MEMBER

- 3.9.a. Any Member of the Association who does not conduct him or herself in accordance with the Rules and Regulations of Hockey Alberta, Hockey Canada or the By-Laws or Policies of the Association as established from time to time can be expelled or suspended as a Member of the Association for the remainder of the present hockey



year or such longer period of time as may be determined in accordance with the terms of these Policies.

- 3.9.b. Any recourse to another Hockey Branch, Commission, or the Courts of any jurisdiction by any Member or individual, before all the rights of appeal under these Policies have been followed, and all those of Hockey Alberta and Hockey Canada, have been fully exhausted, shall be deemed to be a violation and breach of these Policies and shall result in the immediate and automatic indefinite suspension of such member from all Association related games and sponsored or organized activities.
- 3.9.c. Anyone taking action as noted in subsection above against the Association or its Executive members, FSMH employees, or any other organization in Hockey Canada, including but not limited to the Association, Hockey Alberta and Hockey Canada, before exhausting all rights of appeal shall pay all expenses, including all legal fees on a solicitor-client basis, incurred by the Association and/or its Executive members, FSMH employees, or any other organization to defend such action before any application for reinstatement will be considered.
- 3.9.d. The Executive Committee claims the right as the Rental Contract Carrier to bar any expelled, or suspended Member from any or all facilities where the Association functions including where meetings, games and practices are taking place for a specified period of time as defined by the Executive Committee and/or a committee appointed by the Executive Committee for discipline matters.
- 3.9.e. The Executive Committee, or if applicable, a committee appointed by the Executive Committee for discipline matters may suspend any Member or any Association team official who fails to comply with these Policies or the regulations made hereunder or whose conduct shall be determined to be improper or unbecoming by the Executive Committee or, if applicable, the disciplinary committee. A suspended Member or team official may appeal their suspension before the Executive Committee by giving written notice to the Executive Committee within thirty (30) days of the date of their suspension.
- 3.9.f. Any Member in arrears for fees for any year shall be automatically suspended after the expiration of six (6) months from the end of such year, but may be reinstated upon paying the annual fees