

SPRINGFIELD YOUTH HOCKEY ASSOCIATION, INC.

BYLAWS

Article I. NAME OF ORGANIZATION

The name of the organization is the SPRINGFIELD YOUTH HOCKEY ASSOCIATION, INC., hereinafter referred to as “SYHA” or “the Association.” The principal mailing address of SYHA will be established from time to time as determined by the Board of Directors and published on the SYHA website.

Article II. PURPOSE

The Springfield Youth Hockey Association shall have as its purpose the development, promotion and encouragement of youth amateur ice hockey within the Southwest Missouri area.

SYHA is a not for profit corporation incorporated under the General Not For Profit Corporation Act of Missouri, and is organized exclusively for charitable and educational purposes, including for such purposes, the making of distributions to organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Article III. OBJECTIVES

The objectives of SYHA shall be to organize, govern, and improve amateur hockey for the benefit and physical advancement of area youth; to establish rules and regulations governing all members and member teams that creates a hockey program which stresses yearly measurable improvement in the areas of individual skills; and to promote team play within a framework of sportsmanship and cooperation.

SYHA shall provide the opportunity for Springfield area youth to participate in organized team competition under proper guidance and to foster the principles of sportsmanlike conduct, fair play, respect, discipline, teamwork and the fundamentals and skills of ice hockey.

To this ideal, SYHA pledges its energies by acting in consonance with the Amateur Hockey Association of the United States d/b/a U.S.A. Hockey. SYHA further pledges its cooperation, to the extent possible, with other organizations; which may have comparable or parallel missions.

Article IV. MEMBERSHIP

Membership includes all SYHA players, coaches, team managers, members of the Board of Directors, and parents or legal guardians of SYHA district players who are in good standing.

SYHA district players shall be defined by the rules of the governing bodies of the league in which the team plays. Each family, regardless of the number of players per family, will have ONE vote at the General Meeting(s). "Family" is considered to be father, mother, step-father, step-mother, brother, sister, step-siblings, sons or daughters, grandparents, and legal guardian.

Article V. ORGANIZATION

Article V .01. General Powers. The activities and affairs of SYHA shall be governed by and vested in the Board of Directors and guided by this document. These bylaws, and rules and regulations constitute the sole document governing the rules, regulations, procedures, and day to day operations of SYHA in accordance with Missouri Hockey and USA Hockey. The Board of Directors has attempted to address all issues affecting the operations of SYHA and its goal of promoting youth hockey in Southwest Missouri. As to any issues which are found to exist apart from the bylaws, rules, regulations, procedures, and day to day operations governed by this document, the SYHA Board of Directors retains the sole discretion to rule on a case-by-case basis, and may, but is not required to, give all interested parties a fair hearing on the matter in question.

Article V. 02. Board of Directors. The Board of Directors shall consist of seven (7) voting directors. Five (5) Directors shall be elected by the General Membership and hold the offices of **President, Vice President, Treasurer, Secretary, and Registrar**. The Board of Directors shall appoint two (3) Directors by a simple majority vote of the elected Board. The the (3) appointed Directors shall hold the offices of **Division Coordinator, Director of Coaches and Administrator**. There may be only one board member from any one family. "Family" is considered to be father, mother, step-father, step-mother, brother, sister, step-siblings, sons or daughters, grandparents, and legal guardian.

Article V. 03. Staff and Appointed Positions

The Board of Directors shall have the power to appoint Staff Positions to assist in the carrying out of any activities of the Association.

The Association must strive to ensure its membership receives effective day to day operations of the Association, such as timely responses to inquiries and consistent support and development for hockey program coaches and participants. To this end, the Board of Directors shall appoint an Administrator to aid in the operation and development of SYHA. The position of Administrator shall be a non-voting member of the Board of Directors.

Article V .04. Powers and Duties and Board of Directors. The Board of Directors shall have the powers and duties necessary for the administration of the affairs of SYHA and may do all such acts and things as are by law or by these Bylaws directed to be exercised and done by the membership. The powers of Directors shall include, but not be limited to, the following:

- a) To accept or reject all applications for membership either directly or through an authorized representative;

- b) To establish membership fees based on an annual operating budget formally adopted by the Board;
- c) To promulgate such rules and regulations pertaining to membership in, and operations of SYHA as may be deemed proper and which are consistent with the Bylaws and the Articles of Incorporation;
- d) To enter into agreements, contracts and relationships with other persons, corporations, and organizations, to promote and effectuate the purposes and programs of SYHA, insofar as they are consistent with these Bylaws and with the Articles of Incorporation;
- e) To maintain direct communication between MIP and SYHA.
- f) It is the sole purview of the SYHA Board of Directors to determine the name, team colors, uniform design, logo, and other symbols that represent SYHA teams.

Article V .05. Powers and Duties of Officers and Staff Appointments. The Board of Directors is generally organized into two divisions -- Administrative and Hockey Operations. The President shall direct the administrative functions of SYHA through coordination with the Secretary, Treasurer, and Administrator. The Vice-President shall direct the hockey operations of SYHA through coordination with the Registrar, Division Coordinator, and Coaching Director. The Vice-President shall report to the President to ensure adequate coordination between the administrative and hockey operations functions of SYHA.

The duties of each officer or staff appointment shall be as follows:

Article V .05.01. President: The President shall be the chief executive officer of the organization. The President shall preside at all meetings of the membership and Board of Directors and shall have the general powers and duties which are usually vested with the office of President and such other duties as may be prescribed from time to time by the Board of Directors. Specific duties of the President include, but are not limited to, the following:

- a) The power to appoint committees from among the membership as deemed appropriate to assist in the conduct of the affairs of SYHA;
- b) To sign, in the absence or inability of the Treasurer, checks or other instruments drawn upon the bank or banks, or other depositories in which the funds and securities of the Association are deposited;
- c) To serve as a liaison to MIP;
- d) To work with the Vice-President and Treasurer to establish fiscal year budgets;
- e) To work with the Secretary, Treasurer, and Administrator on the administrative functions of the Association;
- f) To provide oversight and supervision to the Communications and Fundraising Committees;
- g) To coordinate all Association social events;
- h) To present a report of the conduct of his/her office at each meeting.

Article V .05.02. Vice President: The Vice-President will take the place of and perform all such duties of the President whenever the President shall be absent or unable to act. The Vice President shall report to the President and perform all duties incident to the office of the Vice-President and such other duties as may be prescribed from time to time by the Board of Directors. Specific duties of the Vice-President include, but are not limited to, the following:

- a) To work with the Registrar, Division Coordinator and Director of Coaches on the hockey operations of the Association;
- b) To work with the President and Treasurer to establish fiscal year budgets;
- c) To provide oversight and supervision to the Special Events and Equipment / Merchandise Committees;
- d) To present a report of the conduct of his/her office at each meeting;
- e) To work with the Director of Coaches to recruit, establish guidelines, and set the payment structure for Developmental Coaches.

Article V .05.03. Treasurer: The Treasurer shall have charge and custody of all funds of SYHA and shall be responsible for keeping full and accurate accounts of all receipts and disbursements in books belonging to SYHA. The Treasurer shall be responsible for the deposit of all monies and other valuable effects in the name of and to the credit of the SYHA, in such depositories as designated by the Board of Directors. The Treasurer shall report to the President and perform such other duties as may be assigned by the President and/or by the Board of Directors. Specific duties of the Treasurer include, but are not limited to, the following:

- a) To sign checks or other instruments drawn upon the bank or banks, or other depositories in which the funds and securities of the Association are deposited;
- b) To receive and have the care and custody of all funds and securities of the Association and to deposit same in the name of the Association in such banks or depositories as selected by the Board of Directors;
- c) To keep the official financial records and books of account of the Association;
- d) To cause an independent party to prepare and file the Association's year-end tax return and all necessary tax documents, including, but not limited to, 1099s;
- e) To prepare written reports showing the current month's activities and balance of all accounts and present for consideration by the Board of Directors at each monthly Board meeting;
- f) To prepare and monitor a yearly budget for the overall Hockey Association;
- g) To maintain records of payment for all bills for the Association;
- h) To develop forms for funds disbursement and reimbursement;
- i) To provide oversight and supervision to the Fundraising Committee;
- j) To present a report of the conduct of his/her office at each meeting;
- k) To periodically collect mail from the Association post office box.

Article V .05.04. Secretary: The Secretary shall keep the minutes of all meetings of the Board of Directors and all meetings of the membership of SYHA. The Secretary shall have charge of the membership transfer books and of other such books and papers as the Board of Directors may direct. The Secretary shall report to the President and perform all duties incident to the

office of Secretary and such other duties as may be assigned by the President and/or by the Board of Directors. Specific duties of the Secretary include, but are not limited to, the following:

- a) To keep accurate minutes of the proceedings of all meetings, to preserve such minutes in a permanent record book and post the minutes to the Association website as soon as practical after approval by the Board;
- b) To keep on record a copy of the Articles of Incorporation and a copy of the Bylaws and Rules and Regulations;
- c) To distribute notes from all meetings to the Board of Directors;
- d) To notify all Board members of all meetings;
- e) To provide oversight and supervision to the Communications and Nominations Committees;
- f) The Secretary is responsible for any Association elections requiring the vote of the general membership. The Secretary shall also appoint a committee with approval from the Board of Directors. The Secretary will arrange for the time and place to conduct these elections. The Secretary will inform all necessary persons of election results;
- g) To coordinate the compilation and publication/management of the Association Website.

Article V .05.05. Registrar: The Registrar shall organize and administer the registration of all Springfield Youth Hockey programs. The Registrar shall report to the Vice-President and perform all duties incident to the office of registration and hockey operations for the SYHA and such other duties as from time to time may be assigned by the President, Vice-President and/or by the Board of Directors. Specific duties of the Registrar include, but are not limited to the following:

- a) To collect all registration forms, birth certificates, medical forms, and other necessary paperwork;
- b) To verify players, teams, and Board members maintain proper insurance;
- c) To coordinate and submit registration of all players and teams with USA Hockey;
- d) To maintain an accurate and up to date directory of players and to coordinate such information with USA Hockey rosters and SYHA membership lists;
- e) To prepare and distribute folders for each team containing team registration, insurance information, birth certificates and medical releases.

Article V .05.06. Division Coordinator: The Division Coordinator shall organize, coordinate, and administer the activities within each level of the youth program from Cross Ice through Midget. The Division Coordinator shall report to the Vice-President and perform all duties incident to the office of registration and hockey operations for SYHA and such other duties as from time to time may be assigned by the President, Vice-President and/or by the Board of Directors. Specific duties of the Division Coordinator include, but are not limited to the following:

- a) To coordinate and act as liaison with all individual Team Representatives from each youth division (Cross Ice through Midget) and Learn to Play;

- b) The Division Coordinator shall and be responsible for providing each Team Representative with a folder that includes a summary of information each team needs to complete the season;
- c) To ensure that all jobs for all teams are assigned and understood;
- d) To assist the Board of Directors in relaying information to the teams and when necessary assist in the distribution of items (example. schedules, directories, merchandise, etc.);
- e) To issue and collect team banners, and warm-up music, or other such Association property;
- f) To coordinate the design, production and distribution of Association merchandise;
- g) To coordinate the ordering and distribution of Association equipment for players and coaches, including jerseys, team uniforms, etc.;
- h) To serve as chairperson for the Equipment / Merchandise Committee;
- i) To assist the Director of Coaches in the movement and recording of all players and shall have full authority to prohibit indiscriminate moving of players;
- j) To convene a meeting of all coaches and managers, prior to the start of the season for the purpose of informing them of that which is expected of them in accordance with these Bylaws.

Article V .05.07. Director of Coaches: The Director of Coaches shall organize, coordinate, and administer the activities of all coaches within the organization to ensure implementation of a consistent philosophy and progression of youth skills from Cross Ice through Midgets. The Director of Coaches shall report to the Vice-President and perform all duties incident to the office of registration and hockey operations for the SYHA and such other duties as may be assigned by the Board of Directors. Specific duties of the Director of Coaches include, but are not limited to the following:

- a) To be responsible for the training and monitoring of qualifications of approved coaches;
- b) To develop and update a coaching manual for the Association;
- c) To coordinate regular meetings with coaches, including opportunities for instruction and professional development;
- d) To oversee, schedule, and administer the tryout/evaluation process;
- e) To prepare a budget for coaching expenses;
- f) To distribute the Association's practice equipment to include, but not limited to, goalie equipment, water bottles, pucks and puck bags, first aid kits and coaching accessories;
- g) To serve as chairperson for the Player Evaluation Committee;
- h) To work with the Vice President to recruit, establish guidelines and set payment structure for Developmental Coaches.

Article V .05.08. Administrator: The Administrator's duties shall include preparing and distributing monthly billings; receipt, processing and distribution of mail (incoming and outgoing) and coordination of collection and deposits. This position shall report to the President,

and work closely with the Treasurer, the Secretary, and the Registrar. The Board of Directors will evaluate the duties of this position and assign other such duties as may be appropriate. The position of Administrator shall be a non-voting member of the Board of Directors.

Article V. 05.09. Board of Directors / Staff Appointments Qualifications and Terms of Office. The term of elected Directors shall be as follows:

- a) **President:** The president shall be elected for a two-year term. To qualify to be elected President, the candidate must have previously served as a voting member of the Board for a period of no less than 12 months, and must be a member in good standing of SYHA, currently and for the previous two (fall/winter) hockey seasons. The term of office runs from odd numbered year to odd numbered year and begins on May 1st.
- b) **Vice President:** The Vice President shall be elected for a two-year term. To qualify to be elected Vice President the candidate must be a member in good standing of SYHA currently and for the past (fall/winter) hockey season. The term of office runs from even numbered year to even numbered year and begins on May 1st.
- c) **Secretary:** The Secretary shall be elected for a two-year term and must be a member in good standing of SYHA currently and for the past (fall/winter) season. The term of office runs from odd numbered year to odd numbered year and begins on May 1st.
- d) **Treasurer:** The Treasurer shall be elected for a two-year term and must be a member in good standing of SYHA currently and for the past (fall/winter) season. The term of office runs from odd numbered year to odd numbered year and begins on May 1st.
- e) **Registrar:** The Registrar shall be elected for a two-year term and must be a member in good standing of SYHA currently and for the past (fall/winter) season. The term of office runs from even numbered year to even numbered year and begins on May 1st.
- f) **Division Coordinator:** The Division Coordinator shall be appointed for a one-year term and must be a current member in good standing of SYHA ~~currently~~.
- g) **Director of Coaches:** The Director of Coaches shall be appointed for a one-year term. The Director of Coaches shall be ineligible to serve as an assistant or head coach of any individual team during his/her tenure as Director of Coaches unless, at the time a coaching assignment is made by the Board of Directors, and in the judgment of a majority of the Board of Directors, no other qualified candidate is available to be appointed. In that event, the Director of Coaches shall abstain from voting on his/her appointment to a team coaching position.

- h) **Administrator:** The Administrator shall be appointed for a one-year position and must be a current member in good standing of SYHA.

Article V .06. RESIGNATION, RENEWAL OR VACANCY OF OFFICERS

In the event that any Board member is unable to fulfill his/her term of office, the remaining Board of Directors shall appoint a replacement for that position for the remaining term as soon as practical the Board may appoint an individual to serve on an interim basis until the next general election at which point the general membership shall elect an individual to complete that term.

Article V .07. DISMISSAL OF OFFICERS

Upon an affirmative vote of the majority of the members of the Board of Directors, any officer may be dismissed or removed, either with or without cause, when, in the judgement of the majority of the Board of Directors, SYHA would be better served by such dismissal. The remaining Board of Directors shall appoint a replacement for that position for the remaining term. This position shall be filled at the next Board of Directors meeting and/or upon calling a special meeting for this purpose. If there is a year or more left in the unfulfilled term, the Board may appoint an individual to serve on an interim basis until the next general election at which point the general membership shall elect an individual to a complete term.

Article VI. ELECTION OF OFFICERS

Nominations and elections shall be provided for at the time, place and in the manner as outlined in this section. The Secretary is responsible for any Association elections requiring the vote of the general membership and shall appoint a committee with approval from the Board of Directors.

The Nominating Committee shall be approved by the SYHA Board of Directors no later than the January Board meeting. Notification of this committee shall be posted at MIP or placed on the SYHA website so that any member in good standing may volunteer to be considered for this committee.

Article VI.01. Method of Election

- a.) The Nominating Committee will solicit nominations from the general membership and confirm the intent of the nominees.
- b.) The Nominating Committee shall accept nominations for the Board of Directors until five (5) days prior to the February Board Meeting.
- c.) At the February Board Meeting, the Nominating Committee will present the slate of committed candidates to the Board of Directors.
- d.) At the conclusion of the February Board meeting, the Board of Directors shall post notice of the General Election Meeting to the general membership of not less than thirty (30) days prior to the election.
- e.) At the conclusion of the February Board meeting, or as soon as practical thereafter, the Nominating Committee shall prepare a ballot, listing the candidates, their prospective offices, and space for write-in candidates.

- f.) Ballots will be distributed (one per family) among the current general membership in a manner determined by the nominating committee,. Each SYHA family in good standing shall have one (1) vote per vacant office on the ballot. "Family" is considered to be father, mother, step-father, step-mother, brother, sister, step-siblings, sons or daughters, grandparents, and legal guardian. Each family's vote may only be cast by a family member aged 18 or older. Votes by proxy will not be permitted.
- g.) At least (10) days prior to the General Election Meeting, the Nominating Committee shall post the list of candidates for office of the SYHA Board of Directors at a prominent location in MIP or via email, for review by the general membership.
- h.) Any candidate for office may be added to the slate up to ten (10) days prior to the General Election meeting, with prior approval of the majority of the Board of Directors.
- i.) All candidates for office are required to attend the Spring General Election Meeting so that all candidates can be introduced and be provided the opportunity to answer any questions from the general membership in attendance. Each candidate may submit a letter of purpose for the General Election meeting. Attendance at the Spring General Election meeting may be excused for cause by a simple majority vote of the Board of Directors.
- k.) The secret ballots shall be delivered to the Chairman of the Nominating Committee, opened and inspected by the committee members and the final results tabulated and announced to the membership as soon as practical. Original Ballots shall be maintained in a sealed envelope, signed across the seal by the Chairman of the Nominating Committee for a period of 6 months following the election. After a period of 6 months following the election, the ballots shall be shredded by the Chairman of the Nominating Committee or his/her designee.
- l.) A simple majority of those ballots cast shall elect the prospective officer.
- m.) Elections shall be held at the general membership meeting held at the end of the regular hockey season, but no later than April 15. Terms of office will commence on May 1st. Newly elected Board members are encouraged to attend subsequent Board meetings, prior to the start of their terms.

Article VII. MEETINGS

Article VII.01. General Meetings. There shall be at least one General Meeting of the membership each calendar year, at a time and place as fixed by the Board of Directors between the dates of September 1 and May 1, and upon notice to the membership of not less than thirty (30) days . Any additional General Meetings will also require notice to the membership of not less than thirty (30) days, and may be held at any time during the year. A simple majority of membership present at the meeting shall be required to pass any issue on the agenda for that meeting.

Article VII.02. Board of Directors' Meetings. The Board of Directors shall meet no less than monthly to conduct its general business. The exact date, time and place of these meetings shall be reported to the membership within a reasonable time via email, the SYHA website, or by such other reliable means as the Board deems appropriate. The President shall call such additional meetings or modify regular meetings upon reasonable notice to the Board members as may be necessary or appropriate. Any non-board members desiring to address the Board of Directors shall outline his/her request in writing to the President at least three (3) days prior to the scheduled meeting in order to be placed on the meeting agenda.

The majority of the voting Board of Directors shall constitute a quorum. Any motion shall be passed by simple majority of not less than a quorum of Directors. Each Director shall be limited to one vote.

When appropriate and as requested by the Board of Directors, various Committees will be asked to present information or update the Board on the activities of such Committee. In such instances, Committee Chairpersons are encouraged to advise the President of specific agenda items at least 3 days prior to the Board meeting.

Article VII.03. Meeting Agendas. The President or, where applicable, the Committee Chairperson shall prepare meeting agendas for all meetings and provide to the entire Board of Directors prior to scheduled Board Meetings.

Article VII.04. Meeting Minutes. Minutes shall be taken at each General Meeting and Board Meeting and will be voted on and approved or amended by the Board of Directors at the next scheduled Board Meeting. Minutes shall be taken at Committees Meetings and recorded by a designated member of each such Committee. Copies of these Committee Meeting minutes should be forwarded to the Secretary for inclusion in the central file. Meeting Minutes will be posted on the SYHA website as soon as practical after approval.

Article VII.05. Order of Business. The order of business at all meetings of the Board of directors shall be as follows:

- 1) Roll Call;
- 2) Reading of Minutes from Preceding Meetings
- 3) Reports of Officers
- 4) Reports of Committees
- 5) Unfinished Business
- 6) New Business
- 7) Resignations and Elections
- 8) Adjournment

Article VIII. COMMITTEES

The Board of Directors shall at its discretion have the power to appoint Committees to assist in carrying out any activities of the Association as needed. Committees shall be comprised of as

many persons serving for such terms as the Board of Directors shall deem advisable and such Committee members shall be appointed by the Board of Directors. The Chairpersons of these committees shall serve in an advisory capacity to the Board of Directors. The following list of Committees may be established by the Board of Directors to meet and confer on a regular basis:

- a.) **Rules and Disciplinary Committee.** (Rules and Regulations Enforcement);
- b.) **Player Evaluation Committee.** (Player Evaluation; Team Assignment);
- c.) **Communication Committee.** (Bulletin Boards; Newsletter; Website; Publicity);
- d.) **Bylaws Committee.** (Revision of Bylaws and Association Rules);
- e.) **Nominating Committee** (Board of Directors Nominations and oversight of elections);
- f.) **Fundraising Committee** (Fundraising activities);
- g.) **Special Events Committee** (Tournaments, Hospitality; Group events, etc.);
- h.) **Equipment / Merchandise Committee.** (Association Equipment; Annual Equipment Swap; Merchandising, Marketing).

Article IX. REGISTRATION.

Article IX.01. Online registration shall be held beginning July 15 prior to the regular season, or as soon as practical thereafter. Absent special arrangements, fees are to be paid in full at the time of registration, or according to the payment schedule established by the Board of Directors and provided as an option during on line registration. A registration deadline shall be established by the Board of Directors and late fees assessed at the discretion of the Board of Directors.

Article IX.02. Members of SYHA may be assessed an annual membership fee at the discretion of the Board of Directors. Association Membership Fees are separate from and in addition to Player Registration fees. Association Membership fees are due at the same time as Player Registration for the current season.

Article IX.03. Player Registration fees will be established on an annual basis at the discretion of the Board of Directors and based on the annual budget, ice time rental rates and other operating expenses.

Article IX.04. Player Registration Fees are required for each player registered at a particular age level. Player Registration Fees may be paid in installments as determined by the Treasurer, with the consent of the Board of Directors

Article IX.05. All players, regardless of Association or employment affiliation are required to pay a registration fee to SYHA.

Article IX.06. Financial aid must be applied for in writing to the Board of Directors in a format established by the Board of Directors, which will make the sole determination as to whether, and

to what extent, financial aid will be awarded. The Board of Directors will hold all hardship cases in strictest confidence. All Financial Aid determinations are final and not appealable.

Article IX.07. All players not paying their obligation, including installment payments, may have their membership revoked or their player registration suspended (including player participation) until outstanding bills are brought up to date.

Article IX.08. There shall be no refunds of SYHA membership fees. Registration fees shall be refunded at the discretion of the Board of Directors if the player is involuntarily removed from the team (e.g., cut due to roster size, safety or skill reasons, injury, relocation from the geographic area). No refunds shall be given if the player is removed from the team for any other reason, including, but not limited to, discipline or attendance. From the start of the season to December 31, approved refunds will be prorated downward per week from 100 to 0% of the registration fee. From January 1 forward, there shall be no refund of the registration fee for any reason.

Article X. CONFLICT OF INTEREST

If, at any time, it is determined that a member of the Board of Directors of SYHA has a conflict of interest on any matter, he/she shall be excused from the meeting for the duration of the discussion and subsequent voting, if any. If the Member does not recognize a conflict of interest, the Board of Directors, by simple majority vote, may determine a conflict of interest exists, and shall then exclude said member from subsequent discussion and voting. At any time should a member of a committee have a conflict of interest in any matter being discussed or investigated, as determined by the Board of Directors, that person may be removed from that committee and be replaced by a non-partisan person appointed by the President of the SYHA Board of Directors.

Article XI. MISCELLANEOUS

Article XI.01. The Board may authorize any office or agent to enter into any contract or execute and deliver any instrument in the name of and on behalf of SYHA, and such authority may be general or confined to specific instances.

Article XI.02. No loans shall be contracted on behalf of SYHA and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board. Such authority may be general or confined to specific instances.

Article XI.03. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of SYHA shall be signed by such officer or officers, agent or agents of SYHA in such manner as shall be determined by resolution of the Board.

Article XI.04. All funds of SYHA not otherwise employed, shall be deposited in a timely manner to the credit of SYHA in such banks, trust companies or other depositories as the Board may select.

Article XI.05. No member shall commercialize any SYHA activity for his personal gain or remuneration, either directly or indirectly without prior SYHA Board approval.

Article XI.06. The fiscal (business) year of SYHA shall be for twelve consecutive months beginning on May 1st and ending on April 30th.

Article XI.07. All publications or notices of any nature issued by SYHA shall have the prior approval of the President or the Board before being sent to the members or to the public.

Article XI.08. Any member acting as a representative of SYHA, must be a member of the SYHA Board of Directors or its designee.

Article XI.09. All fundraising activities conducted in the name of and on behalf of SYHA and its member teams require the prior consent and approval of the Board of Directors.

Article XII. DISCIPLINE

Matters of discipline shall be considered and handled in accordance with SYHA Rules and Regulations.

Article XIII. EXONERATION FROM PERSONAL LIABILITY

SYHA hereby consents and declares that each officer, chairperson and members of all committees, and all elected or appointed officials in any capacity shall be deemed to have assumed office or assignment on the express understanding, agreement and condition that each one of them and his/her heirs, executors and administrators, estate and effects respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of SYHA from and against all liabilities, judgments, costs, charges and expenses whatsoever which member sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him/her for and in respect to any act, deed, matter or thing whatsoever made, done, permitted by him/her office and also from and against all other costs, charges and expenses which he/she sustains or incurs in or about and in relation to the affairs thereof except such costs, charges or expenses as are occasioned by his/her own willful neglect or default.

Article XIV. DISTRIBUTION OF ASSETS AFTER TERMINATING OF THE SPRINGFIELD YOUTH HOCKEY ASSOCIATION, INC.

Article XIV .01. No member of SYHA shall have, as an individual, any interest in or title to the assets of SYHA and such assets shall be devoted exclusively to the purpose of SYHA.

Article XIV .02. In the event of the dissolution of SYHA, all assets then belonging to SYHA shall be assigned to any organization which qualifies for tax exemption under Section 501 (c)(3) of the Internal Revenue Code of 1954, as from time to time amended, and any rules and regulations promulgated there under, or such other Section of the Code by which the SYHA is exempt as selected by the Board of Directors.

Article XV. AMENDMENTS TO THE BY LAWS

Article XV .01. Proposal. The Bylaws contained herein may be altered, rescinded or repealed, at any time. Any SYHA member or officer may propose amendments to these bylaws by submitting the same in writing to the Chairperson of the Bylaws Committee. The Bylaws Committee shall consider the proposed amendment as soon as practical and the Chairperson of the Bylaws Committee shall report any action taken at the next regular meeting of the Board of Directors, or as soon as practical thereafter.

Article XV .02. Action. Amendments shall be approved by a majority vote of the total present Board of Directors. If approved, they shall be adopted subject to confirmation by a majority of the SYHA membership present at the next General membership meeting. If disapproved, they shall then be rejected.

Article XVI. RULES AND REGULATIONS.

The **SYHA RULES AND REGULATIONS** are an attachment to and made a part of the bylaws. These rules and regulations may be altered, amended, rescinded or repealed. Any SYHA member or officer may propose amendments to the **SYHA RULES AND REGULATIONS** by submitting the same in writing to the President. Such will be considered at the next meeting of the Board of Directors. Amendments to the **SYHA RULES AND REGULATIONS** may be approved by a majority vote of the total present Board of Directors. If approved, they shall be adopted subject to confirmation by a majority of the SYHA membership present at the next general membership meeting. If disapproved, they shall then be rejected.

Springfield Youth Hockey Association

RULES AND REGULATIONS

The Springfield Youth Hockey Association (SYHA) was established to provide instruction in hockey to area youth, and to foster good sportsmanship and fair play in individual as well as team competition. The SYHA endeavors to provide a fair share of ice time for all players in the program. SYHA is a member of and adheres to the Bylaws and Rules and Regulations of USA Hockey.

USA Hockey encourages each organization to be responsible for the behavior of its parents and children, on or *away* from the rink areas and organization premises. These regulations not only allow sanctions to be imposed upon the organization, but also authorize the organization to discipline its own members.

I. PARENT / SPECTATOR CONDUCT AT EVALUATIONS, PRACTICES AND GAMES

- A) No person shall behave in a manner, which is offensive or objectionable to a reasonable person.
- B) No person shall be allowed to blow whistles or make sounds which can be mistaken for those of the game officials.
- C) No person shall use objectionable *or* offensive language or conduct.
- D) No person shall verbally or physically abuse a player, coach or official on the ice during an event in the locker room, in the parking lot, or at another venue.
- E) The areas behind the goals and the players' benches are to be free of spectators during games.
- F) No parent or spectator may set foot on the ice surface *during* a game, under any circumstance, including injury to *r* his/her own child, without the specific permission of one of the game officials.
- G) No parent is allowed on the bench or in the bench area unless they are a SYHA approved coach, assistant or manager.
- H) No parent or guardian is allowed in the locker room at any time unless authorized by the coach.
- I) Any person who violates any of the above guidelines may be removed from the rink property and brought before the SYHA Rules and Disciplinary Committee.**

IF A REFEREE DETERMINES THAT (AS PER USA HOCKEY RULES) ANY SPECTATOR CONDUCT IS INAPPROPRIATE, AND IF HE or SHE CAN REASONABLY DETERMINE THE RESPONSIBLE TEAM, HE or SHE SHALL:

- a.) Issue a warning to the responsible team;
- b.) If the conduct continues, assess a bench minor against the responsible team;
- c.) If the conduct continues, order the responsible team to remove the spectator;
- d.) If the conduct continues, order the players off the ice, and declare a forfeit against the responsible team;

- e.) Minor officials (Timekeeper and scorer) are subject to the same code of behavior, and should be proficient in running the clock, proper method of scoring and game etiquette, i.e. interaction with referees and opposing teams;
- f.) Offenders shall be reported to the SYHA Rules and Disciplinary Committee and the SYHA Board of Directors and will be subject to disciplinary action. Any incident requiring removal of a spectator or forfeiture of a game shall be reported by the officials on an Incident Report form and forwarded to the Rules & Disciplinary Committee, who may assess a two point penalty in the standings against a team for failure to perform its duties under these rules.

II. PLAYER CONDUCT

Players are expected to exhibit good sportsmanship and conduct while at any function representing SYHA. Conduct infractions, as listed below will not be tolerated.

- A) Use of alcohol, tobacco or illicit drugs
- B) Fighting at or away from the rink with opponents or teammates
- C) Property damage to rink, hotel or stores
- D) Shoplifting or stealing from rink, hotel or stores.
- E) Breaking coaches curfew (on team trips).

Any player who violates these rules on a team trip will be punished immediately by not being allowed to play in any remaining games on the trip. The coach will administer this punishment, and the incident must be reported to the director of the SYHA Rules and Disciplinary Committee.

III. PLAYER ELIGIBILITY

- A) A player's age (birth year) as per USA Hockey guidelines determines which age category he/she is eligible during the entire season.
- B) False information or registration regarding a player's age, date of birth, or residence shall result in suspension.
- C) A copy of each player's birth certificate must be on file with the SYHA Registrar.
- D) Players may only participate at the age level established by USA Hockey. However, exceptions to "play up" may be permitted on case by case basis. The player's parent or guardian must initiate the request with the Director of Coaches. Players may only "play up" at the discretion of the two head coaches involved and the Director of Coaches. Such a move would also require the affirmation of the player. However, level of play considerations shall not disrupt the formation of a team at any given level. The Board of Directors must give final approval to all matters in this section.
- E) No child may play for a team on which he/she is not properly rostered (USA Hockey Team Roster Form) during the League Season.
- F) No house player can play on a league team and house team simultaneously.
- G) If injury/health forces a child to sit out a season, he/she will have a reserved spot to rejoin SYHA the following season.

- H) Any player who is found damaging any property at an ice rink or locker room will be charged for the property damaged and will be brought in front of the SYHA Rules and Disciplinary Committee. Suspension for the entire season and expulsion from SYHA are potential penalties.

SYHA has no ownership or management rights to the Jordan Valley Ice Park (JVIP) or the surrounding facilities. SYHA pays for ice time at NIP via a rental agreement. At all rinks, SYHA is held responsible for damage to the facility performed not only by its' members, but also for any damage incurred by visiting teams and parents.

**FOR DAMAGE TO PROPERTY BY MINORS
MISSOURI STATE STATUTE NO. 537.045**

**537.045 PARENT OR GUARDIAN LIABLE FOR DAMAGE TO PROPERTY BY
MINOR**

No person shall willfully mark on, deface or in any way damage any public or private real or personal property. The parent or guardian of any emancipated minor, in their care and custody against whom judgment has been rendered for the willful marking upon, defacing, or in any way damaging any property, shall be liable for the payment of the judgment up to an amount not to exceed \$2,000.00, provided that the parent or guardian has been joined as a party defendant in the original action. The judgment I provided herein to be paid to any owner of the property damaged but such payment shall not be a bar to any criminal action or any proceeding against the unemancipated minor committing such damage for the balance of the judgment not paid by the parent or guardian.

**THIS STATUTE WILL BE ENFORCED BY LOCAL JUVENILE AUTHORITIES
AND HAS THE FULL SUPPORT OF THE SPRINGFIELD-GREENE COUNTY
PARK BOARD (PARK BOARD) AND THE JORDAN V ALLEY ICE PARK
(JVIP). SYHA WILL NOT HESITATE TO MOVE FOR FULL RESTITUTION
UNDER THE LAW .**

IV. TEAM ASSIGNMENTS

- A) All players will be evaluated at the beginning of each season.
- B) No player will automatically make a league team; even if that player was on a league team the prior year.
- C) The SYHA Player Evaluation Committee shall consist of the Director of Coaches, the Division Coordinator, and two qualified coaches, one of whom may be a Board member. No more than one coach at a particular age level may serve on Player Evaluation Committee. The Player Evaluation Committee will be determined by the Director of Coaches and approved by the SYHA Board of Directors.

- D) All questions concerning evaluations are to be directed to the Director of Coaches or the Division Coordinator of that age level.

V. PLAYER MOVES TO DIFFERENT TEAMS WITHIN SYHA

- A) Within an organization at the same age level: During the first few weeks of League play, when it may be difficult for coaches to determine on which team to place individual players, and how best to balance teams entered in the same age level, team rosters will not be fixed. However, during this trial period, a free shuttle of players between teams might conceivably be used by an unscrupulous coach to produce an unfairly good early record for his team by the unrestricted use of the most skilled players.

CONSEQUENTLY:

- 1) Through December 31, a player may be moved to a different team, but once a player has participated in a league game, the player will not be allowed to switch teams without first having been rostered on the same team for at least three consecutive league games. Likewise, any later switch must be similarly preceded by the player having been rostered on the same team for three consecutive league games. No player may play for a team on which he is not rostered. And no player may be rostered on more than one team at the same time and without the permission of the SYHA Board of Directors;
 - 2) After December 31 each season (and through competition in USA Hockey Regional or National Tournaments). all team rosters will be fixed with one exception; a player may, at any time, be advanced to a team in a higher age division;
 - 3) If a player has moved up to a higher division team after December 31, he may not participate in USA Hockey Regional or National Tournaments, but he may participate in all other games with the team;
- B) Within an organization at different age levels:
- 1) A player may not play on a team in an age level lower than the one for which he normally qualifies;
 - 2) If a player plays with a team of an older classification for one league game in a given season, he shall be ineligible to participate in league games with a team of a lower age classification.

VI. PARTICIPATING RULES

- A) House teams will have equal ice time for all members of the team as is reasonably possible.
- B) League team objective (AA, A, B) is to skate all players fairly. Exceptions are the last 5 minutes of a game when the score is within 3 goals or when a coach may use a set power play and/or penalty killing unit.
- C) **DISCIPLINE:** Coaches may discipline players for missing practices or for conduct detrimental to the team by reducing their ice time during games. If this action is taken, the coach shall communicate his justification for the disciplinary action to BOTH the parent/legal guardian and player as the circumstances dictate.
- D) **FEE SCHEDULE:** All players must have their registration forms and fees turned in before evaluations begin. Arrangements may be made for a payment plan prior to evaluations. If a payment plan is instituted, all fees must be paid in full before

the start of league games. If the payment schedule is not adhered to, the player will not be allowed to participate until payments are made current.

- E) All teams must carry a minimum of 12 and a maximum of 20 players. Each team must have at least one person of that number who is willing to play goal. The optimum number of players per team is 16. After 16 players, a coach has the discretion to eliminate positions 17, 18, 19, or 20, with the consent of the Director of Coaches. Team size will be determined no later than the date of the first league game of that team.

VII. COACHES

- A) All coaches will be required to submit for and have on file a simple police record / background check prior to assignment to a team. Expenses for such verification will be covered by SYHA. The Board of Directors shall establish a set of guidelines to evaluate the results of such police record / background check and shall make a decision on whether to place such person as a coach within the Association.
- B) All coaches at all levels of play will be required to participate in the USA Hockey Coaching Achievement Program Clinics conducted in the region based on the requirements established by USA Hockey.
- C) All coaches should be USA Hockey certified (including renewals) by November 30 of the playing year. At least one coach on each team must be USA Hockey certified in order to compete in league Play. Failure to have a certified coach on the bench during games or on the ice during practices may result in suspensions or disciplinary actions against the head coach.
- D) Head coaches must submit an application annually to the Director of Coaches and will be selected by the Director of Coaches based on their skills and qualifications. The selection of a head coach is subject to approval by the Board of Directors.
- E) The Director of Coaches assigns Head Coach positions at his or her discretion. If possible, the Director of Coaches should discourage the formation of “dynasty” teams by promoting player and skill development from a variety of coaching perspectives. All Head Coach assignments must be approved by the Board of Directors.
- F) All equipment (medical kit, goalie equipment, etc.) will be given to each coach and will be the coach's responsibility. The SYHA Board of Directors will establish a cost for each item. At the end of the season, all equipment must be returned in reasonably good condition (appropriate to the age of equipment and the amount usage) or a charge for lost or damaged items will be assessed
- G) Coaches are responsible for discipline on their team, and for making sure that players adhere to the code of conduct as outlined in Section II.

VIII. TEAM MANAGERS

- A) All team managers will be required to submit for and have on file a simple police record / background check prior to assignment to a team. Expenses for such verification will be covered by SYHA. The Board of Directors shall establish a set of guidelines to evaluate the results of such police record / background check

and shall make a decision on whether to place such person as a team manager within the Association.

- B) All teams are required to have a team manager, who will be selected from one of the parents of the players rostered on the team. The coach's or assistant coach's spouse may not serve as team manager.
- C) It is suggested that at Squirt A and above, a team has both a business manager and a travel coordinator to schedule games, tournaments and travel arrangements.
- D) If no one volunteers, the head coach will appoint a parent or family to serve in this position.
- E) The team manager is responsible for the following;
 - 1) Assist the coach in scheduling games and practices.
 - 2) Securing game officials (referees) from approved referee list.
 - 3) Securing minor officials (scorer and timekeeper) from the parents on the team.
 - 4) Coordinating team pictures.
 - 5) Collecting player pledge money from Skate-a-Thon or other fundraising activities.
 - 6) Ensuring proper conduct from team members and parents.
 - 7) Contacting the Division Representative on all team matters.
 - 8) Coordinating team travel for games and tournaments (may be assisted-see above).
 - 9) Handling ice rink damages that may occur and report any such damages to the Division Representative.
 - 10) Communicating Board policies, such as team sponsorship to the coaches and parents.
 - 11) Appoint a team reporter for the newsletter.
 - 12) Ensure all medical release forms have been signed, and are at the rink whenever the team is on the ice. It is preferable that the release forms be kept with the medical kit.
 - 13) Assist the head coach and staff with any paperwork necessary to the team's organization.

IX. DISCIPLINARY ACTION

- A) SYHA has a Rules and Disciplinary Committee to handle all infractions within our organization for players, coaches and parents.
- B) The SYHA Rules and Disciplinary Committee may suspend a player, coach or parent from attending any SYHA game, practice or any other organization or team event, for conduct detrimental to SYHA hockey or any violation of SYHA and/or USA Hockey Rules and Regulations.
- C) Any player, parent or coach may be suspended from SYHA for his/her own conduct and for the continued violations of a related individual, or failure of a related individual to abide by disciplinary action.
 - 1. There shall be no appeals of suspensions of non-players for thirty (30) days or less.
 - 2. No player shall be suspended for more than 3 games without being afforded a hearing or waiving the opportunity to have a hearing.
- D) Appeals to decisions by the SYHA Rules & Disciplinary Committee begin by:

1. Filing a written appeal containing all pertinent details of the case directed to the chairman of Rules and Disciplinary Committee with a copy also sent to the President of the SYHA Board of Directors.
 2. The appeal must be filed within 14 calendar days of the date of the decision being rendered. The fee for filing an appeal is \$50.00.
- E) The SYHA Board of Directors has the right to consider a written appeal. An oral hearing on any such appeal may be permitted at the sole discretion of the Board of Directors.
- F) Any person who is aware of a violation of the SYHA By-laws and/or the SYHA Rules and Regulations should report that violation to the chairman of the Rules and Disciplinary Committee.
- G) ANY PLAYER, PARENT OR COACH WHO PERSISTS IN CONDUCT DETRIMENTAL TO THE SYHA MAY BE SUBJECT TO DISMISSAL FROM THE ASSOCIATION. DISMISSAL MAY BE ENACTED BY EITHER THE RULES & DISCIPLINARY COMMITTEE OR DIRECTLY FROM THE BOARD OF DIRECTORS.**

Copies of the SYHA Bylaws may be obtained via a written request to the Board of Directors.

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