

Biddeford Youth Hockey Association By-Laws  
Final March 4th, 2024

**Article I Name and Location**

**Section 1**

The organization shall be known as the Biddeford Youth Hockey Association (BYHA).

**Section 2**

The principal office and place of business of the Association shall be Biddeford Ice Arena, 18 Pomerleau Street, Biddeford, Maine.

**Article II  
Objectives**

**Section 1**

The main purposes of this Association are:

- A. To provide for a healthy athletic experience and training for children in an atmosphere of respect for players, managers, referees, and members of the community.
- B. BYHA is dedicated to helping children become good and decent citizens, with the goal of enriching their lives by teaching teamwork, good sportsmanship, and fair play through ice hockey.
- C. These objectives shall be achieved by providing supervised competitive athletic games, with the attainment of exceptional athletic skills and the winning of games secondary to the objectives of BYHA.

**Section 2**

BYHA shall maintain a Code of Conduct that players, parents, coaches and Board members shall sign each season as a condition of participation in BYHA. Violation(s) of the Code of Conduct may be grounds for sanctions, including dismissal, from BYHA.

## **Article III Purposes and Limitations**

### **Section 1**

The purpose for which BYHA is formed is exclusively as a program for hockey in York County, Maine, but is also welcoming to any kids from outside communities, and is not organized for profit as contemplated by Section 501(c)(3) of the Internal Revenue Code of 1986 or any other successor provision. Any references herein to any provision of such Code shall be deemed to mean such provision as is now, or hereafter, existing, amended, supplemented or superseded as the case may be. BYHA shall have all the powers necessary to carry out the foregoing purposes and all of the powers of non-profit corporations organized under the laws of the State of Maine.

### **Section 2**

BYHA shall neither have nor exercise any power, nor shall it engage directly or indirectly in any activity that would invalidate its status as a corporation which is exempt from federal income taxation as an organization described in §501(c)(3) of the Internal Revenue Code of 1986, or any successor provision, or as a corporation to which contributions are deductible under the Internal revenue Code of 1986, or any successor provision.

### **Section 3**

BYHA is not organized for pecuniary profit and shall not have any capital stock. No part of its net earnings or of its principal shall inure to the benefit of any officer or any other individual, partnership or corporation, but reimbursement for expenditures or the payment of reasonable compensation for services rendered shall not be deemed to be a distribution of earnings or principal.

### **Section 4**

No substantial part of the activities of BYHA shall attempt to influence legislation, nor shall BYHA participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

## **Section 5**

No part of the net earnings of BYHA shall inure to the benefit of any private shareholder or individual.

## **Section 6**

In the event of dissolution of BYHA and after all outstanding debts and claims have been satisfied, the members shall direct the remaining property of BYHA to another federally incorporated entity which maintains the same objectives as set forth herein, which are or may be entitled to exemption under §501(c)(3) of the Internal Revenue Code.

## **Article IV Association Membership**

### **Section 1**

Membership shall be open to all parents and/or guardians of children registered with BYHA, as well as sponsors, coaches, and other individuals (18 years of age or older) who have volunteered for the organization during the season.

### **Section 2**

All others seeking membership must be approved by a majority vote of the duly elected Board.

### **Section 3**

Only current members in good standing shall be able to vote or run for office.

### **Section 4**

The Board of Directors may remove for cause a member of the Association at a meeting called for that purpose. A two-thirds vote of the Board is necessary, and written notice of at least fourteen (14) days prior to the meeting must be given to the member and all current Directors .

### **Section 5**

The Board of Directors of BYHA shall consist of the Directors as defined in Article VI:  
Duties of the Board of Directors and Employees.

### **Section 6**

Players shall be deemed eligible to participate at BYHA in accordance with USA Hockey Rules, MEAHA, Seacoast, Valley League, and eligibility requests established by the Board.

## **Article V Board of Directors**

### **Section 1**

The Board of Directors shall formulate and determine the policies for the Association consistent with Article II.

## **Section 2**

All Board of Directors positions shall be elected for a one year term.

## **Section 3**

The Board of Directors may fill vacancies in any office by majority vote at a regularly scheduled meeting.

## **Section 4**

Individuals may hold two (2) office positions at the same time only if approved by the current board. If this happens the member is still only allowed one vote.

## **Section 5**

The Immediate Past President shall serve as an Ex - Officio for questions and information. They will not have a vote on current year issues.

## **Section 6**

The Board of Directors may remove the Director of the Association at a meeting called for this purpose. A two-thirds vote of the Board is necessary, and written notice of at least fourteen (14) days prior to the meeting must be given to the Board.

## **Section 7**

Any board member who has an unexcused absence for more than two (2) regularly scheduled board and/or general meetings may be removed from office by a two-thirds vote of the Board after no less than fourteen (14) days written notice prior to the regularly scheduled meeting.

## **Section 8**

The Board of Directors may establish other committees as it deems necessary.

## **Section 9**

A ballot (printed or electronic) shall be prepared in advance of the election. Candidates who wish to serve must inform, in writing, the Board of their desire to be elected to a specific office in the Association. Only those candidates who submit their names, in writing, in advance of the election shall have their names listed on the ballot. Each member of the Association shall be eligible to cast one comprehensive ballot containing all of the names of the candidates.

## **Section 10**

Each voting member of the Board of Directors shall be allowed to cast a single vote in person. Voting by proxy is permitted if allowed by the Head Chair.

### **Article VI Duties of the Officers, Board of Directors, and Employees**

Members of the Biddeford Youth Hockey Association Board of Directors may not be or become members of any other conflicting hockey association board. The interpretation of conflicting shall be defined by a majority vote of the Board.

## **Section 1 Head Chair**

The Head Chair shall preside at all meetings of the Association and Board of Directors meetings and shall be responsible for maintaining the objectives of the Association. The Head Chair shall represent BYHA as a voting member of the Maine AHA at its monthly meetings and shall represent BYHA as a member of the York County Arena Association Board of Directors in a manner consistent with the by-laws of that association. The Head Chair shall vote only to break a tie. The Head Chair may appoint Chairs or Committees to accomplish specific board approved tasks.

## **Section 2 Vice-President**

The Vice-President shall work effectively with and in support of the Head Chair and shall become familiar with the Association so that during the absence or temporary incapacity of the Head Chair, the Vice President can perform the duties and authority of the Head Chair. The Vice President may vote on any matter, except when serving as Head Chair, and may serve as an alternate for the Head Chair in accordance with Section 1. The Vice President will also be responsible to support the Director of Fundraising throughout the season in any means possible. The Vice President shall inventory and maintain all Association equipment and make recommendations for purchases and replacement of equipment. The Vice President will present a yearly budget by working with coaches and managers to be approved by the board.

## **Section 3 Treasurer**

A. The Treasurer shall have custody of the funds, accounts and other financial matters for the successful operation of this Association and shall maintain Association funds in a bank or banks approved by the Board of Directors, and in the name of the Association. The Treasurer may disperse the funds of the Association, only with the approval of the Board of Directors and shall maintain current records of the requests made on behalf of the Association. The Treasurer shall prepare and distribute a quarterly written Treasurer's report to the Board at regularly scheduled board meetings. The financial records are subject to inspection at any time by any Director, Officer, or Board approved auditor of the Association at a board meeting.

B. For payment of any regular and necessary operating expenses such as ice time, utilities, and office supplies . Any expense in excess of \$750.00 purchase/check for non-ordinary expenses shall not be issued without pre-approval of the Board vote. If an emergency presents itself, payment can be issued upon approval by the Head Chair and subject to ratification at the next regularly scheduled Board meeting.

C. The Treasurer shall coordinate an audit of the Association's finances no less than every two (2) years.

## **Section 4 Registrar**

The Registrar shall conduct the annual Association's registration in accordance with the policy adopted annually by the Board. At registration, the Registrar shall ensure that the proper forms are obtained and submitted to the league and appropriate organizations for team and player registration. The Registrar shall provide evaluation and tryout lists to the Board prior to those dates. They will compile a mailing list of all players and provide a copy to each Director and maintain a roster of members and team rosters. The Registrar shall work with the Coaching Director to ensure all coaches are fully compliant with all USA Hockey and MeAHA requirements prior to any coach being rostered or allowed contact with the players.

## **Section 5 Director of Coaches**

The Director of Coaches shall be responsible for the recruiting of coaches for the Association teams. The Director of Coaches shall coordinate annual coaching clinics(s) and recommend coaching assignments to the Board of Directors. The Director of Coaches will supervise all coaches, making recommendations to the Board in conjunction with the Coaches' Committee of any changes or disciplinary action regarding BYHA coaches. When requested by the Board, the Coaching Director shall provide the practice plans of each coach along with an evaluation of each coach at the end of the season. The Coaching Director shall follow up with all coaches to ensure they are in compliance with all USA Hockey and MEAHA policies and will work closely with the Registrar to accomplish this. The Coaching Director shall ensure each coach has all documentation required by USA Hockey and/or appropriate leagues.

## **Section 6 Director of Fundraising**

The Director of Fundraising develops strategies to hit fundraising targets. The Director will write proposals that could attract money including applications for grants. They will determine the appropriate budget of inflow and outflow of fundraising marketing budgets. The Director will oversee all fundraising and marketing events and campaigns.

## **Section 7 Youth Director**

The Youth Director shapes a young player's hockey experience by creating an environment where fun and fundamentals keep kids and their parents coming back year after year. The Director teaches players the game of hockey and mentors coaches following Long Term Player Development and American Development Models as described by USA Hockey. He or she will work with the Coaching Director to select coaches who are good teachers and will help create a positive experience - and then give them direction and support. The Youth Director must provide to the Board upon request the rubric containing player evaluation scores for team placement.

## **Section 8 8U/Intro Director**

The 8U/Intro Director will manage 8U & 6U programs as well as Learn to Skate program and Learn to Play Programs. The Director will communicate with parents and coaches at that level working to ensure all issues are handled in accordance with The Board's philosophy. They will register all 8U and 6U teams for tournaments and will organize 8U evaluations.

## **Section 9 Girls/Flex Director**

The Girls / FLEX Director will provide opportunities for female players to play All Girls

hockey through the BYHA. The Director will create a supportive and positive girl centered environment for learning the game of hockey with both on and off ice activities. They will provide opportunities for co-ed players who are just learning the game of hockey to play hockey through BYHA. The Director will help foster an environment where all skill levels are encouraged and mentored. They will build relationships with local high school and collegiate female teams for the purpose of mentorship.

## **Section 10 Director of Website /Communications**

The Director of the Website/Communications shall maintain current information on the BYHA website as well as on Social Media as directed by the Board. The Director shall ensure that periodic newsletters are distributed to the membership each fiscal year, specifically notifying membership of registration, evaluation and try-out dates, tournament dates and all BYHA functions, including Board meetings . The director shall work with the secretary to ensure that approved board meeting minutes are posted no later than 7 business days after approval. The Director shall ensure that the BYHA brochure of programs is distributed to all schools and local media in our district prior to registration. The Communications Director shall ensure that the BYHA brochure of programs is distributed to all schools and local media in our district prior to registration.

## **Section 11 Scheduler**

The Scheduler shall work with the Manager, to prepare and maintain the schedules for the Association Teams and distribute such schedules in a timely manner. The Scheduler shall endeavor to fairly and equitably assign ice times, balancing the programs provided by the Association in accordance with player ages and USA Hockey guidelines. The Scheduler will receive free tuition up to \$ 2000.00 for children who are playing BYHA hockey.

## **Section 12 Goalie Director**

The Goalie Director will define goaltending coaches' roles for practices. (10-15 minutes of “everydays” and other drills). He or she will evaluate the goaltending portion of each team's practice and administer corrective actions if needed. The Director will schedule appearances from other goalie coaches, oversee placement of goaltenders on teams in coordination with other head coaches and evaluators. The Director will maintain a roster of all BYHA goaltenders with contact information for communications. They will provide a yearly budget for outside goalie training. The Goalie Director will provide planning and practice plans for 3-4 goalie specific training clinics and provide a list of off season camps or clinics for our goaltenders to continue to develop in the off season. The Goalie Director will work with the Equipment Director to oversee the purchase and use of goaltending specific training aids. They will work together to compile small goalie gear for our mites and squirts to use to continue to grow the goalie program. They will make sure all goalies are wearing gear equivalent to their respective level of play.

## **Section 13 Administrator**

The Administrator will oversee scheduling of games, ice time for games and practices and the scheduling of referees and help input these team schedules into game software and the BYHA website calendar. They will update all league websites including but not limited to MEAHA, Seacoast, and Valley Leagues. The Administrator will work closely with the Scheduler to confirm weekly games for all BYHA teams.

The Administrator shall maintain BYHA records, other than financial, including the minutes of the meetings and shall prepare and distribute the agenda for meetings no later than 24/48 hours prior to the scheduled meeting . The Administrator shall post Board approved minutes , no later than 7 calendar days after the scheduled meeting.

## **Section 15 Travel Director**

Leads the foundation of the program on the travel level. organizes and oversees in-season hockey development sessions on and off the ice, which may include the hiring of outside vendors within the budgeted amounts. Attend practices at all travel levels to provide an independent evaluation of both players and coaches. Is the liaison between BYHA and outside travel leagues. Helps organize tryouts and selection of tournaments for team placement. Conveys all relevant travel information to the board

## **Discounts**

### **Coaching Discounts**

1 Head Coach will receive 50% off one player's tuition at the end of season pending approval and performance review

2 Assistant Coaches will receive 25% off one player's tuition at the end of season pending approval and performance review

All 6U/8U coaches will receive a 15% off one player's tuition at end of season pending approval and performance review

Discounts or compensation will all be pending approval and performance review at the end of season.

This can only be used once no matter how many teams coached.

All first year coaches receive a free warm up suit. Returning coaches receive a free warm up suit every other year. Option to purchase a warm up suit on off-years shall be offered at 50% of cost.

### **Goalie Discount**

Goalie discounts will be reviewed for each team and season by the registrar and Goalie Director. The Discount will be 50% off up to 2 goalies per team.

## **Article VII Meetings**

The fiscal year of BYHA shall be the period between April 1st to March 31st.

The Annual Meeting of the Association shall be held prior to March 31st at a location approved by the Board of Directors and notice of this meeting shall be posted at least fourteen (14) days prior to the date of the meeting on the BYHA website as well as

sent via email to all Board members .

### **Section 3**

Meetings of the Board of Directors shall be held at such time and place as the Board may determine. A quorum shall be present before any vote may take place, with a majority of Directors in attendance constituting a quorum.

### **Section 4**

It shall be the responsibility of the Secretary to notify the membership of any special meeting(s) in writing at least fourteen (14) days prior to the meeting. Such notice(s) shall consist of posting an announcement in a location accessible to all members of a regular basis in addition to sending an email notification to all Board members . Telephone , e-mail, or posting on the website notification may be acceptable if approved by the Board.

### **Section 5**

Meeting and organization will be run using a modified version of Rogers Rule

## **Article VIII Association Fees**

### **Section 1**

The annual Association fees and payments scheduled for each program shall be established by the Board of Directors within sixty (60) days after the general election and are defined as any and all fees and credits including, but not limited to, registration, tryouts, clinics, scheduler, or other staff, and ice time fees for the season and such other costs or expenses as set by the Board.

### **Section 2**

Any player who owes money from a prior season shall not be permitted to play

in the current season until the outstanding balance is paid in full. This includes, but not limited to any preseason activities or tryouts.

### **Section 3**

Players will not be permitted to continue the season if full payment or payment arrangements are not made prior to due dates established by the Board by the end of the calendar year, December 31st . Any payment arrangements must be in writing and subject to the approval of the treasurer .

### **Section 4**

Any refund of fees must be approved by the head chair and treasurer. Any changes in fee structure or payment schedule must be applied for by the member in writing to the executive board. This specifically applies to scholarships and/or any other form of financial assistance. Applications for the scholarship or financial assistance can be found on the BYHA Website.

## **Article IX Amendments**

### **Section 1**

In the event any provision, article, section or subsection of these By-laws is deemed to be invalid, such invalidity shall not affect the remaining provisions of the By-laws and any remaining articles, sections or subsections shall remain in full force and effect.

### **Section 2**

The By-Laws of BYHA shall not be changed or altered unless such amendments are submitted in writing to the Board of Directors and subject to a vote at a regular or emergency meeting. The General Membership shall be notified by publication, electronic or written communication no less than fourteen (14) days prior to the date of a meeting at which time any amendments shall be submitted to a vote. At this first meeting, a reading of the amendment and discussion shall occur, with a vote to occur at

the next regular or emergency meeting. A by-law amendment shall be adopted only by a majority vote of the members in attendance at the meeting.

### **Section 3**

These By-laws shall be reviewed every year prior to the annual meeting.

## **Article X Effective Date**

### **Section 1**

The By-laws are hereby adopted and shall be effective on March 4th  
2024