

I. PHILOSOPHY

The purpose of the Brainerd Amateur Hockey Association (BAHA) and the essence of its

existence is that participation in an organized hockey program is healthy, educational and

fun. The hockey association, its teams and adult members, therefore, will strive to provide fun for players, improve hockey skills and develop responsibility and self

discipline. The good of BAHA will always be to create an atmosphere of sportsmanship,

self confidence and self pride in hopes of preparing the players not only for the game of hockey, but also to become well rounded and contributing members of their community.

II. **BOARD OPERATIONS**
A. **ARTICLES OF INCORPORATION**

ARTICLES OF INCORPORATION
of
BRAINERD AMATEUR HOCKEY, INC.

I, the undersigned, for the purpose of forming a corporation under and pursuant to provisions of Chapter 317 Minnesota Statutes, known as the Minnesota Non profit Corporation Act, do hereby, as a body corporate, adopt the following Articles of Incorporation:

ARTICLE I

The name of this corporation shall be Brainerd Amateur Hockey, Inc.

ARTICLE II

The purpose of this corporation shall be: to encourage and improve the standard of ice hockey in the Brainerd area; to conduct the formation of teams; schedule practices, games and tournaments; and to select representative teams to participate in tournaments; to associate with other ice hockey associations; to do any and all acts necessary or desirable in the furtherance of the foregoing purpose;

to buy, sell, lease and otherwise deal on all kinds of property, real, personal and mixed, for the purpose of creating further interest in amateur hockey.

ARTICLE III

The corporation shall not afford pecuniary gain, incidentally or otherwise, to its members. No part of the property or income of the corporation shall inure to the benefit of or be distributable to its members, directors, trustees, officers or other private persons except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publication or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provision of these Articles, the corporation shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law) or (b) by a corporation contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law.)

BOARD OPERATIONS

ARTICLES OF INCORPORATION

ARTICLE IV

The period of duration of corporate existence of this corporation shall be perpetual.

ARTICLE V

The location of the registered office of the corporation in this state is City of Brainerd in Crow Wing County.

ARTICLE VI

The name and address of each incorporate of this corporation is:

Rosemary Poppie	520 N 4th	Brainerd, Minnesota
Robert House	Route 8	Brainerd, Minnesota
Fred Wiltse	Route 1	Brainerd, Minnesota

ARTICLE VII

The management of this corporation shall be vested in a Board of Directors. The terms of office of the Directors, other than the members of the first Board of Directors, and the method by which they shall be appointed shall be appointed shall be fixed by the By-Laws and may be altered by amending the By-Laws. The number of Directors constituting the first Board of Directors shall be three. The names and post office address of each of the Directors is:

Robert House	Route 8	Brainerd, Minnesota
Rosemary Poppie	620 N 4th	Brainerd, Minnesota
Fred Wiltse	Route 1	Brainerd, Minnesota

The term of office of the aforesaid Directors shall be until the first annual meeting of the Corporation, or until their successors are elected and qualified.

BOARD OPERATIONS

ARTICLES OF INCORPORATION

ARTICLE VIII

The qualifications and conditions of membership, the limitations, if any, upon the number of members, and the conditions of termination of membership shall be provided for in the By-Laws. Annual dues required to be paid by members shall be in the amount of not less than One Dollar (\$1.00) and not more than One Hundred Dollars (\$100.00) as shall be determined by the Board of Directors. The amount of dues need not be uniform as to all members, provided that the amount required of each member is determined upon a uniform basis.

ARTICLE IX

Neither the members, directors, trustees or officers of the corporation shall be personally liable for any obligation of the corporation of any nature whatsoever, nor shall any of the property of any member or officer of the corporation be subject to payment of obligations of the corporation to any extent whatsoever.

ARTICLE X

This corporation shall have no capital stock.

ARTICLE XI

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the corporation in such manner, or to such organizations organized and operated exclusively for education and charitable purpose shall at the time qualify as an exempt organization or 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), as the Board of Directors shall determine. Any of such assets not so disposed of shall be disposed of by order of the District Court of Crow Wing County, Minnesota, exclusively for such purpose of to such organizations which are organized and operated exclusively for such purposes as said Court shall determine.

ARTICLE XII

The Board of Directors shall adopt By-Laws for management of the corporation and shall have the authority to amend the By-Laws from time to time.

ARTICLE XIII

These Articles of Incorporation may be amended by the Board of Directors upon receiving a two-thirds (2/3) vote of the Directors entitled to vote on the proposed amendment, as provided by the By-Laws. Notice of the meeting and of the proposed amendment must be given at least

fourteen (14) days prior to voting on the amendment.

BOARD OPERATION

ARTICLES OF INCORPORATION

IN TESTIMONY WHEREOF, I (we) have hereunto subscribed my name
this 14th day of August 1972.

In Presence Of: (Robert House)

(Robert R. Alderman) (Rosemary Poppie)

(William Olmstead) (Fred Wiltse)

State of Minnesota)

ss

County of Crow Wing)

On this 14th day of August 1972, personally appeared before me
Rosemary Poppie, Fred Wiltse, and Robert House, to me known to be
the person described in and who executed the foregoing Articles of
Incorporation of Brainerd Amateur Hockey, Inc. and he acknowledged
that he executed the same as his fee act and deed, for the uses and
purposed therein expressed.

(Robert R. Alderman)
Robert R. Alderman, Notary
Public, Crow Wing County,
Minnesota. My commission
expires: August 30, 1977

BOARD OPERATIONS

ARTICLE OF INCORPORATION

II. BOARD OPERATIONS

B. BOARD OBJECTIVES

1. The Board shall follow BAHA policy developed.
2. The Board individually and collectively shall support all Board decisions. Once a decision is made it shall be totally supported by its members.
3. The Board shall operate BAHA as economically and efficiently as possible.
4. The Board shall support and promote amateur hockey in the community.
5. The Board shall communicate at all times with its members.
6. The Board shall support the Brainerd High School hockey program.
7. The Board shall provide all hockey players with a program in which they are coached by qualified personnel.

BOARD OPERATIONS

**BAHA BY-LAWS
09/91**

II. BOARD OPERATIONS

C. BY-LAWS

ARTICLE 1 ORGANIZATION

1.1 The Corporation shall be organized as set forth in these By-Laws. The affairs and business of the Corporation shall be managed by a Board of Directors.

ARTICLE 2 MEMBERSHIP

2.1 Individual Members:

An individual member shall be any individual eighteen years or older who has paid the dues of \$1.00. There shall be no other requirements for individual membership.

2.2 Honorary Members:

A person may be elected as an honorary member by the unanimous vote of the Board of Directors present at the meeting of the Board of Directors; provided, however, that written notice of such proposed election shall be given to each Board member one week before said meeting. Honorary members shall be exempt from payment of dues and shall enjoy all of the privileges of individual members except that they may not vote or hold office, nor shall they have any right or interest in the property or assets of the Corporation.

2.3 Voting:

2.3.1 Each individual member of the Corporation shall have one (1) vote. A member must be present to vote and no proxies shall be permitted.

2.3.2 A majority of those members present and voting shall be able to transact the business of the Corporation.

2.3.3 At all elections of officers and directors, the voting shall be by secret ballot.

ARTICLE 3 ANNUAL DUES

3.1 The minimum dues of individual members shall be one dollar (\$1.00).

3.2 The fiscal year of the Corporation shall be April 1 through March 31.

BOARD OPERATIONS

**BAHA BY-LAWS
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ARTICLE 4 BOARD ORGANIZATION

4.1 Numbers, Qualifications, Etc. :

A majority of the Directors in office shall be necessary to constitute a quorum for the transaction of business. The property, affairs and business of the Corporation shall be managed by a Board of Directors consisting of position, their method of placement and length of term:

- 4.1.1 President 2-year elected
- 4.1.2 Vice President 2-year elected
- 4.1.3 Past Board Member(optional) 1-year appointment
- 4.1.4 Secretary/Treasurer 2-year appointment
- 4.1.5 Gambling Director 2-year appointment
- 4.1.6 Two year at large member 2-year elected (alternating years with 2nd Two year)
- 4.1.7 Two year at large member 2-year elected (alternating years with 1st Two year)
- 4.1.8 One year at large member 1-year elected

4.2 Meetings

The Board of Directors shall be at the call of the President or any two members thereof, provided twelve (12) hour notice shall be given to each member of said meeting. There shall be one meeting per month throughout the year. Each meeting shall have a full agenda including current issues.

4.3 Elections:

The members in good standing shall, each year, at their annual meeting, elect from the membership a President, Vice-President and Two directors per the terms listed above.

4.4 Duties of the Board of Directors:

- 4.4.1 Perform all duties specifically delegated to it.
- 4.4.2 Approve all contracts necessary for the transaction of all business.
- 4.4.3 Fill vacancies among the officers of the Board by a vote of a majority of those present based upon the President's nomination at a regular monthly meeting.
- 4.4.4 Make rules for the conduct of the members of the Corporation and for the use of the Corporation's property.
- 4.4.5 Fix and enforce penalties for the violation of such rules or of the Articles of Incorporation or By-Laws.
- 4.4.6 Prescribe and publish rules regulating the use of the equipment and facilities of the Corporation, both by members and participants in the sports programs.
- 4.4.7 Appoint delegates or committees to confer with other associations or clubs on any matter in which this corporation may be concerned.
- 4.4.8 Approve such appointments of special representatives or committees made by the President as shall be necessary for the better execution of its duties and powers devolving upon such appointees. (See committee duties)
- 4.4.9 Have complete jurisdiction over the Corporation's finances and have exclusive power to make or authorize appropriations.
- 4.4.10 Have the general power to manage all the affairs of the Corporation on any and all questions relating thereto, when not in conflict with the Articles of Incorporation or By-Laws.
- 4.4.11 Make a report of the Corporation and Board Activities during the preceding year to the annual meeting and recommend such proposals as the Board of Directors deems advisable.

BOARD OPERATIONS

**BAHA BY-LAWS
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ARTICLE 5 DUTIES OF OFFICERS

5.1 President:

- 5.1.1 Preside over all meetings of the Corporation and the Board of Directors.
- 5.1.2 Enforce all laws, rules, and regulations of the Corporation.
- 5.1.3 Sign all written contracts and obligations of the Corporation.
- 5.1.4 Appoint the members of committees and Chairpersons he may deem necessary with the approval of the Board of Directors.
- 5.1.5 Have power to change the personnel of any committee over which he has the power of appointment, with the approval of the Board of Directors.
- 5.1.6 With the approval of the Board of Directors, have the power to invite persons, not members of the Corporation, to attend regular or special meetings.
- 5.1.7 Be a member ex-officio of all committees.
- 5.1.8 Perform such other duties as are specifically provided in the Articles of Incorporation and By-Laws and as shall be imposed upon him by resolution of the Board of Directors.
- 5.1.9 Issue a current copy of the By-Laws and Policies of the Corporation to each Officer and Director no later than the second meeting of the corporate year.

5.2 Vice-President

- 5.2.1 Perform all duties of the President in the absence of the President.
- 5.2.2 Perform such other duties as are specifically provided for in the Articles of Incorporation and By-Laws and as shall be imposed upon by resolution of the Board of Directors.

BOARD OPERATIONS

**BAHA BY-LAWS
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5.3 Secretary/Treasurer

- 5.3.1 Submit detailed financial statement of the preceding month broken down into columns of budget; Year to date last year, Year to date costs; present month's cost; at each monthly meeting of the Board of Directors for their approval.
- 5.3.2 At the first board of directors meeting of each fiscal year submit a detailed Annual financial Statement of the Corporation for preceding fiscal year.
- 5.3.3 Keep the minutes of the Corporation and the Board of Directors.
- 5.3.4 Conduct the official correspondence of the Corporation.
- 5.3.5 Keep all records, books, documents and papers relating to the Corporation in such place and form as shall be designated by the Board of Directors for a minimum of two years.
- 5.3.6 Arrange to secure such bonds as may be required by the Board of Directors for all officers and employees of the Corporation who have custody or control of any corporation funds or property.
- 5.3.7 Perform such other duties as are specifically provided in the Articles of Incorporation and By-Laws and as shall be imposed upon him/her by the Board of Directors.
- 5.3.8 Keep account of all monies received by him /her and deposit same in the name of the Corporation in such depository as shall be designated by the Board of Directors.
- 5.3.9 Keep account of all money disbursed upon checks for obligations of the Corporation.
- 5.3.10 Perform all duties of the President in the absence of the President and Vice-President.

5.4 Gambling Director

- 5.4.1 Responsible for arrangement of all gambling monies from pull tabs and other gambling sites and setting up new sites.
- 5.4.2 Responsible for arranging for a competent accounting service and gambling site manager. Gambling site manager shall handle staffing of gambling sites with Gambling Director's approval.
- 5.4.3 Report once a month to the Board of Directors on monies collected from each site and net monthly income from each.
- 5.4.4 Set up and maintain separate checking account for all gaming monies collected. Checks will be issued for lawful purpose and lawful expense with the approval of the Corporation Board of Directors.
- 5.4.5 Responsible for keeping the Board of Directors fully informed as the State's requirements for charitable gambling and any changes made that affect Corporation's operations. He shall attend any meetings required by the State pertaining to gambling in general and/or answer any questions the State gambling board may have of our operation.

BOARD OPERATIONS

**BAHA BY-LAWS
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5.5 At-large Directors

- 5.5.1 Attend all Board of Directors meetings called by the President.
- 5.5.2 Chair committees, as requested by the President.
- 5.5.3 Select chaired committee members for approval by the board of directors.
- 5.5.4 Report on committee meetings each month and invite President to all committee meetings as ex-officio member.
- 5.5.5 All the duties spelled out in Article 4.4
- 5.5.6 Perform such other duties as are specifically provided for in the Articles of Incorporation and By-Laws and as shall be imposed upon him/her by the Board of Directors.

ARTICLE 6 CORPORATE MEETINGS

6.1 Notice of meetings

Notice of Annual or Special meetings of the Corporation shall be sent to the membership, to the addresses provided at the yearly registration, by the Secretary, at least five (5) days before the date of such meetings and notice of a special meeting shall state the object or objects for which said meeting is called and no other business than the business specified in the notice shall be transacted at such special meeting.

6.2 Presiding Officer

In the absence of the President, Vice-President, and Secretary/Treasurer, members present shall select a Chairman to preside at the meeting.

6.3 Order of Business at Regular Board meetings.

- 6.3.1 At all but a special meeting, unless modified by the President, the order of business shall be:
 - 6.3.1.1 Call meeting to order
 - 6.3.1.2 Roll call and approval of Last Month's minutes
 - 6.3.1.3 Visitors
 - 6.3.1.4 Communications
 - 6.3.1.5 Treasurer's report
 - 6.3.1.6 Gambling report
 - 6.3.1.7 Committee Reports
 - 6.3.1.7.1 Registration & Membership
 - 6.3.1.7.2 Tournaments
 - 6.3.1.7.3 Ice facility use & Scheduling
 - 6.3.1.7.4 Concessions
 - 6.3.1.7.5 Fund-Raising
 - 6.3.1.7.6 Awards & Banquets
 - 6.3.1.7.7 Hockey Operations(coaching, equipment, referees, etc)

BOARD OPERATIONS

BAHA BY-LAWS

- 6.3.1.8 Old Business
- 6.3.1.9 New Business
- 6.3.1.10 Next Meeting
- 6.3.1.11 Meeting Adjourned

6.3.2 Rules of Order:

The rules contained in Robert's Rules of Order shall govern the conduct of meetings of the Corporation, The Board of Directors and Special Meetings in all cases in which they are applicable, and in which they are not inconsistent with the Articles of Incorporation or By-Laws of the Corporation.

ARTICLE 7 SUSPENSIONS AND EXPULSIONS

7.1 Any violations of the Articles of Incorporation, By-Laws, or any other rules and regulations of the Corporation shall render such member or player liable.

ARTICLE 8 COURT ACTION

8.1 In order to preserve so far as possible the purity of amateur hockey, any recourse to the courts of any jurisdiction by any member or individual before all rights and remedies available under the Articles of Incorporation and By-Laws of this association have been exhausted, shall be deemed conduct detrimental to the best interests of youth hockey and a violation of the Articles of Incorporation and By-Laws of this association and therefore grounds for suspension and /or expulsion of any such member or individual.

ARTICLE 10 POLICY REVIEW AND REVISIONS

10.1 The Board of Directors shall annually review, revise and date By-Laws and policy and make changes as required by majority approval. A two week notice to the membership shall be given prior to voting on any policy changes. The Board of Directors shall take effect immediately upon approval of the Board of Directors unless otherwise stated.

III. **FISCAL FUNDING & SPENDING**
 A. DUES/REGISTRATION FEES

A one time dues of \$1.00 will be charged to any adult to become a member of BAHA. This shall be a part of a first time registration fee paid by any parent who registers a child in the BAHA programs. Players who wish to participate in BAHA shall pay a yearly registration fee established by the Board of Directors prior to the hockey season. Registration fees must be paid in full prior to any player going on the ice at the beginning of the season. Hardship cases shall be channeled through the Secretary/Treasurer to the President who shall make a decision with the Secretary/Treasurer on how it should be handled. No player shall be deprived of the opportunity to play hockey within our program because of inability to pay.

BOARD OPERATIONS

**BAHA BY-LAWS
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B. GAMBLING

The gambling director shall be responsible for collection of all gambling monies and disbursement of same to the BAHA Secretary/Treasurer as allowable. Monies shall be used for the express purpose of funding the BAHA programs and projects which qualify for gambling monies.

C. TOURNAMENT FEES & GAME FEES

Tournament fees shall be established by the Board of Directors at the beginning of each season for all division home tournaments. Fees shall be used for paying for tournament expenses including; ice time, referees, button, trophies, medals, etc. A game fee will be determined by the Hockey Committee for any teams wishing additional ice time for additional games or tournaments over above the normally scheduled contests for that year.

D. FUND RAISING

The need for fund-raisers and fund raising methods shall be determined by the BAHA Board of Directors. All Members of BAHA shall participate in the fund-raisers. All monies shall be used for BAHA programs and projects. Any fund raiser for a special event or project for a particular team shall be approved in advance by the Board of Directors.

E. SALARIES

Salaried employees of BAHA are Scheduler, Gambling Director, Secretary/Treasurer, Concession employees, gambling employees, and such coaches and program directors as submitted by the Hockey Committee and approved by the Board of Directors deemed necessary for the operation of the program. Salaries shall be determined by the Board of Directors at the beginning of each hockey year based upon the financial position of the association.

F. TEAM SPONSORSHIP

Each year the Board of Directors shall determine the fee to sponsor a BAHA team or tournament and the Fund-Raising committee shall contact local business, organizations, and individuals to be a sponsor for that year or years. A picture/plaque will be provided to each sponsor to display at their businesses. The sponsors name may appear on Jerseys, signs, programs, etc as approved by the Board of Directors.

BOARD OPERATIONS

**BAHA BY-LAWS
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G. SPENDING

1. BUDGET

Each year the Hockey Committee will prepare and submit a budget to the Board of Directors for approval. Said budget should contain all expenses relating the hockey operations of our programs. The secretary/treasurer shall submit a budget of all administrative and non-hockey income and expenses. The Board’s objective is to adhere to the budget. Said budgets shall be presented to the Board of Directors for review and approval. Budgets shall be presented no later than June 1 of each year.

All monies collected for the hockey program shall be used to reduce the costs to the individual players in the association. The budget shall be adjusted only by a 2/3 majority vote of the full Board of Directors. All budgeted expenses by line item for each committee shall not be exceeded without Board approval as above.

2. LARGE DONATION DISBURSEMENTS

Donations of monies by any sponsor or other donation over and above fees set by the board shall be put into the General Fund to help reduce the costs to all players in our association.

3. INSURANCE

BAHA shall pay for the BAHA required liability insurance policy on a yearly basis. Additional insurance may be taken out based upon review and approval by the Board of Directors.

IV. HOCKEY OPERATIONS

The annual “Hockey Plan” shall be submitted for approval by the Hockey Committee to the Board of Directors no later than July 1 of each year in draft form. A final annual “Hockey Plan” shall be submitted and approved no later than August 15 of each year. Said plan to include detailed operating budget, plan for how each division will be run, coaching and recruiting plans, members of the hockey committee, changes or additions to the grievance procedure, proposed master schedule issues, try-out criteria, proposed tournaments home & away, pre & post season clinics, meeting schedule of committee, plans for regular communication with membership, length of season by division, equipment needs and proposed uses, and any and all other items related to the operation of the youth hockey program from an on-ice and coaching perspective. Board of Directors shall review and have final approval of all plans. Board of Directors may change or add or delete items from the hockey plan as deemed appropriate for the Operation of the Corporation. Hockey plan for the current year is attached as Appendix A.

The hockey committee, which was established in 1993, shall be chaired by the High School Hockey Coach or another qualified individual approved by the Board of Directors. They will have the responsibility and authority to develop and execute all policies and programs relating to hockey operations. The Hockey committee shall subscribe to, and support, BAHA By-Laws (I. Philosophy and II.B. Board Objectives).

BOARD OPERATIONS

**BAHA BY-LAWS
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V. JOB DESCRIPTIONS

A. COMMITTEE DUTIES

1. REGISTRATION AND MEMBERSHIP COMMITTEE

This committee shall be responsible for developing and updating registration forms for fall registration based upon Board of Directors Policy. They shall set up and run fall registration and report back to the Board of Directors on numbers in each division. This committee shall develop and implement an annual effective recruitment program. This committee shall keep an updated list of players and shall make every attempt to keep those players involved in our program year after year. This committee shall be responsible for coordinating and arranging for annual pictures of all teams. The Membership & Registration committee is to develop a Health History Sheet for each player and they are responsible for getting the forms to the team managers for completion. This committee is responsible for updating forms and assuring that registration and membership is in compliance with affiliate organization including but not limited to ; MAHA and USA Hockey.

2. TOURNAMENT COMMITTEE

This committee shall organize and implement all local tournaments. They shall promote and conduct the tournaments in accordance with all regulations of the District, MAHA, and USA Hockey. The tournament committee shall solicit complete support and participation of the parents to help operate the tournaments if they are to occur. See Scheduling Coordinator's Job description for his/her role in the tournaments. Tournament trophies, parent's favors, trading pins and programs will be arranged for and provided by this committee as recommended by the hockey committee plan.

3. AWARDS & BANQUETS COMMITTEE

This committee shall determine and provide awards for players at the banquet. Awards shall be presented by this committee at the annual banquet. This committee shall provide plaques, etc., as directed by the Board of Directors to be presented at the banquet. This committee shall be responsible for organizing and implementing the annual banquet. This shall include organizing food, awards, cleanup, facility, speakers and voting ballots for the banquet.

4. CONCESSIONS COMMITTEE

This committee shall be responsible for overseeing the operation of the concession area at the Civic Center which has been provided to our association by the management of the arena. This will include, but not be limited to, employing adequate personnel each year to operate it, reviewing the buying methods and amount of product stocked for the concession area and seeing to it that all association members do their fair share of time in working in the concessions area each year. This committee shall meet a minimum of once a month.

5. FUND-RAISING

While the primary function of the board under the new organization is the funding of the program overall, a separate committee of the board shall be responsible for the specific fund-raising activities of the association. Fund- Raising is done in the form of team sponsorships, advertising opportunities, and booster club membership for solicitation of non-member funding, while the fund-raising committee is also responsible for the specific fund-raisers to be conducted by the association members (candy sales, pizza sales, etc.). This committee shall meet at least once per month.

BOARD OPERATIONS

BAHA BY-LAWS

V. JOB DESCRIPTIONS

B. HEAD COACHES AND ASSISTANT COACHES

1. The head coach is totally responsible for the operation of the team and is responsible to BAHA through the hockey committee.
2. Any problems with discipline, dissatisfaction of a player, parental discontent, or other problems not resolved at the team level, should be brought by the coach or dissatisfied party to the attention of, and should be resolved by, the respective director of that division through the established grievance procedure. In the event the coach is the division director, the grievance shall be brought to the attention of and resolved by the hockey committee, without the participation of the coach in question. The Hockey Committee shall review all grievances and if not resolved, shall pass them on to the Board of Directors. The responsibility for maintaining discipline on the team when a team event, practice, or function is involved, is directly that of the coach.
3. The head coach shall select his/her assistant coaches, with the approval of the hockey committee. The head coach will keep in mind that the person he/she selects should be one who has similar hockey philosophies and generates a good working relationship that will benefit the players. Only the coach and a maximum of two assistants can be on the bench during a game or scrimmage.
4. The head coach should not be required to bend to parental pressure but shall be available to discuss any problems with the players and/or parents, keeping in mind that his prime responsibility is to the whole team and the program, and not any one individual.
5. The head coach must insure that there is no profanity on the playing bench or on the ice. The coaches, both on and off the bench, should set a good example of sportsmanship and conduct, and should always be a good representative of BAHA and our programs.
6. The coach and his assistants will be primarily responsible for choosing his traveling teams. They are to use a selection process as approved by the hockey committee to formulate their team. Where there is a question concerning the selection of the last few players, it is recommended that fewer players be selected to begin with and the extras be brought up from the lower level team(s) as the Head Coach sees fit to play with his team to determine if that player could earn a spot.
7. The coaches main objective is to teach and promote hockey and develop the team's full potential in a positive and safe manner. If ice time is not available, chalk talks are recommended on a regular basis. Coaches are encouraged to make use of as much outdoor ice as possible. With the use of indoor ice, coaches are urged to make sure their team is on the ice on time, and fully utilizes the time for skating activities. Coaches shall go over practice plans, chalk talks, and instructional issues in the locker room before and after practice as much as possible, and use the ice time for skating activities.

8. It is mandatory that the coaches meet with the parents shortly after the teams are selected and on a regular basis thereafter. At such time parents should be made aware of the goals and philosophy of the program at that level, and of the goals and philosophy of the coaches. Team discipline issues, schedules, and other key information should be explained at this time. The head coach shall select the team manager at or prior to this meeting to assist with communications, schedules, and travel.
9. All coaches should recognize that Wednesday evenings is designated as an evening of religious instruction in our community for many age groups. They should recognize that there will be conflicts during the season with activities scheduled on Wednesday evenings and Sunday Mornings, and as such shall schedule around these times as much as possible.
10. The coaches shall attempt to blend individual skill in to a winning team. He shall also increase the teams awareness that “winning” shall refer to learning and perfecting the skills of hockey and is not necessarily measured by the number of wins.
11. The coaches shall expose the hockey player to an environment in which his health and welfare are always of primary concern. He shall help the players to develop total fitness for efficient, effective performance.
12. The coaches should help the players develop and understanding of the theory of play, a thorough knowledge of the rules of the games, mastery of skills, and mental alertness to enable the hockey player to perform successfully at the players level of learning.
13. The coaches shall make their best effort to develop all players during the year to help them advance to the next level of hockey, both mentally and physically.
14. The coaches shall teach all players how to play the game with concern for their own safety and the safety of all other players.

**BAHA OPERATIONS
JOB DESCRIPTIONS**

**BY-LAWS
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V. JOB DESCRIPTIONS

C. TEAM MANAGER

1. The team manager shall assist the head coach with the administration of the team and to act as the liaison between the coach and the director.
2. The team manager is responsible for collecting birth certificates of all players.
3. The team manager shall submit the weekly game results and statistics to the Brainerd Daily Dispatch office.
4. The team manager will distribute monthly ice schedules and tournament information to the players and parents. Team managers will not schedule any additional times or tournaments or cancel any scheduled games without the Director's approval. This will be done only by the scheduling chairman. The team manager may request additional time or tournaments, per the parents request, through the head coach.
5. Team managers have in their possession (or an appointed representative,) copies of all birth certificates and the insurance policy at all games and tournaments. The team manager shall be responsible for the signing in of their team at all away tournaments.
6. The team manager is responsible for the distribution of team jerseys, coordinating the team picture, distributing memos for the head coach, distributing raffle tickets and collection of raffle monies from team members.
7. The team manager shall complete and submit by December 30th of each year, the team roster signed by all players and coaches to the Director.
8. The team manager shall notify all players by telephone of changes in scheduling, cancellations due to weather, etc.
9. The team manager assists the Director with organization of the parents for our local tournament for that particular team.
10. The team manager shall perform any other duties during the year requested by the head coach.
11. The team manager will be responsible for keeping a Birth Certificate and Health History sheet in a three ring binder and it shall follow each age group through the program.

**BAHA OPERATIONS
JOB DESCRIPTIONS**

**BY-LAWS
09/91**

V. JOB DESCRIPTIONS

D. SCHEDULING COORDINATOR

1. Practice Schedules

The coordinator is responsible for making each months practice schedule for all divisions and all traveling teams as it relates to both indoor and outdoor ice time. Indoor & outdoor ice is to be distributed among divisions and teams according to the Hockey Committee plan, and in conjunction with BAHA policy.

2. Game Schedules

The coordinator is responsible for the formulation of a game schedule in concert with the directors of each division, the head coach of each team and the hockey plan. The game schedule of approximately 40 games for each traveling team in the Bantam and Pee Wee Division as directed by the hockey committee. The game schedule is to include District & non-District games as well as tournament games. NO ONE is allowed to change any schedule made by the coordinator or add or delete any games or tournaments without the approval of the coordinator, and the hockey committee. The coordinator will schedule all squirt games in accordance with the Hockey Plan. This is to include house teams as well as any traveling teams that are formed.

3. Referees

The coordinator is to promote and facilitate the AHAUS and MAHA registration of referees. The coordinator will put in place a registration procedure that communicates to all potential hockey officials the necessity of being a registered official, and advantages of being certified at the highest level. This process will also require the registrations be channeled through the coordinator for the purposes of verification. Verification is necessary since at least a portion of the registration fee is reimbursed by BAHA. The coordinator will also hire referees for all home games and tournaments according to District, MAHA, and USA hockey rules and regulations. On approximately the 1st and 15th of each month, the coordinator will process payment requests for the referees and insure that the requests match the actually events that were officiated.

4. Tournaments

The coordinator will schedule tournaments as requested by the Hockey Committee and will justify that schedule in relation to other hockey events, tournaments and the hockey operations budget. Once a home tournament schedule is in place, the coordinator will advertise for entries into the tournaments. The coordinator will be responsible for accepting or rejecting tournament entries upon recommendation of the hockey committee and team coach. Once a team is accepted, the coordinator will be responsible for getting the team roster and information of 1 or 2 contact people for that team. The contact people will be turned over to the division director to assist with further communications.

**BAHA OPERATIONS
JOB DESCRIPTIONS**

**BY-LAWS
09/91**

V. JOB DESCRIPTIONS

E. HOCKEY COMMITTEE CHAIRPERSON

With respect to the following responsibilities, the Hockey Committee Chairperson is to:

- 1) Preside over the hockey committee as is to :
 - a) Recruit and select the Hockey Committee members for Board Approval
 - b) Call and Direct Hockey Committee Meetings
 - c) Recommend, after committee approval, the hockey plan to the board for final approval.
 - d) Attend BAHA Board meetings to present the Hockey Plan and communicate during the hockey season. (Should attend at a minimum, July-March meetings)

- 2) Budget
 - a) Set up and establish the hockey operations budget within the hockey committee and provide to BAHA board for final approval.
 - b) Review all requests for hockey operations budget expenditures and submit to board for approval and payment.
 - c) Insure that hockey committee stays within established budget, taking in to account any extra post-season tournaments or state tournaments.

- 3) Policies
 - a) Work with the Hockey Committee in establishing policies and procedures as to :
 - 1) The selection and training of coaches
 - 2) The selection process for teams
 - 3) The number of teams in each division
 - 4) Establish and carry out philosophies of each division and team.
 - 5) Goals & accomplishments of each division and teams.

 - b) Act as a liaison between the high school program and the youth program as it pertains to hockey skills, systems, and philosophies.
 - c) Make sure all players in our system are being taught sound hockey philosophies, and are being developed both mentally and physically for advancement.

VI. ACTIVITIES

A. TOURNAMENT GUIDELINES

1. Each traveling team at the Bantam ,Pee Wee, and Squirt A level shall have a home tournament. The dates for these home tournaments shall be established on or about July 1 as recommended and approved by the hockey committee.
2. BAHA will pay the registration for up to four out of town tournaments for all teams at the Bantam and Pee Wee levels, excluding post season play. Tournaments in which we will participate will be determined by the hockey committee and scheduled by the coordinator.
3. Additional tournaments, over above the four approved, may be played provided it is scheduled through the hockey committee and the coordinator and approved by the board and the fees are paid by the parents or sponsor of that team.
4. The home tournaments shall be completely run by the Division director, Head Coach, Team Manager, and parents of the team involved as described in the tournament book.

BOARD OPERATIONS

BAHA BY-LAWS

VII.

CONDUCT

A. ROLE AND RESPONSIBILITY OF PARENTS

1. DEDICATION AND CONTRIBUTION OF TIME
 - a. See that players arrive at practices and games at prescribed times
 - b. Be understanding and supportive of the number of games and practices
 - c. Keep abreast of all information pertaining to schedules for practices and games
 - d. Be available to assist in organization and team functions when requested

2. COOPERATION AND SUPPORT TO THE TEAM
 - a. Turn in necessary forms promptly (i.e. birth certificates)
 - b. Equip players properly with quality protective equipment, consistent with health and safety, as a participant in a contact sport
 - c. Encourage players to take pride in their team
 - d. Notify coach in advance when player is unable to attend practice or game,
or when driving directly to an away game. Be prepared to give a reason (i.e. religion, school function) for any absence
 - e. See that players get proper sleep and rest
 - f. Do not undermine coaches philosophies and game plan. If a problem exists, the parents shall follow the grievance procedure
 - g. Prepare players for tryouts
 - h. Teach their players to follow through with their commitment to hockey

3. EXEMPLARY CONDUCT
 - a. Attend as many games as possible
 - b. Be encouraging, not critical, of your team and coach
 - c. Do not belittle referees, opposing team or coaches
 - d. Read, understand, sign and comply with Grievance Procedure and Code of Behavior

4. QUESTIONS AND CONCERNS OF PARENTS
 - a. Questions, concerns or problems should be handled as spelled out in the Grievance Procedure
 - b. Discuss progress of your player or any concerns with the team coaches as needed

II. **CONDUCT**
B. **ROLE AND RESPONSIBILITY OF PLAYERS**

1. UNDERSTANDING THE BAHA PROGRAM
 - a. It is a competitive program. Each players is expected to contribute his/her utmost at all times.
 - b. Participation at practices and games is expected at all times.

2. ATTITUDE TOWARD COACHES, TEAMMATES, REFEREES, AND OPPOSING PLAYERS
 - a. Show respect toward coaches, players, and referees at all times. This promotes discipline and development and maintains the good reputation of BAHA.
 - b. Take pride in team and teammates. The results will be better team spirit and a successful season.
 - c. Show appreciation for the efforts of your coaches, manager, teammates, and referees.
 - d. Players must provide their coach with either a note of telephone call in advance of having to miss a practice or a game.

3. Be appreciative of the contribution and support parents give.

4. Read, understand, sign and comply with the Code of Behavior.

CONDUCT
CODE OF BEHAVIOR

BAHA POLICY

VII.

C. CONDUCT
CODE OF BEHAVIOR

1. The primary aim of the BAHA is to develop the young hockey players.
 - a. First, is skill development, where players learn the basic skills of skating, shooting and puck handling.
 - b. Equally important, is the development of attitude. Hockey is a team sport and we want our players to learn how to play with others. An understanding of the basic concepts of team play or strategy is essential.
 - c. We also feel strongly that players should learn respect. A respect for coaches, referees, teammates and opponents is basic to any competition.
 - d. Hockey must be kept in perspective; our aim is not to win at all costs, but to compete as best we can. Sportsmanship needs to be the cornerstone of any constructive youth program.
 - e. It is the intention of the Board of Directors of BAHA to adopt a policy of behavior governing all BAHA. The policy is intended to be in keeping with the above mentioned philosophy. In addition, acceptance of this policy will be required to participate in the BAHA program. Both players and parents will be required to sign and return a policy form.

2. Statement of Purpose
 - a. To elevate standards of sportsmanship and to encourage the growth of responsible citizenship among players.
 - b. To emphasize the BAHA concerns for the health of players in areas of safety while participating in activities and the long term physical and emotional affects of chemical use on their health.
 - c. To promote equity and a sense of order and discipline among players.
 - d. To confirm and support existing state laws which restrict the use of mood-altering chemicals.
 - e. To establish standards of conduct for those players who are leaders and standards-bearers among their peers.
 - f. To assist players who desire to resist peer pressure which directs them toward the use of mood-altering chemicals.
 - g. To assist players who should be referred for assistance or evaluation regarding their use of mood-altering chemicals.

CONDUCT
CODE OF BEHAVIOR

BAHA POLICY

3. Rules

During the hockey season, a players shall abide by the school districts' Co-Curricular Code of Conduct regarding the behavior problem. The coaching coordinator shall be the contact person for the school district regarding any such problems and shall participate in the enforcement thereof per the published Code of Conduct. The board shall work with the school district with regards to the academic part of the Code of Conduct, but does not adopt this portion of it at this time into this Code of Behavior.

During the hockey season, regardless of the quantity, a player shall not use or consume, have in possession, buy, sell, or give away any:

- a. beverage containing alcohol
- b. tobacco
- c. controlled substance defined by law as a drug.

4. Interpretation

- a. The rule applies for the entire hockey season and any portion of a hockey season.
- b. It is note a violation for a player to be in possession of a controlled substance specifically prescribed for the player's own use by their doctor.

5. Penalties

a. First Violation Penalty

After confirmation of the first violation, the player lose eligibility for two weeks of a season (a week being Monday through Sunday) or the next two consecutive games in which the player is a participant, whichever is greater. During the two weeks of a season, some sports schedule more than two contests and the player is ineligible for all

contests

scheduled during those weeks. No exception is permitted for a player who becomes a participant in a treatment program. Player must still attend practices.

CONDUCT
CODE OF BEHAVIOR

BAHA POLICY

- b. **Second Violation Penalty**
After confirmation of the second violation, the player shall lose eligibility for the next six consecutive games in which the player is a participant.
- c. **Third Violation Penalty**
The player shall lose eligibility for the next twelve consecutive games in which the player is a participant.
- d. Penalties shall be accumulative during the players' entire involvement with the BAHA program.

CONDUCT
CODE OF BEHAVIOR

BAHA POLICY

VII.

CONDUCT

D. GRIEVANCE PROCEDURE

1. Any parent, relative or other concerned adult who may have a complaint against any coach is required by this policy to adhere to the following procedure:
 - a. Any complaint toward a coach is to be directed to the Board of Director at that level.
 - b. The Director will then make a decision as to whether the complaint should be carried to the coach or is he/she as the Director should handle the complaint.
 - c. In all cases in which the Director decides to carry the complaint on to coach, the Director will set up the conference and take part in it along with the parent and coach.
 - d. Any parent, relative, or concerned adult not satisfied with the Director's or coach's decision, may take their complaint to the Board of Directors and should do so by contacting the Board President.

2. The BAHA Board of Directors is determined to make sure that its coaches are not distracted from their coaching duties by complaints. Therefore, the above procedure must be followed. If it is not, the following consequences will be applied by the Board:
 - a. The first time a parent, relative or concerned adult approaches any coach directly with a complaint without following Board policy, the parent, relative or concerned adult and their player will be given a first warning of improper conduct and procedure. This adult and their hockey player will be considered on probation in the hockey program for the remainder of the hockey season.
 - b. A parent, relative or concerned adult who is on probation and approaches a coach directly a second time with complaints or unsportsmanlike conduct, without following board policy, will be suspended from the hockey program along with their player for a period of two weeks.

- c. Any third offense of a board policy regarding complaints toward a coach will result in both the adult and player being removed from the program for the rest of the hockey season.
3. All parents and guardians will be required to sign a copy of this policy indicating that they have read and understand the above policy before their player will be allowed to play in any BAHA sponsored games.

I have read, understand and accept the above BAHA Board policies and procedures.

Signature of Parent or Guardian

Date

Signature of Hockey Player

Date

Name of Hockey Player

**CONDUCT
GRIEVANCE PROCEDURE**

BAHA POLICY

BRAINERD AMATEUR HOCKEY ASSOCIATION

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