

Northshire Hockey Association Amended Bylaws - March 2020

- Article I Name of Organization
Section 1 The name of the organization is Northshire Hockey Association ("NHA").
- Article II Non-Profit Corporation
Section 1 NHA shall be operated solely as a not-for-profit corporation, within the meaning of IRC sec 501 (c) (3)
Section 2 NHA's Exempt Identification Number (EIN) is 03-0358584
Section 3 NHA's corporate mailing address is:
 PO Box 2533
 Manchester Center, VT 05255
- Article III Philosophy
Section 1 To promote ice hockey as a safe and enjoyable recreational activity for boys and girls.
Section 2 To provide quality instructional programs for all participating skaters.
Section 3 NHA Operating Guidelines are incorporated herein by reference to more fully describe our philosophy.
- Article IV Board of Directors
Section 1 The Board of Directors shall serve as the administrative body of NHA consistent with the BYLAWS and any future amendments thereto.
Section 2 The Board of Directors officers will consist of:
 1. President
 2. Vice President
 3. Treasurer
 4. Secretary
 5. (ACE) Association Coaching and Education Director
 6. Registrar
 7. Scheduling Coordinator
 8. Marketing/Publicity Director
 9. VSAHA State Representative
- In addition to the above referenced voting members, the board shall also include as non-voting members and committees:
 1. Fundraising Chair
 2. Webmaster
 3. Equipment Manager
 4. Referee Coordinator
 5. Tournament Director
 6. Recruiting Coordinator

- 7. Goalie Coordinator
- 8. AdHoc Discipline Committee

- Section 3 The PRESIDENT shall set and publish the monthly meeting at least one week before the meeting. The President will also act as chairman at these meetings and perform all other “executive” functions for NHA. Executive functions include (but are not limited to) maintaining an active line of communication with rink managers and the rink’s board, ensuring all board responsibilities are met, acting as point person in handling conflicts that may arise, and thanking donors and sponsors for financial gifts to the association. The President shall also serve as NHA's official spokesperson for association-wide communications and board announcements.
- Section 4 The VICE PRESIDENT shall assist the President in performing “executive duties” and assume the President’s duties in his or her absence. The Vice President is responsible for securing the Certificate of Insurance prior to start of season and providing Riley Rink with necessary information. He/she is also responsible for researching and securing special guest instructors and clinics to be hosted throughout the season. Board approval and financing must be secured prior to finalizing clinics.
- Section 5 The TREASURER shall be responsible for the financial accounting and reporting for all NHA funds. The Treasurer will also be responsible for maintaining any NHA savings and checking account(s), remitting funds for board approved expenses and will assist in preparing tax returns by supplying all relevant documents and information to a tax preparer. The Treasurer will keep track of and collect all unpaid registration fees.
- Section 6 The SECRETARY will accurately record and distribute the details of board meetings to the board and other interested NHA members by email as necessary. The Secretary will also be responsible for proofreading all communications that will be distributed to NHA families to assure accuracy of content. In the event that the Secretary is absent from any meeting required by the board, the President will record meeting minutes or assign another board member to do so.
- Section 7 The ASSOCIATION COACHING & EDUCATION DIRECTOR (ACE) shall recruit and maintain a list of qualified NHA coaches. The ACE Director will oversee and support the needs of the NHA Coaches. He/she is responsible for scheduling/coordinating

coaching and education programs in alignment with USA Hockey, ADM guidelines and NHA philosophy of continued development of every player and coach.

The ACE Director ensures that all coaches have met state certification requirements. The ACE Director works with registrar to maintain records for each NHA coach, verifying each coach is up to date on CEPs, Modules, SafeSport, Background Checks, and any other pertinent information. Other clinics/programs may be initiated, (e.g. skating, goalie, or coaching) and the ACE Director will oversee the organization and implementation of these programs. The ACE Director works closely with the VSAHA representative. The VSAHA representative is first exposed to new state and USA hockey guidelines/regulations, and it is through good communication between the VSAHA representative and the ACE Director that those guidelines are implemented effectively.

Section 8 The REGISTRAR (with board assistance) shall prepare the annual registration worksheet. He/she will distribute the information to the Webmaster for publication to the NHA website. He/she will monitor registration and generate association emails to push registration deadlines. The Registrar will transmit all USA Hockey and roster information via online portal. He/she should also use data and registration reports to analyze trends and help continue to grow the association's membership. The Registrar will also work with the ACE Director to verify coaching certifications through the USA Hockey Portal. He/she will work with the board to ensure all transfer and playup requests are properly approved and submitted to VSAHA.

Section 9 The SCHEDULING COORDINATOR shall work directly with Riley Rink to develop and maintain a Master Ice Schedule for all NHA games and practices consistent with board decisions and the needs of each NHA team. He/she will present the proposed Master Ice Schedule to the board for approval in August. He/she will distribute the home schedule to the Referee Coordinator by October 1st in order to have referees scheduled in a timely manner. The Scheduling Coordinator will notify Referee Coordinator of any revisions throughout the season. Once teams are assigned slots and schedules he/she will also distribute the home schedule to Riley Rink for locker room assignments and notify them of any revisions throughout the season. The Scheduling Coordinator will also work with Riley Rink and

Tournament Director to secure and schedule ice for any and all tournaments.

Section 10

The MARKETING/PUBLICITY DIRECTOR

is responsible for developing a marketing plan with the board for recruitment of new players in fall, designing ads/flyers for publication on social media, print media or other outlets. He/she should be comfortable writing and communicating effectively to association members and the local community. The Marketing Director will coordinate the effort of distributing marketing material to area schools prior to information night. He/she will write all press releases for submission to local publications in order to promote NHA events such as registration/information night, fundraisers, tournament play, and highlight stories of local interest that help generate visibility of NHA within the community. He/she should also maintain a presence on social media for both communications to association members and reinforcement of visibility in local community. Additionally, the Marketing Director will work directly with the Fundraising Coordinator on promoting fundraising projects.

Section 11

The VSAHA STATE REPRESENTATIVE will attend all VSAHA meetings as the ambassador of the NHA. He/she will acquire and distribute the annual VSAHA handbook, advise NHA of VSAHA deadlines in advance and promote NHA team requests and responsibilities regarding State Tournament play.

Section 12

Each voting member shall cast one (1) vote on each issue whether in person or by proxy. At any noticed meeting, five (5) voting members shall constitute a quorum, and any issue shall be decided by a simple majority vote. The President shall reserve his or her vote as a “tiebreaker.”

Section 13

Each board member is expected to serve at least a two (2) year term. However, if any board member is absent without good cause for three (3) consecutive meetings, he/she may be removed by majority vote.

Section 14

A conflict of interest will not automatically arise when a board member is called upon to vote on any issue relating to his/her child's team. However, each board member is expected to recuse himself/herself from any vote where a real and substantial conflict of interest exists.

ARTICLE V

NON VOTING BOARD MEMBERS & COMMITTEES

- Section 1 The REFEREE COORDINATOR will recruit and maintain a list of USA Hockey qualified referees for NHA home games. He/she will advise and ensure current certifications, inform on clinics as they become available and negotiate referee fees with the board.
- Section 2 The WEBMASTER is responsible for working directly with Sports Engine to build registration, including program pricing and schedules, for upcoming season. It is the board's responsibility to provide the Webmaster with registration rates and program details for the upcoming season with the understanding that registration build may require 2 weeks before registration can go live. He/she is also responsible for maintaining website with current information and pictures throughout the season.
- Section 3 The TOURNAMENT DIRECTOR will work directly with the Scheduling Coordinator and Riley Rink to plan and execute a successful tournament, not limited to hosting Vermont State Tournament weekend and individual team tournaments. He/she will need to secure teams, coordinate volunteers, confirm ice times and referees along with any other duties necessary for a successful tournament.
- Section 4 The RECRUITING COMMITTEE will be made up of three (3) members who will work directly with the Marketing/Publicity director to promote youth hockey and recruit new members.
- Section 5 The EQUIPMENT MANAGER is responsible for inventory of all NHA equipment and recommendation of purchasing of new NHA equipment including but not limited to the following:
1. Pucks & Puck bags
2. Coaching Aids
3. Rental Equipment
The equipment manager will assist in the distribution of rental packages at the beginning of the season and collection at the end of the season. He/she should maintain a spreadsheet of Rental Gear inventory and submit a list of new rental equipment needed by March 30th (in order to meet One Goal deadline in the spring). He/she will provide a list of all other needed equipment by August 1st to the board for purchase approval. The Equipment Manager will work with the ACE Director to secure needs of coaches.
- Section 6 The FUNDRAISING COORDINATOR will work with up to two (2) other members to spearhead the BLUE LINE CLUB and all other fundraising efforts throughout the season. All interested

members should submit a brief statement of interest and qualifications. The committee will have one leader and two associates.

Section 7 The GOALIE COORDINATOR is responsible for identification and development of potential goalies at all levels of NHA. He/she will assist in training during ADM and other specified times. The Goalie Coordinator can recommend guest instruction to be coordinated with the help of the ACE Director. The Goalie Coordinator educates and helps implement a goaltending development curriculum to include skill progression by age and supporting coaching materials. He/she develops and builds relationships with coaches at all levels of NHA to ensure identification of future goalie prospects and improve goaltending culture within NHA. The Goalie Coordinator focuses on head and assistant coach integration into goalie coaching at team practices and goalie sessions.

Section 8 The DISCIPLINE COMMITTEE will be made up of three (3) members who will hear all sides to the issue and report to Executive Board with findings and recommendations.

- i. Executive Board Member
- ii. Parent
- iii. Coach

The members of this committee will be named prior to the start of season and will convene if and when a discipline issue arises. Any member interested in this committee should submit a brief statement outlining desire and qualifications by September 30th. The Executive board will notify applicants by October 15th.

ARTICLE VI Election of Board Members

Section 1 Retiring board members are strongly encouraged to identify a potential successor for their position and communicate this to the board.

Section 2 If only one (1) candidate requests to join the board, that request shall be decided by a majority vote as described above in Art. IV section 12.

Section 3 In the event more than one candidate seeks the same board position, the president or other officer shall prepare and distribute a written ballot to each voting member, and the vote shall be decided by "silent" written vote. The results will be communicated discreetly by the president or other officer to the candidates.

Section 4 At the board's annual meeting in March of each year, the board will review its membership by voting to replace non returning members.

ARTICLE VII NHA Website

Section 1 Each season, the NHA WEBMASTER will update the website to include a current list of NHA Board Members, Coaches, Team Representatives, USA Hockey Age Classifications for each level, Practice Schedule, Rink Directions and such other general information it deems appropriate.

Section 2 The Website will acknowledge current NHA sponsors and provide a Donate tab for revenue. It should also acknowledge in a separate section the BLUE LINE CLUB, a major source of revenue.

ARTICLE VIII Subcommittees

Section 1 The board may from time to time solicit parents to form subcommittees to undertake important NHA projects.

Section 2 Subcommittees can be formed and their actions authorized by a majority vote of the board.

ARTICLE IX Coaching Staff

Section 1 Each NHA team shall have one (1) Head Coach and up to three (3) Assistant Coaches set as game coaches. All coaches shall be recruited by the ACE Director and approved by the board before appointment.

Section 2 All coaches shall submit their VSAHA screenings (background check) as required and maintain their USA Hockey certification at the appropriate level. NHA shall reimburse all approved coaches for their clinic fees up to \$100.

Section 3 Coaches at all levels of play are obligated to take a leadership role with their respective team. Duties range from requisition team meetings, designing a practice plan, participating and aiding in the structure of ADM practices, working with Scheduling Coordinator regarding game and tournament schedules. Coaches shall comply with a structured instructional program based on USA Hockey Guidelines and NHA Operating Guidelines. Noncompliance with recommended Guidelines shall be addressed by the board. Recurrent episodes of noncompliance can result in a coach's dismissal.

- Section 4 Coaches shall maintain an orderly, safe environment both on the ice and in the locker room. All coaches shall be familiar with the “Coaches Code of Conduct” and the “Parents Code of Conduct” as posted on the NHA website.
- Section 5 As the team leader, a head coach shall have the inherent authority to assign player positions, determine player ice time and discipline players in a reasonable manner. Head coaches are expected and encouraged to resolve all team disputes. In the event a head coach cannot solve a dispute, the coach or the complaining parent shall request a review by the Discipline Committee. The Discipline Committee shall require both parties to appear and state their respective concern(s). The findings and recommendations will be presented to the board and, by majority vote, the board will decide how to resolve the issue; the board decision will be final.

- ARTICLE X Ice Time
- Section 1 Purchasing ice is the greatest single expense for the NHA. Practice and home game times will be established by the board based upon its current financial resources, consistent with the ages and sizes of teams.
- Section 2 Because hockey is competitive in nature, equal ice time will not be enforced on an individual game basis. However, it is the goal of the head coaches and the board to provide equitable ice time over the course of the season. Tournament play will be the only time the head coach may exercise wide discretion in playing time and player positions.
- Section 3 Coaches will evaluate each player in many ways, including but not limited to: effort, attendance at practices and games, attitude and ability.
- Section 4 It is the job of the Scheduler and the Head Coach to provide a game schedule that will accommodate the appropriate team level for overall development.
- ARTICLE XI Team Representatives
- Section 1 Each team shall designate a parent as its team representative, and provide the person’s name and contact information to the board before the season begins.

Section 2 The team representative, with help from other team parents when necessary, shall assist the head coach in matters including but not limited to: team communication about practices, game directions, volunteers, etc.

Section 3 Team representatives shall regularly attend board meetings to share their team news and needs and update their team parents and coaches on board decisions. They are NOT expected to resolve team disputes or be involved in any coaching decisions.

ARTICLE XII Board Meetings

Section 1 The board shall meet on the first Monday of each month throughout the year at Riley Rink starting at 6:30pm when possible. The board may select an alternate monthly meeting time if agreed upon by all members.

Section 2 The Notice and Agenda for meeting shall be prepared by the President, or Vice President if necessary, and distributed via email to the entire board, team reps, coaches at least one week before the meeting. The meeting notice should also be posted on NHA's website calendar.

Section 3 Any parent desiring to attend a board meeting to present a concern or resolve an issue may do so by sending an email regarding the concern or issue to the board before the meeting. Each board members' email address shall be contained on the website, available to all parents.

Section 4 Executive sessions of the board may be called by the President or the Treasurer, and restricted to board members and invited guest(s) only.

Section 5 Primarily through the Secretary, the board shall keep recorded notes of all meetings, and "minutes" shall be prepared and distributed to the board at the next meeting for review and approval. Once the board approves meeting "minutes," they can be posted on NHA's website. Minutes will be view-only for NHA's registered members.

ARTICLE XIII Registration

Section 1 Registration shall be completed by September 30th for returning players. Any returning player registering after that date will be charged a late fee.

Section 2 The board shall approve all NHA registration fees, potential

refunds, forms and advertising.

- Section 3 In years when numbers dictate dividing a same age level into two (2) teams, the board shall agree on a written “tryout policy” or other division format and provide that information to affected families.
- Section 4 Player divisions by age and sex shall be in accordance with USA Hockey regulations.
- Section 5 All play up requests for travel teams (U10, U12 & U14) need to be approved by VSAHA. Families wishing to petition to play up an age level need to notify the board in writing prior to September 30th. The board will review the play up request and take the appropriate action necessary to process the request if approved by both NHA and VSAHA. Please refer to VSAHA’s official policy on playup requests.

ARTICLE XIV Insurance/Indemnification

- Section 1 The board shall remain in good standing with USA Hockey and VSAHA by the regular payment of dues and fees to those “parent” organizations.
- Section 2 By September 30th of each year, the Vice President shall obtain its Certificate of Insurance as a “member league” within USA Hockey.
- Section 3 Through this Certificate of Insurance, the board shall indemnify itself from all liability arising from its administration of NHA.

ARTICLE XV Tax Exempt Status

- Section 1 As noted above in Art II, NHA is a not-for-profit corporation. In order to maintain this status, the treasurer will annually cause its 990-EZ (Return of Organization Exempt From Income Tax) form to be prepared and filed in a timely manner by a qualified individual.

ARTICLE XVI Discipline/Sanctions within NHA

- Section 1 All members of NHA including players, coaches, parents, guardians and board members are expected and required to follow the appropriate Codes of Conduct in the USA Hockey Manual and the NHA website.
- Section 2 Additionally, head coaches may advise their respective players and parents of additional rules and requirements to maintain team discipline and cohesion.
- Section 3 NHA has a “zero tolerance” policy for players’ and coaches’ use

of tobacco, alcohol or regulated drugs at any practice, game or NHA event and on Riley Rink or any other rink property.

Section 4 In the event of serious or repeated violations of these Codes or acts which constitute crimes under Vermont law, the coach or any NHA member may request a hearing before the Discipline Committee. Having considered information and evidence from all interested parties, the Discipline Committee shall recommend any sanctions or actions up to and including suspension from the NHA to the board. A majority decision of the board will be final.

ARTICLE XVIII NHA Property

Section 1 NHA has purchased items for teams and player use such as jerseys, pucks, puck bags, white boards for each team. The Equipment Manager shall monitor the use and preservation of these NHA assets.

ARTICLE XVIII Future Amendments

Section 1 Amendments to the NHA Articles of Incorporation, Bylaws and/or Operating Guidelines may be accomplished by a two-thirds (2/3) majority of voting members, at any regular or executive meeting, provided written notice, including email has been provided to all board members at least ten (10) days prior to the meeting.

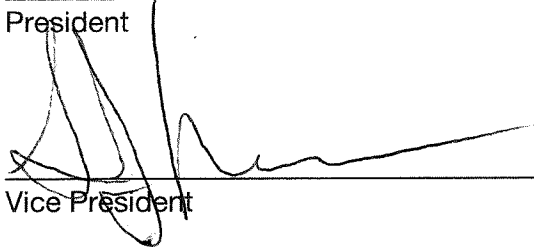
Executive Board Members
Print - Sign - Date



President

3/2/2020

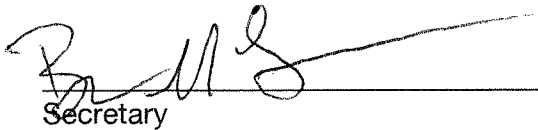
Date



Vice President

3-2-20

Date



Secretary

3/2/20

Date



Treasurer

3/2/20

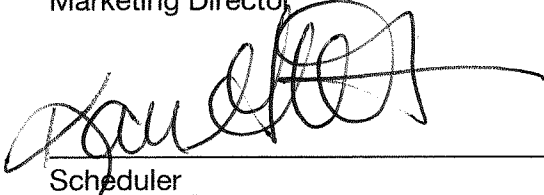
Date



Marketing Director

3/2/20

Date



Scheduler

3/2/20

Date



ACE Director

3/2/20

Date

Registrar

Date

VSAHA Rep

Date