

# SWS HOCKEY PROGRAM

## BY-LAWS

2019

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## ARTICLE I                      Name and Address

The name of this organization shall be the Somerset-Watuppa-Swansea Regional Youth Hockey Program here after called "SWS Program, The Program, of Association". The mailing address of the Program shall be:

SWS REGIONAL YOUTH HOCKEY ASSOCIATION, INC.  
P.O. Box 9304  
Fall River, MA 02720

## ARTICLE II                      Purpose Clause

The purpose of this Program shall be:

To organize, sponsor and direct a complete and comprehensive ice hockey program for the youth of the greater Fall River Massachusetts area and its adjacent communities.

To teach the fundamentals of ice skating and ice hockey, sportsmanship and self-discipline to the youth of greater Fall River, Massachusetts area.

To assist in the organization of and to participate in the Massachusetts District of USA Hockey Regional, National and International Ice Hockey play; all of which are sanctioned by USA Hockey.

## ARTICLE III                      Membership

### SECTION I                      Players/Participants

Membership in the program is open to any youth who is between the ages of 3 through 18 who reside within the communities of Fall River, Freetown, Somerset, Swansea, Lakeville, Westport, or any adjacent communities within District 5 sanctioned by Massachusetts Hockey.

### SECTION II                      Parents & Guardians

Parents whose child or children is/are members of the Program shall be members of the Program. A duly authorized Guardian of a player shall be a member of the program.

### SECTION III Special Members

A person who does not have a child in the program who contributes time and effort in a significant manner that directly benefits the program shall be considered, at the discretion of the Board of Directors, as a member of the program. Such a person may be an officer, member of the Board of Directors, Coach, Assistant Coach, Referee or other functionary deemed eligible for membership by the Board of Directors.

### SECTION IV Participation Dues

Participation dues shall be paid by each player/member. The amount of the Participation due shall be determined by the Board of Directors annually and the members shall be advised accordingly. Players upon payment of Participation dues, shall receive a family membership including parents and/or guardians and all players under eighteen.

### SECTION V Member Definition

A member in good standing shall be any member whose participation fees are paid, who is not otherwise indebted to the Program and whose conduct is in no way detrimental to the image of the program or Massachusetts Hockey.

### SECTION VI Payment Policies

All participants must be registered before their first game. No player will be permitted on the ice without proper payment. Any member, who has failed to make payment of membership fees (ice payments) within thirty (30) days of the due date, shall be automatically suspended from further participation in any activities including, skill sessions, tryouts, practices, conference games, scrimmages and State playdowns.

In addition, per SWSYH rules, any player who has an outstanding balance with an SWSYH team cannot be transferred, registered or rostered on another SWSYH team until the outstanding balance is paid to the previous team. Any player that has been removed from SWSYH with an outstanding balance will be played on the SWSYH delinquent list until the payment is received in full, this must be accomplished by 31 December of each calendar year, he/she will also not be allowed to register with another program until such debt has been resolved. However said member shall be reinstated immediately after the arrears are paid in full or, if in the judgment of the Board of Directors and with its approval, suitable financial arrangements have been made to justify reinstatement.

If a hardship does arise, contact should be made with the Treasurer immediately. Such cases will be reviewed on an individual case basis and the decision of the Board will be final. All discussions of a member's financial hardship including any arrangement for payment shall remain confidential, and such discussions before the Board shall be

limited to the circumstances of the hardship and the proposed workout and not the identity or the member. The identity of the member shall remain solely with the President and the Treasurer.

### NO PAY - NO PLAY POLICY

It is determined by the Board that a registration payment has not been made by an SWSYH family/player, the "NO PAY –NO PLAY" policy takes effect and the delinquent family will be notified through their Head Coach, via regular mail, and E-mail. Payment compliance must be made at that time or the player will not be allowed to skate in any practice, skill session or be allowed to play in any tournament(s) until their bill is paid in full. Other arrangements can be made by the subject family(s) with the SWSYH Treasurer to pay down the debt, and they must accomplish it per a written agreement.

## SECTION VII      Code of Conduct

- |            |   |
|------------|---|
| Players    | All participants will maintain an appropriate demeanor during all program activities and failure to do so will subject the individual to board disciplinary action including but not limited to game suspension, suspension from the association and/or exclusion from the arena.   |
| Parents    | All parents who attend games and practices shall exhibit good sportsmanship, encouraging words and refrain from bashing or taunting players, coaches, and opposing parents. It is also understood that referees are to be respected and not taunted. Remember we teach by example. It wouldn't be very comforting if your son/daughter were on the receiving end of this bashing if they were the referees. SWS has adopted a Zero Tolerance Policy in accordance with the USA Hockey, which will allow the referee to penalize a team for the actions of its fans. |
| Spectators | SWS hold each member Team, Program and Association responsible for monitoring the conduct of the coaches, players, spectators and parents at USA Hockey sanctioned events to include games and practices. If the member Team, Program or Association fails to act, SWS reserves the right to have any person who causes a disturbance removed from the playing area and to impose such sanctions as is deemed advisable by the Vice President and/or Suspension/Appeals Committee.  |



Each Association is required to implement an SWS sanction and approved Parent Education Program prior to October 1<sup>st</sup> of the upcoming season. Association Presidents or their designee will be responsible for ascertaining compliance by the Associations' Membership with the goal of 100% compliance.

Anyone who uses profanity, throws objects onto the ice, or is abusive towards any player; official or spectator shall be subject to immediate ejection from the premises.

If a parent refuses to abide by a written request or ruling of the Suspension/Appeals Committee, then the player of that parent may be barred from competition if the ruling involves discipline against the player.

Remember it's only a game and they are only kids.

Coaches      Coaches must refrain from heated discussions with parents, players, or referees. Teach by example. Physical or verbal abuse will not be tolerated.

The SWS Board of Directors reserves the right to suspend or exclude any player, parent or coach for any violations of the code of conduct.

#### ARTICLE IV      Officers

There shall be five Executives of the Program who shall consist of the (1) President, (2) Vice President, (3) Registrar, (4) Treasurer and (5) Secretary. No two members of the same household shall be allowed on the executive board at the same time.

##### SECTION I      Voting Rights

All officers are voting members of the Board of Directors with the exception of the President. The President shall be permitted to vote only for the express purpose of breaking a tie vote by the Board; at no time shall proxy votes be allowed.

##### SECTION II      President

Clause I      The President shall preside at all meetings of the Board of Directors.

Clause II      The President shall have the responsibility as "administrator" of the entire program including, but not limited to:

(a) Fund raising activities;

- (b) Acquisition of ice time;
- (c) Expenditures approved by the Board of Directors;
- (d) Ice time schedules
- (e) The President shall be a co-executor of the Program Bank Account, with the Treasurer. Only one signature is required to endorse a check.
- (f) The President shall confer with the Coaching Director/ACE Coordinator to appoint all Head Coaches after approval by the Board of Directors by secret ballot.

Clause III                      In conjunction with the Director of Scheduling, the President shall oversee the scheduling and selection of all referees and timekeepers. It is further understood that rink approval may be required for timekeepers.

### SECTION III              Vice President

Clause I                      The Vice President shall be responsible for the conduct of all team programs and any and all special team programs that the Board of Directors may authorize.

Clause II                      The Vice-President shall organize all team tryouts and shall supervise in the selection of teams. The Vice President may post team selection rosters.

Clause III                      The Vice President, during any and all travel games, shall oversee the scheduling of referees, time keepers, and the proper filing of game sheets.

Clause IV                      It shall be the Vice President's responsibility to obtain and disseminate to The Board of Directors all information possible regarding tournament play available to the program.

Clause V                      In the absence of the President, the Vice President shall preside over meetings of the Board of Directors, or any annual meeting or any annual meeting called.

Clause VI	The Vice President shall preside over all protest hearings brought before the Board of Directors.
Clause VII	The Vice President shall preside over all Mini-one-on-one tryouts and will help to obtain the mini-one-on-one Coaches.
SECTION IV	Secretary
Clause I	The Secretary shall be responsible for recording the minutes of all meetings held by the Program.
Clause II	The Secretary, in conjunction with the President, shall prepare the agenda for all meetings and notify the Board of Directors of that time of the meeting and shall post notification of meetings on the Program Web Site. The Secretary shall also develop and distribute at least seven (7) days in advance a detailed agenda for the meeting, including the actions required to be taken, and any supporting materials.
Clause III	The Secretary shall be responsible for preparing all Program correspondence deemed necessary by the President.
Clause IV	The Secretary, together with the Treasurer, shall maintain all mailing lists and team rosters.
Clause V	The Secretary shall maintain any and all records and correspondence deemed necessary by the President.
Clause VI	In recording the minutes of the meetings of the Board of Directors, the Secretary shall cause those minutes to be recorded in a bound record keeping book designated solely for that purpose.
SECTION V	Treasurer
Clause I	The Treasurer shall be responsible for depositing any withdrawing of all program funds and for keeping accurate, up to date records of such transactions. The Treasurer shall file a financial statement in writing at each monthly meeting of the Board of Directors.

- Clause II                      The Treasurer shall serve permanently on any fund raising and financial committees. In the event that any other committee becomes involved in the financial aspects of the Program; the Treasurer shall also serve on the committee on a temporary basis.
- Clause III                     The Treasurer shall serve on the Registration Committee.
- Clause IV                     The Treasurer and President shall be bonded, the cost to be absorbed by the program.
- Clause V                      The Treasurer shall notify the respective Division Directors of delinquent payments.
- Clause VI                     Under the direction of the President should prepare an annual budget, in writing, for submission to the Board of Directors at the Annual Meeting.
- Clause VIII                  When the Program Treasurer shall resign, become incapacitated, no longer able to serve, and/or the Treasurers term of office shall conclude, as a result of a newly elected Treasurer, an audit procedure shall be implemented immediately by the President. In the event of a change of the Treasurer by the annual election process in May of said election year, an audit procedure shall take place. All Treasurer's books and records shall be transmitted to the newly elected Treasurer, no later than May 31st of said election year.

## SECTION VI                REGISTRAR

- Clause I                      The Registrar ensures all players in the program are properly registered with USA Hockey. His/Her responsibilities will include, at a minimum, the following items:
- (a) Establish and manage registration;
  - (b) Prepare and coordinate all details of walk-in registration;
  - (c) Input all registrations in automated USA Hockey Program.
  - (d) Supply directors with player registration.

- (e) Prepare team rosters for all levels.
- (f) Collect birth certificates, waiver of liability for all registered players.
- (g) Prepare waivers for players waiving into/out of Association.
- (h) Attend roster meetings with all necessary paperwork to properly register all teams with USA Hockey.
- (i) Ensure all players are properly registered at the right level based on age or grade.
- (j) Work with USA Hockey registrar to make sure all SWS teams have all necessary paperwork submitted for players so they can participate.
- (k) Other tasks and duties as assigned.

## ARTICLE V                      BOARD OF DIRECTORS

### SECTION I                      Authority

The governing body of the Program shall be the Board of Directors. They shall be vested with, and exercise, full complete and entire legislative powers and authority.

### SECTION II                      Maintenance of Authority

It is the intent of this clause to assure that no action by the membership, by vote or amendment, shall in any way diminish the intended full and complete legislative authority of the Board of Directors.

### SECTION III                      Board Membership

The Board of Directors shall include persons which include the following: President, Vice President, Secretary, Treasurer, Registrar, Director of Coaching/Ace, and the Director of Scheduling. All Directors serving on the Board of Directors are voting members of the Board without exception.

### SECTION IV                      Term Office

The annual elections shall be held in March of each calendar year. The Board of Directors shall be elected annually serving for a term of one (1) year, the term being from June to May 31st, with the exception of the Executive Board and the Director of Coaching will be elected for a two-year term. The election schedule for the two-year term will be as follows:

Odd Years	Even Years
President	Treasurer
Reistrar	Secretary
Director of Coachin	Vice President

## SECTION V Directors and Duties

### Director of Coaches/ACE Coordinator

- (a) The Director of Coaches/ACE Coordinator, in close association with the President and Vice President shall seek to resolve any in-program disputes which ay arise regarding the interpretation and administration of the SWS Program, Massachusetts Hockey or USA Hockey rules.
- (b) The Director of Coaches/ACE Coordinator shall act as the liaison between the Travel Team Coaches and the Board of Directors.
- (c) The Director of Coaches/ACE Coordinator shall be responsible for conducting periodic Coach meetings. The purpose of such meeting shall be to assure proper implementation of practice sessions and to assist coaches in planning drills.
- (d) The Director of Coaches/ACE Coordinator shall maintain a current list of all Program coaches. This list should include their mailing address, email address, telephone number and the level of achievement they have attained within the USA Hockey Coaching Educational Program.

### Duties of the Director of Coaches/ACE Coordinator

- 1) Shall supervise all players and coaching personnel.
- 2) Shall select coaching staff in coordination with the approval of the majority members of the Board of Directors.

- 3) Provide information to all coaches and assistants that they are required to attend SWS program or USA Hockey coaching seminars when presented.
- 4) Shall oversee the proper accreditation of the coaching staff.
- 5) Shall be responsible to see that USA Hockey and Mass Hockey regulations governing participation shall be observed. This includes ALL CORSI/SOR! inquiries for the State of Massachusetts.
- 6) Mediate any and all complaints concerning coaches with any hockey program, Massachusetts District/USA Hockey and or parents.
- 7) Shall be responsible for the development and implementation of an integrated coaching curriculum.

The Director of Coaches/ACE Coordinator shall attend the meetings of the Board of Directors. He/She will be responsible for recruiting coaches and assistant coaches for all SWS teams and submitting the proposed roster of coaches to the Board of Directors for approval prior to the start of each season; will arrange for instruction of coaches in USA Hockey, Massachusetts District of USA Hockey with which SWS is affiliated, and SWS Rules, Regulations, Policies, and Guidelines; Coaches Clinic etc; will work closely with the coaching staff to ensure proper communications between Coaches and Parents. It is recommended that Director of Coaches be CEP certified.

The Director of Coaches/ACE Coordinator is responsible for player evaluation, coaches evaluations, coach and player training and development. The Director of Coaches/ACE Coordinator will recommend the head coach for each team in the SWS to the Executive Committee.

The Director of Coaches/ACE Coordinator will work with USA Hockey and the Massachusetts District and will notify the Board of all clinics, workshops and certifications programs offered by USA Hockey and the Massachusetts District. The Director of Coaches/ACE Coordinator will insure that players are evaluated, in writing, at least annually.

### Fund Raising Committee

- (a) The Fun Raising Committee shall be responsible for the conduct of all of the Program's general fund-raising activities.
- (b) The Fund-Raising Committee shall not attempt to initiate or direct any fund raising activity without the approval of the Board of Directors.
- (c) The Fund-Raising Committee shall appoint any and all chairpersons for all fundraising activities.

- (d) Upon direction by the Board of Directors, the Fund-Raising Committee shall organize any fundraiser sanctioned by the Board of Directors.
- (e) Upon direction by the Board of Directors, the Fund-Raising Committee shall disband and abandon any fundraising effort that is not successful or proves to be not in the best interest of the(a) Program.
- (f) All proceeds from the fundraising activities shall be deposited in the Program's General Fund.
- (g) All proceeds realized by any and all activities conducted under the direct sanction or sponsorship of the SWS Chiefs shall become the property of the SWS Chiefs.

#### Director of Scheduling

- (a) The Director of Scheduling shall be responsible for the scheduling of all Travel and House Program referees and timekeepers.
- (b) The Director of Scheduling shall be responsible for the education and informing of all Referees and Time Keepers of the Rules, Regulations and Requirements of SWS and its By-Laws and House Program Rules.
- (c) The Vice President shall serve as a liaison between the Board of Directors and the Referees and Timekeepers.
- (d) The Director of Scheduling shall be responsible for the scheduling of all Travel and House games and practices.
- (e) The Director of Scheduling shall be responsible for posting schedules and notifying coaches of schedule changes.

### ARTICLE VII      PROGRAM COLORS

#### SECTION I          Colors

The official colors of the SWS Youth Hockey Program are Royal Blue, Light Gray and White.



## SECTION II          Standard

All program flags, labels, emblems, program patches, pins, logos, team standing board, program books, letterheads, envelopes and any and all visual and graphic art literature shall adhere strictly to the official program colors and emblem.

## ARTICLE VIII          NICKNAME

The official nickname of the SWS Regional Youth Hockey Program shall be "Chiefs".

## ARTICLE IX          MEETINGS

### SECTION I          Time and Place

Meetings of the Board of Directors shall be held monthly at a place designated by the President. Any additional meeting(s), if necessary, shall be held at the call of the President. At all meetings of the Board of Directors, two-thirds (2/3) of the Board of Directors must be present to constitute a quorum. A segment of the Board of Director's meeting may be closed to the general membership by a two-thirds (2/3) vote of the Board of Directors present for discussion of the matters be kept confidential. The minutes of this segment of the meeting shall be kept confidential.

### SECTION II          Attendance

Board of Directors meetings will be open to all members of the Program in good standing. Any member of the Board of Directors who shall fail to attend three (3) regularly scheduled board meetings (May through April) may be suspended from the Board of Directors. It is expected that board members will occasionally miss meetings due to circumstances beyond their control such as illness, travel schedules, jury duty, or holidays. These will generally be considered "excused" absences. In all cases, board members are expected to notify the board of meetings they know they will miss. "Silent failure" (i.e. missing a meeting without notification) is unacceptable.

Each member must carry out their duties in good faith in the best interest of the organization, and with due diligence. Failure to regularly attend board meetings indicates an inability or unwillingness to meet the duties of the organization. Within thirty (30) days after the date of the suspension, said member shall show reasonable cause as determined and agreed upon by the Board of Directors, for failure to attend any one or more of the said three (3) meetings or his/her name shall be removed from the Board of Directors. He/she shall be notified of any action in writing by the Secretary. A new board member may be appointed by the board until the next general election.

Again, board attendance is directly related to board participation and for that reason to the overall success of the organization in promoting its total objection.

### SECTION III Quorum

A simple majority of the Board of Directors shall constitute a quorum being seven (7) members to permit the legal transaction of business.

### SECTION IV Special Meetings

- (a) Special meetings may be called by the Program President or by the written request of the Board of Directors. Special meetings may be either a Board meeting or a specially called general membership meeting. The object of a special meeting shall be stated when it is announced. A quorum must be present as required by Article IX. Section III.
- (b) Any adult member in good standing may request a special meeting through the President. The object of the meeting must be stated, in writing, at the time the meeting is made. No proxy votes shall be allowed.

### SECTION V Annual Meetings

The annual membership meeting for the program shall be held in January of each year and shall fulfill all of the necessary State of Massachusetts mandates with regard to a nonprofit, charitable corporation as well as the conduct of regular program business. Thirty (30) day's notice of the election date must be given, in writing, and on the association website. No proxy votes shall be allowed.

## ARTICLE X COACHING STAFF

### SECTION I Selection

Travel Coaches shall be selected before the end of each season for the following year by the Director of Coaches/ACE Coordinator and Board of Directors. Coaches who are not in good standing shall not be allowed to coach.

## SECTION II            Head Coach Responsibilities

- (a) The Head Coach or acting Head Coach of each Team shall be held responsible for the conduct of the members and Team officials of his/her Team both on and off the ice immediately before, during and after any SWS sanctioned event during the time that the players and other Team members are under the immediate supervision of the Head Coach or acting Head Coach, including but not limited to team functions, practices, and Games. The Head Coach or acting Head Coach is responsible for the conduct of his/her Team in the locker room. The Head Coach or acting Head Coach of any Team member or Team official involved in any disruptive or unsportsmanlike incident may be called to account for the action of any such Team member or Team official and may be subject to disciplinary measures as determined by the appropriate Disciplinary Committee.
- (b) The responsibility shall specifically include any action by any Team member or Team official that results in damage to any ice arena facility.
- (c) In the event of any such damage that is reasonably verified by the SWS through proper authorities, the Team and every member and Team official of the Team to which the person causing any such damage may be immediately suspended from participating in any SWS sanctioned Game as determined by the SWS Disciplinary Committee. Any person found to have caused such damage shall be subject to pay the reasonable costs of repairing any such damage before their Team and any member of their Team is allowed to resume play in the Regular Season, Spring/Summer Season or successive seasons.
- (d) The Head Coach or acting Head Coach of each team shall insure that all coaches on the bench are certified at the appropriate level after December 31st of the current season.
- (e) The Head Coach or acting Head Coach of each Team shall insure that all members of their Team are registered with USA Hockey prior to participation in any Games, non-Program Games or tournaments. Failure to do so, could result in forfeiture of any games.

- (f) Attend all team practices and coaching development meetings offered by the Director of Coaches.

### SECTION III      Assistant Coach Responsibilities

- (a) Responsibilities include assistance in all on-ice activities related to the operation of a club hockey team. These include but are not limited to, assistance in practice planning, practices/games, off-ice team meetings.
- (b) Assists the Head Hockey Coach with the organization, administration, and implementation of the hockey program.
- (c) Assists the coach with training and practice sessions for the hockey team; supervises power skating, flexibility.
- (d) Assists in coordinating the academic monitoring system for the hockey program to include semester grade evaluations for each student-athlete; schedules and supervises procedures for team study hall attendance.
- (e) Ensures appropriate safety measures are observed when conducting team activities.
- (f) Coordinate all activities in preparation for scheduled competition.
- (g) Attend all activities in preparation for scheduled competition.

### SECTION IV      Dismissal

Any coach may be dismissed by the Board of Directors for any of the following reasons:

- (a) Use of obscene and profane language and/or gestures in the presence of any player.
- (b) Coaching his team while under the influence of drugs or alcohol.
- (c) Use of obscene and profane language and/or gestures directed at any referee.
- (d) Engaging in a physical altercation with any person within the ice skating facility.

- (e) Any display of conduct that is inappropriate, unsportsmanlike, or otherwise detrimental to the image of the SWS Chiefs, Massachusetts Hockey and/or USA Hockey.

## ARTICLE XI      GRIEVANCE COMMITTEE

### SECTION I      Mem bers

The Board of Directors is the Program Grievance Committee

### SECTION II      Chair

The Vice President shall chair any grievance committee meetings. No grievance committee meeting shall be held unless a quorum (as established) pursuant to Article IX, Section III of these By-Laws is present.

### SECTION III      Procedure

Any coach, player or member to be brought before the grievance committee shall be advised accordingly, informed of the nature of the charge, and given the opportunity at the meeting to defend or substantiate the charges as the situation warrants.

### SECTION IV      Disciplinary Action

The grievance committee, by a two-thirds vote of those Board of Director members present, voting in person, shall have the right to render disciplinary action, suspension or termination of a member or coach when the conduct of such person is considered detrimental to the best interest of the program, pursuant to the procedures and guidelines as stated in Article XIV, Section II.

### SECTION V      Suspension and Terminations

In case of player, the grievance committee, by a two-thirds vote of those Board of Directors present, voting in person, shall have the full power to discipline, suspend or terminate a player's right to future participation, when the conduct of such person is considered detrimental to the best interest of the program, pursuant to the procedures and guidelines as stated in Article XIV, Section II.

## ARTICLE XII      PLAYING RULES

### SECTION I          Sanctioning Rules

The program playing rules shall be current USA Hockey Massachusetts District playing rules.

### SECTION II          Variations

No variations of USA Hockey/Massachusetts District rules may be adopted by the Board of Directors.

## ARTICLE XIII          TEAMS

### SECTION I          Selection

Teams shall be selected in a manner as established by the Board of Directors and as implemented by the Vice President, Coaching Director/ACE and appropriate head coaching staff members.

### SECTION II          Composition

Every effort is to be made to assure equal distribution of playing talent and skill within each playing division.

### SECTION III          Conflicts

If the lack of ice time should force the Board of Directors to limit enrollment, those participants registered with the SWS Regional Youth Hockey Program in the previous season shall be given first preference.

### SECTION IV          Selections

Teams shall be selected, as per standards determined by the Coaching Director/ACE and Coaches and the Board of Directors.

### SECTION V          Coaching Appointments

The final selection of players shall be made by the teams' appointed coaching staff along with the Coaching Director/ACE.

## SECTION VI Tryouts

A tryout fee shall be paid by each participant, in the amount to be determined by the Board of Directors.

## SECTION VII Roster Size

In the selection of Travel Teams, the "number" of players on the "A" and "B" Travel Teams shall be determined by the Travel "A" and "B" Coaches with the final approval by the Board of Directors.

## SECTION VIII Policy

Team participants must skate in their age classification, (with the exception of goaltenders by Board approval). Reasons for proposal:

- (a) Staff
- (b) Program Growth
- (c) Scheduling
- (d) Financial

It is specifically understood that the travel team selections shall be governed by the philosophy that there should be participation by as many interested participants as possible.

## SECTION IX Scheduling

All games must be scheduled by the Director of Scheduling. No coach shall accept or schedule games on his/her own unless approved by the respective Division Travel Director, the President, and the Director of Scheduling. If said coach(es) schedule games without the prior consent of the Board of Directors, they will not be allowed to use the SWS Program logo or be affiliated in any form with SWS during said game.

## SECTION X Tournaments

Any Travel Team wishing to participate in any tournaments the Division Travel Team Director shall bring the proposal to the Board of Directors to obtain approval. The Board of Directors must approve the request prior to enrolling in the tournament(s).

## SECTION XI      Jurisdiction

The SWS Regional Youth Hockey Program shall maintain complete and absolute control and jurisdiction over all travel teams and their activities.

## ARTICLE XIV      APPEAL AND HEARING PROCEDURES

### SECTION I          Appeals

Any parent, legal guardian, officer, director, coach, player, referee, time keeper, or any person who has an interest, as determined by the Board of Directors, in the SWS Regional Youth Hockey Program and its operations may appeal any action taken by anyone associated with the youth hockey program in the following manner:

- (a) Any other appeal matters shall be made directly to the Board of Directors. All appeals to the Board of Directors must be made in writing.

### SECTION II          Hearings

Any hearing to be held by the Board of Directors on appeal matters and/or scheduled at the request of the Board of Directors shall be concluded under the following guidelines.

- (a) On appeal matters to the Board of Directors, the Board shall notify the appellant of the date, time and place of the appeal matter. All interested parties, and anyone directly involved in the appeal matter, shall also be notified of the time, date, and place of appeal matter. No appeal matter shall be heard unless all those involved have been given notice and an opportunity to be heard.
- (b) Should the Board of Directors decide to take disciplinary, suspension, dismissal or any other action which would affect any member of the SWS Regional Youth Hockey Program, the Board of Directors shall take the following steps:
  - (1) Written notice shall be given to the individual or individuals involved in the matter for which the Board of Directors is seeking review. No hearing shall be conducted unless proper notice is given to all individuals involved. A minimum of three (3) day's notice shall be required, unless there is an exigent or emergency situation.



- (2) The written notice, as described above shall contain a complete description of the matter, incident, or event upon which the Board of Directors is seeking review. If the matter involves the discipline, suspension, or dismissal of anyone involved in the SWS Regional Youth Hockey Program, the notice shall inform said individual(s) that he or they have a right to call witnesses on their own behalf and cross-examine any/all individuals who may give testimony against them.

All matters relating to hearing procedures and any appeals therefrom shall be governed by Massachusetts Hockey rules, regulations and guidelines.

## ARTICLE XV ANNUAL ELECTIONS

### SECTION I Time Held

The annual election shall be held in the month of March.

### SECTION II Application Process

Persons intending to run for office shall submit a written letter of intent, for one office position only, to the secretary, at least seven (7) days before the scheduled election. Only those persons in good standing as defined in Article III, Section V shall be considered for nomination and election.

### SECTION III Election Policy

All Program Officials shall be elected by secret ballot which will be counted on the day or night concluding the election. Ballots shall be counted by three (3) board members not up for election that current year in a public forum. The names of the elected officials shall be made known the day or evening of the election, as soon as all votes have been counted.

### SECTION IV Terms of Office

The term of the elected offices shall be from May 1<sup>st</sup> of the election year until April 30<sup>th</sup> of the following year.

### SECTION V Eligibility to Vote

Persons eligible to vote shall be those members as defined in Article III, Section II, Section III and Section V of these By-Laws. To be eligible to vote, the members must have attained his or her eighteenth birthday on or before January 1<sup>st</sup> of the voting year.

## ARTICLE XVI ORDER OF BUSINESS

The rules of parliamentary procedure comprised in PARLIAMENTARY USAGE by ROBERTS RULES OF ORDER shall be the authority for all meetings of the Program. The order of business at the annual meeting shall be as follows, unless changed by the President shall be:

- A. Roll Call and proof of notice
- B. Election of Directors at Large
- C. Minutes of previous meeting
- D. Treasurer's Report
- E. President's Report
- F. USA Hockey Appointee's Reports
- G. Committee Reports
- H. Election of Officers, and directors Emeritus (when necessary)
- I. Election of USA Hockey Directors (when necessary)
- J. Unfinished business
- K. New business, including changes to these rules
- L. Presentation of Awards
- M. Awarding of tournaments and setting dates
- N. Announcement of date, time and site for next Annual Meeting
1. Adjourn

### Items Withdrawn or Rejected

Any item in the same form or substantially similar form, as so determined by the President, to one which was rejected or withdrawn at a previous meeting of the Board of Directors cannot be placed on the agenda for the next annual meeting, unless it receives a two thirds majority vote to be placed on the agenda.

### Voting Procedure

At all meetings of the Board of Directors, voting shall be by a show of hands, unless the President decides on a written ballot.

## ARTICLE XVII AMENDMENTS

### SECTION I Voting

The amendment of SWS Regional Hockey Program By-Laws shall first be by a two-thirds majority vote of the Board of Directors. Said proposed amendment shall then be submitted to the general membership for approval at a regularly scheduled or specially called meeting.

## SECTION II Notification

Notice of the special meeting at which the amendment shall be acted upon, shall be posted by the Program Secretary at least ten (10) days prior to the date of said meeting, on the SWS Regional Hockey Program website.

## SECTION III Approval

These By-Laws may be amended by a vote of two-thirds (2/3) of the members present at any general or special meeting provided written notice of the proposed action has been given each member at his last known address at least ten (10) days prior thereto. Amendments and/or changes shall become effective upon the adjournment of the meeting at which they were adopted.

## ARTICLE XVIII VACANCIES OR REMOVAL OF OFFICERS AND DIRECTORS

### SECTION I Filling Vacancies

Any and all vacancies of officers and directors because of resignation, removal, death, or other incapacity, with the exception of the Program President, shall be filled by a majority vote of the Board of Directors.

### SECTION II Temporary Replacement of Vacancies

If a vacancy shall occur in the office of the President because of resignation, removal, death, or other incapacity, said office shall temporarily be filled by the Vice President. If the Vice President shall decline or said officers shall be vacant, the Treasurer shall temporarily fill the office of the President. Within fifteen (15) calendar days of a vacancy of the office of President so existing, a notice in a special election shall be posted on the SWS Regional Hockey Program website indicating said special election to be held within ten (10) days thereafter.

### SECTION III Removal from Office

Any Program Officer, Board Member, or Director may be removed involuntarily from office upon a general membership vote, conducted at a specially called meeting as per Article IX, Section IV, where a quorum of at least thirty (30) members are present, and where the individual has been given due notice of the proceedings. The exception to this is removal of Director for non-attendance as per Article IX Section II. No proxy votes shall be allowed.

## ARTICLE XIX     DISSOLUTION

Upon dissolution, all assets will be distributed to a tax exempt charity, per board approval, pursuant to Section 501 (c)(3) of the Internal Revenue Code of 1954 amendment.

## ARTICLE XI

### Fiscal Matters

2. **FISCAL YEAR.** The fiscal year of the Association shall commence on July 1st and end on June 30th of the following calendar year.
3. **LIABILITY.** There shall be no personal liability of Directors to the Association or its members for monetary damages for breach of fiduciary duty as a Director, notwithstanding any provision of law imposing such liability: provided, however, that such provisions shall not eliminate or limit liability of a Director (a) for any acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law or (b) for any transaction from which the Director derived an improper personal benefit.
4. **TAX PREPARATION AND AUDITING.** An independent accountant who is not a member of the Association's Board of Directors shall perform tax preparation and annual audit of the Association's fiscal system and operation.
5. **TUITION PAYMENTS.** Bills for tuition payments shall be sent out by the Treasurer – Accounts Receivable once the Board of Directors has set the tuition fee for the upcoming season. Payments shall be managed as follows:
  - a. Tuition bills will be handed out during the Spring Evaluation session to be paid in full by the first official ice session held for that player's team in September. Any player who is not paid in full by the first official ice session will be suspended from all S.W.S Chiefs activities on and/or off the ice.
  - b. Goaltenders will receive a discount providing they have all their own equipment. The amount of the discount will be determined by the first official on ice session for that player's team in September and voted upon by majority vote of the Board of Directors.
  - c. Hardship situations must be brought, as needed, before a committee consisting of the President, Vice President, Secretary, Finance Director for review at which time a financial agreement shall be worked out between this committee and the individual.

- d. Players added to rosters during the season may, at the discretion of the Board of Directors, have tuition payments prorated to cover ice costs for the remainder of the season. These players will also be responsible for any fees incurred through Mass Hockey for roster changes at the time of instatement to a team.
- 6. FUNDRAISING. All parents or guardians of Association players will be requested to actively participate in all Association sponsored tournaments and/or fundraising events, with the schedules of work times to be approved by the Board of Directors.
- 7. LEARN TO SKATE/LEARN TO PLAY. The Association shall establish a "Learn to Skate" program for beginner skates to learn the basic skating skills associated with the game of ice hockey. The "Learn to Play" program shall be established for those skaters who have developed the sufficient skating skills to learn the fundamentals of game play. The "Learn to Play" program will be limited to players at U12 and younger.
- 8. HOUSE LEAGUE. If the Association shall establish an "in-house" league for beginner players who have advanced from the Learn-to-Skate or other similar program.
  - a. The purpose of the House League shall be to act as an introduction to game play and to further the skills developed in the Learn-to-Skate/Learn-to-Play program.
  - b. Participation in the Association's House League will be limited to beginner players only. Players who are skating for the Association's "travel team" or the "travel team" of another organization, either currently or formerly, will be prohibited from participating in the House League.
  - c. House League team rosters shall be established by the House League Director, and players shall be distributed as evenly as possible by age and ability to create parity among all teams within the League.
- 9. TRAVEL TEAMS. The Association shall establish teams to participate in a more competitive and advanced level of team play. These teams shall be placed within a league made up of similar youth hockey associations, with a focus placed on competitive team play against teams from the other associations participating in the league. Evaluations will take place in the spring (March or April) at the end of the season. This will be the only evaluation process where teams and coaches will

be selected for the upcoming season. All players who wish to play for a team the following season are required to participate in evaluations conducted in the spring. Players from outside the S.W.S Chiefs Youth Hockey Association who wish to play for S.W.S Youth Hockey travel teams are required to attend the Spring Evaluation.

An evaluation committee will be established at the beginning of each season by the Board of Directors. This committee will set the standards for evaluation, the evaluation process, and the logistics/schedule for travel team evaluations each year. These standards and processes will be approved by majority vote of the Board of Directors prior to the Spring Evaluation and posted to the membership at least two (2) weeks prior to the start of the Spring Evaluations. Once team rosters have been established, only those players and coaches listed on the official USA Hockey approved roster shall be allowed on the ice during that team's officially scheduled practices or games. Goaltenders are the only players allowed to move to different teams, and only for the purpose of substituting for that team's absent goaltender. Goaltenders are also allowed to move up a level or to another team at the same level. Moving down requires a special waiver from the league and must be obtained from the league director first.

9. **COACHES.** There shall be a maximum of four (4) and a minimum of two (2) coaches listed on the official USA Hockey Roster. One coach shall be designated head coach, with the remaining three designated as assistant coaches.
  - a. Any person or persons interested in becoming a head coach or assistant coach must apply through the Coaching Coordinator.
  - b. All coaches both head and assistant will be submitted by the Coaching Coordinator to the Board of Directors for approval by a majority vote.
  - c. All appointed coaches and assistant bench coaches must meet all requirements of the Association as it relates to coaching, including but not limited to any USA and Massachusetts Amateur Hockey Association requirement and any organizations of which the Association is a member.
  - d. Any individual coach who does not comply will no longer coach his/her team, and a new qualified coach will be appointed by a majority vote by the Board of Directors.

- e. Teams may utilize the help of "volunteers" during practice times. Volunteers must meet all requirements of the Association and be approved by a majority vote by the Board of Directors.

## ARTICLE XII TEAM SPONSORSHIP POLICIES

- 1. Team Sponsorships: The association will solicit individual or corporate sponsorship for the purpose of defraying the cost of ice time and uniforms for House League and Travel Teams.

- a. Full Team Sponsorship -yearly fee to be set by Board of Directors.

- 1. Travel Team named for sponsor.
- 11. Sponsors name on patch stitched onto back of jersey.
- 111. One-quarter page ad in monthly newsletter.
- 1v. Full-page ad placed in Annual Tournament Book.
- v. Receive 8"x10" team photo.
- vi. Receive trophy for team championship.

- b. Partial Team Sponsorship -yearly fee to be set by Board of Directors.

- 1. House League team named for sponsor.
- 11. Sponsors name on patch stitched onto back of House League jerseys, or if travel team, for half of team Jerseys.
- 111. One-eighth page ad in monthly newsletter.
- 1v. Half page ad placed in Annual Tournament Book.
- v. Receive 8"x10" team photo.