

# Blaine Youth Hockey Association

## General Policies and Procedures

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# BLAINE YOUTH HOCKEY ASSOCIATION

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## Mission Statement

Our mission is to provide fun and development at various levels of hockey within a structured environment for the youth of the community. We will strive to keep costs at a reasonable level while providing each player with an opportunity to become the best player and person they can aspire to be.

## Purpose

Blaine Youth Hockey Association (BYHA) provides an organization where youths ages 3-18, currently residing within the Blaine High School boundaries, can play organized hockey. BYHA provides an Initiation Program (Mites) that provides the younger players with a place to have fun and learn the game of hockey. BYHA also provides additional levels as numbers dictate.

The Traveling Program provides for fun and development but is also competitive and requires more commitment and expense.



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## General Policies

### 1. Residency Certification

BYHA will defer to the District 10 and MN Hockey regulations for residency requirements as they relate to who is eligible to play for BYHA. Players who are eligible to play for BYHA will not be waived out to another association unless a waiver is required by MN Hockey regulations OR if a waiver is required to accomplish a co-op or other type of team merger between associations to field a team. BYHA will not grant discretionary waivers that are initiated by a player without approval of the BYHA Board of Directors.

### 2. Background Screening

Minnesota Hockey adopted a background screening policy which took effect at the start of the 1998-99 season to reduce the risk of players becoming victim to sexual or physical abuse. To carry out this policy, coaches, referees, board members, team managers, locker room monitors, and officers of Minnesota Hockey and its affiliates are required to consent to a background check every other year. To oversee the implementation of this policy, a new standing committee of Minnesota was created - the Screening Committee.

In the summer of 2013, the screening policies and procedures were revised to conform to the mandates established by USA Hockey as a part of its SafeSport Policy.

With the elimination of screening consent "paper" forms, the process of becoming screened has been streamlined and automated by enabling participants to complete online screening forms contained on the [www.minnesotahockey.org](http://www.minnesotahockey.org) website.

### 3. Registration

3.1. Families registering a player(s) must be in good standing with BYHA or your player(s) will not be allowed to participate in Tryouts. Contact the Treasurer to develop a repayment plan if necessary to avoid any repercussions related to unpaid amounts due.

3.2. A USA Hockey Confirmation Number is required to complete the BYHA registration. If you do not have a current USA Hockey membership, you will be directed to the USA Hockey website. The USA Hockey and Minnesota Hockey membership fee is waived for ages 6 and younger, however the registration must still be completed to acquire the confirmation number which is needed to complete the BYHA registration for all levels.

3.2.1. Each season, all players must renew their USA Hockey and Minnesota Hockey memberships prior to registering with BYHA.

3.3. Minnesota Hockey requires that all players provide, at their expense, a copy of their Birth Certificate for registration. These must be copies of governmental issued (county, city) birth



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certificates, NOT hospital or baptismal certificates. BYHA will keep these certificates on file for subsequent years' use.

3.4. To access BYHA online registration you will need to log into your SportsEngine account using your email address. Please do not create a new duplicate account if you already have one. If you do not yet have a SportsEngine account, you will need to create a new one. Parents/Guardians will need their own email address and SportsEngine accounts. Child profiles need to be created under a parent profile. Other family members can be added to any child profile with the "Add Guardian" tool.

## 4. Player Waive-Up

4.1. BYHA encourages all players to play at the Minnesota Hockey approved age levels.

4.2. BYHA will allow "Grade Eligible" players to Waive-Up to the next level upon proper submittal of a Waive-Up request. "Grade Eligible" means the players birth date is after the level cutoff date but player will be in the school grade with peers from the older age level (proof and verification required).

### Grade Eligible

<b><u>Scheduled level based on birth year</u></b>	<b><u>School grade during current season</u></b>
Squirts / 10U	4 <sup>th</sup> Grade
Peewee / 12U	6 <sup>th</sup> Grade
Bantam / 15U	8 <sup>th</sup> Grade
Jr Gold	10 <sup>th</sup> Grade

4.2.1. Once Board approval has been granted for a "Grade Eligible" Waive-Up, the player will be allowed to register with their grade level peers. Player must remain at that registered level for all tryouts and play for the team they are rostered to. "Grade Eligible" Waive-Up's are in effect for one season and must be applied for at the next level jump if so desired.

4.3. BYHA will consider Waive-Up requests as follows.

4.3.1. Waiving up from In-House (Mite/8U) to Traveling.

4.3.1.1. Player must be going into the final year of eligibility for their current level.

4.3.1.2. Player must have played on the top team during the previous season.

4.3.1.3. To play on the top team on the level waiving up to, player must score in the top 5 during tryout evaluations.

4.3.2. Waiving up from Traveling level to higher Traveling level.



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4.3.2.1. Player must be going into the final year of eligibility for their current level.

4.3.2.2. Player must have played on the top team during the previous season.

4.3.2.3. Player's evaluation scores must be in the top five for the level above or they will return to the appropriate age level of play.

4.4. In certain special and rare instances and at the Board's discretion, other Waive-Up's may be considered when required to adequately form complete teams. Goalie or player numbers at each level is one reason the Board may choose to approve additional Waive-Up's.

4.5. Ultimately, the BYHA Board has the ability to approve or deny any Waive-Up request based on what the board agrees to be in the best interest of the Player, Team and/or the Association.

4.6. Waive-Up petitions can be withdrawn up until the first session of tryouts. Waive-Up petitions will be subject to the approval of the BYHA Board.

4.7. The BYHA Board's Waive-Up decision is final for the current season and cannot be appealed.

4.8. If player is unable to be placed at the waive-up level due to Minnesota Hockey Age Classification or Participation requirements (*e.g. age eligible players on the team*), the player will be placed back to their age appropriate level. Reference the Minnesota Hockey website for all details on these requirements.

4.9. The following steps must be followed to request a Waive-Up;

4.9.1. "Player Waive-Up Application" must be filled out in its entirety and submitted before the published Waive-Up deadline and BYHA Waive-Up Review Board Meeting..

4.9.2. Player must be registered for the scheduled level of play before submitting this form and family must be in good standing on all amounts due to BYHA.

4.9.3. One parent or legal guardian must appear during open forum at the scheduled Waive-Up board meeting prior to the commencement of tryouts. Be prepared to present justification for the requested waive up to the board at the open forum.

4.9.4. The BYHA Board will consider all Waive-Up requests and communicate a determination back to all requestors.

## 5. Communications

5.1. Communication between the BYHA Board and the membership at large shall be through the BYHA website ([www.byha.org](http://www.byha.org)) and SportsEngine. Each member is responsible for keeping their email address current through the BYHA registration website and in their SportsEngine profiles.



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## 6. Equipment

6.1. With the exceptions listed below, all players must provide their own equipment, including a mouth guard, neck guard, breezers, shin pads, black helmet, shoulder pads, elbow pads, hockey skates, and hockey stick. Boys are also required to wear a supporter with a protective cup. It is recommended that Girls wear Pelvic Protection as well. Goalies need to wear a throat guard or a similar throat protection device that effectively protects the neck area from puck shots.

6.2. All Mite and 8U players will be provided with a jersey and socks that they can keep at the conclusion of the season.

6.3. All other players will be provided with a set of jerseys (home and away) and breezer covers that must be returned at the conclusion of the season. Game socks are provided but can keep at the conclusion of the season. It is recommended that all BYHA players wear black helmets.

6.4. BYHA will have goalie equipment (chest protector, blocker, catcher, and leg pads) available for Squirt/10U along with in-house goalie players to sign out for use during the season and during the off-season upon the approval of the Equipment Director.

6.5. Parents/players will be notified by the coach, team managers, Equipment Director or website as to when and where designated pick-up and return dates for equipment will be.

6.6. Players must keep all issued equipment in good condition, excluding normal wear and tear. Any damaged equipment will be assessed and will be billed for repairs or replacement of said equipment if misuse or abuse is found to be the cause of the damage.

6.7. It is recommended that game jerseys be carried in garment bags or protected by some means to prevent shortened lifespan. Jerseys are intended to last 3-5 full seasons and are expected to be returned clean and in good condition.

6.8. Any equipment, with the exception of game jerseys, not turned in during specified dates, will be charged a \$50.00 non-refundable fee.

6.9. Any player who does not return their game jerseys will be charged a \$75.00 non-refundable fee per jersey.

6.10. All players in BYHA must wear BYHA-issued jerseys for all games, including tournament games and scrimmages. No alternate jerseys are permitted without board approval.

## 7. Electronic Recording Devices

7.1. BYHA does not allow the use of any electronic recording devices by any players during their participation in a BYHA event, including but not limited to, in the locker room or on the ice, without the written consent of the BYHA board.



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- 7.1.1. Failure to comply with this rule will result in immediate removal of any player wearing such a device from the active session or event.
- 7.1.2. Multiple violations of this rule can lead to the permanent removal of the player for the remainder of the season.

## 8. Team Rules

8.1. BYHA will field teams at the following levels:

- 8.1.1. Boys Traveling; Junior Gold, Bantam, Peewee and Squirt.
- 8.1.2. Girls Traveling; 15U, 12U and 10U.
- 8.1.3. In-House; Mite and 8U

8.2. Typically, Squirts/10U participate in three (3) tournaments. All levels above Squirts/10U typically participate in four (4) tournaments. This does not consider any district, state or regional tournaments the team has earned the right in which to participate.

8.3. The Board of Directors may, at their discretion, provide financial support for tournaments, which may include region and state tournaments, as determined by the current budget.

8.4. Teams are limited to a maximum of 2 rostered goalies.

8.5. All players must dress in appropriate equipment for games, practices and scrimmages.

8.6. No Blaine "AA/A" will be allowed to play a Blaine "B" team and no Blaine "B" team will be allowed to play a Blaine "C" team.

8.7. All teams must comply with game or event limits as specified by Minnesota Hockey.

8.8. Each Traveling team must have a team manager. This is also advised for In-House teams.

8.9. Each team must consist of one (1) Head Coach and each team must have a minimum of two (2) Assistant Coaches. Each team must designate one coach as a "goalie coach" to assure team goalies are getting adequate attention and training.

## 9. Scheduled Ice

9.1. Ice distribution is the sole responsibility of the Ice Scheduler. Any assigned ice that cannot be used by the assigned team must be returned IMMEDIATELY to the Ice Scheduler. If no other team can utilize the ice, the assigned team will be billed for that ice.

9.2. Any additional ice or tournament procured by a team must be immediately reported to the Ice Scheduler for visibility and planning.



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## 10. Playing Time

### 10.1. Traveling Level Teams Playing Time;

10.1.1. All players will participate in practices, scrimmages, league, district, regional, state and invitational tournament games, except where there is a discipline problem as listed in the discipline policy.

10.1.2. The coaching staff will rotate lines as evenly as possible, and goalies will have equal playing time whether it is every other game rotation or splitting games.

10.1.3. "A/AA" level teams will be allowed latitude with the Playing Time policy during the third period of a game however, all players must play.

10.1.4. "B" level teams will be allowed latitude with the Playing Time policy during the last half of the third period of a game however, all players must play.

10.1.5. The AA Bantam, 15UA teams will not have a Playing Time rule enforced.

### 10.2. C-Level Traveling and In-House Teams Playing Time;

10.2.1. All players will participate evenly in practices, scrimmages, games and tournaments, except where there is a discipline problem as listed in the discipline policy.

10.2.2. Coaching staff will rotate all lines as equal as possible, and goalies will receive equal ice time. Exceptions are allowed for removing a player from the ice for coaching purposes.

## 11. Player Roles, Responsibilities and Sportsmanship

11.1. Every player in BYHA is expected to contribute to their team in a positive manner by adhering to the following roles and responsibilities;

11.1.1. Each player is expected to adhere to the coach's rules and be supportive of the coach's practice plans, game plans, and other decisions.

11.1.2. Each player is expected to participate in all practices, games and team functions as scheduled, unless there is a compelling reasonable reason for missing. The player should notify the head coach prior to missing any team-related event.

11.1.3. Each player is expected to arrive at the rink on time as communicated by the coach.

11.1.4. Each player is expected to be attentive when any of the coaches are addressing the team or an individual player. Any disrespectful or disruptive behaviors will result in a meeting with player and/or parents as needed.



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11.1.5. Each player is expected to wear the required equipment for every game or practice that he/she participates.

11.2. There will be zero tolerance for bullying or abusive behavior such as harassment, obscene language, fighting, or any other behavior deemed as abusive directed towards coaches, referees, opponents or teammates. A first offense will result in a verbal warning. A second offense will result in the removal of the player from games and/or practices until a parent meeting has been conducted. A third offense will result in the player being removed from the team for a determined number of games or for the remainder of the season based on the Board's decision.

11.3. Any player receiving a "Match" penalty for deliberately attempting to injure another player may receive a hearing and suspension beyond USA Hockey minimum guidelines.

11.4. Every player should have fun, give their best effort, and be respectful of coaches, teammates, referees, and opponents.

## 12. Parent Roles, Responsibilities and Sportsmanship

12.1. Every parent or legal guardian involved with BYHA is expected to contribute in a respectful, positive, and productive manner at all times towards all players, teams, other association members, coaches, opposing teams and referees.

12.2. Parents and legal guardians are expected to adhere to the following roles and responsibilities;

12.2.1. Assure that all registration forms, birth certificates and payments are complete and submitted timely.

12.2.2. Assure that their player is properly equipped.

12.2.3. Assure that their player is at the rink per the coach's instructions.

12.2.4. Assure that their player notifies the head coach if he/she cannot attend a team function.

12.2.5. Volunteer your time whenever possible and fulfill commitments (scorekeeper, penalty box and/or as necessary for BYHA or District 10 sponsored tournaments).

12.2.6. Encourage and support the team in a positive manner.

12.3. There will be zero tolerance for abusive behavior such as harassment, obscene language, fighting or any other abusive behavior directed towards any coaches, referees, opponents, players, or other parents. The first offense communicated to the Board will result in a documented meeting between the parent(s) and the Vice President (or President) and Traveling Director. The second offense will result in the parent(s) appearing before the Board. If the Board finds just cause, the



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parent(s) could receive a one to three game suspension. The third offense may result in further suspension and/or expulsion from the association.

12.4. Parents should address and communicate any general questions to the head coach or team manager ASAP. Specific questions regarding coaching techniques or tactics can be directed to the Level Director or the Hockey Director. Any questions regarding behavior, discipline or BYHA policies and procedures can be directed to any Board member.

## 13. Discipline

13.1. Coaches, Players and Parents are all required to sign and abide by their specific Code of Conduct/Ethics/Pledges.

13.2. Players can be disciplined for violation of the Player's Code of Conduct and/or Zero Tolerance Rule. One or more offenses will result in a hearing and team suspension or player removal from the team. All offenses must be reported to the Level Director(s).

13.3. Penalties for violations;

13.3.1. 1<sup>st</sup> Violation: After Board confirmation of an offense, the player shall lose eligibility for the next two consecutive games or two weeks of a season, whichever is greater. No exception is permitted for a player who becomes a participant in a treatment program.

13.3.2. 2<sup>nd</sup> Violation or Subsequent Violation(s): After Board confirmation of an offense, the player shall meet with the coach, parents and Level Director(s). The coach and director shall determine, after the meeting, what consequence is considered fair and just. This offense may result in penalties up to and including termination of a player's season. If the player or parents consider the penalty unjust, a written appeal can be made to the BYHA Board. This appeal must be received within one week of notification of the penalty.

13.3.3. Minnesota Hockey rule of Zero Tolerance will apply to all. Coaches will cover the Zero Tolerance Rule at their parents and players meetings. Review the Zero Tolerance Rule for a full understanding.

13.3.4. Coaches or others in authority shall never verbally or physically abuse a player in any way. Any incident should be reported to the appropriate Level Director immediately.

13.3.5. Players or their parents may protest certain disciplines through the method defined by the team coach at the first parent's meeting. If differences cannot be settled, then the team manager or coach should contact the Level Director immediately to intervene and act as an arbitrator. The last recourse would be to request an audience and ruling from the BYHA Board of Directors.



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13.4. Any coach who has a player who continues to be disruptive to the team must contact the Level Director. The director will review the situation, and the player may be put on probation with the next offense requiring Board action, including possible suspension or removal from the team. If this happens, the player's parents will not be refunded any money and they are still responsible to pay any outstanding charges.

## 14. Grievances

### 14.1. Coaching Grievances;

14.1.1. Problems or concerns regarding coaching such as playing time, positions, practices or other related issues should first be addressed directly with the coach. If resolution cannot be reached, the Level Director should be notified. If no resolution can be found, the formal grievance procedure documented below should be followed.

### 14.2. Parent Grievances;

14.2.1. Problems or concerns regarding parental behavior including harassment, obscene language, fighting or any other behavior deemed detrimental to the team, coaching staff or players should first be addressed directly with the parent(s). If resolution cannot be reached, the Level Director should be notified. If no resolution can be found, the formal grievance procedure documented below should be followed.

### 14.3. Grievance Procedure;

14.3.1. It is required that there is a 24-hour "cooling off" period before any grievance is formally filed or confronted unless child safety or well-being is at risk.

14.3.2. If the waiting period has been met, contact can be made with the respective coach or parent(s) for the purpose of trying to resolve the dispute. All communications must be calm, respectful, non-combative, and cordial or the meeting should be immediately ended and the BYHA Board contacted to help facilitate the discussion.

14.3.3. If the dispute cannot be resolved, a formal complaint can be submitted in writing to any Board member.

14.3.4. The respective board member(s) will then communicate the complaint with the appropriate individual(s) and assess next actions to process and resolve the complaint.

14.3.5. The Board will investigate and discuss the complaint as deemed necessary. This may require interviewing various participants as well as the person filing the complaint.

14.3.6. The Board is responsible for reaching a decision in a timely manner regarding any potential disciplinary action including involvement of the local police if necessary.



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14.3.7. A communication will be delivered to all individuals involved in the complaint documenting the resolution decided upon by the Board.

14.3.8. All decisions reached by the Board are final.

14.3.9. If you are not satisfied with the Board decision you may contact Minnesota Hockey District 10 to file an appeal.

14.3.10. The Board may conduct follow-up reviews to ensure compliance with the Board's decision and to verify that the issue has been thoroughly resolved.

## 15. Board of Directors

15.1. BYHA will adopt all USA Hockey, Minnesota Hockey, and District 10 rules as a minimum requirement. BYHA may add rules as they find beneficial for the organization and its members.

15.2. The BYHA Board of Directors consists of nine (9) members, each serving a three-year term. Open board positions will be filled by election at the Annual Meeting by the BYHA membership. Members must be in good standing to vote in general and special elections.

15.3. The BYHA Board can appoint volunteers to act in their interest. They can also employ persons or companies to provide specialized services with board approval.

## Financial

### 16. Fees and Billing

16.1. BYHA is a non-profit organization. All our programs are budgeted to break even at the end of each season. The combination of registration and team/roster fees must cover the costs of operating our BYHA programs. These fees are determined each year based on our current operating costs, projected player counts and best estimate of revenue from Sponsorships, Fundraising Initiatives and Charitable Gambling donations.

16.2. Registration fee is due for all players at time of registration.

16.3. At the time of registration, all outstanding past due accounts **must be paid in FULL**. Players will not be allowed to participate in pre-skates, tryouts and in-house initiation skates if there is an outstanding prior year balance.

16.4. Registration and team/roster fees are utilized to pay for operating costs, such as;

16.4.1. Pre-skate, tryout and initiation ice

16.4.2. District 10 fees (game ice, referee fees, etc.)



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16.4.3. Practice ice time

16.4.4. Coaching costs

16.4.5. Tournament fees

16.4.6. On and off ice training

16.4.7. Equipment (pucks, puck bags, first aid equipment, etc.)

16.4.8. Administration costs (office supplies, website, postage, annual audits, etc.)

16.4.9. Partner rink assessments and ice allocation contract renewals

16.5. Payments will be done online using your SportsEngine account. Payments can be made via credit card, debit card or bank account.

16.6. Registrations may allow for Installment plans.

16.7. If any team/roster fees are not paid in full before February 1st, player will no longer be able to participate in any BYHA activities, including but not limited to: District, Region, State Tournament play or team practices.

16.8. A late fee will be applied to registrations processed after the posted deadlines.

16.9. USA Hockey and Minnesota Hockey Registrations, along with any associated fees, are separate from the BYHA registration.

16.10. An additional team/roster fee will be assessed after team selections are made to cover planned costs for that specific team.

16.10.1. This billing will occur 15-20 days after team selections are complete.

16.10.2. Notifications will be communicated to Team Managers.

16.10.3. Team/roster fees may allow for Installment plans.

16.11. Full time Goalies will receive a 50% discount for fees incurred for the season for all levels above Mites/8U.

16.12. BYHA Fundraising Coordinator will provide opportunities for families to participate in organized fundraising activities to help offset the cost of hockey-related expenses.



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## 17. Credits, Discounts and Refunds

17.1. Refunds earned will be applied to registration and team/roster fees. Credit/Discount codes must be received from the Treasurer and applied during the online payment process. Credits can also be applied as a registration payment refund, partial or full.

17.2. Partial or Full Refund requests must be submitted in writing and delivered to the BYHA Treasurer and the appropriate Director.

17.3. Refund consideration must meet the following criteria;

17.3.1. All BYHA issued equipment must be returned in good condition.

17.3.2. BYHA member family account is in good standing.

17.4. Level Directors are responsible for submitting a list of all rostered coaches' to the Treasurer. Refunds will be processed once all coaching expectations have been met and refunds have been earned.

17.5. Multi-player refunds can be requested for families with three (3) or more concurrent players during a season. Download Multi-Player credit request form from our website.

17.5.1. Multi-player refund forms must be completed and submitted to the Treasurer for review, approval and processing.

17.5.2. Registration for two players are full price. All additional registrations are eligible for a refund.

17.5.3. The lowest cost registrations are refunded first.

17.6. Injury refunds can be requested when a BYHA player has been injured and misses twenty-one (21) consecutive days of play.

17.6.1. The team manager or parent must submit all injury credit requests.

17.6.2. Amount refunded will be based on the number of weeks that have been missed.

17.6.3. All injury credit requests must be approved by the Board.

17.7. Miscellaneous Charges can and will be assessed for damaged equipment, equipment not returned on time (no later than May 1st), incomplete equipment and/or damage to any other BYHA property, or other association's property. This includes hotel or any other facility damages that have occurred. BYHA will take no financial responsibility for any property damage incurred by a player, coach, family member or person's staying/accompanying these parties.



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## 18. BYHA Board Financial Policies

18.1. Only the President and Vice President are authorized to financially obligate BYHA without prior approval of the Board. Other board members that must purchase items prior to receiving board approval must first consult with the President or Vice President.

18.2. Unless expressly provided for, to cover a specific occurrence or situation, only the Treasurer, President and Vice President are authorized to sign BYHA checks.

18.3. Any distribution of funds, in any amount, are to be reported to the President and Vice President, at a minimum, prior to issuing. Documented approval must be received from either the President or Vice President before funds can be distributed or paid out.

18.4. Under no circumstances may the President, Vice President, Treasurer or any other individual, obligate BYHA or make any payment equal to or greater than \$5,000 without adequate notification to the full board and approval by majority vote.

18.5. Requests for expenditures of \$5,000 or more must be accompanied by bids from a minimum of two (2) vendors OR a written explanation by the requestor detailing why multiple bids were not received.

18.6. Bills must be approved by a BYHA board member or by a vote of the board and forwarded to the Treasurer prior to final payment being made.

18.7. The most current approved financial statements will be posted on the BYHA website.

## Revision History

Revision/Date	Description of Change	Originator of Change
2018.07.31	Converted to new format for 2018-19 season – reviewed and updated content to align with current practices – removed all references to specific seasons to reduce/remove need for annual updating	JSM
2019.06.24	Removed 15.3.3 from Refund – Added Waive-Up section – Added good standing requirement to Registration	JSM
2025.01.27	Reviewed doc. Updated 16.4 list, updated all U## to ##U per USA Hockey, other spelling corrections. Updated “Fair Play” term to “Playing Time”. Updated to current practices. Removed reference to Weapons Addendum. Clarified waive-up procedure. Updated 24-hour rule wording. Added Section 7. Electronic Recording Device policy.	JSM