

**Bowling Green Youth Hockey Association**  
**Code of Regulations and Bylaws & Bowling Green Youth Hockey Association**  
**Code of Regulations**

**Article 1: Name**

A. The name of the organization shall be Bowling Green Youth Hockey Association and shall be referred to as "BGYHA" for the remainder of the document. BGYHA is operated by a Board of Directors.

**Article 2: Purpose**

The purpose of BGYHA shall be:

- A. To teach, develop and promote the sport of organized ice hockey in a safe manner.
- B. To develop and encourage sportsmanship between all players for the betterment of their physical and social well-being.
- C. To associate with other amateur hockey leagues.
- D. To remain dedicated to maintaining and growing the house hockey program and may also sponsor Travel, All-Star, or select programs.
- E. To partner with Bowling Green High School hockey to prepare players for Bowling Green High School Varsity and Junior Varsity participation.
- F. In general, to carry on any activity in connection therewith and incident thereto not forbidden by and with all the powers conferred under the laws of the State of Ohio applicable and to non-profit organizations.
- G. Activities conducted by this BGYHA will be in accordance with USA Hockey.

**Article 3: Philosophy**

A. The mission of BGYHA will be to provide a fun and educational experience with the sport of ice hockey. Our concept is to move players, on a consistent basis, within our system to a level where they are most comfortable (within the rules of USA Hockey and other policies set forth herein). The program will be based on an organized progression of skills. The progression through our program will foster a sound basis and the opportunity for a lifelong association with hockey. The priority of BGYHA is not merely to win games, but to provide a fun and rewarding experience to players and parents through growth in hockey knowledge, skill, and sportsmanship.

Sportsmanship is considered an integral part of our program. Good sportsmanship is promoted through the responsible conduct of players, coaches, fans, parents, and youth hockey officials.

## **Article 4: Organization**

### **A. Non-Profit**

1. BGYHA shall have no capital stock and shall not be conducted for pecuniary profit.
2. Annual dues will be paid by each player registering with BGYHA. The amount of the dues should be based upon the cost of insurance, USA Hockey Fees, ice time fees and any other fees necessary for the operation of the organization. The amount of dues will be set annually by the Board of Directors.

### **B. Exempt Status**

1. BGYHA shall be operated as an exempt organization under the provisions of the Internal Revenue Code 501(c)(3).

### **C. Use of Funds**

1. All funds or properties of BGYHA of whatever kind and nature shall be used and distributed exclusively for carrying out the purposes of BGYHA particularly set for in Article 2 hereof.

### **D. Dissolution**

1. In the event of liquidation or dissolution of BGYHA, all funds or properties of BGYHA shall be distributed to such non-profit association of like purpose or the City of Bowling Green Parks and Recreation Department or used for sports scholarships. In no event, shall any of the funds or property be distributed to any of the members or used for any other purpose.

- E. BGYHA fiscal year shall be from July 1 through June 30. BGYHA may choose to adopt the same fiscal year as USA Hockey.

## **Article 5: National Affiliation and Membership**

- A. BGYHA shall play as a member of USA Hockey and shall remain a member in good standing.

- B. Regular members of BGYHA shall be registered players, coaches, commissioners, volunteers and managers of BGYHA.

- C. Voting members of BGYHA shall be one parent or guardian of each USA Hockey registered player participating in the youth hockey programs operated by BGYHA. The term of membership is the fiscal year of BGYHA. Finally, an active member must be current in all financial obligations to BGYHA.

D. BGHYA is open to all youths currently residing in Bowling Green School District or attending Bowling Green City Schools and those currently active in the program. The Board of Directors will allow member participation from neighboring school districts, but reserves the right to refuse participation to protect the rights, privileges, and opportunities for residents of Bowling Green or Bowling Green City Schools enrollees.

#### **Article 6: Board of Directors & Administrative Directors**

A. General Powers: The conduct and affairs of BGYHA shall be managed by the elected Board of Directors.

B. The Board of Directors shall be composed of not more than 11 elected Directors. All elected may vote at board meetings. If a voting director is not present or abstains from a vote, the President will break any tie. The Board of Directors shall maintain a majority of directors residing in Bowling Green School District or have members attending Bowling Green City Schools.

C. Duties of the Board of Directors The duties and responsibilities of the Board of Directors shall include:

1. To elect the Directors of BGYHA from within past or present members of BGYHA;
2. To fill any vacancies which may occur in the Board of Directors;
3. To manage the business, property, and affairs of BGYHA;
4. To formulate the policies and determine the overall conduct and standards of the hockey program which shall be administered by the Board of Directors;
5. To establish an annual operating budget and set fees for the hockey programs;
6. To study for approval, proposals to amend or revise BGYHA bylaws, Regulations, and Procedures;
7. To review and formally act upon any temporary decision by the President or Executive Committee;
8. To hear and rule on appeals.

#### **D. Election of Directors**

1. Directors, with exception of appointed Directors, shall be elected annually (see M) to a term of three years. A director may succeed himself or herself for an indefinite number of terms.
2. When a position becomes vacant due to resignation or expulsion of a Director, the President shall appoint a member to serve the remainder of the current year and the position shall be placed on the ballot at the next annual meeting for election of a Director to serve the remainder of the said term. If more than one position is available the term length will be determined by the total number of

votes, with the member gaining the most votes assigned to the longest remaining term length.

3. The nominating committee shall present the slate of nominations for Directors for election at the Annual Meeting. The Nominating Committee shall be responsible for actively soliciting interested potential candidates from the general membership on an annual basis, to assist in generating the most effective candidates for open Board of Directors positions.

#### E. Terms of Office

Directors elected at the Annual Meeting shall serve for three years, with their term expiring at the end of the fiscal year following the annual meeting of the third year, unless filing a Director vacancy (See D-2).

#### F. Election and Terms of Officers

At the first regular or special meeting of the Board of Directors of the new fiscal year, the Board of Directors as then constituted shall elect its positions for the present year. Director may be nominated and reelected to positions for an indefinite number of terms. Any member nominated for the position of President must be an elected Board of Director and have served on the Board of Directors for at least one (1) full year to be eligible to serve in this position. No person may be elected or appointed to serve on more than one Director position at any one time, unless necessary due to fewer than 11 Directors currently serving on the Board. Board Members may cast ONE vote in any issue that requires Board approval, regardless of the Director position(s) assigned. The President reserves the right to assign Board of Directors positions.

#### G. Required Directors of the Board

1. President -Director
2. Vice President -Director
3. Secretary/Communications/Social Media -Director
4. Registrar / USA Hockey Representative / Compliance/ SafeSport Director - Director
5. Treasurer - Director
6. Travel, All-Star, and House Director - Director
7. Coaching Director - Director
8. 8U growth coordinator / - Director
9. Ice Scheduler / Officials Supervisor-Director
10. Fundraising Director -Director
11. Equipment Manager-Director

#### H. Limitation of Liability

No director shall be liable in any manner for any debts or obligations of BGYHA and shall not be subject to any manner of assessment by virtue of his/her membership as a Director. BGYHA shall acquire director's insurance annually, paid by BGYHA.

#### I. Resignation

Any member of the Board of Directors may resign and/or withdraw from membership in the BGYHA at any time, upon prior written notice of his/her desire to do so, delivered to the President or Secretary of BGYHA.

#### J. Expulsion

Any director shall be subject to removal for failure to discharge the normal duties of a Board of Directors Member, or for conduct deemed detrimental to BGYHA, by a vote of two-thirds vote of the Board of Directors and minimum 7 directors at any regular or special meeting.

#### K. Appeals

Formal appeals or grievances filed by any member resulting from prior committee or coaching decisions may be brought to the Board of Directors for review. Disciplinary actions resulting in suspensions of 2 games or more are subject to postponement until the appeal has been adjudicated at the discretion of board, with exception for actions that violate USA Hockey rules and regulations. Any such request for a Board of Directors hearing or appeal must be submitted in writing or by email to the President or Secretary of the Board of Directors at least 14 days prior to the next scheduled meeting of the Board of Directors in order for it to be placed on the Agenda. The Executive Committee or other specially appointed committee of the Board of Directors, if requested by the President, may review the issue, and use discretion to ensure the legitimacy and necessity for holding any such hearing with the full Board of Directors prior to placing it on the Agenda.

#### L. Regular Meetings

Regular meetings of the Board of Directors shall be held monthly at a time and place determined by the President. The Secretary shall notify all members of the Board of Directors of the date, time, and place of each meeting. Any member (non-Board of Directors member) desiring to attend a regular meeting of the Board of Directors to address an issue or an idea may do so, by providing written or email request to the President and Secretary at least 14 days prior to the next meeting of the Board of Directors. Members so placed on the agenda shall be afforded a reasonable, but

limited, amount of time within the agenda to address the topic, in no event to exceed ten minutes unless the Board of Directors makes specific exception.

#### M. Annual Meeting

Annual meetings will generally be held on Youth Hockey Day, of the primary purpose of electing new Directors. If an annual meeting is not held on Youth Hockey Day, it shall be held prior to end of season or fiscal year end.

#### N. Special Meetings

Special Meetings of the Board of Directors may be called by the President or at the written request to the President of at least five members of the Board of Directors. The Secretary shall notify members of the Board of Directors of the date, time, and place of the meeting at least twenty-four (24) hours in advance. When deemed necessary by the President, special meetings of the Board of Directors may be held electronically without notice upon consent of a majority of the Directors.

#### O. Quorum

At least fifty percent (50%) of the Board of Directors members must be present to constitute a quorum to conduct business at any regular or special meeting of the Board of Directors. A Director shall have only one (1) vote on any item that comes before the Board of Directors for a vote. At all times, one member of the quorum must be the president, vice president or secretary.

#### P. Proxy

A Director may vote either in person or by proxy. A proxy shall be in writing and signed by the Board of Directors member. The proxy needs to be filed with the secretary of BGYHA before the meeting in question.

### **Article 7: Directors**

#### A. President (Director)

The expectations of the President shall include, but not be limited to, the following:

- To act in the best interest of BGYHA
- To preside at all regular or special meetings
- To call special meetings of BGYHA of the Board of Directors
- To make decisions on questions not provided for in the bylaws or rules until the next regular or special meeting of the Board of Directors
- To represent, or designate suitable representation for, BGYHA at other ice hockey meetings

- To appoint Chairpersons of standing committees of BGYHA, subject to the approval of the Board of Directors
- To serve as an ex-officio member of all committees
- To add or delete non-voting positions on the Board of Directors, subject to approval by the Board of Directors
- Support the Growth Coordinator and BGYHA efforts for organic growth within the community
- To serve as an authorized signer with the Treasurer on all bank accounts and official BGYHA documents
- Shall serve as a member of the Executive Committee
- To perform any other such duties as may be specifically assigned by the Board of Directors

#### B. Vice President (Director)

The expectations of the Vice President shall include, but not be limited to, the following:

- To act in the best interest of BGYHA
- To assume the duties and powers of the President in his/her absence
- Shall serve as a member of the Executive Committee
- Shall serve as a member of the Discipline/Grievance Committee
- To perform any other such duties as may be specifically assigned by the President or the Board of Directors
- Plan, develop, and enforce club policies and bylaws
- Ensure organization is meeting its goals
- Preside over Board of Directors meetings in the absence of the President
- Assist the President in any or all tasks
- Lead/attend committee meetings
- Identify candidates to serve as committee chairs
- Report to the Board of Directors activities undertaken by any committees
- Review coaching candidates / selections with Hockey Director & Coaching Director
- Review tryout results with Hockey Director & Coaching Director
- Lead contact for recruiting and retaining volunteers
- Regularly review financial reports, bank records, and expenditures with the Treasurer
- Fulfill other tasks assigned by the BGYHA President or Board of Directors as necessary
- To coordinate with the registrar to initiate/ensure MIDAM background checks on all Directors, coaches, team managers, team treasurers, and volunteers in accordance with USA Hockey requirements

#### Secretary (Director)

The expectations of the Secretary shall include, but not be limited to, the following:

- To act in the best interest of BGYHA
- To record the attendance and Minutes of all regular or special meetings of the Board of Directors or the membership
- To notify the membership of BGYHA of the date, time, and location of the Annual Meeting or any special meeting or referenda
- To provide an Annual Report of the affairs of BGYHA, to be presented to the membership at the Annual Meeting
- To assume the responsibility of Chairing any regular special meeting of the Board of Directors and BGYHA
- To collect and compile all Standing Committee reports for presentation at the Annual Meeting
- Shall serve as a member of the Executive Committee
- To maintain the official corporate minutes and records, including terms and expiration dates of all current Board of Directors members
- To oversee and ensure BGYHA compliance with social media policies and with USA Hockey
- To Chair the Marketing & Social Media Committee
- Ensure up-to-date by-laws and policies are distributed to BGYHA's Board of Directors
- Accurate organization of all documents relating to the BGYHA and any administrative activities
- To perform any other such duties as may be specifically assigned by the Board of Directors of Directors

#### D. Registrar - USA Hockey Representative (Director)

The duties of the Registrar shall include, but not be limited to, the following:

- To receive and register all individual player, team, and coaching memberships of BGYHA and of USA Hockey
- To assist in correspondence with officials from USA Hockey and registration officials from other associations and programs
- To perform any other such duties as may be specifically assigned by the Board of Directors
- Create and maintain an active membership list
- Complete the registration process by claiming player, coach & volunteer memberships to your association through the Registry
- Create and manage updates for team rosters



- Work with team managers, coaches, and program coordinators to collect necessary participation documentation: Birth certificates, Codes of conduct, Consent to treat forms
- Monitor that all coaches, BGYHA leadership and volunteers are completing their SafeSport Training and background screening requirements
- Work in conjunction with your Coaching Coordinator and BGYHA leadership to ensure coaches are achieving their required Coaching Education Program training and corresponding age-specific modules
- Ensure that registration and team structure requirements by the local Affiliate, District, and USA Hockey are met
- To maintain the BGYHA spreadsheet of a minimum of the following information for the BGYHA coaches, team managers, team treasurers, directors, and other volunteers: name, email address, telephone number, SafeSport training certificate date, coaching level, coaching card expiration date, coaching card number, date of MIDAM background screen approval letter, MIDAM background screen certification number, and MIDAM background screen expiration date
- Connect with the Associate Registrar to sanction any tournaments that BGYHA hosts
- Help teams with travel requirements and necessary permits
- Shall serve as a member of the Executive Committee
- Shall serve as a member of the Discipline/Grievance Committee
- Maintain rosters for state and national bound playoff teams
- Run membership reports for BGYHA leadership
- Work with the Treasurer to make accurate records of registered members and incoming participation fees
- Work closely with the Growth Coordinator to track and help drive player retention and acquisition
- To oversee and ensure BGYHA compliance with requirements of USA Hockey regarding the USA Hockey SafeSport policy; coaching training, certification, and background checks; and proper registration and eligibility of BGYHA's teams, coaches, players, and volunteers
- To communicate and/or meet from time to time with, Coaching Director, Travel Director, and team managers
- To maintain the BGYHA spreadsheet of a minimum of the following information for the BGYHA coaches, team managers, team treasurers, directors, and other volunteers: name, email address, telephone number, SafeSport training certificate date, coaching level, coaching card expiration date, coaching card number, date of MIDAM background screen approval letter, MIDAM background screen certification number, and MIDAM background screen expiration date

#### E. Treasurer (Director)

The duties of the Treasurer shall include, but not be limited to, the following:

- To pay the rightful obligations of BGYHA, as approved by the Board
- Establish and submit a preliminary budget for Board of Directors approval
- Oversee the approval and implementation of the annual budget
- Monitor revenue and expenditures against that budget monthly
- Issue, collect, process and record all checks and deposits
- Communicate with Marketing/Fundraising Coordinator to forecast projected essential or ancillary revenues
- Manage the registration fee collection as well all revenue streams associated with the operations of BGYHA
- To receive all funds due BGYHA, to be deposited into accounts with a federally insured bank or banks, and to maintain proper and current reconciliation of the such accounts
- To provide a regular monthly report and an Annual Report as to the financial condition of BGYHA
- To prepare and file any financial reports that may be required by state and federal regulations
- To propose, monitor, and report monthly on the annual budget of BGYHA
- To facilitate and deliver all tax returns and tax information in a timely fashion to the appropriate taxing authorities and agencies
- To keep and maintain ledgers and other books and accounts, which may be audited and the request of the Board of Directors
- To assist Directors in matters that may involve financial transactions and budgeting
- Regularly review financial reports, bank records, and expenditures with the Vice President
- To Chair the Finance Committee
- Shall serve as a member of the Executive Committee
- To perform such other duties as may be specifically assigned by the Board of Directors

#### F. Travel, All-Star, and House Director (Director)

The duties of the Travel Director shall include, but not be limited to, the following:

- To assist the Coaching Director in the selection of qualified coaches for each of the Travel, All-Star, and House teams
- To distribute the Travel Division's allocated ice hours equitably among the travel teams with assistance with the Scheduler

- To formulate, announce, and direct the annual Travel and All-Star tryout schedule
- To coordinate the transfer/replacement/discipline of players within the Travel, All Star and House program
- To assist the Registrar with the Travel, All-Star, and House teams' and players' registrations
- Shall serve as a member of the Discipline/Grievance Committee
- To ensure the integrity of each teams' USA Hockey classification
- To supervise, coordinate, and oversee all day to day operations and activities of the Travel, All-Star, and House Division teams
- Shall serve on the Discipline/Grievance Committee
- To ensure Travel, All-Star, and House program compliance with the BGYHA Regulations and Bylaws at all times
- To coordinate the budget submission and compliance from all Travel and All-Star team managers
- To perform such other duties as may be specifically assigned by the President or Board of Directors

#### G. Coaching Director (Director)

The duties of the Coaching Director shall include, but not be limited to, the following:

- To oversee and supervise the recruitment, selection, training, monitoring, and evaluation of all coaches in the BGYHA program, and coordinate with the Vice President and Registrar to initiate/ensure MIDAM background checks on all coaches
- To develop and implement plans for the continued improvement and enhancement of training for all coaches and prospective coaches within BGYHA
- To develop and implement plans for continued skill development for all players within BGYHA as recommended and outlined by USA Hockey
- To perform such other duties as may be specifically assigned by the President or Board of Directors
- Shall serve on the Discipline/Grievance Committee
- Ensure proper instruction is being offered at each level
- Facilitates the recruitment of coaches
- Assigns coaches in the House divisions to appropriate teams by interviewing candidates and matching them by qualifications and USA Hockey Coaching Education Program certification
- Facilitates monthly coaching meetings
- Coordinate with coaching staff on completing appropriate USA Hockey: Coaching Education Program certification level, Background screening, Online age-specific module training, Safe Sport training

- Implement ongoing education & training programs (teambuilding, practice plans, small games, etc.)
- Coordinate the tryout process and define the selection committee/process
- Attend and evaluate skills sessions, practices, and games for all levels of play
- Responsible for communicating with parents regularly on the development plan being implemented
- Act as the main conduit between the hockey program and its Board of Directors, coaches, and parents

#### H. 8U Growth Coordinator (Director)

The duties of the 8U Growth Coordinator Director shall include, but not be limited to, the following:

- Lead growth activities for the organization
- Help acquire and retain youth hockey players in the 4 to 8 year old age group
- Organize the welcome activities of BGYHA
- Organize Try Hockey for Free events Coordinator the components of the 2 and 2 Challenge
- Liaison between the board and USA Hockey's Program Services department;
- Have a presence at community activities
- Communicate with parents to maximize program satisfaction
- Coordinate loaner equipment availability with the Equipment Manager
- Recruit volunteers to assist with growth initiatives
- Determine the structure and execution for introductory programming (learn to play)
- To perform such other duties as may be specifically assigned by the President or the Board of Directors.

#### I. Ice Scheduler/Officials Supervisor (Director)

The duties of the Ice Scheduler shall include, but not be limited to, the following:

- To be responsible for procurement of ice for BGYHA
- To be responsible for coordinating all ice rented and canceled
- To be responsible for scheduling all house league games and practices
- To coordinate travel teams ice scheduling with arena
- To be responsible for working with BGSU Ice Arena management to secure the needed ice hours for the entire BGYHA on annual basis
- To communicate with the Board of Directors regarding current and future ice needs of BGYHA
- To work with the President regarding ice issues, disputes, concerns with the BGSU Ice Arena Management

- To be responsible for providing timely invoices or bills to the treasurer and assisting treasurer with proper reconciliation for used & unused ice
- To direct and supervise the local officiating body that shall be used exclusively by BGYHA for all Travel, local All-star, and House games played
- To report to the Board all pertinent information regarding rules changes and any other related activities from USA Hockey
- To establish a scheduling procedure to assure sufficient referee availability for all BGYHA scheduled games
- To work with the Coaching Coordinator, Travel Director, and Vice President, to ensure an effective working relationship between the Referees and BGYHA members and directors
- To assist the Board upon request, in reviewing rules questions, interpretational issues, or USA Hockey playing rules clarifications
- To monitor referee performance and handle complaints and inquiries from interested parties
- To perform such other duties as may be specifically assigned by the Board of Directors

#### J. Fundraising (Director)

The duties of the Fundraising Director shall include, but not be limited to, the following:

- To oversee all fundraising activities for BGYHA
- To work with and oversee the Youth Hockey Day (YHD) volunteers to ensure successful outcome annually
- To set, monitor, report to the Board of Directors the fundraising budget for the year
- To Chair Fundraising Committee
- To coordinate with all interested parties regarding all fundraising activities
- To answer questions regarding all fundraising activities
- To perform such other duties as may be specifically assigned by the Board of Directors

#### K. Equipment Manager (Director)

The duties of the Equipment Manager / SafeSport Director shall include, but not be limited to, the following:

- To manage all the equipment needs of BGYHA
- To account for all equipment owned by BGYHA
- To track all equipment handed out to teams and players owned by BGYHA
- To coordinate and make recommendations regarding new equipment needs of BGYHA

- To order and track on new equipment purchase for BGYHA
- To keep detailed records of all equipment owned, damaged or lost by BGYHA
- To manage and maintain equipment room in BGSU Ice Arena and storage unit
- To oversee and ensure BGYHA compliance with the USA Hockey SafeSport policy
- To coordinate with the MIDAM SafeSport Coordinator regarding implementation of the USA Hockey SafeSport policy
- To perform such other duties as may be specifically assigned by the President or the Board of Directors
- To perform such other duties as may be specifically assigned by the Board of Directors

#### **Article 8: Compensation of Directors**

No compensation of any kind is to be paid by BGYHA to any individual member of BGYHA, other than eligible expense reimbursements incurred by such individuals on behalf of BGYHA business for which prior approval was granted by BGYHA. Any such payment must be supported by a copy of the appropriate invoice/receipt, and approved by the Board of Directors.

The Board of Directors may, however upon proper discussion and motion, with a minimum two thirds vote, approve the payment of certain consulting fees to officers or administrators for the completion of specific tasks or functions deemed to be in the interest of BGYHA. Any such payments must be reviewed and approved at least annually and may not be extended for any period exceeding one year in duration. Any such payment is also fully subject to the financial availability of BGYHA, as confirmed by the Treasurer.

#### **Article 9: Committees**

Committees shall be formed to address certain needs of BGYHA on an annual basis. The President shall annually appoint committee Chairpersons and be presented and confirmed by the Board of Directors at the first regular or special meeting of the Board of Directors.

Committees can consist of at least one (1) Board of Directors member and any number of non Board of Directors members as approved by the President. Members may serve on more than one committee. All committee business shall be reported to the Board of Directors at a minimum of four (4) times per year. Committees should meet as required to fulfill its duties to BGYHA.

#### A. Permanent Standing Committees:

The following committees will be formed on an annual basis to conduct the business of BGYHA as outlined below and directed by the Board of Directors:

1. Discipline/Grievance Committee – The committee will be made up of the Vice-President, who will chair the committee, Travel, All-Star, and House Director, Coaching Director, and Registrar. Should any one of these members have a conflict of interest due to the specific circumstances the President will appoint a replacement from the Board of Directors. The committee will have the responsibility for reviewing matters requiring disciplinary actions involving players, coaches, parents, or members that may arise from USA Hockey rules and regulations, Travel Rules, and Regulations, or from other incidents that are deemed to require specific remedial attention. The committee shall conduct hearings and discussions as necessary involving such instances to ensure the equitable gathering of all pertinent facts, and shall render findings and dispositions, including any applicable suspensions or other disciplinary actions deemed appropriate, to the affected person(s) in a prompt manner. Discipline must meet a minimum of “more likely than not” threshold by a committee majority. The committee shall report to the Board of Directors at its next meeting of any and all disciplinary actions taken. All actions taken shall remain consistent with USA Hockey guidelines and with all Regulations and Procedures of BGYHA. Duties of the committee will include the following:

- Discuss the situation in question with all parties involved;
- Interview and all necessary parties involved with each situation in question;
- Report action to the Board of Directors or request that the Board of Directors decide regarding the situations in question;
- Put in writing the final decision by the Board of Directors regarding the situation in question and provide a copy to all parties involved. Email copy will suffice.

2. Executive Committee – The executive Committee shall be made up of the President, Vice-President, Secretary, Treasurer, and Registrar. The committee, under the direction of the President, may meet from time to time to discuss certain significant issues or topics and may be granted the authority to make certain decisions in “emergency situations” requiring that actions be taken prior the next scheduled full Board of Directors meeting. All actions taken by the committee are to be reported at the next regular or special meeting of the Board of Directors for approval.

3. Nominations Committee – The nomination committee shall consist of three (3) non ballot directors. The duties of this committee will be to present a slate of Director candidates to BGYHA members prior to the end of the fiscal year for voting purposes.

## **Article 10: Membership and Team Registration**

A. A player becomes a member of BGYHA upon payment of the registration fee in full or as payments are in good standing, which also includes the membership fee for USA Hockey.

B. Membership shall be renewed annually upon receipt of registration fee in full or as payments are in good standing.

C. All BGYHA players and coaches are registered with USA Hockey and additionally Travel and All-Star teams will be registered with USA Hockey.

## **Article 11: Indemnity**

A. Any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed cause of action, suit or proceeding, whether civil, criminal, administrative, or investigative (other than a suit by or in the right of the corporation, by reason of the fact that he or she is or was a director, officer, employee, or agent of the corporation, or is or was serving at the request of the corporation as a director, officer, employee, or agent of another corporation, partnership, joint venture, trust or other enterprise, shall be indemnified by the corporation for expense (including reasonable attorney's fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by him or her in connection with such cause of action, suit or proceeding if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interest of the corporation, and with respect to any criminal action or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believe to be in or not opposed to the best interests of the corporation, with respect to any criminal action or proceeding, had reasonable cause to believe his or her conduct was unlawful.

B. Any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed cause of action or suit by or in the right of the corporation to procure a judgment in its favor by reason of the fact that he or she is or was a director, officer, employee, or agent of the corporation, or is a or was serving at the request of the corporation as a director, officer, employee or agent of another corporation, partnership joint venture, trust, or other enterprise, shall be indemnified by the corporation against expenses (including reasonable attorneys' fees, actually and reasonably incurred by him or her in connection with the defense of settlement of action, suite or if he or she acted in good faith and in a manner he or she reasonably believed to be or not opposed to the best interests of the corporation.



However, no indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of his or her duty to the corporation unless, and only to the extent that, the court in which such action or suit was brought shall determine, upon application, that despite the adjudication of liability but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses as such court shall deem proper.

C. Any indemnification under sections (1) and (2) (unless otherwise ordered by a court of competent jurisdiction) shall be made by the corporation only as authorized in the specific case upon a determination that indemnification of the officer, employee, or agent is proper in the circumstances because he or she met the applicable standard of conduct set forth in sections (1) and (2). Such determination shall be made (1) by the Board of Directors by a majority vote of a quorum consisting of Directors who were not parties to such action, suit, or proceeding, or (2) if such quorum is not obtainable, or even if obtainable, a quorum of disinterested directors so direct, by independent legal counsel in a written opinion. Notwithstanding the provisions of sections (1) and (2) of this Article, to the extent that a Director, officer, employee, or agent of the corporation has been successful on the merits, or otherwise, in the defense of the any action, suit or proceeding referred to such sections, or in the defense of any claim, issue, or matter therein, he or she shall, in any event, be indemnified against expense (including reasonable attorneys' fees) actually and reasonably incurred by him or her in connection therewith.

D. Expenses incurred in defending a civil or criminal action, suit, or proceeding may be paid by the corporation before the final disposition of such action, suit, or proceeding. Such expenses may be authorized by the Board of Directors in a specific case only upon receipt by the corporation of an undertaking by or on behalf of the Director, officer, employee, or agent to repay any such amount unless it shall ultimately determine that he is entitled to be indemnified in such amount by the corporation.

E. The indemnification provided by this Article shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled by law of the state of Ohio, by-law, agreement, vote of stockholders or disinterested directors, or otherwise, both as to the action taken in his or her official capacity and as to take action in another capacity while holding such office and shall continue as to a person who has ceased to be a Director, officer, employee, or agent and such rights shall inure to the benefit of such person's heirs, executors, and administrators.

## **Article 12: Checks and Drafts**

A. All checks and drafts, bills of exchange or other orders for the payment of money issued in the name of BGYHA shall be signed only by such person or persons as specifically authorized by the President or Treasurer or by resolution of the Board of Directors. Unless so designated, no person shall have the power or authority thereby to bind the organization, to pledge its credit, or to render it liable.

B. Payment for any goods or services exceeding \$1000 issued by BGYHA in the form of a check must be signed by both the Treasurer and the President.

## **Article 13: Amendments**

These articles and by-laws may be amended, deleted, or added to at any scheduled meeting of the Board of Directors. Any addition, deletion or removal of articles concerning this code of regulations and by-laws shall require affirmative votes from at least 75% of the entire Board of Directors at a special meeting of the Board of Directors.

## **The Bowling Green Youth Hockey Association By-Laws**

### **Article 1: Conduct**

A. Responsible conduct and behavior is expected from all players, parents, coaches, directors, and volunteers in accordance with all BGYHA, & USA Hockey rules, policies, and by-laws. Including but not limited to social media, zero tolerance, & code of conducts. Improper actions such as offensive language, throwing objects on the ice, fighting, misuse of facilities, and other conduct prohibited by BGYHA, USA Hockey, or by law, will not be tolerated.

B. Individuals engaged in these types of improper conduct may be removed or suspended indefinitely from BGYHA by the Board after receiving a recommendation from the Disciplinary/Grievance Committee.

C. The responsibility of maintaining these conduct codes begins with the team coaching staff, but ultimately becomes the responsibility of the team member's parents and or guardian.

### **Article 2: Team Selection and Rating for House Leagues**

A. All players will be evaluated annually at an on-ice evaluation at the start of the season. Players will be rated based on a numbering system of 1 to 5. (with 1 being the weakest) All coaches will rate players based on their abilities during the first week of practice. Coaches along with the Travel, All-Star, House Director and/or the Coaching Director will meet to place players on a team. The goal is to have 10-15 players per

team, and each team have the same number of players. BGYHA makes every effort to create teams that are equal in skills, age, and experience.

B. Special team assignment requests may be considered by. Any consideration of these requests must be placed in writing to the Travel Travel, All-Star, House Director, All-Star, House Director.

C. Players may be moved after the season begins for equalizing play of all teams or a division. Coaches, players, parents, and the Travel, All-Star, House Director will be involved in this discussion.

D. House league teams will be divided into the following age group classifications as directed by USA Hockey:

1. Mini-mite or IP 5 to 6-year-old
2. Mite 7 to 8-year-old (8U)
3. Squirt 9 to 10-year-old (10U)
4. Pee Wee 11 to 12-year-old (12U)
5. Bantam 13 to 14-year-old (14U)
6. Midget 15 to 16-year-old (16U)
7. Midget 17 to 18-Year-old (18U)

E. Spring hockey will require players to play in the division of the following year.

### **Article 3: Game Competition**

A. Each coach shall have the responsibility of playing every member of his team. House league players should have equal ice time as determined by the coaches.

House league playing lines should be as equal as possible.

C. Players and coaches are to meet or exceed the code of conduct set forth by BGYHA and USA Hockey.

D. The referee shall have general supervision of the game, and shall have full control of all game officials and players during the game, including stoppages; and in case of any dispute, his or her decision shall be final. (USA Hockey)

E. Coaches are not allowed on the ice during a game except if there is an injury to a player.

F. Only players and certified coaches and certified assistants are allowed on the team bench.

### **Article 4: Player Eligibility**

A. A registered player may not play for more than one age classification. A player must register and play in the age group in which he or she is eligible. No player will be allowed to play in an age group above their playing age except in extenuating circumstances. Whether extenuating circumstances exist, including goaltender needs,

will be determined by the Board of Directors and/or regulations and guidelines of USA Hockey.

### **BGYHA Policy Regarding Players Playing in Divisions Other than their Age Group**

Checklist - Procedure for requesting to move divisions:

1. A request to move a player to a different division must be made in writing to the Board of Directors President and must be signed by both parents unless only one parent is the sole custodial parent. The requesting player will be required to play in the division in which they are approved for. The request must be submitted by March 15 of the current season for Travel team play and September 15 of the current season for House team play.
2. Parents must also sign a waiver assuming full responsibility for their request and agreeing to hold harmless the BGYHA, its officers, coaches, and members for any injuries to the player.
3. The Board of Directors must also receive a letter in support of the move from a recent, non parent coach to the player.
4. The Board of Directors must also receive a current on-ice evaluation conducted at an age appropriate level not at the expense of BGYHA.
5. After all the above has been received, the information will be provided to the Board of Directors and the Board of Directors will consider the following in making the decision:
  - 1) The request is not to move from a non-checking to a checking division
  - 2) Travel players must rate in the top 10% of other travel players in the higher division. Evaluation would occur during tryouts.
  - 3) House players must rate in the top 20% of other house players in the higher division. Evaluation would occur during team selection.
  - 4) The request is not made by a first-year player (the player must qualify for the new division anyway in the next season)
  - 5) The birth date of the player (i.e. whether the player is 7 years and one week old or 7 years and 11 months old)
  - 6) The registration numbers for both divisions and whether any such move would create an imbalance in either division.
  - 7) What is in the best interests of all players and BGYHA
  - 8) Whether the player has mastered all the skills required for proper skill progression for the younger division as established by USA Hockey.
6. The BGYHA reserves the right to reverse the decision in the event that the player should experience difficulty with the move as determined by the coaches and the Board of Directors.

## **Article 5: Travel and All-Star Procedures**

1. Only those players currently playing on a house team in a division may try out for the All Star team in that division. There will be no movement of players between divisions for trying out for All-Star teams.

2. A player who is moved up may play on the Travel or All-Star team. A player who has moved up is eligible to try out for a travel team or All-Star must have mastered all skills for the younger division as established by USA Hockey and be at the mid-point in skill development of the older division.

B. All players must produce their birth certificate to BGYHA for the purpose of player and team certification.

## **Article 6: Equipment, Uniforms, and playing Rules**

A. The BGYHA will follow the USA Hockey, by-laws, playing rules and regulations in regard to equipment and playing rules.

B. Any player, coach or member conducting himself in a manner not in the best interest of the team (Travel, All-Star, and House) or the BGYHA shall be subject to suspension by the BGYHA Board of Directors based on the recommendation from the Discipline/Grievance Committee.

## **Article 7: Parental Grievance Procedure**

A. If there is a concern or problem that has not been resolved with the coach, Coaching coordinator, Disciplinary/Grievance Committee; a parent may file an appeal and/or grievance in writing and submit it to the Board of Directors.

## **Article 8: Travel and All-Star Teams**

BGYHA may sponsor Travel and All-star teams. These teams will be subject to the code of regulations and by-laws of BGYHA and the following:

### **A. Team Definitions**

1. Travel Teams: A team of players selected in tryouts for the purpose of participating in competitive games with other amateur hockey teams only. To be eligible a player must have played at least 1 year of 8U/Mite or above in BGYHA and/or be residing in Bowling Green School District or attending Bowling Green City Schools.

**A. Residency Requirement**

BGYHA travel teams will be required to roster a minimum of ten (10) players residing in Bowling Green School District or attending Bowling Green City Schools. The ten player minimum will include a goalie. The Board reserves the right to adjust the minimum of ten players in the event that not enough players residing in Bowling Green School District or attending Bowling Green City Schools tryout for a specific travel team within a certain age group. Final rosters to be verified by minimum three Directors; President, Coaching Coordinator, Travel/All-Star/House Director, and Vice President for compliance with this requirement.

2. All-Star Teams: A team of players selected from currently registered house teams, not before House teams are selected by a group of evaluators selected by the Travel, All-Star, House Director and Coaching Director for the purpose of participating in competitive games with other amateur hockey teams in good standing with USA Hockey.

**A. Residency Requirement**

BGYHA All-Star teams will be required to roster a minimum of five (5) players residing in Bowling Green School District or attending Bowling Green City Schools. The five player minimum will include a goalie. The Board reserves the right to adjust the minimum of five players in the event that not enough players residing in Bowling Green School District or attending Bowling Green City Schools tryout for a specific All-Star team within a certain age group. Final rosters to be verified by minimum three Directors; President, Coaching Coordinator, Travel/All-Star/House Director, and Vice President for compliance with this requirement.

**B. Team Objectives**

1. To teach, develop, grow, and promote the sport of organized hockey.
2. To develop and encourage sportsmanship between all players for the betterment of their physical, mental, and social well-being.
3. To develop a maximum level of organized competitive team play relative to the skills of the players.
4. To be an ambassador for the BGYHA and the Bowling Green community.

**C. Fees**

1. Travel and All-Star teams shall be self-supporting.
2. Each season team fees will be determined by the specific Team based on a budget

submitted by the Team Manager and approved and agreed on by the parents of the team in writing.

3. Fees will be paid by dates specified by the Treasurer to team managers.

4. Fees must be paid by the specific date or the Board of Directors has the authority to take actions that could result in suspending player from play.

#### **D. Coaching Staff**

1. The head coach shall be selected for each team by the Coaching Coordinator and Travel, All Star, House Director and Vice President and will be reported to the Board of Directors. Should any one of these members have a conflict of interest (i.e. player on team) the President will appoint a replacement from the Board of Directors or neutral unbiased party as needed.
2. Each head coach in turn, with Coaching Coordinator Approval, may select an assistant coach(s) and will be reported to the Board of Directors.
3. The coaching staff shall promote the earlier stated "Team Objectives."
4. The head coach will be expected to maintain control of both his staff and team members at the playing area and in the team locker room. If necessary, take appropriate disciplinary action of team members will be at the coach's discretion including but not limited to suspensions. Serious infractions will be handled through the Discipline/Grievance Committee. Any game suspensions, the parent and Coaching coordinator must be notified before suspension is served.
5. Coaches will make themselves available to all players and or parents after final team selections are made for purpose of providing feedback on the status of Travel or All-Star team selection.
6. A coach and an assistant coach of travel teams can be compensated if approved by the Board of Directors, which may include reimbursement of travel expenses, training, and USA hockey coaching requirements.
7. The Head Coach must attend ninety (90) percent of the team's games and practices to remain in good standing. Failure to comply with this attendance requirement may result in disciplinary action and may result in removal.
8. Coaches are responsible for maintaining the appropriate coaching certifications for their respective age group as required by USA Hockey. Failure to do so may result in removal.
9. A coach can be terminated or removed for failing to follow BGYHA Regulations and By-Laws pending a review by the Discipline/Grievance Committee.

## **E. Team Managers**

1. A team manager or treasurer will be selected by the coach with concurrence from Treasurer and Registrar.
2. The team manager, scheduler or head coach, will coordinate scheduling of practices, games, and tournaments for the season with the ice scheduler.
3. The team manager will collect fees set by the Treasurer and Registrar and work closely with the Treasurer to administer the provisions of these guidelines by submitting a monthly financial report and year-end financial report.
4. The team manager may be reimbursed for out-of-pocket expenses only with Treasurer and or Registrar approval.
5. The Treasurer is prohibited from being a team manager.

## **F. Team Selection**

### **1. Travel Teams**

- 1) Team selection will be made by having tryouts which will be evaluated by a combination of team coaches and additional raters as necessary. Players will be rated based on a numbering system of 1 to 5 (with 1 being the weakest). Coaches along with the Travel, All-Star, House Director and/or the Coaching Director will select teams based on-ice evaluations. Team selection is final and not subject to an Appeal.
- 2) At least two ice times shall be allotted for tryouts in each division. If additional tryout times are deemed necessary by a travel team coach, additional tryout times will be scheduled.
- 3) Any player trying out for a travel team must attend at least one of the scheduled tryout sessions. In the event that circumstances such as player injury or family vacation interferes with attending the scheduled tryout dates, a player evaluation may be requested; with the current coach, Coaching Coordinator, and Travel/All-Star/House Director to complete the player evaluation. The evaluation may be determined by past player experiences or an on-ice session, whichever is appropriate. BGYHA Board of Directors reserve the right to allow or deny evaluation requests.
- 4) Every effort will be made to inform members of the dates and times for tryouts. These players must meet the other eligibility requirements of BGYHA.
- 5) With the exception of the Midget or Bantam Travel teams, the number of players selected for each team will be a maximum of 17, with the exact number being determined by the team coaches. The minimum number of players shall be 14 players. Any exceptions to this minimum require Board of Directors approval.



- 6) Players will be selected that have the potential to be a travel team member. The number of players selected will be based upon the coaching staff's commitment for maximum skating time for all team members. The Board of Directors realize that Travel teams play on a more competitive basis than house teams and for that reason, do not always require equal ice time for all team members.
- 7) Tryouts will be conducted objectively and all players who participate in them shall be notified of their status.

## 2. All-Star Teams

- 1) Need Board of Directors approval to organize.
- 2) Team selection will be made by having tryouts which will be evaluated by a combination of team coaches and additional raters as necessary. Players will be rated based on a numbering system of 1 to 5 (with 1 being the weakest). Coaches along with the Travel, All-Star, House Director and/or the Coaching Director will select teams based on-ice evaluations. Team selection is final and not subject to a Grievance hearing.
- 3) Players will be selected that have the potential to be an All-Star team member. The number of players selected will be based upon the coaching staff's commitment for maximum skating time for all team members. The Board of Directors realize that All Star teams play on a more competitive basis than house teams and for that reason, do not always require equal ice time for all team members.
- 4) The number of players selected for each team will be a maximum of 17, with the exact number being determined by the All-Star team coaches. The recommended minimum number of players on an All-Star team shall be 14. Any exceptions to this minimum number require Board of Directors approval.
- 5) Players will be selected upon their performance during the season and/or at least one scheduled tryout prior to the time of team selection.
- 6) Travel team members will not be eligible for All-Star selection.
- 7) Players must be participating in the BGYHA house league for eligibility for All-Star teams.
- 8) All-Star teams must schedule around house league games and practices, or have Travel, House, Director approval.

## **G. Teams**

### **1. All-Star teams (all ages)**

All-Star teams at the Mite through Midget divisions may be considered annually by the Board of Directors. If an All-Star team is formed it will depend on the availability of ice time, qualified coaches, sufficient player interest and other aforementioned guidelines. The Board of Directors may provide guidance regarding the number of practices, games and tournaments All-Star teams may compete in. Mite travel BGYHA will not sponsor a Mite Travel team.

### **2. Squirt Travel (ages: 9 and 10) 10U**

The Squirt division team will be selected and begin practicing prior to the beginning of the house season. Number of games played will be a maximum of 60 games. Each Travel and All-Star team will determine overnight travel.

### **3. Pee Wee Travel (ages: 11 and 12) 12U**

The Pee Wee division team will be selected and begin practicing prior to the beginning of the house season. Number of games played will be a maximum of 65 games. Overnight travel will be determined by each Travel and All-Star team.

**4. Bantam Travel (ages: 13 and 14) 14U** The bantam division team will be selected and begin practicing prior to the beginning of the house season. Number of games played will be a maximum of 65 games. Overnight travel will be determined by each Travel and All-Star team.

### **5. Midget travel (ages 15 and 16) 16U**

A Midget team may be rostered by BGYHA. Number of games played will be a maximum of 65 games. Each Travel and All-Star team will determine overnight travel.

**6.** Any Travel team wishing to participate beyond above mentioned guidelines must request permission to do so from the Board of Directors prior to participation.

**7.** All Travel and All-Star teams are expected to play on Bowling Green Youth Hockey Day, since their participation in this fundraising event is expected.

**8.** House teams will have a minimum 15 games per year.

## **H. Dress Code and Curfew**

**1.** A curfew is up to the discretion of each team's coaching staff.

**2.** Each team's coaching staff may establish a dress code if desired.

**3.** When players are on the ice, all USA Hockey required equipment will be worn, including helmets, mouth guards and neck protection.

**4.** All BGYHA Travel team players are required to wear red helmets, black pants/shell, and red or black gloves.

### **Sponsors**

1. Any equipment purchased directly by a team sponsor or with money donated to a team by a sponsor becomes the property of the BGYHA.
2. If a sponsor purchases or donates money for the purchase of such personal items as jackets, hats, equipment bags, etc., those items remain the property of the individual team member for whom those items are purchased.
3. Any team wishing to conduct fund-raising activities, solicitations for sponsors must have prior approval from the Board of Directors.

\*Revised September 2022

Tony Jahn President  
ZRP - Vice President