

PLYMOUTH HOCKEY ASSOCIATION

By-Laws



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ARTICLE I

SECTION 1

NAME

The organization governed by these ByLaws shall be known as the “Plymouth Canton Hockey Association and may be referred to hereinafter and in other proceedings and records or the organization as “Plymouth Hockey Association”, “PCHA”, or “PHA”.

SECTION 2

OBJECTIVE

The objective of the PCHA is to promote citizenship, sportsmanship and physical development among the youth of the Plymouth Canton Community through an organized hockey program.

SECTION 3

AFFILIATE AGREEMENT WITH MAHA

The PCHA agrees to adopt as official policy the Preeminence and Indemnity statements contained in the MAHA Affiliate Agreement as delineated in the *MAHA Annual Guide*. Further, the PCHA agrees to incorporate all items identified in the affiliate agreement in its bylaws and/or policies.

SECTION 4

PREEMINENCE

The PCHA, an affiliate Association, Club, Independent Team of MAHA, shall abide by and act in accord with the Articles of Incorporation, By- Laws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of, and such documents and decisions shall take precedence over and supersede all similar governing documents and/or decisions of the PCHA. Further, the PCHA (i) shall assist in the administration and enforcement of the provisions of the By-Laws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of MAHA, within and upon its members and/or within its jurisdiction.

SECTION 5

INDEMNITY

The PCHA, an affiliate Association, Club, Independent Team of MAHA, shall indemnify and hold harmless MAHA, the Board of Directors of MAHA and each member thereof, the Executive Committee of MAHA, and each member thereof, councils and committees of MAHA and each member thereof, and all other elected, appointed, employed or volunteer representatives of MAHA from any and all claims, liability, judgments, costs, attorney’s fees, charges and expenses whatsoever, arising from the acts and omissions of the PCHA, except to the extent (i) that MAHA or it’s afore described representatives caused such claims, liability, judgments, costs, attorneys fees, charges or expenses by their own intentional neglect or default or (ii) that such acts or omissions were the direct result of compliance with the Articles of Incorporation, By-Laws, Rules and Regulations, Playing Rules or decisions of the Board of Directors of MAHA. Further, the PCHA understands and acknowledges that MAHA and its afore described representatives have assumed such

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assignment, function, office or capacity upon the express understanding, agreement and condition that they be so indemnified and held harmless to the extent described in this provision.

SECTION 6

NON-DISCRIMINATION / EQUAL OPPORTUNITY POLICY

It is the policy of the PCHA that no person, on the basis of race, color, religion, national origin or ancestry, socioeconomic status or other inappropriate criteria as prescribed by law, shall be discriminated against in participating in any PCHA sanctioned activity. Furthermore, the PCHA will provide an equal competitive opportunity to all participants in its programming.

SECTION 7

INCORPORATION AND STRUCTURE

The PCHA is a non-profit corporation incorporated pursuant to the provisions of the Michigan Non Profit Corporation Act. The President of the PCHA shall be designated as the "Resident Agent".

SECTION 8

INCOME OR ASSETS

All PCHA assets shall be used and distributed exclusively for carrying out PCHA's objectives as stated herein and in the PCHA By-Laws.

SECTION 9

LOGO USAGE

Use of PCHA logos, equipment or uniforms is not allowed unless with the written consent of the Board of Directors. No reproduction of logos will be allowed without Board of Directors approval, which may be denied at any time.

SECTION 10

DISSOLUTION

Should the Association cease to perform its original purpose, it may be dissolved upon adoption of a resolution recommending this dissolution. The question shall be submitted to the vote of the general membership and requires approval of two thirds (2/3) of the membership present at the meeting called for this purpose. Upon adoption of the resolution to dissolve, the assets of the Association shall be distributed as follows: (i) Payment of all liabilities and obligations of the Association; (ii) If there are insufficient assets to pay all liabilities and obligations, the liabilities and obligations must be paid on a just and equitable basis. Any remaining assets, all funds and property, of the Association shall be distributed to non-profit exempt organizations with purposes similar to those set forth in these bylaws and as selected by the Directors of this Association. In no event shall any of the funds or property be distributed to any of the members or used for any other purpose.

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ARTICLE II
MEMBERSHIP

SECTION 1

MEMBERSHIP

Membership in the PCHA shall be open to all families regardless of current residence as such membership does not violate the current Michigan Amateur Hockey Association (MAHA) requirements.

SECTION 2

REGISTRATION

Any person qualifying for membership in the PCHA shall pay a registration fee to be established by the Board of Directors. Participants shall register online via the PCHA website.

SECTION 3

VOTING ELIGIBILITY

One parent or legal guardian of all PCHA players shall be granted one vote for each properly registered child. However, each family shall be allowed a maximum of two (2) votes regardless of the number of registered players.

Coaches and manager who are listed on the MAHA roster and members of the Board of Directors are also granted voting privileges and are entitled to one vote each.

SECTION 4

MEMBERS IN GOOD STANDING

A Member in good standing is a member who has fully met their financial obligations with respect to registration fees, insurance fees, team fees and other fees assessed by the PCHA; show proper care and return of the PCHA property; and who are in compliance with the Association's rules. Only members in good standing are eligible to vote. Failure to comply with payment of registration/other fees or special assessments shall result in the suspension of the player from participation in all PCHA activities until such time as fees are current.

SECTION 5

EXPULSION OF MEMBERS

Active members may be expelled from the Association for conduct detrimental to it. Expulsion requires a majority vote of the Board of Directors. The ruling of the Board is considered binding. Anyone not abiding by the decision of the Board is subject to loss of membership.

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SECTION 6

ANNUAL MEETING

The Annual Meeting of the active members may be held on a date to be set by the PCHA President, at or near the conclusion of season play at a place and time determined by the Board of Directors. At least three (3) days prior to the Annual Meeting, written notice of the time and place shall be posted on the PCHA website at www.plymouthhockey.us.

SECTION 7

PCHA MEMBER INFORMATION

PCHA Member Information containing the names of PCHA players, parents/legal guardians, board members, coaches, managers, referees, and volunteers may not be distributed to any person or entity without the unanimous consent of the Board of Directors.

**ARTICLE III
OFFICERS AND DUTIES**

SECTION 1

ELECTED OFFICERS

The Elected Officers of the PCHA, who shall comprise the “Executive Board of Directors”; are as follows:

President
Vice President
Director of Coaching
Treasurer
Secretary

SECTION 2

ELIGIBILITY FOR ELECTED OFFICE

Candidates for the office of President must have served at least one (1) year as a member of the Executive Board of Directors within the previous three (3) years prior to election.

SECTION 3

DUTIES OF THE BOARD OF DIRECTORS

The Board of Directors shall determine all registration and other fees and assessments and shall set, prior to the start of each season, rules regarding payments and payment schedules, and post these on the PCHA website.

The Board shall have the authority to establish positions (such as, for example, ice scheduler, referee scheduler) as it deems necessary or appropriate and to contract with and pay persons to fill these positions (subject to dismissal at any time). The qualifications, considerations shall be determined by the Board of Directors. The Board of Directors may contract for other services, as may be deemed necessary.

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The duties of the Board of Directors shall include but not be limited to the development, review and approval or denial, by majority vote, of all business, initiatives, practices, conduct, policies and affairs of the PCHA as well as to fill any vacancies which may occur in the Board of Directors.

- A. The PCHA Board of Directors shall be responsible for all drafting procedures and shall oversee the actual draft. The PCHA Director of Coaching must attend the draft in person unless excused by the Board. The Board will provide a qualified substitute.
- B. The PCHA Board of Directors shall be responsible for maintaining an active roster of all players.
- C. The PCHA Board of Directors shall maintain a waiting list if any house team is full following the draft.
- D. All inquiries regarding a division should be referred to the PCHA Board of Directors.
- E. The PCHA Board of Directors may not manage funds for any team in any division.
- F. PCHA Board of Directors are responsible for ensuring that divisional teams are approved by MAHA and the league in which it participates.
- G. If a team is ruled ineligible by MAHA, the PCHA Board of Directors is responsible for assisting all division coaches to ensure that all teams meet eligibility requirements for league and MAHA play.
- H. The PCHA Board of Directors must be familiar with the PCHA and MAHA rules on Drafting Procedures.
- I. The Board of Directors may, but is not required, to act upon the recommendations of the PCHA Director of Coaching and PCHA Coaching Staff
- J. The Board of Directors through its President shall render to the City of Plymouth all necessary information as requested.

SECTION 4

LIMITED LIABILITY

No director shall be liable in any manner for any debts or obligations of the Association and shall not be subject to any manner of assessment by virtue of his or her position within the PCHA.

SECTION 5

BOARD INDEMNIFICATION

Every Director and their heirs, executors, administrators, estate and effects respectively, shall from time to time and at all times be indemnified and held harmless out of the funds of the Association from and against any and all expenses including attorneys' fees, judgments, fines and settlements actually and reasonably incurred by reason of the person being an Officer or Director of the Association. This power to indemnify shall apply only if the Officer or Director acted in good faith and a manner reasonably believed to be in or not opposed to the best interests of the PCHA, and with respect to any criminal action or proceeding, had no reasonable cause to believe the conduct was unlawful.

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SECTION 6

APPOINTED BOARD OF DIRECTORS

Appointed members of the Board of Directors shall be appointed by the Elected Officers at the first Board Meeting following the annual election. A request for volunteers to serve on the Board will be called for at the General Election and reviewed and voted on by the Elected Officers at the first Board Meeting following the annual election.

SECTION 7

BOARD OF DIRECTORS VOTING ELIGIBILITY

All Elected Officers and appointed Board Members shall have a vote in matters requiring Board of Directors action or approval. Alternates to appointed members of the Board of Directors shall have the power of vote in the absence of the member for whom the Alternate is serving.

SECTION 8

ELECTION OF OFFICERS

The Elected Officers of the Board of Directors shall be elected by a majority of the Association members in attendance at the Annual Membership Meeting. Voting shall be held by means of secret ballot, electronic voting, or by acclamation where only five candidates are nominated. The members shall be elected to the board by the members to staggered 2 year terms. Elections shall be held each year to fill all open Board positions and the unexpired terms of any vacant Board position(s). Each Regular Member is entitled to one vote. Each elected Director shall hold office for a term of two years, unless filling the remainder of a vacant term. The terms of the Directors shall be staggered, in so far as practical, so that only one-third (1/3) of the terms of elected office shall expire in any one year.

Persons seeking election to the Board of Directors should show a continued, vital and active interest in the affairs of amateur hockey within the Association's jurisdiction and have demonstrated knowledge and skills necessary and desirable to the operation of the organization in compliance with MAHA and USA Hockey guidelines.

A current Board member whose term is expiring may run for re-election provided he or she indicates to the PCHA Board of Directors (or designated committee), verbally or in writing, their willingness to serve again on the Board. New candidates must complete a Nominee Application and attend a Nominee Interview at the request of the Board (or the designated committee). All applications must be received by the Board of Directors (or designated committee) by February 15th of each year, and the candidate's biographical information will be available to the membership at least one week prior to the start of the election.

The election shall be supervised by the Board of Directors, and it shall not include any member whose name appears on the ballot. It is the responsibility of this committee to preside over the election process and to count the votes once the voting is closed. Once the votes are counted, the results shall be presented to the President of the Association, and the results will be announced at the end of the Annual Membership Meeting.

The committee shall review all applications and prepare a ballot of all qualified candidates to be presented prior to the election. The ballot shall, at minimum, list the candidates relationship with the association. The election of Directors shall occur prior to the annual general membership meeting. Each Regular Member shall receive one vote.

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In case of a tie in the number of votes cast for a Director position, which leaves undetermined the election of one or more persons, the winner shall be determined by a vote of the majority of the current Board whose name does not appear on the ballot. In the event of a tie at the board level, a coin toss shall determine the winner. In the event that the election requires the General Membership to fill currently expiring (open) Board seats along with filling unexpired terms of any vacant Board positions, the term of office shall be determined by the number of votes received by each candidate. Those candidates receiving the largest number of votes will be entitled to the longest terms of office.

The term of office for a newly elected Director shall begin at the start of the first regularly scheduled Board of Directors meeting in the month of March following the election.

The Association President will be selected annually by a vote of the members of Board of Directors within 15 days following the annual meeting. The President will appoint officers (Vice President, Director of Coaching, Secretary, Treasurer).

SECTION 9

NOTICE OF ELECTION

A “notice” for the Annual Meeting shall be posted on the PCHA website not less than three (3) days prior to the election by the Secretary.

SECTION 10

LENGTH OF TERM

All Elected and appointed Board of Directors shall serve a two (2) year term commencing with the Annual Meeting and ending at the Annual Meeting of the second year.

SECTION 11

BOARD VACANCIES DURING TERM

A vacancy on the Board of Directors during the Director’s term of office shall be filled by appointment by the Board of Directors for the remainder of that term.

SECTION 12

DUTIES OF OFFICERS

Officers of the Board of Directors shall have the power to make decisions deemed necessary to maintain or further the youth hockey program during intervening times between regularly scheduled meetings of the Board of Directors.

DUTIES OF PRESIDENT

The President shall be the Chief Executive Officer and shall preside at all PCHA meetings. The President shall have supervision over all business activities, be an ex-officio member of all committees, and shall be responsible to ensure that all policies stated herein and in the PCHA Reference Guide are upheld. The President will serve two years as President, and if not re-elected, shall serve as “Past President”. The “Past President” shall serve as a key advisor to the Board of Directors.

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DUTIES OF THE VICE PRESIDENT

The Vice President shall perform the duties as directed by the President and shall act as President in the President's absence.

DUTIES OF THE DIRECTOR OF COACHING

Teaching and assisting coaches to develop team practices, emphasizing individual and team hockey skills; (i.e., power skating, stick handling, edges, etc.). The Director of Coaching may also observe any team's practices or games at his or her discretion.

Serves as the liaison between the City of Plymouth Hockey Operations Staff, Coaches, and the Board of Directors. The Director of Coaching will also oversee and report to the Board whether the By-Laws are followed and understood by the coaches and managers of all PCHA teams.

The Director of Coaching is responsible for monitoring the selection of Travel Teams and drafting procedures for House Teams. If a coaching vacancy occurs in season, the Director of Coaching, with the assistance of the Board of Directors, will take reasonable measures to ensure a coaching candidate can be found. The Director of Coaching will be required to hold one coaching clinic each hockey year, with other clinics to be scheduled upon request or as needed.

The Director of Coaching will serve as League Representative and act as a liaison between the PCHA and all respective leagues and shall report to the PCHA developments and changes in the leagues.

DUTIES OF THE SECRETARY

The Secretary shall preserve the books of the PCHA, the "true minutes" of the proceedings of all Board and Membership meetings, and make available to the Board of Directors a true copy of the same. The Secretary shall retain association records for future reference. The Secretary shall also prepare and distribute to the Board of Directors any and all Amendments made to the PCHA Bylaws.

DUTIES OF THE TREASURER

The Treasurer shall have custody of all PCHA funds and keep a complete and accurate record of all receipts and disbursements of all the depositories as may be designated for that purpose by the Board of Directors. The Treasurer shall report the financial status of the PCHA at all Board and Membership meetings.

SECTION 13

SPECIAL COMMITTEES

The Board of Directors may establish other committees for specific purposes as necessary. The chairperson must be any active members of the Association, and the committee may meet as required for its purposes. A Board member must serve on each committee. A report on its membership and activities shall be submitted at the Annual Meeting. The committee shall terminate at the completion of its assignment or at the next Annual Meeting unless renewed by the Board.

SECTION 14

APPOINTED COORDINATORS

On an annual basis, the President may appoint the various "coordinators" to the positions set forth in the By-Laws to facilitate the proper and efficient administration of the PCHA. If a coordinator position is not appointed, the duties will be divided amongst Board of Directors. Appointed Coordinators may include: Ice

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Coordinator; Equipment & Merchandise Manager; Communications Director; House Program Director; Travel Program Director; Fundraising Coordinator.

ICE COORDINATOR

1. The Ice Coordinator may enter into ice contracts with the approval of the Executive Board for the benefit of PCHA teams.
2. The Ice Coordinator will receive compensation for his/her services from PCHA. The compensation will be a fixed amount as determined by the Executive Board.
3. The Ice Coordinator shall be responsible for providing ice times to the appropriate leagues.
4. The Ice Coordinator is not responsible for assisting teams in selling, buying, or trading ice.
5. The Ice Coordinator will consider numerous factors while creating the ice schedule including but not limited to; schedule requests, age classification, level of play, rink contract requirements.

EQUIPMENT & MERCHANDISE MANAGER

1. The Equipment & Merchandise Manager shall be responsible for maintaining the PCHA Coaches Room and Equipment Room.
2. The Equipment & Merchandise Manager is responsible for disbursement, collection and maintenance of all PCHA owned equipment. Said equipment shall be collected at the end of the season and securely stored during the off-season.
3. The Equipment & Merchandise Manager will update and maintain the online PCHA Apparel Store which includes creating and revising items available in the Player and Coach Kits.
4. The Equipment & Merchandise Manager will maintain a current accurate inventory of all PCHA equipment.
5. The Equipment & Merchandise Manager will work to obtain bids for the purchase of all new equipment as well as jerseys and socks for PCHA House teams.

COMMUNICATIONS DIRECTOR

1. The Communications Director shall be responsible for promoting fall registration, travel tryouts, and other PCHA events.
2. The Communications Director will maintain and keep information current on the PCHA website and social media.

HOUSE PROGRAM DIRECTOR

1. The House Program Director will provide recommendations for coaching assignments, number of teams, and league to the Board of Directors.
2. The House Program Director will update teams and the Board of Directors on any USAH and MAHA news, rules, and dates with good, clear, and timely communication.
3. The House Program Director will assist House coaches and the Director of Coaching with House Draft.
4. The House Program Director will focus on 8U programs and events to target growth and retention.
5. The House Program Director shall assist the Ice Coordinator in scheduling practices and games.

TRAVEL PROGRAM DIRECTOR

1. The Travel Program Director will provide recommendations for coaching assignments, number of teams, and league to the Board of Directors.

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2. The Travel Program Director will update teams and the Board of Directors on any USAH, MAHA, and AAU news, rules, and dates with good, clear, and timely communication.
3. The Travel Program Director will assist coaches and managers to plan, promote, and supervise all tryouts.
4. The Travel Program Director shall assist the Director of Coaching in dealings with MAHA pertaining to travel teams.
5. The Travel Program Director shall assist the Ice Coordinator in scheduling practice times and games.
6. The Travel Program Director shall serve as a recorder of division statistics, certifying leading scorers, penalties, awards, league standings, tournament results, and shall keep records up to date on a weekly basis.

FUNDRAISING COORDINATOR

1. The Fundraising Coordinator shall be responsible for researching and coordinating PCHA fundraising activities to help defray the expenses associated with playing ice hockey as well as costs for new association equipment and training tools.
2. The Fundraising Coordinator will also work individually with teams to provide fundraising ideas and suggestions.

**ARTICLE IV
MEETINGS**

SECTION 1

GENERAL MEMBERSHIP MEETING

An annual general membership meeting shall be held between February 15 and March 31. At least three (3) days prior to that meeting, the membership shall be notified of the time and place as posted on the PCHA Web site. Board member elections will be held at the annual meeting, as well as reports on other items of general interest to the hockey community will be discussed. Each general membership meeting will be considered to be in quorum for purposes of transacting any proper business provided the notice to membership is in compliance.

SECTION 2

QUORUM

A majority of current sitting Board members must be present to constitute a quorum at any regular or special meeting.

SECTION 3

MEETINGS OF EXECUTIVE BOARD OF DIRECTORS

Board meetings will be scheduled by the President as required for the purpose of conducting the business of the PCHA. posted on the PCHA Web site. The President or the Vice- President or at the written request of at least three (3) Directors submitted to the President, may call additional Directors' meetings at any time with three (3) days' notice to the Directors and posting on the PCHA Website. Emergency meetings may be called by the President at any time with unanimous consent of the Directors. All meetings shall be open to all members of the Association to view with the exception of discipline and coaching selection decisions that will be made during a closed session of the Board. Members wishing to participate in the meeting shall only do so during the member comment period of each meeting. Members who have business to place before the Board should submit a written request to the President or Vice-President at least twenty-four (24) hours prior to the

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meeting. The nature of the business to be discussed should be indicated. The President or Vice President, at his/her discretion, may approve or disapprove such request.

SECTION 4

PARLIAMENTARY PROCEDURE

All meetings shall be governed by the rules of parliamentary procedure. Procedural questions will be determined by rules set out in the latest edition of “Robert’s Rules of Order.”

**ARTICLE V
PLAYERS**

SECTION 1

PLAYER ELIGIBILITY

- A. Any player who meets the current residency requirements of MAHA shall be eligible to participate.
- B. If the number of players who desire to participate exceeds openings on an authorized PCHA team, players will be allowed to participate according to the following priority:
 - a. Players residing within the Plymouth-Canton School District, City of Plymouth, and Townships of Plymouth and Canton, that have played on a PCHA team in the past season.
 - b. Players residing outside of the Plymouth-Canton School District that have played on a PCHA team in the past season.
 - c. Players residing within the Plymouth-Canton School District that have not played on a PCHA team in the past season.
 - d. Players residing outside of the Plymouth-Canton School District that have not played on a PCHA team in the past season.

SECTION 2

TERMINATION OF PLAYER ELIGIBILITY

The Board of Directors upon evidence of misconduct of any player on or off the ice, shall have full power to suspend or revoke said player’s right to further participation in this association. Prior to revocation of eligibility, a player shall be entitled to a hearing before the Executive Board.

SECTION 3

REGISTRATION

- A. All players wishing to participate in the Plymouth Hockey Association (PCHA) program must register each hockey season. The registration process must be completed before the player will be permitted to play, including all forms in accordance with affiliate rules. Participants must be in good standing with the PCHA (including but not limited to all ice fees paid to current and no violations of the PCHA Code of Conduct, and the PCHA Dispute Resolution Procedure). Each player must submit proof of age at the time of registration or upon request. Participants shall register online via the Plymouth Hockey Association website.
- B. In order to register, players must meet the eligibility and age requirements as set forth in

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the PCHA By-Laws, and requirements set forth by the Michigan Amateur Hockey Association (MAHA).

- C. Players who move out of the PCHA membership areas, after midnight, September 30, but who have registered in the hockey program, may complete the hockey season for which they are registered.
- D. Players moving into the PCHA membership area after registration may register with the PCHA and be assigned to a house team provided there is an opening in that particular age group. If there is no opening, his or her name will be placed on a waiting list pursuant to these By-Laws.
- E. The minimum age for players registering in the PCHA shall comply with the affiliate rules. Exceptions to this requirement may be made by the Board of Directors on an individual case basis. See PCHA "Playing Up" Policy in Section 9.
- F. An annual registration fee in the amount established by Board of Directors shall be paid and submitted with the application for registration.
- G. If a player is placed on a team after the house drafts, there shall be no refund of registration fees. If a player is not placed on a team and is put on a waiting list, then the player may request and receive a refund upon withdrawal from the PCHA.
- H. Any resident player who has skated on a house team for the PCHA without breaking his tenure, will be automatically considered on a house team before a new player is brought into the PCHA, provided the resident player has registered in an appropriate manner. A resident player who has broken his tenure by skating outside of the PCHA may be selected for a house team only after all tenured players are selected.

SECTION 4

WAITING LIST

- A. When the available player positions in any classification are filled, the remaining registrants in that classification will have their names placed on a waiting list in the order that they registered.
- B. Players selected off the waiting list will be placed by the Plymouth Hockey Association Board of Directors. Late or mid-season registrants shall be the responsibility of the Plymouth Hockey Association Board or Directors which assumes direct responsibility to insure that the player is properly registered and has paid his or her registration fee.
- C. This list will only be valid for the current season. If any positions become vacant they may be filled in chronological order of registration up until December 31, of that playing season.

SECTION 5

PLAYER RELEASE

Any registered player who wishes to be released from the PCHA program will be required to submit a written request, through the player's coach to the Board of Directors. In order for a player previously released from the PCHA, a player that wishes to return to the PCHA must request written approval from the Board of Directors and re-qualify for eligibility.

SECTION 6

TEAM REGISTRATION

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All teams and players must be registered with the Michigan Amateur Hockey Association (MAHA) and USA Hockey (“USA”) prior to participating in league, scrimmage, exhibition or tournament games.

SECTION 7

PLAYER SELECTION - TRAVEL

- A. Prior to each season, the PCHA will conduct player tryouts for all divisions which will be playing in the PCHA. Playing on a PCHA Travel team is a privilege, not a right.
- B. Although all players will be given the opportunity to play, game situations may dictate the amount of playing time for each player and is the sole discretion of the team’s coaching staff.
- C. The coaches of travel teams will provide a schedule of dates, times and place of that team’s tryouts to the PCHA Director of Coaching.
- D. Both registered and non-registered players will be permitted to participate in tryouts. The PCHA will not be responsible for players who are not registered. If a non-registered player is selected, he must meet all eligibility requirements, complete the Plymouth Hockey Association online registration, pay the appropriate registration fee. All players must participate in a tryout to be selected.
- E. No Player will be allowed to participate in a tryout or placed on a team until any and all ice money owing from the previous year is paid.
- F. Travel teams must be properly rostered in accordance with affiliate rules before any games may be played. (See “Playing Up Policy”)
- G. Any player leaving a travel team will not be allowed to skate with any other team in the PCHA until his or her case is reviewed by the Board of Directors, and player complies with affiliate release rules.

SECTION 8

DRAFT PROCEDURE - HOUSE TEAMS

- A. The open draft procedure which will include evaluation of all players, shall be determined and established by the Board of Directors serving at the time such draft is to take place. The draft shall be consistent with the rules governing open draft procedure established by MAHA as well as follow the PCHA Draft procedure. (Appendix A)
- B. All eligible players must participate in the open draft skating sessions in each division, unless there are insufficient players in the division to require a draft.
- C. A coach may (but is not required) protect his child or children in the draft. If a coach so chooses, the child (children) will be selected in accordance with procedures agreed to between the coaches and coordinator prior to the draft for that division. The PCHA Director of Coaching shall render the final decision in the case of a dispute.
- D. Protected players must be declared prior to the player draft.
- E. Following the house team skating evaluations, the PCHA Board of Directors submit a list of players eligible to be drafted in order of registration, to the house coaches. If there are more registered players than positions available, then the excess player(s), in order of registration (last to register), will be placed on a waiting list.
- F. There will be a maximum of twenty (20) players per team. Exceptions to this rule must be presented to the Board of Directors for their ruling.
- G. All registered players not selected by the travel team will be placed in the House Draft

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unless otherwise requested by the player.

- H. No Player will be eligible to be drafted until any and all outstanding ice moneys owed from past seasons is paid in full.
- I. The Registration fee must be paid prior to any draft procedure.
- J. After final rosters are on file with the PCHA Board of Directors, changes can only be made for good cause shown. Such decisions shall be made by the PCHA Board of Directors.
- K. All team rosters must be provided to the PCHA Board of Directors.
- L. Any player desiring to play in a higher age classification must have approval of the elected Board of Directors prior to the Draft. (See "Playing Up Policy")
- M. If there are two or more teams in the same age classification, the team that will represent PCHA in the District Tournament (Districts), will be determined by the following; if the teams are in the same division within the league, the teams with the best overall league records will represent the PCHA in the Districts. If the teams are not in the same division within the league, head to head competition in a tournament format will determine the district representatives. The tournament format will be determined by the Board.

SECTION 9

PLAYING UP POLICY

The Plymouth Hockey Association executive board, along with its coaches and coaching directors, will assess requests for players to play outside of their birth year age group ("play up") on a case by case basis. In doing so, the board will take various factors into consideration before making any decision. These include, but are not limited to:

1. The number of age appropriate players registered in the given division, and the number of players in the age division they wish to leave.
2. The on ice playing ability of the player. When considering this, **their talents are well beyond what their peers possess in their age division.**
3. The physical and mental maturity of the player. Age divisions are set for specific reasons. PCHA works to keep players safe both mentally and physically. The social and emotional impacts to the development of the player will be taken into consideration.

ARTICLE VI
COACHES

SECTION 1

COACHES

Coaches shall be appointed and approved annually by the outgoing elected and appointed Board members plus the incoming elected Board members and these positions are at all times "at will". The Board of Directors may seek the advice and recommendations of the Director of Coaching who has served the previous year. No coach shall be allowed to coach any PCHA team with an unpaid ice bill from any previous season. Coaches new to PCHA must complete a coaching application to be submitted to the Director of Coaching.

Each and every coach, manager, and volunteer maintains the obligation to obtain the applicable credentials through USA Hockey and MAHA before any applicable deadline governing their participation. The PCHA Board of Directors is available to assist with this process, but the obligation remains with the individual.

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SECTION 2

COACHES AND MANAGER RESPONSIBILITIES

- A. The coach and manager of each team shall make reasonable efforts to control the behavior of their team members before, during and immediately after a game or practice.
- B. The coach and manager shall be responsible for the completion and return of the team roster to the PCHA Board of Directors prior to the start of MAHA play.
- C. The coach and manager must familiarize themselves with all the rules and regulations as stated in the By-Laws of the PCHA, league, MAHA and USA Hockey rules.
- D. The PCHA is not responsible or liable for any non-registered skaters participating in a PCHA practice or game or other event.
- E. Managers or coaches are required to turn in a roster (scoresheet) to the official scorer before each game
- F. The coach or manager is responsible for providing and for payment of USA Hockey/MAHA registered referees for exhibition games.
- G. The coach or manager will inform the parents of all team players that the parents are responsible for providing all transportation for their own players.
- H. Coaches or managers shall have the authority to discipline any player for insubordination or unsportsmanlike-like conduct. Such discipline shall be limited to sitting out a shift, a period or an entire game.
- I. It is the responsibility of the coach or manager to insure that no player is allowed on the ice during the time the ice is being re-surfaced.
- J. Coaches or managers shall be billed for ice by the first of each month, and must remit monies by the 15th of that month. Failure to do so may result in the suspension of further ice time until the previous bill is paid in full.
- K. Players registered in the PCHA may not enter onto the ice surface without a team official present.
- L. Coaches or managers for mite teams shall submit a deposit in an amount to be determined by the Board of Directors, for all goalie equipment.
- M. No coach will be considered for a team for the next year unless all his ice bills are paid in full. In the House Program, each coach will make reasonable efforts to insure that each player gets a reasonable amount of playing time in every game. All coaches are subject to review and discipline by the PCHA Board for violation of this rule.
- N. Coaches or managers must first attempt to schedule 'home' games at the Plymouth Cultural Center, prior to scheduling games at other arenas.
- O. Coaches or managers are responsible for providing their league schedule to the PCHA Ice Coordinator as soon as it is available, for purposes of the PCHA Calendar.
- P. Coaches and/or managers are responsible for confirming all league, scrimmage and exhibition games with the Referee Scheduler.
- Q. Monthly Team Financial Statements: Each PCHA team is responsible for submitting Monthly Financial Statements to the PCHA Treasurer. The Statement which must be distributed to all families on the team will include the beginning balance, all transactions for the month and the ending balance. The Financial Statement is due by the end of each month and when submitted electronically, the entire team roster must be copied on the email. Failure to submit a monthly Financial Statement may result in the forfeiture of future ice time until compliance with this paragraph is met. NOTE: Forfeiting the use of

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ice time does not absolve the team of the responsibility of paying for all assigned ice

- R. All PCHA teams must maintain team funds in a checking account set up strictly for team use. The commingling of team funds with the personal funds of anyone is prohibited. The Team Name must appear on the checks for this checking account.

- S. PCHA teams must select as their team manager, a person that is not related to the team's head coach, not the team's head coach's spouse and not the "significant other" of the team's head coach. This paragraph can be waived by a majority vote of the Elected Board provided a head coach requests in writing that his/her team not be bound by this paragraph and the written request lists legitimate and substantiated reasons why the paragraph should be waived.

SECTION 3

CONFIDENTIALITY AND CODE OF ETHICS AGREEMENT

All Board of Directors, Head Coaches, and Team Managers will be required to sign and adhere to the PCHA Confidentiality and Code of Ethics Agreement at the beginning of each season. Should a Board of Director, Head Coach, or Team Manager be found to be in breach of this code of ethics, they may be subjected to disciplinary actions, at the absolute discretion of the PCHA Board of Directors, and subject to penalties including dismissal from the position to which they have been elected or acclaimed and/or removal from the PCHA, at the absolute discretion of the said PCHA Board of Directors.

**ARTICLE VII
RULES**

SECTION 1

PLAYING RULES

The rules governing play in the PCHA shall be those of the PCHA By-Laws, the Michigan Amateur Hockey Association, and the USA Hockey (formerly known as AHAUS).

SECTION 2

LEAGUE ENTRIES

The league in which any association team is entered must be approved , prior to its entry, by the Board of Directors.

SECTION 3

LEAGUE PLAYING RULES

All teams will abide by the rules and regulations of the league (leagues) in which they are participating. League rules and regulations shall be and are incorporated by reference into these By-Laws.

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**ARTICLE VII
CONDUCT**

SECTION 1

PLAYER CONDUCT

- A. All players shall conduct themselves in a proper manner and shall be fully responsible for their personal behavior.
- B. Any player found to be using or in possession of alcoholic beverages or illegal drugs or narcotics within the confines of any rink during any practice or game, or who exhibits signs of being under the influence of alcohol or drugs, shall automatically be suspended and shall appear before the elected Board of Directors prior to being reinstated.
- C. Any person involved with activities with the PCHA shall be required to read and acknowledge his or her agreement to abide by the PCHA Code of Conduct. Anyone choosing not to adhere to the Code of Conduct may be called before the PCHA Board for a hearing and may forfeit his or her membership.

SECTION 2

UNSPORTSMAN-LIKE CONDUCT

- A. This Article applies to all Coaches, Managers and Parents of PCHA Participants.
- B. Coaches, managers and parents are expected to set an example of good sportsmanship at all times, both on and off ice at all arenas. Good sportsman-like conduct does not include: use of profane language towards players, on-ice officials, or spectators; throwing of objects onto the ice or behind the bench or any other such acts. In the event that any team official receives a match and/or misconduct penalty, in addition to sanctions imposed under the MAHA rules, the coach must notify the Director of Coaching and will be required to submit to a review before the Board of Directors before being allowed to participate.
- C. No personal arrangement or “gentlemen’s agreement” may be contracted or agreed to between coaches, or any other individuals involved in minor hockey which is contrary to any provision of the PCHA By-Laws, PCHA Code of Conduct, PCHA Reference Guide, or resolutions passed by the Board of Directors of the PCHA.
- D. No parent or guardian may interfere directly or indirectly, in any way with the Board of Directors, coach, manager, referee, or players. Such interference between the parent and team officials will be subject to review by the PCHA Board and the Director of Coaching. If the conflict is not resolved, it will be brought to the Board of Directors for a hearing and decision.

SECTION 3

PARENT/TEAM ISSUES OR COMPLAINTS/24HR RULE & DISPUTE RESOLUTION PROCEDURE

This grievance procedure provides the exclusive remedy to resolve disputes. Each PCHA member, player, coach, official, referee, parent, guardian, agent or other person, team, sponsor, or other group or organization (“Participant”) agrees to abide by the Dispute Resolution Procedures as the exclusive remedy for all grievances by virtue of their membership, affiliation or participation at any time in the PCHA or a PCHA program. A “grievance” is defined as any conflict, dispute or disagreement between Participants, including any parents or guardians of a player and that player’s coach or a league official or members of different PCHA teams. All

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Participants should attempt to resolve grievances expeditiously and fairly at the lowest possible level within the Dispute Resolution Procedure.

- A. **24 HR RULE:** Unless the nature of the grievance requires immediate attention, PCHA members and participants are required to wait at least twenty-four hours after the event or incident before initiating these procedures. It should also be understood that a violation of PCHA policy by one person does not justify violation of PCHA policy by another person. For example, if a head coach unilaterally suspends a player for more than two games, the parents would not be justified in using abusive language in demanding the coach reinstate the player. Premature grievances may be deferred by the team managers under Step One or the PCHA President under Step Two until expiration of this cooling-off period.

STEP ONE: Grievances about a team, its players or its coaches shall first be presented orally to the head coach or team manager and addressed between the parties involved in a spirit of cooperation. Head coaches and team managers should work with the members, coaches and/or other team officials involved to resolve the grievance internally in an expeditious and fair manner. Coaches are encouraged to meet with members to attempt to resolve grievances in an amicable and informal manner. If the grievance arises between members of different PCHA teams, the team managers, Director of Coaching and/or Travel Director, and head coaches of the teams involved should resolve the issue. If the grievance is not resolved in a meaningful way, the subject should then be addressed by Step Two.

STEP TWO: Some problems may not be resolvable by the team management level in Step One and/or some complaints, by their nature, may cause the Participant(s) to be concerned about discussing the matter with the team manager(s) or coaching staff(s). In such cases, the matter shall then be referred to the Director of Coaching and/or Travel Director. The Director of Coaching and or Travel Director will notify the PCHA President of the concern. The appropriate PCHA Board member will discuss the grievance with the head coach, team manager and the Participants to resolve the grievance and will issue a decision upholding or denying the grievance within ten days of his/her receipt of the grievance. If the grievance is upheld, the PCHA President will determine the remedy and/or corrective to be taken. The decision of the PCHA President together with the corrective action, if any, may be communicated to the Participants orally or in writing.

- a. **PENALTIES:** Failure to abide by this policy will result in the following penalties:
- i. 1st offense: Verbal warning
 - ii. 2nd offense: Written warning

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- iii. 3rd offense: Removal from all club activities for two weeks - player and parent/guardian. That means the participant cannot be at practice, games or any other events.

B. **SIGNIFICANT ESCALATIONS:** If a participant engages in a physical altercation with a coach or board member, a thorough investigation will be conducted and if warranted, the participant will be removed from the club with additional notification to the MAHA and USA Hockey. Also, the police department with primary jurisdiction will be immediately notified and the incident will be reported.

A. **RINK DISMISSAL:** Any participant escorted from ANY rink by either staff or police will be immediately suspended for two weeks from all activities - player and parent/guardian. A second infraction will result in removal from the PCHA.

B. **OTHER CONSIDERATIONS:**

- a. Spouses and family are OFF Limits. Although the 24 hour rule does not apply to spouses, any participant who verbally accosts, threatens, or attempts to intimidate the spouse or family member of a coach/manager/board member will immediately be placed in a two week suspension - player and parent/guardian. Any second event will be grounds for removal from the PCHA organization.
- b. Parent Volunteers: Parents cannot “coach” from the penalty box or scoring table. Let coaches coach! Volunteers are considered “off ice officials” and cannot be yelling at kids, even their own.
- c. Overall conduct at games: Parents/Guardians are reminded youth hockey is a game. Although the referees are paid, they are not necessarily NHL caliber and they do make mistakes. Screaming or taunting refs, opposing players, and opposing teams’ parents is unacceptable and will not be tolerated. Not only does it set a poor example for our own children, it degrades the reputation of the PCHA and can result in sanctions by the MAHA or USA Hockey. Understand, we are not asking participants to sit quietly with their hands folded but we are asking you exercise good judgment when interacting with others. Unruly or overly aggressive participants will receive the same penalties as the “24 Hour Rule.”

SECTION 4

SEXUAL ABUSE POLICY

1. PCHA Prohibits sexual abuse of any participant
2. Sexual contact between children can be abusive if significant disparity in age, development, size or

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intellectual capacity

3. Neither consent of minor, mistake as to age, nor fact that contact occurred outside of hockey are defenses to a complaint
4. Sexual abuse may also occur between adults if nonconsensual, coerced or manipulated
5. May include “non-touching” offenses, such as sexual harassment, sending nude pictures, sexually explicit emails, exposing minors to pornography, etc.

SECTION 5

PHYSICAL ABUSE POLICY

1. PCHA prohibits physical abuse of any participant in our programs
2. Includes physical contact that causes or has potential to cause harm, or creates the threat of bodily harm
3. Includes throwing or threatening to throw objects or sports equipment
4. Also includes providing alcohol to a minor participant, or providing drugs to any participant
5. Physical abuse does not include physical contact that is reasonably designed to coach, teach, demonstrate or improve a hockey skill, including physical conditioning, team building and appropriate discipline

SECTION 6

EMOTIONAL ABUSE POLICY

1. Involves repeated and/or severe deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to a participant
2. May be verbal acts, physical acts or acts that deny attention or support
3. Examples include repeated and/or severe of verbal abuse or physically aggressive behaviors, such as throwing equipment, water bottles, or chairs, or punching walls, windows, or other objects.
4. Does not include generally-accepted and age appropriate coaching methods of skill enhancement, physical conditioning, motivation, team building, appropriate discipline, or improving athletic performance.

SECTION 7

BULLYING, THREATS, & HARASSMENT POLICIES

1. Bullying – Involves a pattern of physical or non-physical behaviors intended to cause, fear, humiliation or harm in an attempt to exclude, diminish or isolate another person. – Includes written, verbal or cyber-bullying
2. Threats – Involves any written, verbal, physical or electronically transmitted expression of intent to harm
3. Harassment – Involves a pattern of physical/non-physical behaviors that (1) are intended to cause fear, humiliation or annoyance, (2) offend or degrade, (3) create hostile environment, or (4) reflect discriminatory bias – Includes Sexual Harassment – Includes
(a) comments about sexual orientation, gender expression, disability, religion, skin color, or ethnic traits; (b) displaying offensive materials, gestures, or symbols; and (c) withholding or reducing playing time with discriminatory basis.

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SECTION 8

HAZING POLICY

1. Includes conduct that is intimidating, humiliating, offensive, or physically harmful
2. Hazing is typically an activity that serves as a condition for joining a group or being socially accepted by a group
3. Examples include requiring or forcing the consumption of alcohol or drugs; physical restraint; sexual simulations/acts; social actions (e.g. grossly inappropriate or provocative clothing) or public displays (e.g. public nudity); beating, paddling, or other forms of physical assault.
4. “Locker Boxing” is also a form of hazing
5. A person’s consent to participation does not mean it is not hazing
6. Hazing does not include group or team activities that are meant to establish normative team behaviors, or promote team cohesion, so long as they do not have reasonable potential to cause emotional or physical distress

SECTION 9

LOCKER ROOM POLICY

1. Locker room supervision is one of the most critical elements to reducing risk of abuse or misconduct
2. Requires at least one properly screened (certified) and trained adult either inside or directly outside and regularly going inside the locker room to monitor
3. At lower age groups, numerous adults may be present (6U & 8U)
4. All adults in the locker room from 9U Squirt and up must adhere to point 2.
5. Avoid situations where an adult is alone with minor participants
6. Cell phones and recording devices/cameras may not be used in the locker room
7. Coach and team administrators are responsible for compliance with locker room supervision requirements

SECTION 10

ELECTRONIC COMMUNICATIONS POLICY

1. Electronic communications are often used to bully, threaten or harass others.
2. Use of various forms of electronic communications increases the possibility for improprieties and misunderstandings and also provides potential offenders with unsupervised and potentially inappropriate access to participants.
3. Communications involving participants should be appropriate, productive, and transparent.
4. Social media should be used for communicating team activities, not personal.
5. Any content of an electronic communication should be readily available to share with the public or families of the player or coach.
6. If the player is under the age of 18, any email, text, social media, or similar communication must also copy the player’s parents.

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SECTION 11

TRAVEL POLICY

1. Minor players are most vulnerable to abuse during travel
2. Adherence to travel policies helps reduce opportunities for misconduct
3. Local travel should be the responsibility of the parents, not team
4. Team should provide adequate supervision/chaperones
5. Drivers should have driving records checked
6. Coaches cannot drive or travel alone with or share a hotel room with an unrelated minor
7. Other volunteers may travel with unrelated minors only with parental consent
8. Hotel rooms should be monitored/checked regularly by trained/screened adults
9. No coach or chaperone shall be under influence of alcohol/drugs while performing their duties

SECTION 12

ONE-ON-ONE INTERACTIONS

1. One-on-one interactions between a minor and an Applicable Adult at a Facility are permitted if they occur at an observable and interruptible distance by another adult.
2. Meetings between adults and minors at a Facility may only occur if another adult is present and is advised the meeting is taking place.
 - a. observed and interruptible
 - b. If in an office at a Facility, the door to the office must remain unlocked and open. Windows, blinds, and/or curtains remain open during meeting
 - c. Individual training sessions are permitted at a Facility if the training session is observable and interruptible by another adult.
 - d. If not observable, then the coach must obtain written permission of the minor's legal guardian in advance of the training session.
 - e. Permission for individual training sessions must be obtained at least every six months.

SECTION 13

PROGRESSIVE DISCIPLINARY PENALTIES

The following is a list of penalties that may be imposed by the Rules and Conduct Committee of PCHA Executive Board. **These penalties may be imposed following the disciplinary steps known as "Progressive Disciplinary Levels"; however, depending on the type or severity of the violation, the Rules and Conduct Committee may impose the maximum penalty for a violation and possibly report such violations to the proper governing bodies and authorities.**

LEVEL ONE: Written Reprimand. A written reprimand will be issued by the Rules and Conduct Committee to the offender for a first time violation of the Code of Conduct. The offender, the team and the Executive Board will be issued a copy of such reprimand.

LEVEL TWO: Two Game Suspension. A two (2) game suspension will be issued for the 2nd violation of the Code of Conduct, or if the Rules and Conduct Committee determines the violation warrants more than a written reprimand. If the violation is other than a player, the offender will be suspended from attending two (2) consecutive regular season, tournament or playoff games.

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LEVEL THREE: Season Suspension. A season suspension will be issued for the 3rd violation of the Code of Conduct or for any violation that the Rules and Conduct Committee determines is of such a serious nature that the violator should not participate in any PCHA activities.

LEVEL FOUR: Permanent Suspension. A person who is found by the Rules and Conduct Committee to have committed a violation of the Code of Conduct provisions involving assault, threats or intimidation, alcohol abuse, or controlled substance abuse, and with the approval of the Executive Board shall receive a “PERMANENT SUSPENSION”. Such a person will be permanently barred from participating in any activity sponsored by the PCHA.

ARTICLE VIII

STORAGE OF EQUIPMENT

The storage of PCHA equipment during non-playing periods of time shall be at a place designated by the Board of Directors.

ARTICLE IX

ICE TIME

- A. It shall be the responsibility of the PCHA Board of Directors to allocate all ice time for the entire hockey program.
- B. It shall be the responsibility of the PCHA Board of Directors to determine the amount to be charged each team for all practices and game ice.
- C. It shall be the responsibility of the PCHA Board of Directors to determine a required minimum amount of ice time per team.

ARTICLE X

UNIFORM AND EQUIPMENT

- A. Each registered House player will be provided with two game jersey and two sets of game socks.
- B. Each player must wear protective equipment for all game and practices in compliance with the requirements set by MAHA/USA Hockey. Any player not fulfilling the above protective equipment requirements will not be allowed to play.
- C. PCHA will provide goalie equipment and goalie sticks for mite teams only. PCHA will not provide goalies with skates, pants or helmets. The Head Coach or Team Manager will sign an Equipment Rental Agreement. Equipment must be returned to PCHA at the conclusion of the season. If the equipment is not returned, that coach must reimburse PCHA for the replacement cost thereof.
- D. All current PCHA travel teams may choose to remain as “Stingrays”, keeping current color scheme and mascot until such team has been dissolved and no longer plays in the PCHA. All new travel teams beginning with the 2019 season will be branded as the “Flyers” using the colors black, white, gray accent/trim. House jerseys will be branded as the “Flyers”, using the colors black, gray, white accent/trim.

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ARTICLE XII

PAYMENT POLICIES

Payment policies required of legal guardians or registered participants shall be clearly stated in writing and distributed to registered participants or their guardian(s) before any written contract is signed by a participant or his/her guardian(s). Member must enter into a written agreement with the participant/legal guardian. A non-refundable deposit may be collected at the time such a written contract is signed. In the event that a participant does not complete the full hockey season, and seeks from MAHA a release, the payment schedule below will be the guideline for determining the amounts a participant/legal guardian may owe:

1. After written contract signed, but never participated in any activities - \$300
2. Through September 15 – 25% of total yearly fee
3. Through October 15 – 50% of total yearly fee
4. Through November 15 – 75% of total yearly fee
5. Through December 15 – 100% of total yearly fee

MAHA will not consider contract provisions collecting player fees in excess of the guidelines as a basis for denying a release to play. Participants and/or legal guardians will also be required to pay in full for any equipment/apparel ordered for the benefit of the participant.

ARTICLE XIII

AMENDMENTS TO THE BY-LAWS PROCEDURE

The By-Laws may be amended by the procedure set forth. Amendments will be placed as an agenda item and discussed at a regularly scheduled Board meeting, and sent to the membership at least three (3) days prior to a vote at the following regularly scheduled Board meeting. A majority vote of the Board of Directors is required for passage. Upon request, a hard copy of the bylaws will be provided to any Member in good standing.