



# SMHA BY-LAWS



Approved February 23, 2026

## **ARTICLE ONE: NAME**

The name of the Association shall be the Soo Michigan Hockey Association, here-in-after known as the SMHA.

## **ARTICLE TWO: NON-PROFIT**

The Soo Michigan Hockey Association is organized as a State of Michigan, non-profit corporation upon a non-stock, membership basis, not involving in pecuniary gain or profit for any of its members, for a term of perpetual existence. In the event the Association ceases to exist, all funds shall revert to the Community Services Board of the City of Sault Ste. Marie, Michigan.

## **ARTICLE THREE: PURPOSE**

A. SPORTSMANSHIP

B. RESPECT FOR THE INDIVIDUAL

C. INTEGRITY

D. PURSUIT OF EXCELLENCE AT THE INDIVIDUAL, TEAM, AND ORGANIZATIONAL LEVELS

E. ENJOYMENT

F. LOYALTY

G. TEAMWORK

SMHA follows USA Hockey Model Program Recommended Guidelines:

- A safe and healthy environment for all.
- An opportunity for all new players who wish to play hockey.
- Fair and equal opportunity for all to participate in our sport.
- An opportunity to learn the basic skills without an over-emphasis on winning.
- A philosophy which attempts to reduce the number who become disenchanting and drop out.
- An opportunity for those who wish to advance in a more competitive environment to do so.
- Qualified adult leadership.

### **GOVERNING BODY:**

All members shall be aware of and follow all USA Hockey and MAHA [Michigan Amateur Hockey Association] policies.

Each year, with the renewal of the Affiliate agreement, Soo Michigan Hockey Association shall operate within MAHA's rules, regulations, and policy. SMHA By-Laws, Rules and Regulations shall be in compliance with MAHA's. SMHA shall follow the rules and policies of SMHA first and foremost, going next to MAHA when there is conflict, lack of information or information that is unclear within SMHA By-

Laws. SMHA Board of Directors and persons working for and/or within SMHA shall be aware of and knowledgeable of the MAHA Affiliate Agreement, its expectations and contents. Any changes to MAHA Affiliate agreement are automatically incorporated into SMHA by-laws without a vote of the membership.

## **ARTICLE FOUR: MEMBERSHIP, MEMBERSHIP FEES, DUES & SANCTIONS**

### **Membership**

A. A member is:

1. Any two people who are listed in the records of the Association as a parent, step-parent, foster parent, guardian, custodian, or other adult identified as being financially responsible for the account of a child registered with SMHA, and is listed on the registration form
2. Any current head or assistant coach **or team manager** or SMHA officer or Director who does not fall under option 1 is considered a volunteer and therefore a member.
3. In “Good Standing” who is not suspended or expelled by SMHA or MAHA. A person may regain his/her “Good Standing” after one year of suspension.
4. Supporting Members. Any person, association, partnership or corporation interested in the encouragement of amateur ice hockey in the Sault area and the State of Michigan shall be eligible for membership and shall be a member of the Association during each fiscal year in which such person, association, partnership or corporation shall request membership to be voted on by the board.

B. Membership shall be renewed annually upon receipt of registration forms, fees, and proof of USA HOCKEY membership and acceptance of SMHA.

C. No child shall participate in any Association-sponsored instruction or competition if his or her family’s registration fees remain unpaid unless special considerations that have been agreed by SMHA Board of Directors.

D. Membership entitles each member one [1] vote in the annual election of officers. For purposes of determining eligibility to vote, the parents or guardian of any registered player qualifying for membership under Article 4 shall have only one vote between them per child and a maximum of two votes total (i.e., one child entitles one of the parents/guardians to vote one time, two or more children entitles each of the parents/guardians to have one vote). Voting by proxy shall not be permitted.

### **Termination of Membership**

An active member’s right of membership may be terminated, by a simple majority vote of the Board of Directors. The procedure of termination shall be according to Article Eleven. No person terminated from membership in the Association shall be entitled to any refund or proration of any previously paid fees, charges, or assessments.

## **Membership Fee**

- A. Annual registration fees and/or dues may be established by the Board of Directors for team registration or for membership in the MAHA.
- B. Other assessments necessary for the operation of this Association may, from time to time, be established by the Board of Directors. All such assessments, etc., shall be payable as directed by said Board or Executive Committee, in the Board's absence.
- C. Failure to comply with either Section A or B of this by-law and any rules promulgated hereunder shall result in the immediate suspension of said non-complying league, association, team, and/or individual[s] and said suspension shall remain in full force and in effect until such time as there is full compliance.

All teams of SMHA shall register with MAHA.

## **General Elections**

During the last week of hockey, the members of SMHA will have the right to cast a ballot in the elections of Board of Directors. The parents or guardian of any registered player qualifying for membership under Article 4 shall have only one vote between them for **one player, one vote for each registered parent/guardian if two or more players.** Voting by proxy shall not be permitted. Member may only vote once. A minimum of fifteen [15] days' notice of the election will be given to the membership.

## **ARTICLE FIVE: OFFICE**

The location of the principal office of this Association shall be: Big Bear Arena, 2 Ice Circle Drive, Sault Ste. Marie, Michigan 49783.

Mailing address shall be: SMHA P.O. Box 241, Sault Ste. Marie, Michigan 49783

## **ARTICLE SIX: GOVERNMENT**

The Board of Directors, hereinafter known as the Board, shall manage the properties and affairs of the SMHA. The Board shall have general management and control of the business and affairs of the Association and shall exercise all of the powers that may be exercised or performed by non-profit organizations under the status of the State of Michigan, the Articles of Incorporation, and these Bylaws. The SMHA Board of Directors shall consist of Officers and Directors.

In order to be nominated for a Board position, the person must be in good standing with SMHA and MAHA, and a member of SMHA. The person must be present at the regularly scheduled January board meeting, submit have a letter in writing. Nominations for Officers and Directors may come from the elected Board or from the membership at large. Persons will be elected by the membership to these positions by a simple majority vote.

Officers of the Association shall be the President, Vice President, Treasurer, and Secretary.

Directors of the Association shall include:

- A. Hockey Initiation and Mite Director (House Teams)

B. **House** Director (House Teams)

C. Tournament Director

D. Travel Director (Travel Teams)

E. Coaching Director

F. Communications Coordinator

Other Non-Voting Positions of the Associations include:

**A. Ice Scheduler**

**B. Registrar**

Honorary Life Membership shall be awarded to no more than twenty-five [25] former or present Officers and/or Directors who have served SMHA in an outstanding manner above and beyond the call of duty. Only two such members may be named in one year. Life members will be voted on by only Officers and Directors of SMHA. The vote for a Life Member shall require a full two-thirds majority from all of the Officers and Directors.

Life Membership of SMHA: Jack Ruelle, Bud Clark, Jerome Pendall, Willy Floyd, Diane Floyd, Eugene Pingatore, Stan Shunk, Joe Esson and Abby Roque

## **ARTICLE SEVEN: POWERS AND DUTIES OF OFFICERS AND DIRECTORS**

The Officers and Board of Directors shall use their best efforts to carry out in good faith the purposes of SMHA, to exercise the powers and responsibilities expressed in the SMHA By-Laws in such a manner as to benefit all its members.

The primary forms of communication between the board of directors and those who work within the SMHA organization shall be through email and phone. All Directors shall assist Tournament Director in running local, district, or state tournaments as required. All Directors shall attend the annual SMHA banquet[s].

Expenses ~ Board of Directors and appointed Committee members may be reimbursed for verified expenses submitted to the Treasurer up to a maximum amount. The maximum amount shall be approved in advance by the Board.

Team Sponsorships ~ SMHA Board will set team sponsor fees each year for all classifications.

## **ARTICLE EIGHT: MEETINGS**

A. The Soo Michigan Hockey Association shall meet once a month or as deemed necessary. "Robert's Rules of Order" shall govern in questions of parliamentary conduct. Meeting notice and agenda shall be posted on the Association's website. Financial statement shall be available on the website.

B. The Annual Meeting of SMHA will occur in March.

C. The Soo Michigan Hockey Association shall meet once each month or as deemed necessary. Unless otherwise specified herein, "Roberts Rules of Order" shall govern in questions of parliamentary

conduct. Special meetings may be called by the President or 3 Directors of the board with a three [3] day advance notice with a quorum in attendance.

- D. Emergency Meetings are meetings that have time constraints not allowing for the ten [10] day advance notice. Emergency meetings may be called by the President or one third [1/3] of the board with advance notice by email first, then phone call/message to all Directors and with a quorum in attendance.
- E. Actions without Meeting may occur if all the Directors consent to such action in writing. The written Consents shall be shall be filed with and become a part of the minutes or notes of such meeting, and shall have the same force and effect as a vote of Directors present at a correct meeting.
- F. Closed Meetings will be posted with the purpose of such meeting. No action will take place in a closed meeting. Actions determined in the closed meeting will take place at an open meeting. Closed meetings will be called when matters of a personal or sensitive nature are involved. The member/s involved may waive the closed nature of the meeting. The SMHA will make all attempts to be accessible and transparent to their members in their meetings and actions.
- G. Special Committees shall be established by the Board of Directors with the membership appointed by the President with the approval by majority vote of the Board of Directors. Special committees shall have specific duties, responsibilities, and authorities.
- H. Committees shall include no more than five [5] board members to ensure that a quorum is not inadvertently obtained. The Chair of the committee shall be the first person assigned unless otherwise stated. There must be a quorum of the committee members to conduct committee business. The chair shall notify all members of the committee of its meetings. If a member is unable to attend the meeting, he/she is to notify the chair to make sure that there is sufficient number of members who can meet to make the required quorum. Committees may make decisions that pertain only to the committee. Any actions are made by the board upon recommendation of that committee.

Excused Absence – An absence is considered excused when the Director contacts the **Board at least 24 hours** in advance of the absence.

Quorum - The quorum for the purposes of conducting business shall be: The quorum shall consist of fifty percent plus one [50% + 1] of the Board of Directors or committee members including at least the President or Vice President or for committees, the Chair.

The SMHA members shall be allowed to participate in general discussions and are encouraged to do so, with the final decisions and voting being **made** by Officers and Directors. The Officers **and Directors** shall have the power to decide on any matter not covered in the By-Laws of SMHA, MAHA or USA Hockey.

Appearance before the board: Any person or group with a justifiable cause wishing to appear before the board shall be allowed to do so providing a request in writing to the President of SMHA, at least 48 hours prior to the meeting.

## **ARTICLE NINE: VOTING**

All Board Members shall have one vote, regardless of how many voting positions held, on any and all matters, which come before the Board in matters which require only a simple majority, the President shall vote only in the event of a tie. In all other matters, which require more than a simple majority of those voting, the President shall have a vote. A vote of the quorum of those present is necessary to conduct a vote. A simple majority of those present is necessary to approve a motion unless otherwise specified herein. If two or more Board members reside in the same household, they will only be permitted one vote for all issues regarding SMHA

## **ARTICLE TEN: PROCEDURE TO AMMEND BY-LAWS**

By-Laws will be reviewed annually each year in March or as needed. The SMHA board will review proposed written amendments from any member. Proposed changes will be submitted to the Board of Directors at any of the regularly scheduled meeting for their acceptance by a majority vote of the Board in attendance. The proposed amendments will be read at two open Board meetings. The proposed amendments will be posted on the SMHA website and voted on after 30 days of posting. The proposed By-Law change will be voted on at the next scheduled SMHA board meeting.

## **ARTICLE ELEVEN: REMOVAL OF BOARD MEMBER**

### A. SUSPENSION OR EXPULSION OF A MEMBER:

1. A petition stating the charge or charges specifying actions, date/times, will be presented to the Board of Directors. The BOD will vote to decide if the petition should be further investigated in a Special Meeting for that purpose by a 2/3 majority.
2. A fact finding Committee and its Chair will be an independent body recommended by the President and approved by the Board with a majority vote. The Chair will be responsible for the notification of the Committee's decision. The Committee must include at least one board member and individuals who are uninvolved/have no or limited knowledge of the accused charges or the member.
3. The Committee Chair will notify the accused member of the Fact Finding of the time, date, and place of the meeting. The meeting may occur before seven [7] days if waived by the member.
4. The Committee will uphold the Due Process Rights of the accused. This includes, but is not limited to presenting the member with the charges and supporting facts. It also allows the member to be accompanied by someone in the Fact-Finding process, bring forth evidence and people that support their information, and to record the session. The Committee will record the hearing for documentation purposes, as well as keep notes.
5. The Committee will determine whether there is sufficient facts and support for the charges within five [5] days of the hearing. If the Committee determines that there is no factual or sufficient basis to continue the process, and then the process will be ended, destroy the tape and notes.

6. If the Committee determines that there are sufficient facts and documentation of the charges, then it will notify the member of the suspension or expulsion by phone/email and by a certified letter sent by the U.S. Mail. If the member wishes to appeal, he/she may request a hearing within seven [7] business days of the receipt of the letter to appeal his/her case. The Chair will notify the Board of their conclusions and that a Special Meeting for the Hearing needs to be held. The Board will uphold the Due Process Rights of the accused member during the Hearing. The Board will, by 2/3 vote, decide to uphold the Committee's findings or dismiss. If the Committee's findings are upheld, the Board will send A certified letter within ten [10] business days of the determination to the member. If the member wishes, he/she may appeal to District 7 within ten [10] business days.
7. Notification of the member will be notified immediately by phone/email of the Committee's finding. If they are unable to reach the member, then a letter must be sent by U.S. Mail, postmarked within ten [10] business days of the determination. All the information from the Fact Finding and Hearing, including the tape, shall be sent on to District 7.
8. No removal proceeding shall be based on the same evidence more than once. The action taken [i.e., suspension, expulsion] must be in balance with the member's offense/s by the Fact-Finding Committee.

**B. Absences:**

A Board member with three [3] unexcused absences may be dismissed from the Board of Directors by a majority vote. An absence is considered excused when the Director contacts the **Board at least 24 hours** in advance of the absence.

**C. Resignation:**

A Board member may resign at any time by written or verbal notice to the Board of Directors. The Board will confirm the resignation in the form of a letter. The Board will vote on accepting the resignation at the next scheduled meeting. If the Director wishes to rescind his/her resignation, he/she may present that before the Board vote. The vacancy shall be filled as soon as possible by a simple majority vote at a regularly scheduled or special meeting. The person selected will take office immediately and complete the remainder of the term.

**D. Grievance Resolution**

Violations of MAHA and/or USA Rules and Regulations shall be addressed by the SMHA Board. If the violation is not settled, then it is sent to District 7 immediately. All other matters shall first be addressed by the SMHA Board of Directors. Matters concerning Parents, Guardian's, and Spectators shall begin with a STAR report and handled through SMHA.

**ARTICLE TWELVE: HOLD HARMLESS**

The Soo Michigan Hockey Association, an affiliate of Michigan Amateur Hockey Association, and Association of USA Hockey, Inc., does hereby indemnify and hold harmless USA Hockey and each member thereof, the Executive Committee of USA Hockey and each member thereof, the councils and committees of USA Hockey and each member thereof, and all other elected, appointed, employed or

volunteer representatives of USA Hockey from any and all claims, liability, judgments, costs, attorneys' fees, charges and expenses whatsoever, arising from the acts and omissions of the Michigan Amateur Hockey Association, except to the extent [i] the USA Hockey or the 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, Bylaws, Rules and Regulations, Playing Rules or decisions of the Board of Directors of USA Hockey. Further, the Michigan Amateur Hockey Association understands and acknowledges that USA Hockey and its afore described representatives have assumed such 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 constitution.

### **ARTICLE THIRTEEN: EXONERATION FROM PERSONAL LIABILITY**

As a non-profit Association regulating amateur hockey in Michigan, the MAHA, its Officers, Directors, and Officials assume no responsibility for injury or damage to players under any circumstances.

### **ARTICLE FOURTEEN: ADDITIONAL PRINCIPLES**

A. Publication of By-Laws

SMHA **By-Laws** shall **be made** available to its members **on the SMHA website.**

B. Equal Opportunity

SMHA must provide an equal competitive opportunity, taking into account ability, physical size and other athletic criteria, to amateur athletes, coaches, trainers, managers, administrators, and officials to participate, consistent with the requirements of the Amateur Sports Act of 1978, as amended, in amateur athletic competition without discrimination on the basis of race, color, religion, age, sex, or national origin.

C. Abuse

**SEXUAL ABUSE** It is the policy of USA Hockey that there shall be no sexual abuse of any minor participant involved in any of its sanctioned programs, its training camps, hockey clinics, coaches' clinics, referee clinics, regional and national tournaments or other USA Hockey events by an employee, volunteer, or independent contractor. Sexual abuse of a minor participant occurs when an employee, volunteer or independent contractor touches a minor participant for the purpose of causing the sexual arousal or gratification of either the minor participant or the employee, volunteer or independent contractor. Sexual abuse of a minor participant also occurs when a minor player touches an employee, volunteer or independent contractor for the sexual arousal or sexual gratification of either the minor participant or the employee, volunteer or independent contractor, if the touching occurs at the request or with the consent of the employee, volunteer or independent contractor. Neither consent of the player to the sexual contact, mistake as to the participant's age, nor the fact that the sexual contact did not take place at a hockey function are defenses to a complaint of sexual abuse. Upon proof of violation of this policy, the violator will be permanently banned or suspended from USA Hockey sanctioned programs and/or the programs of its affiliate associations.

## **PHYSICAL ABUSE**

It is the policy of USA Hockey that there shall be no physical abuse of any participant involved in any of its sanctioned programs, its training camps, hockey clinics, coaches' clinics, referee clinics, regional and national tournaments or other USA Hockey events by any employee, volunteer or independent contractor. Physical abuse means physical contact with a participant that intentionally causes the participant to sustain bodily harm or personal injury. Physical abuse also includes physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury. Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate a hockey skill. Permitted physical conduct may include, but is not necessarily limited to, shooting pucks at a goaltender, demonstrating checking and other hockey skills, and communicating with or directing participants, during the course of a game or practice, by touching them in a non-threatening, non-sexual manner. SMHA shall adopt policies prohibiting sexual and physical abuse as established by MAHA [subject to any contrary requirements contained in state or local law applicable to SMHA].

### **D. Dissolution and Distribution of Assets**

In the event that the Soo Michigan Hockey Association ceases to exist, all funds will revert to the Community Services Board of the City of Sault Ste. Marie, Michigan as determined by the Internal Revenue Code.

### **DESCRIPTION OF PRESIDENT DUTIES**

Two-year term beginning April 30 and ending May 1.

Expires on even numbered years.

- Shall supervise the affairs and activities of the SMHA and assist, as needed, the other Officers in the performance of their duties.
- Shall preside over all meetings of the SMHA Board of Directors and the Annual General Election.
- Shall represent SMHA within the hockey and community and shall establish a personal acquaintance and practice good public relations with all he/she is in contact with.
- Shall make decisions on questions arising from emergencies not provided for in the Constitutions/By-Laws. any such decision or action shall be brought to the attention of the Board at its next meeting for approval.
- Shall appoint the members of all committees of SMHA with the approval of the Board by majority vote.
- In matters that require only a simple majority, the President shall vote only in the event of a tie.
- Shall have knowledge of the combination to the SMHA rented post office box, shall gain access to facilities for meeting purposes, key to all locked storage units containing SMHA equipment, supplies, or inventory.
- Shall be the single source point of contact between SMHA and MAHA and or shall be copied on all communications between the two organizations (submission of tournament sanction applications, ice scheduling communications, registration communications, etc.).

### DESCRIPTION OF VICE PRESIDENT DUTIES

Two-year term beginning April 30 and ending May 1.

Expires on odd numbered years.

- Shall be a voting member of the SMHA Board of Directors.
- In the absence of the President, shall have all the powers and duties of the President.
- Shall issue team iPads to each head coach at the beginning of the season and record all sign-outs. All iPads must be returned by the head coach at the end of the season and restored to factory settings in preparation for the following year.**
- Administer the Risk Management Program of the Association.
- Shall serve as the SMHA Equipment Manager and as Equipment Manager:
  - Be responsible for all equipment and inventory owned by SMHA.
  - Distribute and maintain accurate records for all equipment and inventory owned by SMHA.
  - Distribute equipment accordingly at the beginning of the season.
  - Inventory and store all equipment at the close of the season.
  - Make sure that all SMHA equipment has been repaired and cleaned for the next season.
  - Be responsible for all storage units for equipment and/or inventory.
  - Purchase or replace any equipment deemed necessary by the SMHA Board. All purchases will be at the discretion of and with prior approval of the Board.
- Shall Co-sign and/or endorse all checks for SMHA.

### **DESCRIPTION OF TREASURER DUTIES**

Two-year term beginning April 30 and ending May 1.

Expires on even numbered years.

- Shall be a voting member of SMHA Board of Directors.
- Shall act as President pro-tem in the absence of the President and vice President. in the absence of the President and Vice President, the Treasurer shall have the authority of the President and the ability to hold a meeting provided a quorum is met.
- Shall perform the duties of the Secretary when the secretary is not present.
- Shall act as liaison between the accountant and SMHA and assist in maintaining good financial structure.
- Shall be required to maintain accurate records for all financial transactions and relinquish all records for auditing purpose.
- Shall be responsible for supplying accurate information necessary to complete any IRS, banking or financial forms.
- Shall submit an annual report (annual meeting in March) and budget to the Board, and at SMHA Annual meeting, and monthly financial reports with explanations of the financial status of SMHA to the Board.
- Shall also be responsible for collecting all team monthly financial reports.
- Shall be required to co-sign and/or endorse all checks/**money orders** for SMHA.
- Shall make sure that all “rightful” obligations are paid in a timely manner including the collection of any outstanding balances from players, sponsors, teams, vendors, etc....
- Shall secure individual team sponsors, perform any other fundraising activity deemed necessary by the Association.
- Shall have the combination for the SMHA post office box to retrieve mail and pass on all other mail to the Secretary on a routine basis.

### **DESCRIPTION OF SECRETARY DUTIES**

Two-year term beginning April 30 and ending May 1.

Expires on odd numbered years.

- Shall be a voting member of SMHA Board of Directors.
- In the absence of the President, Vice President, and Treasurer, the Secretary shall have the authority of the President and the ability to hold a meeting provided a quorum is met.
- Shall keep a true record of all meetings of SMHA; prepare records of excused and unexcused members.
- **Shall prepare the agenda for meetings and send out to Directors 48 hours in advance of the meeting.**
- Shall keep records and copies of Board actions and communications in the SMHA filing cabinet.
- **Shall maintain supplies for the proper operation of the SMHA as the duties of this office may require.**
- Shall maintain and provide, as required, copies of SMHA By-Laws, attendance records, meeting notes, and calendar.
- Shall notify Board members of meetings, other important matters, and schedule the meeting place.
- Shall answer received correspondence of the Association promptly and provide copies of same to Officers and Directors as necessary.
- Shall be acting Chair of the Banquet Committee and shall maintain accurate records of such.
- Shall co-sign and/or endorse all checks for SMHA

### DESCRIPTION OF TRAVEL DIRECTOR DUTIES

Two-year term beginning April 30.

Expires on odd numbered years.

- Shall be a voting member of the SMHA Board of Directors.
- Shall supervise Travel Team tryouts to collect tryout fees and maintain accurate record of players participating in the travel team selection following MAHA and SMHA guidelines.
- Shall assist Treasurer in the collection of travel team tryout fees.
- Shall assist in the registration of players and validation of team rosters.
- Shall assist Travel Team staff with certifying their District Playoff Credential Packet.
- Assist Tournament Director/s in running district or state travel instead of house tournaments as required.
- Shall maintain contact with Travel Coaches, bringing all Travel Coaches questions and concerns to the attention of the Coaching Director **and President**
- Shall actively seek yearly team sponsorships and promote community goodwill.
- Shall be available for Travel parents, bringing pertinent questions and concerns to the Board.

### **DESCRIPTION OF HOUSE DIRECTOR DUTIES**

Two-year term beginning April 30.

Expires on odd numbered years.

- Shall be a voting member of the SMHA Board of Directors.
- Shall supervise player draft of all B and BB teams in their division following MAHA and SMHA draft guidelines.
- Shall maintain contact with House coaches, bringing all House coaches questions and concerns to the attention of the Coaching Coordinator **and President.**
- Shall be available for House parents, bringing pertinent questions and concerns to the attention of the Board.
- Shall help to assist with sponsorship fees.
- Shall assist in the validation of team rosters.
- Shall assist team staff with certifying their District Playoff Credential Packet.
- Shall work with the Vice President to distribute and collect equipment.
- Shall work with the Ice Scheduler and other organizations to create team game schedules with Adray.
- Shall provide House Coaches with the calendar provided by the Ice Scheduler.
- Shall assist the Coaching Director in the recruitment of coaches, selecting team coaching staff, and ensuring coaching certification levels are appropriate for their levels.
- Shall serve on the Banquet committee.
- Shall actively seek yearly team sponsorships and promote community goodwill.

### **DESCRIPTION OF COACHING DIRECTOR DUTIES**

Two-year term beginning April 30 and ending May 1.

Expires on even numbered years.

- Shall be a voting member of the SMHA Board of Directors.
- Shall provide a USA Hockey coaching certification level 4 or obtain one within six months from being appointed coaching director.
- Shall be responsible for ensuring compliance with USA Hockey coaching certification levels of all SMHA coaching staff.
- Shall provide a communication link between coaches, SMHA Board, MAHA and USA Hockey Coaching Education Program.
- Shall plan, organize and execute periodic skill workshops for coaches and players.
- Shall be responsible for the recruitment, selection, training, evaluation, and discipline of coaches including the screening process in compliance with USA Hockey.
- Shall assist in the draft selection process.
- Shall assist the Travel Director with the Travel Team tryouts.
- Shall evaluate the requests for upward movement of players to ensure appropriate player development and bring recommendations to the Board of Directors.
- Shall be the SMHA Coaching Committee Chairperson and oversee its committee.

### **DESCRIPTION OF TOURNAMENT DIRECTOR DUTIES**

Two-year term beginning April 30 and ending May 1st

Expires on even number years

- Shall be a voting member of the SMHA Board of Directors.
- Shall schedule, set up, and organize a minimum of two local tournaments per year. Tasks include recruitment of teams and organizing all operations of the tournament.
- May recruit volunteers to help run said tournaments.
- Shall immediately turn over all monies collected by registration or sales of fundraiser merchandise at tournaments to the Treasurer/Accountant with a complete financial report.
- May be reimbursed for all reasonable and customary expenditures incurred with any SMHA tournaments. All expenditures must be submitted and approved by the Board. Some examples are listed below, but are not inclusive.

#### Acceptable Expenses

- o Space rental
  - o Tournament ice costs
  - o Game officials
  - o Advertising
  - o USA/MAHA sanctioning fees
  - o Tournament trophies/medals/awards
  - o Office supplies related to tournament correspondence
  - o Tournament souvenirs
  - o Program printing charges
  - o Ticket printing charges
  - o Miscellaneous expenses [telephone charges, fax charges, and internet fees]
- Shall ensure all excess supplies or fundraising merchandise paid for by SMHA and considered property of the Association, is turned over to the Vice President immediately following the last tournament, to be inventoried and placed in storage for the upcoming season.

**DESCRIPTION OF COMMUNICATIONS COORDINATOR DUTIES**

Two-year term beginning April 30.and ending May 1st

Expires on even number years.

- Shall be a voting member of SMHA.
- Shall update and maintain all social media for SMHA (Facebook, Instagram, website, etc.) as directed by the President.
- Shall be responsible for creating marketing materials as necessary for SMHA.
- **Shall be responsible for advertisements, oversee all SMHA flyers and the information they contain.**

### DESCRIPTION OF ICE SCHEDULER

At-will position as appointed and voted on by the board

- Shall be a non-voting member of SMHA.
- Shall schedule ice time accordingly for all teams and in conjunction with SMHA budget.
- Shall verify all ice bill invoices for accuracy and submit them for payment.
- Shall prepare all team ice times for the SMHA Website and distribute to coaches.
- Shall prepare a master schedule.
- Shall schedule and secure ice for State or District playoffs and as necessary.
- Shall coordinate **home games** with the Referee-in-Chief **and Timekeeper Scheduler**
- Shall notify Referee -in Chief and Timekeeper Scheduler within 48 hours of game cancellation. If not notified within this time frame the Referees & Timekeeper will still be paid.**
- Shall review and coordinate payments to referees and timekeepers.
- Shall provide to the SMHA Board of Directors with a report of the monthly ice hours used at each board meeting **if requested**.
- Shall attend the annual NIHL and Adray scheduling meetings with team coaches/managers.

## REGISTRAR DUTIES

At-will position as appointed and voted on by the board

- Shall be a non-voting member of SMHA.
- Shall oversee background checks for board member.
- Shall be responsible for providing reports ensuring compliance with USA Hockey coaching certification levels of all SMHA coaching staff to Coaching Director.
- Shall provide reports to Coaching Director on all coaches for SMHA complete their required online training modules, background checks and Safesport within the required time frame.
- Shall provide SMHA Treasurer Director with coaching refunds reports **by December 30<sup>th</sup>**.

**- Shall maintain the on-line registration for SMHA.**

**- Shall pull reports from the on-line registration for SMHA for rosters**

**- Shall provide all SMHA team manager or head coach with the following once team roster is completed**

- **Print team roster**
- **Print team list**
- **Print team credentials verification**
- **Print Team history**
- **Print team stickers as requested**

- Shall be responsible for dropping or adding players or coaches to a roster.

**- Shall provide head coach a player drop form when requested.**

**- Shall provide SMHA President with player release form when requested.**

- Shall provide **roster** reports to SMHA Director of Treasurer as needed.

- Shall attend MAHA summer Registrar meeting.

- Shall provide Registration reports to MAHA as requested.