# Brewer Youth Hockey Association 

## By-Laws


#### Abstract

ARTICLE 1 - NAME

This organization shall be known as the Brewer Youth Hockey Association (BYH). Membership will consist of all players and volunteers registered with Brewer Youth Hockey. Parents of registered players will also be considered members of the association.


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ARTICLE 2 - PURPOSE The purpose of BYH shall be to organize, support and maintain a youth hockey program, following M aine Amateur Hockey Association (MeAHA) guidelines, for the greater Penobscot and Hancock county areas as well as and players from other areas who decide to associate themselves with BYH, ultimately, preparing the players for High School Hockey.

The association shall make a commitment to implant firmly in our participants, the ideals of good sportsmanship, fair play and loyalty towards ones teammates so that they may be stronger happier youths and fully enjoy his/ her experience in the association.


## ARTICLE 3 - ORGANIZATIONAL STRUCTURE

BYH shall be governed by a Board of Directors (BOD) which will consist of the following 2-year positions: President, Vice President, Secretary, Treasurer, Registrar, ACE Director, Fundraising Director, Vice President Communications, Vice President Tier IV, Vice President Instructional, Vice President of Girls, and Vice President of Travel. A coach within the Association can be considered for any of the twelve board positions. A Scheduler and an Event Coordinator shall be appointed by the BOD, but position will not carry a vote unless appointed individual is otherwise already a member of the BOD..

The Board of Directors shall determine all policy matters and make such reasonable rules and regulations as may be necessary to carry out the purposes and objectives of the Association.

Vacancies occurring on the BOD can be filled by a two-thirds $(2 / 3)$ vote of the Board. Such appointees to serve the duration of the term of the individual being replaced.

All changes to this organization's by-laws shall be voted on at the annual meeting by the membership. Any motion to discontinue or merge BYH shall also be voted on at the annual meeting.

All BOD members, coaches, team managers and volunteers who have contact with the BYH skaters must submit to mandatory screening process as dictated by MeAHA.

## ARTICLE 4 - MEETINGS

The Board of Directors shall schedule one (1) meeting monthly, The monthly meeting dates and times will be determined by the BOD and communicated to all members a minimum of 2 weeks prior the meeting.. Members of the Association should be encouraged to attend board meetings. The BOD may meet and/or conduct votes at the other times or locations (including virtually, by email or other electronic method, should it be warranted. All meetings or votes that take place as indicated above shall be recapped for the official meeting minutes at the next physical meeting. A duly constituted meeting of the BOD shall be one at which a majority ( 7 of 12) of the members are present. Actions taken by the Board will require a simple majority vote. If, at any point, the votes for any given action are tied, the tiebreaker vote shall fall to the President.

An annual membership meeting will be held at which time annual elections will be held, along with other matters that may come before the membership. Any votes or actions taken at the annual meeting will require only a majority vote of members present. Each family shall have one (1) vote; ballots will be distributed at the door. Additional general membership meetings may be called be the BOD, should one be necessary.

A board member who misses three (3) unexcused consecutive meetings will be dismissed from the BOD.

## ARTICLE 5 - OFFICERS

PRESIDENT: (2-year term) The office of President will be elected in years that are odd numbered for a 2 -year term. The President shall be the Chief Executive Officer of the organization and, subject to the direction of the Board of Directors shall, in general, supervise and control the business and affairs of the organization. Duties shall include, but not be limited to, the following:

- Preside at all regular or special meeting of the membership or Board
- Call special meetings of the Association or Board
- Make decisions on questions not provided for in the By-Laws or rules until the next regular or special meeting of the BOD
- Serve as an ex-officio of all committees
- Chair the Disciplinary and Transfer Committees
- Primary State Representative for M EAHA
- And other duties as may be specifically assigned by the BOD

VICE PRESIDENT: (2-year term) The office of Vice President will be elected in years that end in even numbers for a 2-year term. In the absence of the President, or in his/her inability or refusal to act, the Vice President shall perform all the duties of the President. When so acting, the Vice President shall have all the powers of and subject to all restrictions of the President. And such other duties as may be specifically assigned by the Board of Directors.

- Secondary State Representative
- Serve on the Coaches Committee
- Serve as SafeSport Director for Brewer Youth Hockey
- And other duties as may be specifically assigned by the BOD

SECRETARY: (2-year term) The office of Secretary will be elected in years that are odd numbered for a 2-year term. The duties of the Secretary shall include, but not be limited to, the following:

- Secure all regular or special meeting locations of the Board or the membership and request any necessary Certificate of Insurance from M eAHA for meeting.
- Record the attendance and minutes of all regular or special meetings of the Board or the membership
- Notify the membership of the association of the date, time, and location of monthly, Annual meeting, or any special meetings and keep a permanent record of the minutes of such meetings
- Provide an Annual Report of the affairs of the Association to the membership at the Annual M eeting
- Provide new member of BOD with organization's By-Laws and Family M anual
- And other duties as may be specifically assigned by the BOD

TREASURER: (2-year term) This office will be elected in years that end in odd numbers for a 2year term. The duties of the Treasurer shall include, but not be limited to, the following:

- Receive all funds due the Association and deposit them into a charter bank or banks
- Pay the rightful obligations of the Association, approved by the Board of Directors
- Provide a regular monthly report and an Annual report as to the financial condition of the Association
- Keep and maintain ledgers and other books of account, which may be audited at the request of the Board of Directors
- M anage the use of a corporate debit card
- And other duties as may be specifically assigned by the BOD

REGISTRAR: (2-year term) This office will be elected in years that end in even numbers. The duties of the Registrar shall include, but not limited to, the following:

- Receive and register all memberships of the Association
- Verify age-appropriateness for levels
- Verify that all necessary forms are received
- Verify required screenings of all BOD, coaches, team managers, volunteers
- Serve on the Disciplinary Committee(?)
- Update and verify current BYH member information and make available to other BOD members as needed
- Communicate with Team M anagers
- And other duties as may be specifically assigned by the BOD

ACE DIRECTOR: (2-year term) This office will be elected in odd years for a two-year term. The duties of the ACE shall include, but not be limited to, the following:

- Head of all coaches in regards to proper coaching level and certifications for each level of play.
- Head of Coaches Committee
- Plan and conduct monthly coaches' meeting, both pre-season and during the season
- Plan and implement coaches' training
- Feed Coordinate communication to/from coaches to board
- Verify each team is properly supplied with water bottles, first aid kits, pucks, marker board, USA Hockey training materials
- And other duties as may be specifically assigned by the BOD

FUNDRAISING DIRECTOR: (2-year term) This office will be elected in years that end in even numbers for a 2 -year term. The duties of the Fundraising Director shall include, but not be limited to, the following:

- Prepare general fundraising plan for each year
- Chair the Fundraising Committee
- Soliciting Corporate Sponsors, Team Sponsors, and General Sponsors
- Coordinate Fundraising Events (with the assistance of the Event Coordinator)
- And other duties as may be specifically assigned by the BOD

VICE PRESIDENT TIER IV: (2-year term) This office will be elected in years that end in odd numbers for a 2 -year term. The duties of the Tier IV shall include, but not limited to, the following:

- Head of all Tier IV team programs, with assistance with Team Coaches and Team M anagers
- Secure and coordinate all Tier IV tournaments sponsored by BYH
- Serve on the Coaches Committee
- Plan and conduct preseason parent meeting for Tier IV teams
- Assist in the Tier IV budget process each year
- Assist Event Coordinator in planning start and end of season events
- Assist Scheduler with Tier IV schedule for the season
- Coordinate travel arrangements with the assistance of Team Managers for all Tier IV out-of-town games as necessary
- Coordinate communication to/from Tier IV teams to BOD
- And other duties as may be specifically assigned by the BOD

VICE PRESIDENT INSTRUCTIONAL: (2-year term) This office will be elected in years that end in even numbers for a 2-year term.. The duties of the Tier IV shall include, but not limited to, the following:

- Head of all Learn-to-Skate, Learn-to-Play and Atoms programs
- Secure and coordinate all LTS, LTP and Atoms tournaments sponsored by BYH
- Plan and conduct pre-season and in-season parents meetings
- Assist in the Instructional budget process each year
- Assist Event Coordinator in planning any start and end of season events
- Assist Scheduler with Atoms schedule for the season
- Coordinate communication to/from LTS, LTP and Atoms teams to BOD
- And other duties as may be specifically assigned by the BOD

VICE PRESIDENT COM MUNICATIONS: (2--year term) This office will be elected in years that end in even numbers for a 2 -year term. The duties of the Communications Director shall include, but not be limited to, the following:

- Serve as the single point of communications for all public information regarding BYH to include, but not limited to, Press Release, Advertisements, Flyers, Booklets, etc.
- Utilize the BYH Web Site for all public communications
- Coordinate and update all BYH W eb Site postings
- Coordinate and maintains all BYH internal mailing and email lists with Registrar
- Review all public releases and ensure that they all meet standard guidelines of sound and ethical business practice.
- And other duties as may be specifically assigned by the BOD

VICE PRESIDENT OF GIRLS' HOCKEY: (2 year term) This office will be elected in years that end in odd numbers for a 2-year term.. The duties of the Vice President of Girls' hockey shall include, but are not limited to:

- Serve as liaison and primary BYH representative to Regional Girls' Organization
- Serve on the Coaches Committee
- Plan and conduct preseason parent meeting for BYH girls players to explain options (coed, girls, combination, etc.)
- Organize and/or promote events and opportunities aimed at promoting girls in hockey
- Assist in the Girls budget process each year
- Coordinate communication to/from Regional Girls' Organization to BOD
- And other duties as may be specifically assigned by the BOD

VICE PRESIDENT OF TRAVEL HOCKEY: (2 year term) This office will be elected in years that end in even numbers for a 2-year term.. The duties of the Vice President of Girls' and Travel hockey shall include, but are not limited to:

- Head of all Travel team programs, with assistance with Team Coaches and Team M anagers
- Secure and coordinate all travel tournaments sponsored by BYH
- Serve on the Coaches Committee
- Plan and conduct preseason parent meeting for travel teams
- Assist in the Travel budget process each year
- Assist Event Coordinator in planning start and end of season events
- Assist Scheduler with travel team schedule for the season
- Coordinate travel arrangements with the assistance of Team M anagers for all travel out-of-town games as necessary
- Coordinate communication to/from Travel teams to BOD
- And other duties as may be specifically assigned by the BOD


## ARTICLE 6-COACHES

The Board of Directors will approve all coaches annually who wish to instruct in the Organization. The Coaches Committee shall handle the process of applications and nominations for Head Coaches at each age-level and league (Tier III, Tier IV, etc.) before submitting to BOD for approval. The Coaches Committee shall be chaired by the Ace Director and comprised of the Vice President, Vice President Tier IV, Vice President Travel, and three non-board members in good standing. It is recommended that one member be selected from each age level (10U, 12 U , and 14 U ). The conduct of the coaches, the determination of their coaching ability and their ability in team management shall be under the direct supervision of the Board. All coaches of BYH must have a "CLEAR" background check and current SafeSport Training, in accordance to USA Hockey. All coaches will have to become certified under USA Hockey guidelines and adopt USA Hockey Coaching Ethics.

Coaches will adhere to the guidelines set forth by Brewer Youth Hockey and USA Hockey. Coaches should, at all times, put the interest of our youth first and foremost, with winning fames of secondary importance. Coaches will adhere to the Coaches Code of Conduct and the Zero Tolerance Policies.

Coaches may be removed or suspended from their position if found to be in violation of any Code of Conduct guidelines or in conflict with the ideals of Brewer Youth Hockey. Removal will be a majority vote of the Board of Directors at a duly constituted meeting.

## ARTICLE 7-CONDUCT

The Board of Directors shall have the authority to suspend or revoke the membership of any Brewer Youth Hockey member whose conduct is considered detrimental to the Organization. BOD will form a Disciplinary Committee as needed to handle all complaints. Disciplinary Committee shall be chaired by the President and comprised of the Vice President, Treasurer, Secretary, VP of Tier IV/VP of Travel (depending on the situation), and at least one other Board member not directly involved with the incident. Disciplinary Committee shall gather relevant information and recommended action shall be brought to the BOD for final decision on how to proceed. Whenever possible, all efforts shall be made to make all disciplinary decisions within one week of receiving complaint. BOD shall also determine if this complaint should be forwarded to the MEAHA Disciplinary Committee. All misconduct complaints that are in violation of SafeSport Guidelines shall be reported directly to local affiliate USA Hockey SafeSport Coordinator.

The misconduct of any youth shall be dealt with by the coaches directly associated with the offending individual. Coaches may choose to have the BOD deal with the misconduct. Parents of the offending youth may appeal any disciplinary action to the BOD.

Reporting and appealing of complaints, misconducts, and associated disciplinary actions shall be as outlined in the BYH Family Manual.

Any player receiving a game misconduct for unruly behavior toward officials or opposing players shall also be suspended for an additional game. Repeated game misconducts shall be reviewed by the BOD and may result in suspension for longer periods, including the remainder of the season.

All players are expected to attend all practices and games. In the event of a necessary absence, the coach or team parent should be notified in advance. Unexcused or repeated absences may result in disciplinary action by the coach. Such action may include reduced ice time or suspension of following games. Coaches will be required to notify parents prior to any disciplinary action being taken.

All BYH members, parents, family and friends, volunteers are expected to adhere to the Zero Tolerance Policies set forth by USA Hockey.

NONDISCRIM INATION: Any member of Brewer Youth Hockey Association (players and parents) and coaches do not engage in discrimination based on age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, socioeconomic status, or any basis prescribed by law.

## ARTICLE 8 - REGISTRATION AND TEAM STRUCTURE

Brewer Youth Hockey shall hold (2) registrations - one starting at the beginning of M ay to the end of August for travel players, and one starting the beginning of August to the end of October for all Tier IV level players.. Additional registration windows shall be made available during the fall and the spring for Instructional Level or Select Tournament teams. Dates will be posted on the website, Facebook page, and other social media outlets. Every effort will be made to email each returning player, with the latest email address on record.

- All returning players must have their prior season's bills paid in full before registering for an upcoming season.
- All players trying out for Tier II and Tier III teams or any other recognized team, must have their BYH bills paid in full by M arch $1^{\text {st }}$ prior to tryouts.
- BYH requires Transfers forms to be completed for any player choosing to play for BYH from another organization within $M$ aine.
- All Transfers to/from another organization must have their bills paid in full at their other organization/BYH.
- A player shall not be considered registered until he/she is registered for the upcoming season with USA Hockey and has either paid in full for the upcoming season or has signed up for an approved payment plan.

Brewer Youth Hockey will consider "hardship" cases on an individual basis. After the start of the season, BYH may choose to accept registrations if openings exist on current teams. Cost proration may be considered for late season registration. BYH will determine the structure of the organization's team on yearly basis at each of the age groups, based on that season registration and associated tryouts., Should the numbers warrant, multiple teams within age groups may be formed, with no one team having an advantage over the other(s). Team formation shall also abide by any rules set forth by MEAHA.

## ARTICLE 9-M EM BERSHIP

Active Members or Members in Good Standing: Active members, or members in good standing, of BYH includes all players, the parent(s) or legal guardian(s) of players under 18 years of age, coaches, team managers, current members of the Board, and volunteers in positions appointed by the Board who have paid the applicable registration fees, shown proper care and return of BYH property, and who are in compliance with the rules of BYH.

Registration Fees: Annual registration fees are to be paid by each skater in any BYH program or on any BYH team. This fee is established by the BOD. Payment of this fee constitutes active membership in BYH for that year. The membership year is from May 1 through April 30 of the following year. Full payment of the registration fee is due by December 31. In the event fees are not paid by December 31, participation in the program will be suspended until outstanding balances are paid.

Loss of membership: The Board, by majority vote, may suspend or expel any member for cause or conduct it deems inappropriate, such as malfeasance, illegal activity, and/or activity deemed detrimental to the Association's reputation.

- The BOD shall notify any expelled or suspended member via written notification and send to member's last known address by certified mail.
- The expelled or suspended member has seven (7) calendar days after receipt of written notification to request a hearing before the Board to appeal his or her specific case.
- Any member of BYH may resign by written notice to the Board of Directors accompanied by payment of all money and property owed.
- Termination of membership, whether by resignation, suspension, expulsion or otherwise, terminates all rights of membership.

Fund Raising: No team or individual connected with BYH shall be permitted to raise or solicit funds for BYH or any BYH team prior to receiving written approval from the Board. All fund raising shall be coordinated with the Fundraising Director and follow the guidelines set forth by the BYH Board. An income report with appropriate receipts must be submitted to the Board no more than two (2) Weeks following the fundraiser.

## ARTICLE 10-REFUND POLICY

If for any reason, a skater decides not to participate in Brewer Youth Hockey Program the skater's (Parent or Guardian) may request a refund of fees paid. The refund request must be done in writing and presented to the Treasurer of Brewer Youth Hockey. The Brewer Youth Hockey board will decide at the next scheduled meeting to determine if a refund will be made and what amount will be refunded if any.
Refunds will be made for the following reasons:

- A long term serious or debilitating Injury or Illness that occurs on or off the ice
- M oving or relocating from the area
- Other extenuating circumstances

If a skater elects to discontinue playing during any part of the season prior to November $1^{\text {st }}$ a refund amount of $40 \%$ will be refunded. Refund requests after November $1^{\text {st }}$ shall be reviewed on a case-by-case basis.

## By-Laws amended 06/ 16/ 20

