

Weymouth Youth Hockey, Inc.
BYLAWS

Article I
Organization

1.01 Name. The Corporation shall be known as “Weymouth Youth Hockey, Inc.” (hereinafter referred to as WYH) with its principal place of business located in Weymouth, Massachusetts.

1.02 Purpose. The purpose of WYH is to develop and govern a youth hockey program in the Town of Weymouth for individuals for the purpose of promoting sportsmanlike competition, team and individual values, and respect for rules by providing a recreational outlet for the participants in the program and in general to exercise any or all of the powers, solely to effectuate the foregoing purposes, which may be conferred by Chapter 180 of the General Laws of the Commonwealth of Massachusetts as now in effect and as from time to time and shall be provided by any cognate provision or provisions of the law hereafter enacted by said Commonwealth.

Article II
Objectives

2.01 Objective. The objective of WYH shall be to teach hockey and to firmly implant the ideals of sportsmanship, honesty, loyalty, and integrity in the youth of the Weymouth community. It is the belief of this organization that these young athletes, through their participation in the sport of hockey, will develop the qualities of leadership, responsibility, and self-respect, which will contribute to their personal growth as well as to the growth of the Weymouth community. These objectives will be achieved by providing supervised competition and instruction in the game of hockey. The coaches and all personnel of WYH shall bear in mind at all times that the winning of the game is secondary to the molding of future adults.

Article III
Membership and Dues

3.01 Membership. Any adult resident or legal guardian residing in the Town of Weymouth is eligible for membership for purposes of enrolling his or her child or ward in or assisting with the activities of WYH. Please refer to Mass Hockey Rules and Regulations for details on registration and eligibility, Article 1 Section D. Residents from other towns may be eligible for membership provided that there are openings in the applicable level(s)/division(s).

3.02 Enrollment. A registration application for membership must be submitted annually to the Registrar before the child(ren) of any applicant can participate in any of the activities of the organization. Any member **MUST** be in good standing as deemed by the Treasurer of WYH to participate.

3.03(a) Suspension or Expulsion. The Board of Directors may by two-thirds vote suspend or expel any member of the organization from participation in WYH for conduct deemed injurious to the welfare of WYH, its property or its members. The member involved shall be notified of such a meeting, informed in writing of the general nature of the charges, and given an opportunity to appear at the meeting to answer such charges. If said member does not appear he/she will forfeit such process. Game suspensions delivered by USA Hockey, Mass Hockey, and Conferences where WYH participates shall be referred to the Disciplinary Committee.

3.03(b). Any person one-month delinquent in payment of their annual tuition is subject to immediate suspension. The Treasurer and or the President will inform the member of the suspension. If an individual is suspended for nonpayment of fees, reinstatement will occur when the delinquency is cleared. A person who is delinquent twice in any two-year period may be required to pay the entire fee for the current season if the Board shall decide.

3.04 Withdrawal. Membership may be withdrawn by written or verbal notice given to any member of the executive board. If verbal withdrawal is given to a board member, the board member receiving this notice shall advise the board of directors of the intent to withdraw; WYH will send a confirming letter to the party wishing to withdraw. Any Withdrawal forfeits prior payments to WYH and any outstanding balances must be satisfied.

3.05 Voting rights. Voting rights shall be vested to any member in good standing.

Article IV
Meetings

4.01 Meetings. The Board of Directors shall hold regular monthly meetings, open to all program members, shall be held at least once a month during the season and as often as deemed necessary. The time and place of the meetings shall be made known to the membership. The President shall run all meetings of WYH or Vice President in their absence.

4.02 Robert's Rules of Order. Roberts Rules of Order shall govern all meetings of WYH and its constituent parts except as provided by these By-Laws

4.03 Order of Business. The order of business at each meeting shall be as follows:

- A. Reading by the Secretary and approved by the Board, the minutes of the previous meeting.
- B. Treasurer's Report
- C. Directors' Reports
- D. Review ice hours and distribution
- E. Equipment Directors Report
- F. Unfinished Business
- G. New Business
- H. Open Forum

4.04 Quorum. A duly constituted regular meeting of the Board of Directors for purposes of transacting the business of the WYH shall be one in which 2/3's of the voting board members are present. When a quorum is present at any meeting, a majority of the votes cast by Board-voting members present in person shall decide any question, including election to any office, unless otherwise provided by law or these By-Laws.

4.05 Annual Meeting. The annual meeting of WYH shall be held in April of each year. The time and place of the annual meeting shall be determined by the President. A written notice shall be posted to the league website and emailed to each known member at least seven days prior. A majority of the Board of Directors and voting members shall constitute a quorum for conducting the business of WYH at the Annual or Special Membership Meeting.

4.06 Special Meeting. Special meetings of the Board of Directors may be called at the request of the President, or upon written request to the President by five (5) Board Members. With at least 5 days written notice to Board Members stating the purposes thereof.

4.07 Membership attendance. The members of WYH shall have the right to be present at all meetings of the Board of Directors. Information to be presented to the Board for its consideration must be submitted to the President or Secretary not later than twenty-four (24) hours prior to the meeting. Any member shall have the right to present items of interest to the Board but may not address the Board unless the Board extends permission to them.

4.08 Executive Session. Notwithstanding this right of all members, the Board shall have the power, if it is deemed necessary and by a majority vote of the Board, to conduct its meetings in executive (closed) sessions.

4.09 Emergency Session. Emergency business and or voting may be conducted via the internet and or telephone in the event of urgent or time-sensitive matters relating to the day-to-day operation of WYH. This unusual order of business/vote must meet the status set forth in Article IV 4.04 of these By-Laws

Article V Government and Elections

5.01 Government. The government of WYH shall be vested in the Board of Directors, except as provided in these By-Laws.

5.02 Governing body. The Board of Directors shall include among its voting members at least twenty (20%) percent of individuals whose children are actively skating in the Program, and that membership and voting power held by such individuals is not less than 20% of such membership and voting power held by the Board of Directors at any period of time.

5.03 Control and management. The Board of Directors shall have control and management of the property, business, and affairs of WYH. All receipts of the organization must be deposited in a bank account and all funds shall be withdrawn from all bank accounts by the signature of the Assistant Treasurer or Treasurer. Any withdrawal of Five Hundred Dollars (\$500.00) or greater shall require two signatures which shall be the Treasurer or Assistant Treasurer and the current President.

5.04 Authority. The Board of Directors shall have authority to conduct all ordinary and necessary business between regular and special meetings, except for purchases of equipment or capital goods not specifically budgeted for in excess of \$3,000 but less than \$8,000 shall be approved by a majority of the Board of Directors. Purchases of equipment or capital goods not specifically budgeted for in excess of \$8,000 shall be approved by a majority of the membership.

5.05 Membership of the Board. The Board of Directors shall be composed of 22 positions and shall be the Executive Officers of the Corporation. Each elected term shall be for one year. The term of service shall be from May 1 in the year elected through April 30th of the following year.

Article VI Board of Directors

6.01 Activities. The activities of WYH shall be governed by a Board of Directors. The Board shall consist of the following twenty-two (22) positions.

(A) Officers:

- President
- Vice President
- Treasurer

- Secretary
- Registrar

(B) Travel Director:

- Travel Director

(C) Divisional Directors:

- Girls Director
- Instructional Director
- Mite Director
- Squirt Director
- Peewee Director
- Bantam Director
- Midget Director

(D) Activity Directors:

- Equipment Director
- Fundraising Director
- Snack Bar Director
- House League Director
- Skills Coordinator (Skills Coordinator is a non-voting position appointed by the Board)
- Goalie Skills Coordinator (Goalie Skills Coordinator is a non-voting position appointed by the Board)
- IT Coordinator (IT Coordinator is a non-voting position appointed by the Board)
- Ice Coordinator (Ice Coordinator is a non-voting position appointed by the Board)
- Assistant Treasurer (the President shall nominate an Assistant Treasurer with assistance from the Treasurer to the board for approval). (Assistant Treasurer is a non-voting position appointed by the Board)
- U6 Coordinator (U6 Coordinator is a non-voting position appointed by the Board)

6.02 Responsibilities. The Board of Directors shall be responsible for formulating and implementing the policies of WYH. They shall establish such rules and regulations as they deem necessary to carry out the objectives of WYH and shall fulfill those responsibilities as may be identified in these By-Laws. These resources shall be managed in accordance with the objectives of WYH and shall be utilized in a manner such that no person or team shall receive an unfair advantage over any other team as to personnel or equipment or the use of ice facilities. However, donations to WYH that are earmarked for a special purpose shall be used for that purpose, subject to the approval of the Board of Directors.

6.03 Vote. Each voting member of the Board of Directors is entitled to only one (1) vote except the President. The President shall vote only in the case of a tie.

6.04 Tuition. The Board of Directors shall annually review and set tuition for player participation.

6.05 Resignation. An Officer or Director may resign by delivering their written resignation to the President, or Secretary, or to a meeting of Board of Directors. Such resignation shall be effective upon receipt (unless specified to effective at some other time), and acceptance thereof shall not be necessary to make effective unless it so states.

6.06 Compensation. The Board of Directors shall not be entitled to receive any compensation for their service with the exception of the Skills Coordinator who may be entitled to compensation to be determined with a majority vote by the Board of Directors.

6.07 Solicitation. No Member or individual Board of Director, with the exception of the Fundraising Director and their committee members, shall be authorized to solicit or collect monies on behalf of a specific team of WYH or to use the name of WYH in the solicitation of said monies.

6.08 Vacancies. Vacancies on the Board of Directors shall be filled by two-thirds (2/3) vote of the Board present and voting. Persons appointed by the Board shall serve the duration of the term of the individual being replaced.

6.09 Removal. The Board of Directors shall have the power to remove a Board member from office as a result of failure to fulfill their duties of said office, or for conduct detrimental to the best interests of the organization. Said removal must follow the procedure set forth below: 1. Said officer or director shall be permitted written notice of the charge five days before the question is to be placed on a meeting agenda. 2. The petitioners shall present their case first, said officer or director shall be heard second, and the vote shall be taken third. 3. Any board member can be removed from office by a 2/3's vote of the voting members of the current board.

6.10 Attendance. Any Board Member or Officer who is absent from three (3) consecutive meetings and or 5 meetings in total during the course a single term may be terminated by a 2/3 vote by the remaining Board Members.

6.11 Delegation of Powers. The Board may appoint one or more Committees and may delegate to such committees any or all of their powers. Any committee shall consist of at least 1 member of the Board of Directors. Committees shall conduct their affairs in the same manner as is provided in these By-Laws for the Board. The term of members of any Committee shall expire with conclusion of the Annual Meeting.

6.12 Liability. The members, directors and officers of WYH shall not be personally liable for any debt, liability, or obligation of WYH. All persons, corporations or other entities extending credit to, contract with, or having any claim against WYH may look only to the funds and property of

WYH for the payment of any such contract or claim, or for the payment of any debt, damages, judgment or decree, or of any money that may otherwise become due or payable to them from WYH.

Article VII Elections

7.01 Good Standing. All members in good standing are eligible to vote. A member in good standing is an adult representative of a household: 1. That has at least one child registered in WYH, or an individual who participates in WYH activities as a volunteer, 2. Has no outstanding financial obligations to WYH 3. And has not been expelled or under disciplinary penalty from USA Hockey, Massachusetts Hockey, or The WYH Board of Directors. Only two members per household, regardless of the number of children they have in the program, are eligible to vote.

7.02 Eligibility. Any member of WYH in good standing shall be eligible to run for election to the Board of Directors provided he/she has been a member in good standing for a period of not less than two years immediately prior to the election or appointment. No more than one family member may be elected and hold office at the same time.

7.03 Time of Election. The Board of Directors shall be elected by the Members at the Annual Meeting of WYH held in April. In order for a member to be placed on the ballot for either re-election or election, he or she shall notify the Secretary in writing at least fifteen (15) days prior to the Annual Meeting. In the event of a contested office, the President will appoint tellers and voting will be secret ballot.

7.04 Nominations from the floor. Nominations shall be allowed from the floor for an open position, provided the party being nominated is present to accept such nomination. No member shall be eligible to be nominated for election or appointment to any voting position unless he/she has been a member in good standing for a period of not less than two years immediately prior to the election or appointment.

7.05 Term. The term of office of all board members shall be one (1) year and shall commence on May 1 and shall conclude at the end of the year on April 30. Outgoing Board Members shall turn over to their successors all records and property pertaining to their office not later than ten (10) days after leaving office. Any board member who has held a specific office for three consecutive terms/years cannot run for reelection if challenged for their position in their 4th term/year.

ARTICLE VIII Duties of Board Members

8.01 OFFICERS

(A) PRESIDENT: The duties of the President of WYH shall be as follows:

- (1) Preside over the meetings of the Board of Directors
- (2) Preside over the General Meetings
- (3) Exercise general supervision over the affairs of WYH
- (4) Serve as Chairman of the Board of Directors
- (6) Make a report on the activities and condition of WYH to the Members at the Annual Meeting.
- (7) Serve as additional, secondary, and necessary contact with regards to notifications provided and submitted by our current Hockey league(s).
- (8) Prepare, with the assistance of the Treasurer, an annual budget for all expenditures for the upcoming season to be presented to the Board of Directors for their approval.
- (9) The President shall serve as an ex-officio member of all WYH committees.

(B) VICE PRESIDENT: The duties of the Vice President of WYH shall be as follows:

- (1) Preside over the meetings of the Board of Directors or any Meetings of WYH in the absence of the President.
- (2) Assist the President on the discharge of their duties or assigned by President.
- (3) Act as liaison to any hockey leagues that are outside of the Travel Director's responsibility.
- (4) Oversee Board approved special events including but not limited to Santa Skate, Coach Appreciation Night, Try Hockey For Free, etc.
- (5) Assist in communications via email and/or social media posts to keep membership informed of programs and events.
- (6) Act as Ice Coordinator unless otherwise directed by Board of Directors.

(C) TREASURER: The duties of the Treasurer of WYH shall be as follows:

- (1) Shall be responsible for all bookkeeping, financial reports, and collection of all monies due to WYH and depositing of all monies in accredited banking institutions.
- (2) Shall be responsible for preparing an annual budget, with the President, for all expenditures for the upcoming season to be presented to the Board of Directors for their approval.
- (3) Shall be responsible for preparing annual report of receipts and disbursements and financial condition for distribution to all members at the Annual Meeting.
- (4) Shall be responsible for preparing monthly reports of receipts and disbursements and financial condition for submission to the Board of Directors on a cash basis at all meetings.
- (5) Shall serve as a member of the Fundraising Committee or any other committee established by the board for the purpose of collecting funds on behalf of WYH and shall be responsible for the accounting records for such committee(s).
- (6) Shall be responsible for the collection of delinquent tuitions owed by the members.
- (7) Shall prepare a list of accounts receivables and payables on a monthly basis for distribution to the board members at the monthly meetings.
- (8) Shall notify Program directors of delinquent accounts.

- (9) Shall prepare bills on a monthly basis or as needed covering the indebtedness of WYH players.
- (10) Attend all tryout sessions in order to collect registrations and payments from members.
- (11) Shall be responsible for accounts payable, confirming the accuracy of any incoming bill/invoice and prompt payment of such bill/invoice.
- (12) Shall file all necessary yearly reports with the Attorney General's Office for the Commonwealth of Massachusetts and the Federal Government in order to maintain WYH's Non-Profit Status.
- (13) Shall prepare or hire a tax preparer, subject to board approval in order to prepare annual tax returns for WYH.
- (14) Shall maintain up to date accounting ledgers, books or computer software program, such as Quick Books, which shall be made available to any member upon written request to the President or Secretary. Such ledgers, books or computer software program shall contain receipts, disbursements and financial condition of WYH.

(D) ASSISTANT TREASURER: The duties of the Assistant Treasurer shall be as follows: (1) To assist the Treasurer in the discharge of his/her duties.

(E) SECRETARY: The duties of the Secretary of WYH shall be as follows:

- (1) Give notice as directed elsewhere of all regular and special general meetings and meetings of the Board of Directors, and to publish an agenda of business to be transacted.
- (2) Shall maintain a permanent record of the minutes of said meetings.
- (3) Shall record the attendance of all Members at the General Meetings and of all Directors at meetings of the Board of Directors.
- (4) Shall ensure that a Quorum is present before any business is transacted at a General Meeting or at a meeting of the Board of Directors.
- (5) Shall prepare correspondence concerning the activities of WYH for dissemination to its Members.
- (6) Receive nominations from Members for positions on the Board of Directors. Prepare a ballot of nominees for election at the Annual Meeting.
- (7) The Secretary shall maintain all proceedings for the Board in a book/series of books or digital archive. Such book or books shall contain records of all meetings and the original or attested copies, of the By-Laws, and names of all members and Directors and the address of each.
- (8) If, the Secretary is absent from any meeting of the Board of Directors, General Meeting, or Annual Meeting, a temporary Secretary shall be chosen and exercise the duties of the Secretary.
- (9) The Secretary will be required to be a member of the disciplinary committee.
- (10) Shall provide each member of the Board of Directors a copy of the previous meeting minutes in a timely manner to ensure the accuracy of said meeting.

(F) REGISTRAR: The duties of the Registrar shall be as follows:

- (1) The Registrar coordinates all registration activities under the direction of the Board. The Registrar shall conduct all member registrations required by the league and manage the try-out registration with assistance from the Treasurer and each of the Conference and Divisional Directors. The Registrar is responsible for entering all membership information into the league membership database and forwarding this information and any monies received to the Treasurer. The Registrar is responsible for producing and distributing membership registrations and team rosters to Divisional Directors, maintaining player information files (registration forms, liability forms), and having this information readily available for review by Board members.
- (2) Coordinates all registration activities whether electronic or otherwise subject to Board approval.
- (3) Secure additional membership help, as needed, to assist in the registration process for handling paperwork, distributing handouts, etc. as needed.
- (4) Schedule and conduct all annual registration sessions with the assistance of the respective Conference and Divisional Directors.
- (5) Follow established procedure for registration to ensure proper processing of paperwork with Mass/USA Hockey.
- (6) Provide a comprehensive listing of all registered players, names, addresses and phone numbers, playing level, and parental information to the Treasurer as soon as possible after registration.
- (7) Enter into the USA Hockey Portal or other related systems all current player information.
- (8) Produce electronic transmittal file and hardcopy report to be used by USA and Mass Hockey along with necessary fee and membership registration.
- (9) Work with Divisional Directors for names and team affiliation of members using this information to produce authorized team roster forms.
- (10) Provide team rosters to Divisional Directors for distribution to coaches in order to obtain player and coaches' signatures.
- (11) Coordinate the consolidation of team membership forms and team roster for distribution to Mass Hockey and USA Hockey.
- (12) Provide registration forms and information to any potential members who desire to register with WYH.
- (13) Provide team rosters (completed) to the President, Vice President, Conference, and Divisional Directors on initial distribution and any updates during year.
- (14) Keep on file copies of the registration form, waiver of liability, team rosters for the league in a filing system that can be easily managed.
- (15) Make monthly reports to the Board.
- (16) All records of the Registrar shall remain the property of WYH and shall be available for inspection by any board member upon reasonable advance notice.
- (17) Submit background check forms to Mass Hockey or District Registrar prior to selection of Coaches.
- (18) Shall be a member of the disciplinary committee.
- (19) Act as Massachusetts Hockey District Representative for WYH and report back to the Board of Directors at its monthly meeting.
- (20) Act as IT Coordinator unless otherwise directed by the Board of Directors.

8.02 TRAVEL DIRECTOR

The duties of the Travel Director shall be as follows:

- (1) Shall provide a Program Directors Handbook to all applicable coaches.
- (2) Shall assist Travel team Coaches where needed.
- (3) Oversee all activities concerning Conference Teams.
- (4) To explain to the parents of hockey players the procedure to be followed in the selection of the players for the Conference Teams.
- (5) Ensure that teams will consist of enough players to comply with league rules. Teams cannot have more than 20 members and no less than ten (10) skaters and one (1) goaltender. The minimum roster shall be set by the Board of Directors each year.
- (6) Act as liaison between the Board of Directors and the Coaches of the Conference Teams.
- (7) Be responsible for the management of WYH policy with respect to on and off ice behavior.
- (8) Schedule a meeting with the Members interested in tryouts in order to discuss and solicit new ideas for establishing a tryout procedure for the following year.
- (9) Distribute a copy of the League Team Schedules and League Team Rules to Travel Teams.
- (10) Act as a liaison between WYH and Travel Conference(s). Attend all monthly meetings and comply with all instructions including but not limited to monitoring Playoff games, attending disciplinary hearings, distributing Travel Team Standings for all divisions and player changes with the Conference Registrar and the Conference Teams.
- (11) Negotiate the entry of Conference Teams in league competition, subject to approval by the Board.
- (12) Investigate all complaints made against players, coaches, or parents concerning violation of Conference, Mass. Hockey, USA Hockey, or WYH policy or procedures. All complaints shall be communicated to the Level Directors and to the WYH Disciplinary Committee upon completion of the investigation.
- (13) The Travel Director shall be the Chairperson on the Try-Out Committee.

8.03 DIVISIONAL DIRECTORS

The Duties of each Director shall be as follows:

- (1) Organize a league of teams ensuring that team balance exists where required both in terms of the number of players and ability of players. This may be accomplished as the Director sees fit but with prior approval of the Board.
- (2) Provide USA Hockey team rosters to Coaches, to obtain player and coaches' signatures.
- (3) To provide a signed roster of all players by team to the Registrar for submission to Mass Hockey, and USA Hockey for the purposes of registration.
- (4) Each Divisional Director shall have authority over all activities of his program subject to the approval of the Board of Directors.
- (5) All Divisional Directors shall be required to attend at least two (2) games for each of the teams in their division per season.
- (6) Remove any player whose account with WYH is past due at the direction of the President or the Treasurer.
- (7) Investigate all complaints made against players, coaches, or parents concerning violation of Mass Hockey, USA Hockey, or WYH policy or procedures. All complaints shall be communicated to the Conference Directors and to the WYH Disciplinary Committee upon completion of the investigation.
- (8) Collect all uniform shirts and equipment from each team for return to the Equipment Director no later than the 3rd Saturday of May of each year.
- (9) Distribute a copy of Local Playing Rules and the Rules of Conduct which govern play in the program prior to the start of each season's play to each Coach, Assistant Coach and Team Representative.
- (10) Shall assist team Coaches where needed.
- (11) Coordinate said Skills development program with the coaches / assistant coaches which will be followed during the weekly Level Skills session.
- (12) Provide and collect from each Team background check Forms for each assistant coach prior to the start of the season. Any person who refuses to provide a background check shall be immediately removed and will not be permitted to be a participant for such team. These background checks will be forwarded to the Registrar in order to be processed.
- (13) Shall inform and suspend any Coach/Assistant Coach whose background check contained unacceptable or questionable results.
- (14) Girls Director will serve as additional, secondary, and necessary contact with regards to notifications provided and submitted by our current Girls Hockey league(s).

8.04 ACTIVITY DIRECTORS

(A) EQUIPMENT DIRECTOR: The duties of the Equipment Director of WYH shall be as follows:

- (1) Purchase uniforms and equipment as needed by the various teams and arrange for their distribution through the appropriate Divisional Director.
- (2) Offer equipment requests from each coach and track all loaned equipment/property of WYH
- (3) Establish a method of inventory control for uniforms if necessary and equipment owned by WYH.
- (4) Arrange for the repair of uniforms and equipment which are owned by WYH.
- (5) Arrange for the storage of uniforms and equipment which are owned by WYH.
- (6) Establish a purchase order system for the control of uniform and equipment purchases through WYH.
- (7) Utilize a vendor bidding system (minimum of 3 bidders) at least every other year, or when changing vendors, for all uniform and/or equipment purchases in excess of \$1,000.00 and to seek approval of the Board of Directors for all purchases of uniforms and/or equipment in excess of \$1,000.00.
- (8) Shall be required to coordinate collection of all WYH equipment at the end of each season.
- (9) Collect uniform shirts and equipment from the Divisional Directors by the 3rd Saturday of May each year.

(B) FUNDRAISING DIRECTOR: The duties of the Fundraising Director shall be as follows:

- (1) Coordination of all fundraising activities of WYH, subject to Board approval and obtain the necessary permits in order to conduct such activities.
- (2) Solicit monies for sponsorship of all teams on behalf of WYH.
- (3) Comply with all state, federal and local laws and ordinances concerning reporting and filing of any tax reports or other related documents required by the government.
- (4) Any and all monies/funds collected shall be immediately turned over to the Treasurer. Treasurer and/or Assistant Treasurer shall make all disbursements which are necessary in order pay for any expenses or purchases which are needed for any Fundraising activity.
- (5) Coordinate individual and team pictures, such as hiring a photographer, obtaining space, scheduling teams, etc.
- (6) Shall be the Chairperson on the Fundraising Committee.

(C) SNACK BAR DIRECTOR: The duties of the Snack Bar Director shall be as follows:

- (1) Coordination of all activities related to the Snack Bar operation. This includes scheduling, training and supervising WYH members to work in the Snack Bar.
- (2) Maintain accounting records of all purchases and disbursements made each month and provide a written report of such accounting records.
- (3) Shall insure that no one under the age of eighteen (18) years old operates the Snack Bar unless accompanied by an Adult Member.
- (4) Purchase all inventory from funds from WYH through the Treasurer for the Snack Bar.
- (5) Negotiate all contracts, subject to Board approval, for vending machines for the Snack Bar.
- (6) Shall ensure that the snack bar is opened and operation in accordance with WYH policy.

(D) HOUSE LEAGUE DIRECTOR: The duties of the House League Director shall be as follows:

- (1) Organize a league of in-house WYH teams ensuring that team balance exists were required both in terms of the number of players and ability of players. This may be accomplished as the Director sees fit but with prior approval of the Board.
- (2) Provide rosters to Coaches.
- (3) To provide a roster of all players by team to the Registrar for the purposes of registration.
- (4) The House League Director shall have authority over all activities of house league program, such as 3v3, subject to the approval of the Board of Directors.
- (5) Remove any player whose account with WYH is past due at the direction of the President or the Treasurer.
- (6) Investigate all complaints made against players, coaches, or parents concerning violation of Mass Hockey, USA Hockey, or WYH policy or procedures. All complaints shall be communicated to the WYH Disciplinary Committee upon completion of the investigation.
- (7) Collect all uniform shirts and equipment from each team for return to the Equipment Director no later than the 3rd Saturday of May of each year.
- (8) Shall assist team Coaches where needed.
- (9) Provide and collect from each Team background checks for each coach prior to the start of the house league season. Any person that refuses to provide a background check shall be immediately removed and will not be permitted to be a participant for such team. These background check forms will be forwarded to the Registrar to be processed.
- (10) Shall inform and suspend any Coach/Assistant Coach whose background check contained unacceptable or questionable results.
- (11) Schedule all scorekeeping shifts for Conference games played at Connell Rink unless otherwise directed by Town of Weymouth and/or Rink Management.

(E) SKILLS COORDINATOR: The duties of the Skills Coordinator shall be as follows:

- (1) Must meet the recommendations and guidelines set forth by Mass Hockey and USA Hockey.
- (2) Establish skills development plans for coaches and assistant coaches for all levels of WYH
- (3) Distribute a copy of the USA Hockey, Mass Hockey, rules which govern play in the leagues in which WYH participates prior to the start of the season to every coach and assistant coach.
- (4) Participate in Coaches Meetings before the start of the season.
- (5) Establish a skills program that shall be implemented to ensure the proper development of each player.
- (6) Communicate certification requirements to all WYH coaches/assistant coaches and ensure compliance with Mass Hockey / USA Hockey certification levels.
- (7) Provide and deliver Parents Education Programs to WYH.
- (8) Plan, organize, and execute periodic skills workshops for coaches, players and parents.
- (9) Communicate USA Hockey's Player development opportunities to players, parents and coaches.
- (10) Establish and maintain a resource center for coaches, players and parents that would include all available USA Hockey Material.
- (11) Evaluate skills sessions / practice sessions and provide feedback to coaches to improve the coaching capability.
- (12) Skills Coordinator will serve as an ex-officio member of the Tryout Committee.

(F) GOALIE SKILLS COORDINATOR The duties of the Goalie Skills Coordinator shall be as follows:

- (1) Assist Skills Coordinator in establishing policies for coaches and assistant coaches for all levels of WYH
- (2) Establish a goalie developmental plan for coaches for each level.
- (3) Participate in Coaches Meetings before the start of the season.
- (4) Establish a skills program that shall be implemented to ensure the proper development of each goalie.
- (5) Establish an age-specific skill development that shall be implemented at each level. A goalie developmental plan for coaches for each level shall be distributed before the start of the season.
- (6) Provide and deliver Goalie Parents Education Programs to WYH.
- (7) Plan, organize, and execute periodic skills workshops for coaches, players and parents.
- (8) Communicate USA Hockey's Goalie development opportunities to players, parents and coaches.

(9) Assist Skills Coordinator in establishing and maintaining a resource center for coaches, players and parents that would include all available USA Hockey Material relative to goaltending.

(10) Evaluate skills sessions/practice sessions and provide feedback to coaches to improve the coaching capability.

(11) Goalie Skills Coordinator will serve as an ex-officio member of the Tryout Committee.

(G) ICE COORDINATOR: The duties of the Ice Coordinator shall be as follows:

(1) Prior to purchasing each ice permit, the Ice Coordinator shall create and present the proposed ice schedule for Board of Directors review and approval. Once finalized, the master schedule shall be published in a manner that provides direct access for Board members review.

(2) Load, update and ensure accuracy of the schedules in the sports management platform in a timely fashion.

(3) Coordinate ice availability for any and all additional on-ice programs including but not limited to state playdown games, special events, skills offerings, etc.

(4) Communication for any significant changes to the regular skills and practice schedule.

(5) Coordination of open ice to allow for equitable use by all teams.

(H) U6 COORDINATOR The duties of the U6 Coordinator shall be as follows:

To assist the Mite Director in the discharge of his/her duties relative to travel teams competing at U6 level.

(I) IT COORDINATOR: The duties of the IT Coordinator shall be as follows:

(1) Manage the IT systems used by WYH. This includes but is not limited to the website, domain name, sports management platform, social media platform, and business productivity platform.

Article IX Coaches

9.01 Team Coaches. Each team of WYH shall be managed by a Coach and at least one Assistant Coach. All Coaches must meet the CEP certification requirements according to the Mass Hockey / USA Hockey guidelines. Coaches must attend a coaching clinic appropriate for their level by December 31 of the current year.

9.02 Application. All prospective coaches must apply for a coaching position as required in the annual registration packet, using an official WYH application form and background check. All Coaches must apply every year.

9.03 Approval. All Head Coaches and Assistant Coaches must be approved by the Board of Directors.

9.04 Standards. The Board of Directors shall formulate standards of character and leadership for coaches in accordance with the objectives of WYH and shall be guided by such standards in the selection of Coaches. Conduct by Coaches and Assistant Coaches deemed to fall short of these standards and detrimental to the program may be asked to appear before the Disciplinary Committee as outlined in Section XIV (14.01a).

9.05 Selection of Head Coaches. Selection of Head Coaches shall take place after Team Tryouts and after Head Coaches are interviewed by the Board.

9.06 Selection of Assistant Coaches. The Board of Directors does not select assistant coaches but reserves the right to recommend candidates to be considered by the Head Coach. Head Coaches may select their own assistant coach(s) (up to 3), with the approval of the Board. Each candidate must comply with the standards set forth in Article IX Section 1 (9.01) and must complete and submit a background check. If, a coach is unable to obtain an Assistant Coach, they shall inform the Level Director.

9.07 Duties. Coaches and Assistant Coaches shall carry out their duties under the authority of the Board of Directors. An Assistant Coach shall act as the Coach in the Coach's absence. The Board shall have the right to remove any Coach or Assistant Coach for just cause.

9.08 Coaching More Than One Team. No person shall be the Head Coach of more than one (1) team in WYH.

9.09 On-Ice Requirements. No player shall be allowed on the ice without proper equipment (gloves and helmet required). No Coaches, Assistant Coaches, or other authorized volunteers are allowed on the ice during practice, skills or on-ice WYH event without skates and helmet.

9.10 Rostered Coaches and Players. No Coach shall allow any person/child on WYH ice unless he/she is properly rostered with the Registrar.

9.11 Travel Permits. Coaches must ensure that their teams traveling outside the state must obtain a travel permit from the Registrar if necessary. The only exceptions will be the following: A. Single games played in bordering States, B. Practice ice time, C. League play.

9.12 Team Representative. Head Coach shall ask for a volunteer to be the Team Representative/Manager. Each team should have a Team Representative/Manager. If, there are no volunteers for Team Representative, The Coach or Assistant Coach will assume those duties. All coaches will submit to their respective Divisional Director the name of their Team Representative. The Divisional Director will forward the list of Team Representatives under their control to the Registrar.

9.13 Team Representative Responsibilities. The Team Representative shall be responsible for the following: (a) distribute information regarding WYH activities to the parents of team players; (b) compile information on team activities for use by the publicity/website director; update the team website with game score results and other information; (c) receive monies from team players/parents from tournaments and

fund raising projects on behalf of the Fundraising Director; and (d) distribute all game and practice schedules, notices and other materials to the team players and/or parent/guardian.

9.14 Player Movement. Any player movement after teams have been formed must first be approved by the Board of Directors. The individual player involved must be officially rostered on his/her new team before player can play for the new team. Which means the official roster must be stamped by the District Registrar before the player can be moved to the team.

9.15 All Coaches must follow the guidelines set forth by MA / USA Hockey.

Article X Coach's Rules

10.1 Player Ice Time. All players shall receive equal ice time in all practices, games and scrimmages.

10.02 Discipline. No coach will use physical force, abusive language or publicly chastise any player and/or parent as a means of discipline.

10.03 Team Rules. Coaches may publish team rules that are non-conflicting with USA Hockey, Mass Hockey or WYH rules with regard to Discipline and Practice Time.

Article XI Rules

11.01 The Official Playing Rules and Regulations and Codes of Conduct of USA Hockey, Mass Hockey and the League rules of Conferences where WYH participate shall be binding on WYH where applicable.

Article XII Hockey Players

12.01 Eligibility. All children of the Town of Weymouth meeting the requirements of age and residence as set forth by WYH, USA Hockey and Mass Hockey shall be eligible to participate in the Program of WYH. WYH may allow any children who do not reside in Weymouth to participate in WYH provided that space is available and without creating a new team. Eligible players must be in good standing with the program in which they participated in the previous year, have no outstanding or ongoing disciplinary issues with USA Hockey, Mass Hockey, or any other Youth Hockey Program.

12.02 Rules of Conduct. Hockey players shall be expected to adhere to rules, standards of conduct and behavior as set forth by WYH, Mass Hockey, USA Hockey, and respective Conferences at all times while participating in WYH. Failure to adhere to these standards may result in the suspension or termination of a hockey player from WYH.

12.03 Eligibility for Tryouts. No player may try out at a higher age level outside his/her appropriate age group unless approved by the Board and there is a need for additional players in such age group.

12.04 Disciplinary Action. The Board of Directors shall, in the case of a player discipline, give notice to the Division Director, Conference Director, Head Coach of the team of which player is a member and Parent/Guardian of said player. Division Director, Conference Director, Coach, Player, and Parents/Guardian will appear before a duly appointed committee of the Board of Directors, which shall have full power to suspend or revoke such player's right for future participation.

Article XIII Authority to Bind

13.01 Before a contract for purchase, sale, or lease of real estate by or for WYH shall be entered into, the Board of Directors shall ascertain all the relevant material facts and submit them to WYH membership at a regular or special meeting to be called for that purpose. It shall require a vote of two-thirds of the voting members present and voting to authorize any purchase, sale, or lease of real estate.

Article XIV Committees

14.01 Committees. The Board shall appoint members to the following committees at their first regular monthly meeting following the annual election of the Board of Directors. Once the members of each committee are selected each member of their respective committee shall meet prior to the next scheduled board meeting for the purpose of appointing a chairperson. The chairperson for each committee will act as the liaison of their respective committees to the BOD and the General membership of WYH. Each Committee shall also appoint a secretary to ensure proper minutes and notes are recorded.

(a) Disciplinary Committee. Disciplinary Committee ("DC") shall have no less than three (3) and no more than five (5) board members appointed to the committees. The Registrar shall be a member of the DC. The DC's duties shall be, but are not limited to the following:
(1) Establish a written set of Disciplinary Guidelines explaining the standard procedures to be followed in instances where suspensions are handed down by USA Hockey, Mass Hockey, or sanctioned leagues where WYH participates. The Disciplinary Guidelines are subject to approval

by the Board of Directors. Approved Disciplinary Guidelines will be available to all members and published on the Weymouth Youth Hockey website.

(2) The DC shall enforce all disciplinary action in accordance with all USA Hockey and Mass Hockey Disciplinary Rules.

(3) If necessary, the DC shall investigate, review, and conduct a fair hearing on all disciplinary matters involving players, parents, coaches, and spectators of WYH.

(4) Any player, parent, coach, or spectator who receives a suspension will receive a copy of WYH Disciplinary Guidelines.

(b) Scholarship Committee. Scholarship Committee ("SC") shall have no less than three (3) and no more than seven (7) board members appointed to the committee. The SC's duties shall be but are not limited to the following: shall review and set all criteria for eligibility for WYH Annual Scholarship Fund, subject to Board approval. SC shall prepare and revise applications and notices for the scholarship. SC shall recommend to the Board of Directors for approval the recipient(s) of the Scholarship. The President, the Treasurer, or Assistant Treasurer shall be members of the SC.

(c) By-Law Committee / Policy / Rules. By-Law Committee ("BLC") shall have no less than three (3) and no more than seven (7) board members appointed to the committee. BLC's duties shall be but are not limited to the following: shall prepare amendments to the by-laws and/or the Policies / Rules of WYH for consideration at the Annual Meeting.

(d) Coaching Committee. Coaching Committee ("CC") shall have no less than three (3) and no more than seven (7) board members appointed to the committee. The CC's duties shall be but are not limited to the following: shall solicit applicants, review such applications and conduct interviews with each candidate for all Head Coaching positions. The CC shall recommend to the Board of Directors, for approval, the best possible candidates to be considered to coach in WYH. The ACE Coordinator shall be a member of the CC.

(e) Try-Out Committee. Try-Out Committee ("TOC") shall have no less than three (3) and no more than seven (7) members appointed to the committee, and shall be chaired by the Travel Director. The TOC's duties shall be, but are not limited to the following:

(1) Establish a written tryout schedule and explanation of the tryout procedures and selection criteria to be used in the selection of boys/girls for participation on Travel Teams in WYH. This shall be included in the annual registration package for the following year and is subject to approval by the Board of Directors.

(2) Explain to the parents of hockey players the procedure to be followed in the selection of the players for the Travel Teams.

(3) If the committee's try-out plan includes the provision to retain the services of third-party player evaluators then the committee shall obtain resumes and proposals from no less than three (3) professional evaluators whose services are to evaluate, and score players trying out for the A or B level teams. All proposals obtained by the committee will be presented to the Board for approval.

(4) Plan and direct all tryout and evaluation sessions. This includes tryout format and content; retain Board approved evaluators, roster criteria, etc. Ensure that each player has an equal opportunity to make a "A" and "B" Team.

(5) Establish a policy on a yearly basis that will be followed to fill any vacancy on a "A" or "B" Team after tryouts have been completed. The policy may be included in the Registration package. The policy must be approved by the Board of Directors.

(6) Establish a policy for those players that are unable to attend tryouts due to illness, injury, or new to the program. The policy must be approved by the Board of Directors.

(7) Establish a written tryout schedule and explanation to the parents/guardians of hockey players the tryout procedures and selection criteria to be used in the selection of boys/girls for participation on Travel Teams in WYH. This shall be included in the annual registration package for the following year and is subject to approval by the Board of Directors.

(8) WYH Board of Directors Executive Officers Shall Not participate in the Evaluation Sessions.

(f) Fundraising Committee. Committee members shall be appointed by the fundraising director and subject to the approval of the board of directors.

(g) Other Committees. The BOD of WYH may create standing and special committees with such powers and duties as the BOD may determine, with the members and chairpersons of such committees being appointed by the President.

Article XV General Article

15.01 These By-Laws may be amended or changed by any such proposal being submitted in writing and read at two regular meetings of the Board of Directors and decided at the second meeting by two-thirds 2/3 of the eligible voting members present who vote in the affirmative at said meeting. All changes approved by the board must be approved by a majority vote by the general membership.

15.02 Effective Date. These By-laws being approved by the BOD and General Members, shall be effective immediately, except for the provisions relating to the establishment and elections of Officers, which shall take effect for the Fiscal year beginning May 1, 2024.

15.03 WYH Association's By-Laws and the Procedures, Policies, Rules and Guidelines shall be posted on the WYH website and can be provided in a print form to any member in good standing, upon request to the Secretary by any member.

15.04 Any circumstance, rule, or regulation not covered herein shall fall under the jurisdiction of the Board of Directors.

Article XVI Approval of By-Laws

16.01 The Above articles shall be adopted or amended as the By-Laws of WYH if approved at the Annual Meeting or any such special meeting of the General Membership called for that purpose.