



MAHA Annual Meeting Minutes

Call to Order

The October 2, 2021 meeting of the Montana Amateur Hockey Association Board of Directors was held at the Best Western Gran Tree Inn in Bozeman, Montana. The meeting was called to order at 9:05 am by President Traver McLeod.

Roll Call was taken, and was as follows:

(Gray means not present)

President Mike McIntosh

USAH ADM Brian Stinson

Vice President Jason Kindseth

USAH GTG Russ Barnett

Treasurer Karen Young

^Player Development Mike Wilkinson

Secretary Connie Murphree

^Girls Development Annie Petschauer (zoom)

League Commissioner Todd Young

^Disabled Rep *Position Open*

10U Commissioner Angela Toldness

^Adult Rep Barry Brownlee

12U Commissioner Colleen Scheile

^Billings Rep D. Tillery

14 U Commissioner Danny Blowers

^Bozeman Rep Dave Weaver

HS Commissioner Carin Barnett

^Butte Rep Matt Enrooth

Girls Commissioner Chris Herring

^Flathead Rep Dustin Zuffelto

Tourney Director LuAnn Rinebarger

^Glasgow Rep Russ Barnett

USAH SafeSport/Risk Manager Kari Riley

^Great Falls Rep Brian Elliot

USAH Safety Jason Moran

^Havre Rep Barry Brownlee

USAH Coach-in-Chief Pete Kamman

^Helena Rep Al Swanson

USAH Ref-in-Chief Jason Manning

^Miles City Rep Rick Lang

USAH Registrar Chandra Picicci

^Missoula Rep Grace Hoene

USAH Youth Goalie Develop Ryan Riley

^Whitefish Rep Clint Muhlfed/Ryan Ulvin

USAH Female Goalie Develop Lisa Prescott

^ = Voting Member

Others in Attendance:

Todd Porter – USAH District Registrar, Kim Morasaki – Flathead Flames

Minutes

The minutes of the May 2021 meeting were previously emailed to the Board. Annie Petschauer moved to approve the minutes as submitted, seconded by Barry Brownlee. No Discussion. Motion carries.

President's Report (USAH/NPD) – Traver McLeod

Traver commended all the various committee's for opening conversations and obtaining information. As President, there are lots of roles to play to maintain USA Hockey compliance. He has been passed the google drive records from Mike McIntosh which helps with history of Board actions.

Vice President's Report (Grants/Discipline) – Jason Kindseth

Jason K. noted his role is to head the discipline and grant committees. More will be covered on those further down the agenda. Jason asked all Association Reps to widely broadcast reminders of the Zero Tolerance Policy of MAHA. Information on this can be found on the MAHA website. www.mthockey.com. Traver added that he has been working with a group called RISE. As he learns more about this group he will pass it along. From the last zoom meeting of this group, Traver noted it is very important to address issues, such as Zero Tolerance violations, rather than sweeping them under the rug.

Treasurer's Report – Karen Young

Karen was not able to be in attendance. Traver reported that he and Karen had just gone through the USA Hockey Audit. MAHA passed with flying colors. Traver is now on the bank account, and per USA Hockey recommendation, he will now review the bank statements monthly.

Dustin Zuffelto, chairman of the Finance committee, gave a brief overview of the current financial standing of MAHA. He further noted that he also reviews the bank statements monthly.

Player Development Report – Mike Wilkinson/Annie Petschauer

Mike reported the Development Camp portion of the Hockey Summit is currently under way with 34 participants. There have been applications for several tier teams submitted to the High-Performance committee. Brian Elliot noted there are many parents upset that tryouts for these teams is not well advertised. Todd Young added that these teams need to be submitting bonds to MAHA. Mike added that he and Annie are working on updating the language for tiered teams.

Girl's Hockey Report – Annie Petschauer

Annie reported that it is necessary to build a girl's numbers in order to create a league. All associations need to put priority on growing these. After MAHA scheduling is complete, a girl's tournament will be scheduled. Todd Y. noted that he has been in contact with someone from USA Hockey who is able to broadcast emails on behalf of MAHA. D. Tillery noted that Billings is willing to roster girls' teams with girls from multiple associations.

Discipline Report – Jason Kindseth

Jason asked that the language in the proposed by-laws be looked at for this committee. The current committee tries to have local associations resolve reported discipline issues before MAHA gets involved. For the past season, the committee feels the local associations handled these situations incredibly well.

Adult Report – Barry Brownlee

Barry reported he is trying to get adult leagues to buy into MAHA. He is finding it difficult due to the lack of tools to assist him. An Adult Hockey section will be added to the MAHA website. USA Hockey email

program may be used here as well. Traver added that he would like to see MAHA re-instate grant options for adult programs that are part of MAHA. Traver and Barry will work together on a zoom meeting.

USAH ADM Report – Brian Stinson

Brian reported that the biggest need right now is more coaches in order to follow ADM in practices.

USAH Registrar Report – Chandra Picicci

Chandra was not available for this meeting. Todd Porter, NPD Registrar, reported that State Tournaments do not need to apply for sanctioning. High Performance need to have all MAHA permissions before submitting for a roster. Only one MAHA team has declared intent to go to nationals, and that is Billings TSL High School team. Todd also asked that all associations update their local registrar with contact information as soon as is convenient. High School tiered teams will need to provide documentation for each player's school (on school letterhead) stating they are enrolled. No grades or other personal information is needed. Spring tournament teams are not considered High Performance.

USAH SafeSport/Risk Report – Kari Riley

Kari reported she has updated contact information from all associations. USA Hockey now has an actual handbook for SafeSport. Background checks are now required every other year. SafeSport Training is now required annually. Coaches are able to check their own status when flagged on a roster. Kari only needs to be contacted if the website shows the coach has completed everything, but is still flagged on the roster. Kari asked that all associations submit to her a spreadsheet listing the names of volunteers, coaches, team managers and other volunteers to help her track the completion of SafeSport. In the state of Washington, these people are given lanyards to opening display their credentials. Considering this for Montana. Any player that will turn 18 in the calendar year 2022 MUST complete SafeSport training.

USAH Coach-in-Chief Report – Pete Kamman

Pete was not able to attend this meeting. No report was submitted.

USAH Referee-in-Chief – Jason Manning

Jason reported this is a rule change year. He highlighted several changes that will take some time for everyone involved to get used to. Please advise teams, parents, and others to be patient with the officials. A level 4 Referee Clinic is being held in conjunction with this summit. Other clinics are available around the state and are listed on the USA Hockey website. The Damon Heck Scholarship fund will be offered again this season for one High School Senior that officiates. Please ensure coaches and parents comply with the 24-hour cooling off period before contacting him. Also advise of the proper hierarchy for complaints.

USAH Youth Goalie Report – Ryan Riley

Ryan R. was not available for today's meeting. Kari Riley reported there are monthly zoom meetings for USA Hockey Goalie Directors. Working on a program to have better contacts to help keep goalies closer to home.

USAH GTG Report – Russ Barnett

Russ reported he is looking at a couple of USA Hockey programs for growth. He is looking at Club Excellence and Girls Hat Trick. The before mentioned USA Hockey email program may be a good fit for retention. Traver and Russ will begin the process of possibly hosting a MAHA try hockey free.

Player Safety – Jason Moran

Jason reported that concussions are still a high concern. Education for coaches is required annually by Montana Code Annotated. Education for players and parents would be helpful in communicating it is their responsibility to obtain medical attention if necessary. Traver and Connie can help get information to distribute.

Treasure State League Report (League Commissioner) – Todd Young

Todd reminded all that MAHA granted money to associations to ensure their arenas have wi-fi access and the equipment needed to use it. Live scoring will be enforced for the 2021 – 2022 season. Todd will be working a creating a training module for this. Traver suggested adding a training session to the Summit weekend as well. Live streaming games is encouraged; however, sound needs to be muted. Many complaints last season in regard to comments made on live streams. COVID safety needs to continue to be a high priority. Please provide COVID guidelines monthly to ensure they are current. Any who choose to defy posted guidelines will be disciplined. League scheduling is underway and will continue through the day. Butte and Salmon were both short numbers for rostering a High School team, so they will combine to make one team. Due to many discussions over the summer in regard to teams that tend to dominate, it has been decided that no changes will be made mid-season due to scheduling nightmares. Reviews will be done prior to state tournaments, and if necessary, teams may be moved up or down at that time. Players that are cut by Junior teams by December 31 will be added to High School teams. These players must, however, meet MAHA games played in order to play in state tournaments. Todd added that all Commissioners are in place for the 2021 – 2022 season. High School is Carin Barnett; 14U is Danny Blowers; 12U is Colleen Scheile; 10U is Angela Toldness, Girls is Chris Herring.

Tournament Director – Kate Leonberger

Kate provided a spreadsheet presentation showing what teams are expected this season. Based on this, and trying to be fair to all communities that bid to host a state tournament, she recommended the state tournaments be awarded as follows:

Feb 25 – 27, 2022	10U A – Whitefish	10U B & C – Bozeman
Feb 25 – 27, 2022	14U & 19U Girls – Havre	
Feb 25 – 27, 2022	BS High School – Miles City	
Mar 04 – 06, 2022	12U A – Butte	12U B & C – Missoula
Mar 04 – 06, 2022	TS High School – Billings	
Mar 11 – 13, 2022	14U A – Butte	14U B – Glasgow

Dave Weaver moved to approve as recommended, seconded by Grace Hoene. Motion carried with 12 yes votes, and 2 unavailable.

Todd Young reported that Helena was granted one additional year of hosting the 8U Festival due to the loss of a year for COVID safety. A new bid will be solicited and award will be given for 2022 – 2023 season at the May annual meeting.

OLD BUSINESS

By-Laws & Governance Committee – Dave Weaver, Chair

Dave covered all information presented in the original proposal and the three town hall meetings. A final draft incorporating changes from town hall meetings and all job descriptions was presented for approval. Dave also noted that the budget is not a part of the By-Laws, but is actually voted on separately, and was approved in May. Traver noted that the Executive Committee language has been changed to satisfy the concerns from Helena. Ryan Ulvin moved to approve the By-Laws as submitted to this meeting, with amendments to clarify the language in regard to committees and an amendment to add a line to authorize the Board to approve employee wages. Seconded by Grace Hoene. Motion carries with 12 yes votes, and 2 unavailable. (Please see the approved by-laws at the end of these minutes.)

NEW BUSINESS

Affiliate Agreements – Traver McLeod

Traver asked for all who have not already done so to get their signed Affiliate Agreements sent in. Traver and Connie will contact those who still need to submit.

Grants – Jason Kindseth

Jason covered the grant program and asked that Grant Applications be submitted to him by October 30, 2021. For those who get grants, receipts will be due to Jason by April 1, 2022.

Lodging Reimbursement Rate – Jason Kindseth

Jason noted current Annual Guide verbiage does not give a specific dollar amount. This will be looked into, however, when a block rate is offered, that will be the maximum reimbursement. Both mileage and meals will be reimbursed at the current federal rates. Reimbursements are made to all Board positions except Association Reps. Association Reps should request reimbursement from their local association.

Ray Tilman Heart of Montana – Traver McLeod

Traver reported that Mike McIntosh would like to be a part of awarding this again this season. Please have applications submitted by January 1, 2022.

Scholarships – Traver McLeod

Traver asked that applications for scholarships be submitted by February 1, 2022.

Adjournment

There being no further business to come before the Board at this time, Barry Brownlee moved to adjourn, seconded by Russ Barnett. Meeting adjourned at 12:37 pm.

Respectfully submitted,
Connie Murphree
MAHA Secretary

Please See Next Page for By-Laws

**AMENDED AND RESTATED BY-LAWS OF
MONTANA AMATEUR HOCKEY ASSOCIATION - 9/29/2021**

**ARTICLE I
NAME, AFFILIATION, AUTHORITY & EFFECTUATING CLAUSE**

SECTION 1. NAME - The name of this corporation shall be "Montana Amateur Hockey Association." (hereinafter referred to as "MAHA"). MAHA shall govern all USA Hockey amateur hockey in the State of Montana, youth through adults.

SECTION 2. AFFILIATION - MAHA shall be the USA Hockey sanctioned "Affiliate Association" governing the geographical area for the State of Montana.

SECTION 3. GRANT OF AUTHORITY - MAHA has been formed as the governing body for amateur ice hockey in the State of Montana pursuant to a grant of authority from USA Hockey.

**ARTICLE II
OFFICES**

The principal office of the corporation shall be located at any place either within or outside the State of Montana as designated in the corporation's most current Annual Report filed with the Montana Secretary of State'. The corporation may have such other offices, either within or without the state of Montana as the board of directors may designate or as the business of the corporation may require from time to time.

The registered office of the corporation shall be located within the state of Montana and may be, but need not be, identical with the principal office (if located within Montana). The address of the registered office may be changed from time to time by the board of directors.

**ARTICLE III
PURPOSES**

SECTION 1. To register all members becoming participants of MAHA and USA Hockey such that all such registered members are "Registered Members" in good standing with USA Hockey.

SECTION 2. To conduct the affairs of MAHA in accord with and expressly adopting herein as a part here of the USA Hockey Additional Principles" set forth in the "Affiliate Agreement" between MAHA and USA Hockey, as By-Laws and official Policy. This By-Law shall be deemed amended automatically as may be stated in any amended or renewed "Affiliate Agreement" between MAHA and USA Hockey or as may be required in writing by USA Hockey to continue such grant of exclusive jurisdiction in full force and effect and in perpetuity.

SECTION 3. To encourage and improve the standards and conduct of ice hockey in the State of Montana. To encourage, assist and administer hockey in the development and growth of community and regional leagues, associations, programs and teams so that the sport is made available to more people in all levels of competition at the lowest possible cost.

SECTION 4. To develop and encourage sportsmanship and playing proficiency by all players and persons involved in the sport of ice hockey in the State of Montana.

SECTION 5. To affiliate with USA Hockey and encourage registration of all members not currently registered with MAHA at all levels of play with USA Hockey.

SECTION 6. To conduct ice hockey tournaments and to sanction teams to enter and participate in said tournaments.

SECTION 7. To communicate and cooperate with USA Hockey, other State and Official Associations so as to improve and promote the sport of ice hockey both within and without the State of Montana.

SECTION 8. To do any and all acts necessary or desirable in the furtherance of the foregoing purposes and the sport of ice hockey. MAHA and its associations will follow the policies and guidelines set forth by USA Hockey Inc.

ARTICLE IV MEMBERS

SECTION 1. ANNUAL MEETING - The Annual Meeting of the members and Member Associations shall be held each year, will be held between May 1st and no later than June 30th. This is for the purpose of electing directors and for the transaction of such other business as may come before the meeting.

SECTION 2. MEMBERSHIP - The members of MAHA shall comprise of all the amateur hockey associations that are in good standing, and its registered players, as defined in the By-Laws and Rules and Regulations, being headquartered in the State of Montana and such other teams as may be designated to be under the jurisdiction of MAHA as the sanctioned affiliate of USA Hockey and duly registered with MAHA. Associations will be hereinafter referred to as "Members".

Application and acceptance. Membership in the corporation may be acquired by application; which must be accompanied by the prescribed fee. The board of directors reserves the right to refuse any membership application at its discretion. In acquiring membership, each new member shall express its willingness to comply with and adhere to the bylaws and rules and regulations of USA Hockey and the corporation. All members must be members in good standing with USA Hockey and, with the corporation.

Suspension or forfeiture. Membership shall be subject to suspension or forfeiture in the event of a failure to comply with any of the requirements of the bylaws, rules and regulations, and decisions of the board of directors of the corporation. Subject to its affiliation with USA Hockey, the corporation shall have full and final jurisdiction over its members as well as over the sport of amateur ice hockey in the state of Montana.

The Board of Directors reserves the right to refuse any membership application at its discretion, for failure to provide the Board with the following: team, association or league organizational documents or other documentation required by these By-Laws or Rules and Regulations. In the event the aforementioned documents do not comply with the By-Laws, Rules and Regulations, Operating Procedures, Playing Rules or decisions of the Board of Directors of MAHA or USA Hockey, membership may be denied.

An annual registration fee shall be established by the Executive Committee and Financial Committee for the Associations of MAHA. The Board of Directors shall establish the fee amounts and due dates annually (by August 1st) which shall be no less than \$100.00 per rostered team. Failure to pay the annual registration fee when

established as due and payable, the Board of Directors shall subject the MAHA Member Association to suspension if not paid within 30 days and automatic loss of MAHA Member Association standing for fees unpaid for a period of 90 days after the due date. The Registrar for MAHA will not provide any team registration approval to any Association that is not a registered member (no registration fee paid).

The discovery of any violation of the By-Laws, Rules and Regulations, or decisions of the Board of Directors of MAHA or USA Hockey, or comparable documents by a MAHA Affiliate or a Member Association or a registered player of MAHA, shall subject the offender to suspension by either the Suspension Committee or Rules and Ethics Committee, as the case may be. However, before any such action may be taken, the hearing procedures of such committees must be followed as established by the Board of Directors. MAHA will also follow any USA Hockey rule proposal(s) that are passed at Annual Meetings.

SECTION 3. SPECIAL MEETINGS - Special meetings of the Member Associations may be called by the President, or a majority of the Board of Directors.

SECTION 4. PLACE OF MEETINGS - The President or Board of Directors may designate any place within the State of Montana as the place of meeting for any Annual Meeting or for any Special Meeting.

SECTION 5. NOTICE OF MEETINGS - Written email notification and posting on the MAHA website shall constitute proper notice stating the place, day and hour of the meeting, and in the case of a special meeting, the purpose for which the meeting is called. This shall be delivered no less than seven days before the date of the meeting to each Member Association entitled to vote at such meeting. If emailed, such notice shall be deemed to be delivered when sent to the email address provided by the Member Association at its email address as it appears on the records of MAHA.

SECTION 6. QUORUM - At any meeting of this Affiliate, the presence of a 2/3 majority of the duly elected Directors at the meeting shall constitute a quorum. In the absence of a quorum, any regular or special of this Affiliate may be adjourned by the chairman without notice other than announcement thereof at the meeting, until a quorum is formed. Once a quorum has been formed at any regular or special meeting of this Affiliate, the Directors remaining in attendance may continue to transact business until adjournment, notwithstanding the departure of enough Directors to leave less than a quorum.

SECTION 7. VOTING RIGHTS - Each Association member entitled to vote, shall be entitled to one vote upon each matter submitted to a vote at a meeting of members. The Member Associations vote shall be cast by either the President or Registrar of the Member Association listed on the Official MAHA Registration Form, unless another representative has been designated, in writing, by the member association, provided, however, such designee must be associated or affiliated with the same association. Member Association may also vote by proxy by submitting the MAHA proxy form to any MAHA Board Member prior to the Annual Meeting. All other voting shall be done by the Board of Directors unless the Board of Directors determines that a matter shall be placed to a Member Association vote or as directed in these By-Laws.

SECTION 8. VOTING DISPUTES - At any meeting of the members, any question or dispute relating to the validity or result of any vote shall be submitted to the incumbent Board of Directors for a determination and the decision of the majority of the Board present, provided a quorum of the Board is present, shall be binding on all parties.

SECTION 9. VOTING - Voting on any question or in any election shall be via voice. All votes shall be a matter of public record. Each Member Association shall receive one (1) vote for each matter submitted to a vote at a meeting of members. Meetings via zoom, or other electronic means, will be made by voice with a ya or nay If there are nay votes, a roll call vote may be needed.

SECTION 10. JURISDICTION – The Affiliate shall have full and final jurisdiction and authority over all Hockey-related activities taking place within the state of Montana, and of any Hockey related activities of those organizations belonging to this Association as authorized by USA Hockey and under these Bylaws as provided under its USA Hockey Affiliate Agreement and the prevailing USA Hockey Bylaws, Rules and Regulations and Policies.

The term "amateur hockey" may be referred to in these By-Laws to be understood to mean any and all phases of the game of ice hockey, including but not restricted to games, tournaments and those groups and individuals who compose the members of MAHA.

ARTICLE V DIRECTORS

SECTION 1. GENERAL POWERS - The business and affairs of MAHA shall be managed by the President and Executive Committee, with the guidance of the Board of Directors.

SECTION 2. SPECIFIC POWERS - The Board of Directors shall determine what is in the best interests of amateur ice hockey and shall have the authority to develop implement and enforce rules, policies, procedures, incentives and penalties that advance those interests. The fundamental direction of MAHA is set by the Board, the Executive Committee is the executor of their policies and procedures.

Furthermore, the MAHA Board of Directors shall have the authority to name, at its discretion, one or more President Emeritus or Director Emeritus in recognition of outstanding service to this Association. Emeritus shall continue to be non-voting members of this Board of Directors and eligible for all committee appointments by the President.

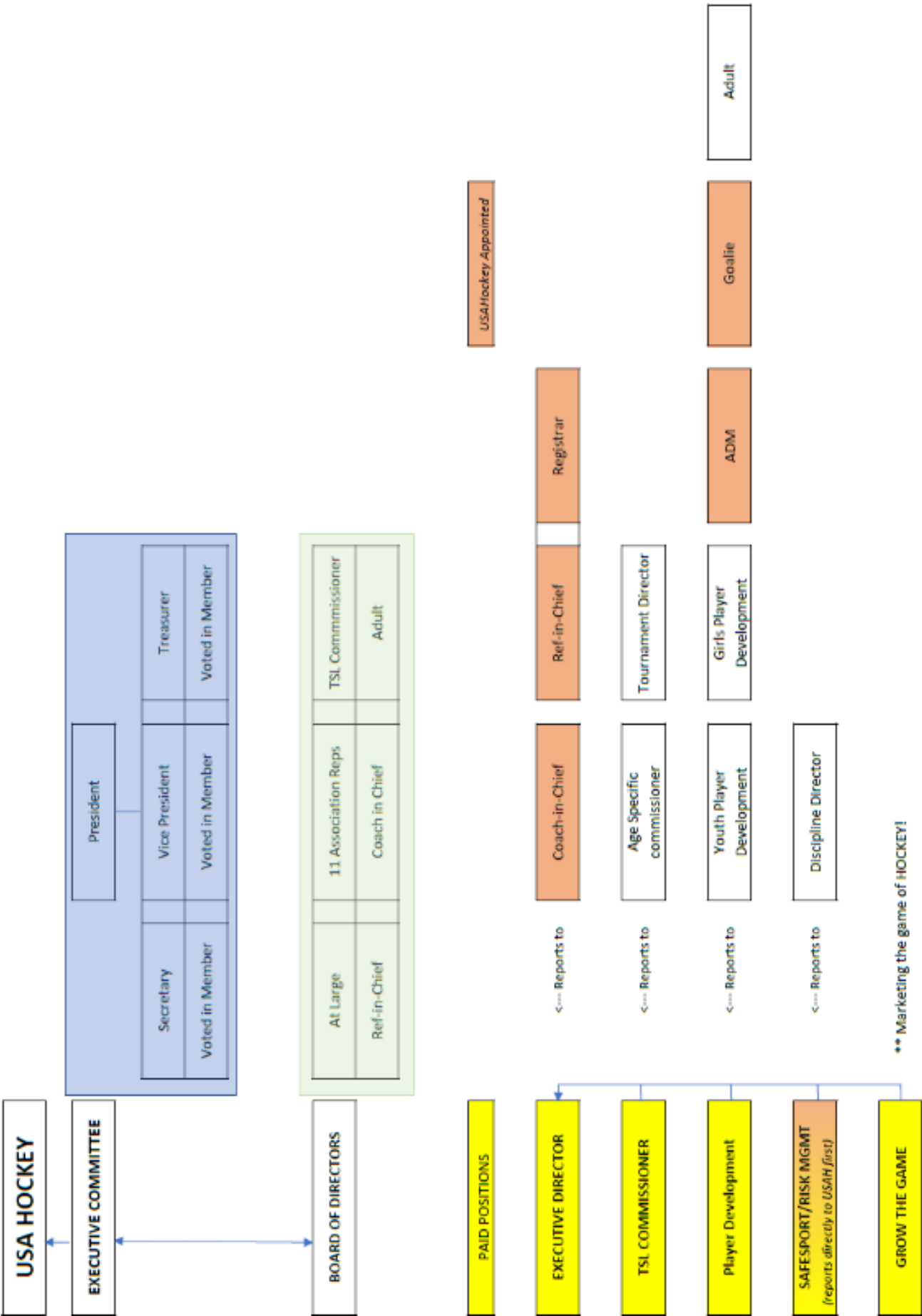
SECTION 3. NUMBER, TENURE AND QUALIFICATIONS –

Board of Directors: The number of Association Director positions shall consist of the local Association President (*Association in Good standing*) or a locally appointed Association Representative (currently 11), 1-Adult Representative, MAHA Coach-in-Chief, MAHA Referee-in-Chief, TSL League Commissioner and 1- At-Large Position. For a total of 16. A member cannot sit on the Board of Directors in two different positions.

In addition to the 16 Directors, other members of the Board shall include: the immediate past president of MAHA, USA Hockey appointed positions, Age specific Commissioners and other MAHA Section leaders. See table below for a MAHA Structure, can also be found in the MAHA Annual Guide. The President may also appoint as many non-voting members to the Board as the President deems necessary.

Executive Committee will consist of the four Executive Officers plus three voted in members from the MAHA Board of Directors. (These three members are voted in by the 16 current Members of the Board.)

A Flow chart of the members is as follows (see next page):



SECTION 4. REGULAR MEETINGS - A regular meeting of the Board of Directors shall be held without other notice than this By-Law, immediately after, and at the same place as, the Annual Meeting of the members. The president or a majority of the Board of Directors may provide, by resolution, the time and place, for the holding of additional regular meetings without other notice than such resolution.

SECTION 5. SPECIAL MEETINGS - Special meetings of the Board of Directors may be called by or at the request of the President or the majority of the Board of Directors. The person or persons authorized to call special meetings of the Board of Directors may fix the time and place for holding any special meeting of the Board of Directors called by them.

SECTION 6. NOTICE - Notice of any special meeting shall be given by written notice delivered personally or mailed to each Director at his business or home address, by email or by telephone. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting.

SECTION 7. QUORUM - A 2/3 majority of the number of Directors by these By-Laws constitutes a quorum for transaction of business at any meeting of the Board of Directors, provided, that if less than a majority of such number of Directors are present at said meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice.

SECTION 8. MANNER OF ACTING - The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

SECTION 9. OTHER DUTIES - The Board of Directors shall hear and rule on appeals from any of the corporation committees, and shall resolve any and all disputes within the corporation.

SECTION 10. REMOVAL OF DIRECTOR - **Local Director:** A Local Director may be removed only by the members of the Local Association which elected such director. **Director at Large:** A Director at Large may be removed by the members with or without cause. The notice of the meeting of members must state that the matter or one of the matters to be considered at the meeting is removal of a Director at Large.

ARTICLE VI OFFICERS

SECTION 1. NUMBER - The officers of MAHA shall be a President, Vice President, Treasurer, and Secretary, and such other officers as may be elected or appointed by the Board of Directors.

SECTION 2. ELECTION AND TERM OF OFFICE - The officers of the corporation to be elected by the board of directors shall be elected for a three-year term by the board of directors at the annual meeting held each even-numbered calendar year; provided, however, that the vice-president shall succeed the president in office after serving his/her three-year term as vice-president. If the election of officers shall not be held at the annual meeting, such election shall be held as soon thereafter as is convenient. Each officer shall hold office until a successor has been duly elected and has qualified or until he or she resigns or is removed. The officers shall have such duties, in addition to those expressed herein, as the board of directors. shall specify from time to time. If the presidency switches before the USA Hockey Annual Congress takes place the new president will not officially begin the presidency until July 1, this way the outgoing president and incoming president can attend the USA Hockey Annual Congress and a transition of the presidency can effectively take place.

Executive Committee Terms:

POSITION	TERM OF OFFICE BEGINS			
President	2021	2024	2027	2030
Vice President	2020	2022	2025	2028
Secretary	2021	2024	2027	2030
Treasurer	2020	2023	2026	2029
Voted in Member (Zone 1)	2021	2022	2025	2028
Voted in Member (Zone 2)	2021	2023	2026	2029
Voted in Member (Zone 3)	2021	2024	2027	2030

SECTION 3. RESIGNATION/REMOVAL - Any officer or agent elected or appointed by the Board of Directors may be removed by a two-thirds vote of the entire Board of Directors whenever in its best judgment, the best interests of MAHA would be served.

SECTION 4. Executive Committee Job Descriptions

PRESIDENT

The President will be elected by the Board of Directors. Serves as chair of the Executive Committee.

The President shall perform such duties and have such powers as are usual to the office of a corporate president including the following:

1. To preside over all meetings of the Association, the Board of Directors and the Executive Committee at which this person is present.
2. The power to call special meetings of MAHA, at this person's discretion.
3. To adopt and determine questions arising from emergencies not provided for in the Applicable Rules and Regulations upon proper notice to the Executive Committee and Board of Directors at their next meeting.
4. To attend and represent MAHA at other ice hockey meetings including USAH meetings.
5. To fill vacancies among the Officers subject to the approval of the Executive Committee.
6. To provide to the Executive Director of USA Hockey an annual financial report of operations as furnished to the President by the Treasurer of the MAHA. Be available for any USAH audits as necessary.
7. To provide to the Executive Director of USA Hockey a written annual report which shall include all such information required by USA Hockey, including, but not limited to information concerning all dues, fees and assessments to MAHA members on or before May 1, of each year.
8. Shall be an ex-officio member of all Standing Committees unless this person otherwise qualifies to be a member of any such committee.
9. Such other duties as shall be reasonably required under these Bylaws and the applicable Rules as amended.
10. (Future) The Executive Director reports directly to the president and the president informs the Executive Committee of decisions.

At the conclusion of a President's tenure, a parting honorarium will be given to the president. This honorarium will be up to one hundred dollars for years of service to MAHA not to exceed five hundred dollars. The honorarium will be up to the MAHA Board of Directors to approve.

VICE-PRESIDENT

The Vice President will be a member of the Executive Committee and will report to the Board of Directors.

The Vice President shall perform such duties and have such powers as are usual to the office of a corporate vice president including the following:

1. In the absence of the President, the Executive Vice President shall have all the duties and powers of the President.
2. To perform such other tasks as shall from time to time be delegated by the President and/or the Executive Committee.
3. To act as Chair of the MAHA Discipline Committee and as the Discipline Director.
4. Will select members for the Discipline committee.
5. File applications for USA Hockey Foundation grant money and applications to local associations as needed for this money.

TREASURER

The Treasurer will be nominated by the Affiliate President and then elected by the Board of Directors. The Treasurer will report to the MAHA President/ Executive Director. Serves as a member of the Executive Committee.

1. The Treasurer shall perform such duties and have such powers as are usual to the office of a corporate treasurer and shall personally perform and/or delegate to and supervise the MAHA administrative personnel in performing the following:
2. Receive and deposit all funds paid to the MAHA into the appropriate MAHA account(s).
3. Approve expenditures. The Treasurer and/or the President are the only individuals who can approve expenditures with the exception of expenses over \$10,000 which requires approval from the Finance Committee prior to purchase with confirmation of approval sent to Treasurer and President.
4. Write checks.
5. Prepare a monthly report of activity in the MAHA accounts.
6. Prepare the annual Treasurer's report.
7. Provide the President an annual financial report of operations that shall be furnished to the Executive Director of USA Hockey.
8. Provide for the continuance of coverage under the general liability insurance policy maintained by USA Hockey and to obtain additional insurance coverage if deemed necessary by the Executive Committee of MAHA. Any such additional coverage will be at the expense of MAHA and name USA Hockey as an additional insured thereof.
9. Maintain in full force and effect at all times directors' and officers' liability insurance that names USA Hockey as an additional insured thereunder;
10. File all necessary federal, state and local governmental forms to maintain the tax-exempt status of this organization.
11. Cooperate with USA Hockey in the event that MAHA is included in a group exemption letter.
12. Serve on the MAHA Finance Committee
13. Attend all MAHA meetings

SECRETARY

The secretary will be nominated by Affiliate President and approved by the Board of Directors. The Secretary will report to the MAHA President/ Executive Director. This person serves as a member of the Executive Committee.

The Secretary shall perform such duties and have such powers as are usual to the office of a corporate secretary including the following:

1. To provide notice of the Annual Meeting and other important information to the officers, members of the Board of Directors, and general membership
2. To keep, publish and maintain the Minutes of the Annual Meeting and other meetings of the Board of Directors in a timely manner
3. To oversee the annual distribution of copies of the latest MAHA Bylaws, Rules and Regulations, and all amendments thereto, copies of which shall also be reasonably available upon request
4. Shall be custodian of the corporate records and the seal of MAHA
5. Shall maintain a current list of names, post office addresses, email addresses and telephone numbers for all affiliate and association members of MAHA
6. Shall make all meeting arrangements for MAHA Meetings

EXECUTIVE DIRECTOR

The Executive Director will report directly to the Executive Committee and the MAHA Affiliate President.

1. The Affiliate President will directly oversee the Executive Director
2. The following positions report to the Executive Director
 - a. TSL Commissioner
 - b. Coach In Chief
 - c. Ref In Chief
 - d. Associate Registrar
 - e. Player Development Director
 - f. Safe Sport/Risk Management Director
 - g. Grow the Game Director

Responsibilities include but are not limited to:

1. Financial
 - a. Working with the finance committee for a yearly budget
 - b. Working with the Treasurer regularly on financial issues
 - c. Find new and creative ways to raise money for MAHA
2. Responsible for all aspects of Youth, Girls and Adult hockey in Montana.
 - a. Grow the Game - Working with the Grow the Game Director to establish growth of hockey in Montana
 - b. TSL League - Working with the TSL Commissioner for all business pertaining to the Treasure State League
 - c. Player Development - Working with the Player Development Director regularly to help develop all Montana players
 - d. Safe Sport/Risk Management - Working with the Director on all Safe Sport issues and Risk Management
 - e. Adult Hockey – Working with the Adult Director to help bring all associations under USA Hockey. Help to establish growth in the Adult Hockey community
 - f. Disabled Hockey – Working with disabled hockey programs to help establish and build
3. Associations
 - a. Work with each individual association to understand their needs
 - b. Help to facilitate growth with each of the 11 associations
 - c. Visit all associations annually to personally figure out their needs
4. Meetings
 - a. Must give monthly report to the Executive Committee
 - b. Must give quarterly report to the MAHA Board of Directors

See **Appendix A** (page 22) for other Members of the Board, Job Descriptions.

ARTICLE VII COMMITTEES

SECTION 1. STANDING COMMITTEES - The President shall designate and appoint the membership to the:

- 1. Executive Committee**
2. Finance Committee
3. Disciplinary/Disputes Resolution Committee
4. Grow the Game Committee
5. Player Development Committee
6. Girls/Women Development Committee
7. Adult Committee

Except for the Chair of the Committee who shall be elected by the Board of Directors, members of these Standing Committees will be appointed by the MAHA President with the endorsement of the Board of Directors. The MAHA President shall have the absolute right at his or her discretion to appoint one (1) person of his/her choosing to each Standing Committee who shall be neither an Officer nor a Director of MAHA but who may be an Officer or Director of any other Association or League.

The members and duties of each Standing Committee shall be as set forth in APPENDIX B hereto. As a minimum, one (1) or more Directors shall serve on each Standing Committee. The MAHA President shall also serve as an ex-officio member of each Standing Committee if not otherwise appointed to that committee but shall not vote nor shall his/her presence be counted for purposes of determining a quorum when serving in an ex-officio capacity. The MAHA President shall serve as a liaison between the Standing Committees and the MAHA Board of Directors.

The Board of Directors with direction of the Executive Committee may, at any time, establish such other Standing Committees as it shall deem desirable or necessary. Members of such other Standing Committees shall be appointed by a majority vote of the Board of Directors and such Standing Committees shall have the authority and shall perform the duties prescribed from time-to-time by the Board of Directors. **Removal of a member(s) of the Executive Committee may be made as directed by the Board of Directors with a 2/3's vote.**

Any Standing Committee member who is unable or unwilling to complete his/her full term of service for which the member was appointed, shall be replaced by a majority vote of the Board of Directors.

Any Standing Committee member appointed by the Board of Directors may be removed from the committee by a vote of two-thirds (2/3) of the Board of Directors whenever, in the Board's judgment, the best interest of MAHA would be served thereby, but such removal shall be without prejudice to subsequent re-appointment or appointment to another Standing Committee.

The objectives, programs, budgets and fees proposed by each Standing Committee shall be subject to the approval by majority vote of the full MAHA Board of Directors.

Nothing herein should be construed that the Standing Committees are to be organized in an identical manner or that the objectives and programs of the Standing Committees will be the same. At a minimum, each Standing Committee will have a Chairperson and a Secretary.

All proceedings of Standing Committees shall be recorded and minutes of the meetings provided by mail, electronic mail or facsimile to all committee members and the full Board of Directors within seven (7) days of any Standing Committee session or meeting.

Each Standing Committee shall be allowed to place items on the agenda of the MAHA Board meetings under their respective Standing Committees to be voted on as any other agenda item in the prescribed manner.

See **APPENDIX B** (Page 32) for Committee duties and responsibilities.

ARTICLE VIII CONTRACTS, LOANS, CHECKS AND DEPOSITS

SECTION 1. CONTRACTS - The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name and on behalf of MAHA, and such a authority may be general or confined to specific instances.

SECTION 2. LOANS - No loans shall be contracted on behalf of MAHA and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

SECTION 3. CHECKS, DRAFTS, ETC. - All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of MAHA, shall be signed by such officer or officers, agent or agents of MAHA and in such manner as shall from time to time be determined by resolution of the Board of Directors.

SECTION 4. DEPOSITS - All funds of MAHA not otherwise employed shall be deposited from time to time to the credit of MAHA in such banks, trust companies or other insured depositories as the Board of Directors may select.

SECTION 5. ANNUAL INDEPENDENT FINANCIAL REVIEW - At such time at the annual budget shall exceed \$25,000 per year, an independent financial review will be conducted at the conclusion of each fiscal year, and will be available for inspection by member organizations. In any event, the Treasurer shall prepare an annual report for inspection by the member organizations which shall be made available to them upon a 10-day written request.

ARTICLE IX FISCAL YEAR

The fiscal year of MAHA shall begin on the first day of July in each year and end on the last day of June of each year.

ARTICLE X SEAL

The Board of Directors may provide a corporate seal which may be circular in form and have inscribed thereon any designation including the name of the corporation, the state of incorporation, and the words, "Corporate Seal".

ARTICLE XI WAIVER OF NOTICE

Whenever any notice whatever is required to be given under the provisions of the Article of Incorporation or under the provisions of the General Nonprofit Corporation Act of the State of Montana, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE XII DISPUTE RESOLUTION PROCEDURE/HEARINGS/FINANCIAL OBLIGATIONS

SECTION 1. DISPUTE RESOLUTION PROCEDURE - USA Hockey has established a "Dispute Resolution Procedure", currently set forth in USA Hockey By-Law 10, paragraph F, entitled "Arbitration". MAHA hereby adopts such By-Law herein, as may be amended from time to time. It is the purpose of such administrative procedure to provide a full and complete substitute for any court proceeding for matters governed by the USA Hockey Dispute Resolution Procedure. NOTICE IS HEREBY GIVEN that failure to follow and abide by said Dispute Resolution Procedure shall subject a party, and any person or entity participating with or aiding such party to liability for costs and attorney's fees, the value of volunteer time and immediate suspension and/or disqualification from membership in USA Hockey or any of its Affiliate Associations. NOTICE IS HEREBY GIVEN TO REVIEW THE USA HOCKEY ANNUAL GUIDE FOR THE SPECIFIC DETAILS OF THE DISPUTE RESOLUTION PROCEDURE IN EFFECT FROM TIME TO TIME.

SECTION 2. HEARINGS - Hearings on matters arising pursuant to the Dispute Resolution Procedure or these By-Laws shall be conducted in accord with the minimal standards set forth in the USA Hockey Annual Guide, as in effect from time to time. Specific procedures shall be established as necessary by the Board of Directors and set forth in the Operating Procedures of MAHA. MAHA and its associations will follow the policies and guidelines set forth by USA Hockey Inc.

ARTICLE XIII IRS 501 (c) (3) EXEMPT STATUS & MAHA DISTRIBUTION OF ASSETS

The assets of MAHA are permanently dedicated to exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1954 (or corresponding provisions of future laws). MAHA shall not be operated for pecuniary profit and shall have no capital stock and shall make no distribution of dividends to its members, directors, officers or persons having a private interest in the activities of the corporation.

In the event that MAHA is dissolved, the Board of Directors shall pay, satisfy and discharge all liabilities and obligations of SAHOF or make adequate provisions therefore and distribute all remaining assets of MAHA to an organization or organizations engaged in activities substantially similar to those of MAHA and organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at that time qualify as an exempt organization under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or corresponding provisions of future laws).

ARTICLE XIV AMENDMENTS

The By-Laws may be altered, amended or repealed and new By-Laws may be adopted at any meeting of MAHA by a two-thirds vote of all of the voting members who are represented at the meeting, provided each proposed amendment must first be submitted to the President, who, with the rest of the Board of Directors shall, before presentation for consideration by the membership, decide whether or not to recommend its adoption at the next annual or special meeting. No amendment shall be eligible for presentation at a meeting unless it shall have been submitted by a Member Association to the President at least 30 days prior to such a meeting or published by the Board of Directors at least 14 days prior to such a meeting. Any amendment submitted by a Member association in accordance with this By-Law shall be published by the Board of Directors at least 14 days prior to such a meeting.

ARTICLE XV CONFIDENTIALITY POLICY

SECTION 1. NONDISCLOSURE POLICY Each Responsible Person (defined below) shall exercise care not to disclose confidential information acquired in connection with such status, the disclosure of which might be adverse to the interests of Montana Amateur Hockey Association ("Organization"). No Responsible Person shall use confidential information for his or her personal gain.

SECTION 2. POLICIES For the purposes of this policy, a "Responsible Person" is any person who holds one or more of the following positions with Organization or with an entity that controls, is controlled by, or is under common control with Organization: Director; Director Emeritus; officer; member of a council, committee or similar body; member of the Organization staff; member of a task force or other similar ad hoc committee; member of a hearing or appeal panel regarding a disciplinary matter, or any other person determined by the President of Organization to be subject to this policy.

SECTION 3. TYPES OF CONFIDENTIAL INFORMATION The following types of information received by a Responsible Person in the performance of his or her responsibilities as a Responsible Person shall be treated as confidential unless otherwise determined by the board of directors of Organization:

- a. Information regarding the appointment or termination of employees.
- b. Employee evaluations and compensation.
- c. Information about contractual relationships with third parties.
- d. Financial information.
- e. Membership data, including any identifying or contact information for any member of Organization, or within the Organization's records or database(s).

The foregoing is not intended to be a complete list of all the types of information that may be considered confidential.

SECTION 4. FAILURE TO COMPLY Any Responsible Person who fails to comply with the provisions of this confidentiality policy shall be subject to such sanctions or other action by Organization pursuant to Organization's Bylaws. Any other person who is subject to this policy and who fails to comply with it shall be subject to discipline, termination of employment, or such other sanctions Organization determines is appropriate.

Each Responsible Person must also be familiar with and comply with any applicable state or federal law with respect to protection of private information.

ARTICLE XVI CONFLICT OF INTEREST POLICY

SECTION 1. Conflicts of interest have the potential to cause legal problems as well as embarrassment for Montana Amateur Hockey Association ("Organization"). While conflicts of interest are not prohibited, they must be duly considered by an appropriate body or party of Organization, based on disclosures as required by Organization. This Conflicts of Interest Policy (this "Policy") is intended to help directors, officers, employees, members of councils, committees and similar bodies, and certain other persons identify situations that present possible conflicts of interest and to provide Organization with procedures whereby potential conflicts may be reviewed by an appropriate body or party of Organization.

Conflicts of interest exist where an individual's activities or relationships present the potential for improper personal gain or advantage, or an adverse effect on the interests of Organization. It is impossible to list every circumstance giving rise to a conflict of interest; however, this Policy will serve as a guide to the types of circumstances that create conflicts of interest. Because the nature of the business of Organization requires great public respect for and trust in the reputation and integrity of Organization, and because Organization operates in the public spotlight, Organization is expected to conduct its affairs in a manner consistent with high ethical principles. Organization correspondingly requires Responsible Persons (as defined below) to act in the same manner.

It is recognized that many persons serving in paid, volunteer and other roles with Organization may also have volunteer, employment, management, ownership and other relationships with other entities involved in hockey that give rise to fiduciary and similar obligations to those other third parties. Ordinarily a Responsible Person's obligations to Organization and a third party are not in conflict; however, when Conflicts of Interest arise, a Responsible Person has a primary fiduciary duty to Organization and must always act in the best interests of Organization. If a Conflict exists, then the Responsible Person must recuse themselves from involvement in the matter as more fully set forth in Section C below. Recognizing that Conflicts of Interest arise, this Policy is intended to preserve the integrity of the decisions and actions taken by Organization.

SECTION 2. Definitions

As used in this Policy, the following capitalized terms shall have the meanings indicated.

1. "Agent" refers to a person serving as a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative of an entity or individual.
2. "Board" is the Board of Directors of Organization.
3. "Transaction" is any contract, transaction, agreement or relationship involving the sale or purchase of

goods, services, or rights of any kind, the providing or receipt of a grant or loan, or the establishment of any other financial relationship with Organization or a Related Organization.

4. "Control" exists if an entity or individual either (i) owns, directly or indirectly, at least fifty percent (50%) of the equity ownership of another entity, or (ii) has the right, directly or indirectly, to direct or cause the direction of the management and policies of another entity, whether through the ownership of voting interests, by contract, or otherwise.
5. "Family Member" is a spouse, parent, child or a spouse of a child, brother, sister or spouse of a brother or sister, of a Responsible Person.
6. "Related Organization" is an entity that controls, is controlled by, or is under common control with Organization.
7. "Responsible Person" is any person who holds one or more of the following positions with Organization or a Related Organization: Director; Director Emeritus; officer; member of a council, committee or similar body; member of the Organization staff; member of a task force or other similar ad hoc committee; member of a hearing or appeal panel regarding a disciplinary matter, or any other person determined by the President of Organization to be subject to this policy.

SECTION 3 Existence of a Conflict of Interest

A "Conflict of Interest" or "Conflict" exists when a Responsible Person's activities or interests, whether direct or indirect, interfere with, influence, or have the potential to interfere with or influence his or her responsibilities in any material respect on behalf of Organization or undermine the interests of Organization; provided, however, where a Responsible Person has a financial interest (regardless of the materiality of the financial interest) in a Transaction, a potential Conflict of Interest may exist. This definition of Conflict of Interest is intended to be interpreted broadly because the appearance of impropriety can be just as damaging as actual impropriety.

Therefore, a Conflict of Interest exists whenever the public may reasonably infer from the circumstances that there is or could be such a conflict. Conflicts of Interest include, without limitation, the following types of circumstances and related examples, which are presented for illustration purposes and are not intended to be an exhaustive list of all potential Conflicts of Interest:

When Organization is considering entering into a Transaction with a Responsible Person or Family Member.

1. **Example:** Approval of the Board is sought for an agreement for the provision of consulting services by a director of Organization.
2. When Organization is considering entering into a Transaction with an entity (other than a Related Organization) or individual in which a Responsible Person or Family Member has a financial interest or is an Agent.
3. **Example:** Approval of the Finance Committee of Organization is sought for a banking relationship with a company of which an organization director is the Vice President.
4. When a Responsible Person engages in activities competing with Organization or a Related Organization, including in the provision of services for, or in any other transaction or arrangement with, a third party.
5. **Example:** An officer of Organization agrees with a national governing body other than USA Hockey to promote the other national governing body in negotiations with potential sponsors or licensees.
6. When a Responsible Person has a financial interest in an entity or individual that competes with Organization or a Related Organization, including in the provision of services for, or in any other transaction or arrangement with, a third party.
7. **Example:** The spouse of an officer of Organization works for or is an investor in a company that competes with Organization or a Related Organization, or in a company that provides services to a company that competes with Organization or a Related Organization.

8. When a Responsible Person accepts gifts, excessive entertainment or other favors from any individual or entity that does, or is seeking to do, business with Organization or a Related Organization, if it might be concluded that such action was intended to influence or might influence the Responsible Person in his or

her duties to Organization. This does not preclude the acceptance of items of nominal or insignificant value that are clearly tokens of respect or friendship and not related to any actual or potential transaction or activity of Organization or a Related Organization.

9. **Example:** The chair of the Finance Committee of Organization is offered free use of a lake home belonging to the President of an organization that has a financial proposal under review by Organization.
10. When a Responsible Person has a financial interest, or is an Agent of an organization that is reasonably likely to be impacted (financially or otherwise) by an action or decision made by the Responsible Person in his or her capacity acting on behalf of Organization.
11. **Example:** A committee member who works for a league, program or other organization is called upon to vote or make a decision on a matter materially impacting the league, program or other organization.
12. **Example:** A director working or volunteering for a Tier program serves on a committee for determining whether to grant Tier status to competing programs.
13. When a Responsible Person's activities or interests, whether direct or indirect, interfere with, influence, or have the potential to interfere with or influence his or her responsibilities on behalf of Organization or undermine the interests of Organization.
14. **Example:** A director has a significant client that owns or operates a facility being considered as the host of an organization's event.
15. **Example:** An officer serves on a hearing panel or appeal panel involving discipline against a member of the officer's program.

SECTION 4. Policy and Procedures

The procedures set forth below are designed to help Responsible Persons identify situations that present potential Conflicts of Interest and to provide Organization with a procedure for independent review and, when appropriate, approval of a circumstance in which a Responsible Person has or may have a Conflict of Interest. The policy is intended to comply with the procedure prescribed in the [Section 35-2-441](#), MCA which governs conflicts of interest for directors of nonprofit corporations.

Reporting Conflicts of Interest

Prior to Board, Executive Committee or other action on a matter involving a Conflict of Interest (including any decision or any Transaction), a Responsible Person who believes he or she has a Conflict of Interest shall disclose all facts material to the Conflict of Interest as follows:

1. In the case of Board or Executive Committee action, to the President;
2. In the case of action by a council, committee, task force, other ad hoc committee, or hearing or appeal panel, to the applicable chair (for example, a member of a Committee who believes that he or she has a Conflict of Interest shall report the matter to the chair of the committee); or
3. In the case of action by Organization staff, to the President.

Such disclosure shall be made by the person with the Conflict prior to or at the meeting.

The individual to whom the disclosure is made shall report the disclosure at the meeting prior to consideration of the matter involving the Conflict, and the disclosure shall be reflected in the minutes of the meeting. If the person having the Conflict of Interest is the President, then the required disclosure shall be made to, and the required report shall be made by, a Vice President or another officer.

For any other Conflicts of Interest not described above, the Responsible Person who believes he or she may have a Conflict of Interest shall disclose to the President the facts relating to the potential Conflict of Interest.

A Responsible Person with a Conflict of Interest shall refrain from any action that may affect Organization's participation in the subject Transaction or other decision or action of Organization, and shall not attempt to exert his or her personal influence regarding the matter.

Individuals or bodies of Organization with questions about procedures for disclosure and review of Conflicts of Interest may seek advice from designated legal counsel for the Organization, who may answer such question or refer such question to a member of the Organization or other designee.

Unreported Conflicts of Interest

At the direction of the President or designated legal counsel for the Organization, Organization may review any matter to be considered by the Board, or a council, committee, task force, other ad hoc committee, hearing or appeal panel or other body of Organization, to determine whether a Responsible Person has a Conflict of Interest, and if it is determined that a Conflict exists the Conflict-of-Interest procedures herein shall apply.

Review of Conflicted Transactions

For matters in which a Responsible Person has a Conflict of Interest, the Board, Executive Committee, council, committee, task force, other ad hoc committee, hearing or appeal panel, or other body of Organization, as applicable, shall review each Conflict of Interest that is reported to it, and may approve the matter if the material facts as to the matter and the Conflict of Interest are fully disclosed or known to the body considering the matter, and the body approves the matter in good faith by the affirmative vote (without counting the person(s) with the Conflict) of a majority of the disinterested members of the body at the meeting, even though the disinterested members constitute less than a quorum for such meeting.

A Responsible Person who believes he or she has a Conflict of Interest may participate in the body's discussion of the matter if they have disclosed the material facts related to the Conflict and all parties related to the subject of the matter are present or represented; provided however, the chair of the body considering the matter may provide an opportunity for the body to discuss the matter without the person with the Conflict of Interest present. The person with a Conflict of Interest may not vote on the subject matter. The chair has the power to require the interested person to leave the room while the vote is taken and/or during deliberations.

The minutes of the meeting of the body reviewing a Conflict of Interest and making a decision on the underlying matter shall reflect (1) the matter under consideration, (2) the Responsible Person with a Conflict of Interest, (3) the Responsible Person's ineligibility to vote and/or absence from the meeting during any discussion or vote, and (4) the decision of the body on the matter under consideration.

For all other Conflicts of Interest, the President shall determine whether the Conflict of Interest should be reported to or acted on by the Board or other body of Organization. The President may also determine whether review and resolution of a Conflict of Interest should be handled by another party or body of Organization, including a special committee designated by the President. In each case, the President may direct and address review and resolution of the matter in the President's discretion, and shall make a written record of the disclosure of the Conflict of Interest and related decision on referral of the matter.

Questions

If it is not clear whether a Conflict of Interest exists, then a Responsible Person with a potential Conflict shall disclose the circumstances to the President, who shall determine whether there exists a Conflict of Interest that is subject to this Policy.

Individuals or bodies of Organization with questions about procedures for disclosure and review of Conflicts of Interest may seek advice from the organization's designated legal counsel, who may answer such question or refer such question to a member of the Organization or other designee. **(See MAHA website for conflict-of-interest form to be signed by MAHA board members. This form is to be submitted into MAHA Secretary by the MAHA Annual Meeting. In the event the MAHA Secretary Position is Vacant this form will be submitted into the MAHA President.)**

ARTICLE XVII WHISTLE BLOWER POLICY

This Whistleblower Policy of MAHA, USA Hockey: Encourages directors, MAHA members, and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of MAHA. Specifically, that MAHA will protect the person from retaliation.

SECTION 1. Encouragement of reporting

MAHA encourages complaints, reports or inquires about illegal practices or serious violations of MAHA policies, including illegal or improper conduct by MAHA itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which MAHA has existing compliant mechanisms should be addressed under those mechanisms. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

SECTION 2. Protection from Retaliation - MAHA prohibits retaliation by or on behalf of MAHA against directors, MAHA members, and/or volunteers for making good faith complaints, reports or inquires under this policy or for participating in a review or investigation under this policy. The protection extends to those whose allegations are made in good faith but prove to be mistaken. MAHA reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquires or who otherwise abuse this policy. As far as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal right of defense.

SECTION 3. Where to report - Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis of the complaints, reports or inquires. They should be directed to the MAHA President immediately, if this person is implicated in the complaint, report or inquiry, it should be directed to either the MAHA Vice President or a MAHA Officer. MAHA will conduct a prompt, discreet, and objective review or investigation. Directors, MAHA members or volunteers must recognize the MAHA may be unable fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

ARTICLE XVIII RECORD RETENTION POLICY

MAHA, shall retain records in an orderly fashion for time periods that comply with legal and government requirements.

Record Retention Guidelines: The following holding periods shall be used for the maintenance of the documents listed below:

Accounting Records

Accounts payable	7 years
Accounts Receivable	7 years
Audit Report	Permanent
Chart of Accounts	Permanent
Depreciation Schedules	Permanent

Expense Reports	7 years
Financial Statements (Annual)	Permanent
Fixed Asset Purchases	Permanent
General Ledger & General Journals	Permanent
Loan Payment Schedules	7 years
Purchase Orders	7 years
Requisitions	3 years
Tax Returns and Working Papers	Permanent
Trial Balance (annual)	Permanent

Bank Records

Bank Reconciliations	3 years
Bank Statements	7 years
Cancelled Checks	7 years
Checks for Capital Purchases	Permanent
Electric Payment Records	7 years
Petty Cash vouchers	3 years

Corporate Records

Board Minutes	Permanent
Bylaws, Charter, Articles of Incorporation	Permanent
Licenses	Permanent
Contracts – major	Permanent
Legal and Tax Correspondence	Permanent
Contracts	Life + 4 years
Insurance policies, Accident Claims	Life + 4 years

MAHA shall establish a cloud-based storage retention program for record retention. This cloud based platform will be with Google Drive. Members of the MAHA Executive Committee will be given access to this platform

ARTICLE XIX AFFILIATE AGREEMENT AND SAFESPORT AGREEMENT

All MAHA associations will annually update the information contained within the MAHA Affiliate Agreements as well as complete and sign the USA Hockey SafeSport Agreement. This documentation will be submitted by a date set by the MAHA President.

ARTICLE XX PLAYER DEVELOPMENT CAMP AND SUMMIT

The MAHA Player Development Camp and the MAHA Hockey Summit will be awarded as a 2 year award.

ARTICLE XXI

MAHA LOGO APPAREL

MAHA Apparel will be awarded on a 3 year agreement with the winning vendor. When the MAHA Apparel

agreement is up for bid those vendors wishing to bid will submit a bid package to the MAHA Board for review. The awarding of the MAHA apparel agreement will be by the majority vote of the MAHA Board.

ARTICLE XXII CANADIAN TRAVEL

CHA (Canadian) teams playing in the US must have permission to do so. Likewise, US teams playing in Canada must follow similar procedure. Permission can be obtained from the Northern Plains District Registrar. Failure to obtain permission may subject the team to suspension. The Registrar will give you a form or sample letter you need to have approved for any Canadian travel. This approval letter will need to be sent to Canadian teams for their travel permits to come into the United States.

ARTICLE XXIII ALCOHOL USE AT MAHA-SANCTIONED EVENTS

MAHA fully supports USA Hockey's Policy D prohibiting the use of alcohol, tobacco, smoking products, and drugs by any USA Hockey Participant who is supervising minor athletes or participating in a USA Hockey practice, game, or event. Additionally, it is the considered judgment of the Board of Directors of MAHA that consumption/use/abuse of alcohol is detrimental to a healthy state of mind, body, and spirit in an athletic participant, MAHA staff member, or MAHA volunteer. Therefore, MAHA prohibits the consumption of alcohol by any MAHA staff or volunteer while participating in that capacity at any MAHA-sanctioned event. Further, MAHA will not condone the use of alcohol at any MAHA event, nor will it reimburse the payment for alcohol at any MAHA event, by any coach, official, volunteer or staff person. All terms herein are to be defined as they are defined in Policy D in the USA Hockey Annual Guide.

ARTICLE XXIV AGREEMENTS WITH USA HOCKEY

The following By-Law provisions are granted by the Montana Amateur Hockey Association to USA Hockey, in consideration of the grant of exclusive jurisdiction within the State of Montana. This By-Law shall be deemed amended automatic as may be stated in any amended or renewed "affiliate Agreement" between MAHA and/or USA Hockey or as may be required in writing by USA Hockey to continue such grant of exclusive jurisdiction in full force and effect and in perpetuity.

USA HOCKEY PREEMINENCE - The Montana Amateur Hockey Association (MAHA) an affiliate of USA Hockey, shall abide by and act in accord with the Articles of Incorporation, By Laws, Rules and Regulations of USA Hockey, and decisions of the Board of Directors of USA Hockey, and such documents and decisions shall take precedence over and supersede all similar governing documents and/or decisions of the Montana Amateur Hockey Association. Further, the Montana Amateur Hockey Association, (i) shall assist USA Hockey in the administration and enforcement of the provisions of the By-Laws, Rules and Regulations, Playing Rules and decision of the Board of Directors of USA Hockey, within and upon its members and/or within its jurisdiction, and (ii) agrees to be guided by the following core values of USA Hockey.

SPORTSMANSHIP - Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.

RESPECT FOR THE INDIVIDUAL - Treat all others as you expect to be treated.

INTEGRITY - We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.

PURSUIT OF EXCELLENCE AT THE INDIVIDUAL TEAM AND ORGANIZATIONAL LEVEL - Each member of the organization, whether player, volunteer or staff, should seek to perform each aspect of the game to the highest level of his or her ability.

ENJOYMENT - It is important for the hockey experience to be fun, satisfying and rewarding for the participant.

LOYALTY - We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.

TEAMWORK - We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

INDEMNITY - Montana Amateur Hockey Association, as an affiliate of USA Hockey, shall indemnify and hold harmless USA Hockey, their respective Board of Directors and each member thereof, the Executive committees of USA Hockey, and each member thereof, the councils and committees of USA Hockey and members 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 Montana Amateur Hockey Association, except to the extent (i) that USA Hockey or its aforementioned representatives caused such claims, liability, judgments costs, attorneys' fees, charges or expenses by their own intentional neglect or default or (ii) that such acts or omissions were the direct result of compliance with the Articles of Incorporation, By-Laws, Rules and regulations, Playing Rules or decisions of the Board of Directors of USA Hockey. Further, Montana Amateur Hockey Association, understands and acknowledges that USA Hockey and its aforementioned 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 By-Law.

USA Hockey shall reasonably cooperate with MAHA in any litigation and provide reasonable support in connection therewith, including but not limited to advice and testimony upon any reasonable request; provided, however that such cooperation shall not require USA Hockey to incur any out-of-pocket expenses not reimbursed by MAHA.

The foregoing By-Laws of the Montana Amateur Hockey Association, were adopted and approved by the membership thereof, on _____, and amended on _____, notice being duly given and a quorum being present.

The President and Secretary of MAHA hereby certify the foregoing as of the dates below written.
Montana Amateur Hockey Association

By: _____,
_____, President

By: _____,
_____, Secretary

Dated: _____

APPENDIX A

Article VI – Officers Section 4: Job Descriptions (Page 10)

MAHA Treasure State League (TSL) Commissioner

The TSL Commissioner will report to the Board of Directors and ultimately the Executive Director.

The TSL Commissioner will communicate the goals, objectives, and ongoing activities of the Treasure State League, and serve as an advocate for MAHA, including policy support and enforcement.

The Commissioner's responsibilities include but are not necessarily limited to the following:

1. Analyze and interpret policies, procedures, manuals, and rule books.
2. Communicate effectively with players, coaches, parents, and board members.
3. Implement policies for the benefit of the league and without bias.
4. Oversee league structure and scheduling of league play, both regular season and post-season. This includes supervising and communicating with all age group commissioners and the tournament director.
5. Oversee the enforcement of the Player/Parent agreement and work directly with the Referee-in-chief and the Coach-in-chief regarding the compliance of league policies.
6. Follow up with associations and teams regarding player suspensions.
7. Be a standing member of the Disciplinary committee.
8. Oversee player verifications and the coordination of all player transactions within the league.
9. Support the league commissioners in enforcing live scoring at league games.
10. Work with rink directors regarding scheduling and rink safety and standards.

MAHA Age Group League Commissioner

The Age Group League Commissioners will report directly to the TSL Commissioner.

League Commissioners will oversee all aspects of their league(s) from formation through the completion of the state tournament(s), ensuring fair and safe play throughout. To accomplish this, Age Group Commissioners will coordinate and work closely with the TSL Commissioner, State Referee in Chief, Registrar, Tournament Director and Team Managers and Coaches.

1. League Formation:
 - a. Compile and maintain a point of contact roster (Managers & Coaches) for each team.
 - b. Declare League(s) structure (A,B or even C in younger age groups)
 - c. Input and verify Rosters (High School Age Groups will also verify School status)
2. League Operation:
 - a. Confirm games are scored live and inputted correctly

- b. Maintain League Points and Standings
- c. Assist in rescheduling of postponed games
- d. Assist in weather decisions on travel and game play following MAHA guidelines

- e. Investigate incidents and render rulings in conjunction with the TSL commissioner
 - f. Once rulings are made, monitor suspensions and other penalties assessed
3. State Tournament(s):
- a. Coordinate with the TSL Tournament Director and Local Director for each state tournament
 - b. Ensure all tournaments are sanctioned by USA Hockey
 - c. Finalize the seeding for all divisions within the age group
 - d. Verify all players and coaches are eligible for tournament play
 - e. Attend and supervise the tournament
 - f. High School and 19U will compile All State and MVP selections

MAHA ADM Development Director

The ADM Development position will report directly to the Player Development Director, and ultimately the Executive Director. This is a USA Hockey position.

1. How is this person selected?
 - a. This is a volunteer position within MAHA.
 - b. This person will be nominated by the MAHA President with endorsement from the Executive Committee, Player Development Director, the MAHA Executive Director.
 - c. This person is appointed by the USA Hockey Executive Director
2. Responsibilities and Duties:
 - a. Work closely with the USA Hockey ADM Director, following USA Hockey guidelines.
 - b. Assist associations in ADM specific training, including drills.
 - c. Attend all MAHA meetings and present newest information from USA Hockey.
 - d. Meet with association coaches to help with practice plans to ensure they are age appropriate and follow Long-Term ADM concepts.
 - e. Set up ADM clinics across the state, including at the Summit and Development Camp.
 - f. Provide associations with the newest ADM training methods.
 - g. Educate and facilitate clubs and associations in implementing ADM Development Curriculum. Including providing Coaching Coaches Clinics, coaching materials and support. Establish a resource page on the MAHA webpage.
 - h. Develop and cultivate relationships with coaches within the affiliate. Create a database and remain in contact with the coaches, sharing ideas and information on ADM development.
 - i. Work with club and association coaches on improving LT ADM culture.
 - j. Train and assist association coaches on season planning and ADM clinic structure and organization.
 - k. Assist Affiliate CEP Director and Coach-In-Chief when needed in all facets of the Coach Education Program as it pertains to ADM.
 - l. Attend annual meeting to collaborate and build on ADM Development Model. Meeting location and curriculum will be announced each year at the USAH Winter meetings.
 - m. Remain focused on the principles ADM and long-term athlete development.

MAHA Adult Director

The Adult Director position will report directly to the Executive Director/Affiliate President.

1. How is this person selected?
 - a. This is a volunteer position within MAHA.
 - b. This person will be selected by the MAHA President with endorsement from the Executive Director.

2. Responsibilities and Duties:

- a. Work closely with the Grow the Game Director focusing on Adult Player Development.
- b. Help associations with ideas on how to grow adult hockey in Montana.
- c. Discuss with all existing associations the benefits in belonging to USA Hockey.
- d. Work on the goal of having all adults playing hockey in Montana to be members of USA Hockey.
- e. Work on grassroots ideas to help the growth of adult hockey in Montana.

MAHA Associate Registrar

The Associate Registrar for Montana, with approval from the MAHA Affiliate President, will be nominated by the District Registrar and approved by the USA Hockey Executive Director. The Associate Registrar will report directly to the District Registrar while keeping the MAHA Executive Director/Affiliate President fully informed.

1. Duties will include but may not be limited to:

- a. Insure that MAHA players, coaches, referees and teams are properly registered with USA Hockey.
- b. Distribute registration materials and requirements as necessary
- c. Make sure all MAHA registrations are properly completed and comply with USA Hockey regulations. Forward all records to the District Registrar
- d. Make every effort to verify MAHA Associations are in compliance with Affiliate and USA Hockey rules.
- e. The Associate Registrar shall not serve as a voting member of Affiliate Board of Directors. Associate Registrars shall not serve on Affiliate Discipline Committee and shall not be involved in player selection or evaluation
- f. Assist Association Registrars. Be a resource.
- g. Act as a liaison between the affiliate leadership and the District Registrar. Keep MAHA Executive Committee informed of any changes in registration requirements.
- h. Provide affiliate registration statistics as requested
- i. Attend MAHA meetings, as a non-voting member of the leadership team.
- j. Review travel permits of teams traveling out of state. Forward recommendations to the District Registrar
- k. Travel expenses must be pre-approved by the District Registrar.

MAHA Association Representatives (11)

The Voted in Members report directly to their local Associations.

The Association Representatives shall be their local Association Presidents or locally appointed Association Representatives. These positions are members of the MAHA Board of Directors.

The qualifications and responsibilities are as follows:

1. The Board of Directors shall determine what is in the best interests of amateur ice hockey and shall have the authority to develop implement, and enforce rules, policies, procedures, incentives and penalties that advance those interests
2. Furthermore, the MAHA Board of Directors shall have the authority to name, at its discretion, one or more President Emeritus or Director Emeritus in recognition of outstanding service to the MAHA Affiliate
3. Provide unbiased representation to the MAHA Board of Directors and have a vision for what is best for MAHA and all associations

MAHA Player Development Director

The Player Development Director will report to the Executive Director/ Affiliate President.

The Player Development Director will be hired by the Executive Director and will be a part-time paid position.

1. The following positions report to the Player Development Director:
 - a. Youth Player Development
 - b. Girls Player Development
 - c. ADM Director
 - d. Disabled Director
 - e. Goalie Director
2. Responsibilities include but are not limited to:
 - a. Work on development of all Montana players, boys, girls, the disabled, and goalies.
 - b. Development of all Montana players with an effort to expose these players to the District Camp and USA Hockey National Camps.
 - c. Run two state wide camps / development weekends each year:
 - i. The Summit – held in the Fall
 - ii. The Development Camp – held in the Spring, this camp will be used to evaluate players to move them on to any district, regional or national camps.
 - d. Plan and coordinate regional skills camps with emphasis on skills and concepts. This may be in addition to at least one goalie specific camp.
 - e. Provide information and support to players, coaches and parents, allowing them to understand the development criteria within MAHA.
 - f. Utilize and implement the USA Hockey concept of age-appropriate development within all associations in Montana.
 - g. Prepare and distribute resources addressing opportunities in Hockey.
 - h. Establish and Chair the Player Development Committee.

MAHA Girls Player Development

The Girls Player Development will report directly to the Player Development Director, and ultimately the Executive Director.

1. How is this person selected?
 - a. This is a volunteer position within MAHA.
 - b. This person will be selected by the Player Development Director with the endorsement of the Executive Director.
2. Responsibilities and Duties:
 - a. Work closely with the Player Development Director, focusing on Girls Player Development.
 - b. Work with ADM Director.
 - c. Work with Grow the Game Director.
 - d. Help associations with practice plans.
 - e. Attend the Summit and Development Camps.
 - f. Work on grassroots ideas to help the growth of Girls hockey in Montana.
 - g. Works closely with the operations and missions of state teams in Montana.

MAHA Goaltending Development Coordinator

The Goaltending Development Coordinator position will report directly to the Player Development Director, the Executive Director and ultimately the USA Hockey Executive Director. This is a USA Hockey position.

1. How is this person selected?
 - a. This is a volunteer position within MAHA.
 - b. This person will be nominated by the MAHA Player Development Director and appointed by the MAHA Executive Director /MAHA Affiliate President.
2. Responsibilities and Duties:
 - a. Work closely with the USA Hockey Goalie Director, following USA Hockey guidelines.
 - b. Assist associations in goalie specific training, including drills.
 - c. Assist associations with the development of new goalies, promoting many players “trying” the position.
 - d. Attend all MAHA meetings and present newest information from USA Hockey.
 - e. Meet with association coaches to help with practice plans to ensure they are age appropriate, and that the goalies are receiving proper training.
 - f. Promote appropriate off ice, age-appropriate training, which applies to goalies.
 - g. Set up goalie clinics across the state, including at the Summit and Development Camps.
 - h. Provide associations with the newest goalie training methods.
 - i. Educate and facilitate clubs and associations in implementing a Goaltending Development Curriculum. Overseeing and providing Coaching Coaches Clinics, coaching materials and support.
 - j. Develop and cultivate relationships with goaltending coaches within the affiliate. Create a database and remain in contact with the goalie coaches, sharing ideas and information on goaltending development.
 - k. Work with club and association goalie coaches on improving goaltending culture. Focus on head coach and assistant coach integration into goalie coaching at team practices and goalie sessions.
 - l. Train and assist association goalie coaches on season planning and goalie clinic structure and organization.
 - m. Provide support and facilitate grass roots programs (Try Goalie Days, Association Coaching Coaches Clinics, and Quick-Change Pads).
 - n. Assist District Coach-In-Chief when needed in all facets of the Coach Education Program as it pertains to goaltending.
 - o. Attend annual meeting to collaborate and build on Goaltending Development Model. Meeting location and curriculum will be announced each year at the USAH Winter meetings.
 - p. Collaborate with other goalie coaches to continue professional development.
 - q. Remain focused on the principles of long-term athlete development.

MAHA Youth player development

The Youth Player Development position will report directly to the Player Development Director, and ultimately the Executive Director.

1. How is this person selected?
 - a. This is a volunteer position within MAHA.
 - b. This person will be selected by the Player Development Director with the input of the Executive Director.
2. Responsibilities and Duties:
 - a. Work closely with the Player Development Director, focusing on Youth Player Development.
 - b. Work with ADM Director.

- c. Work with Grow the Game Director.
- d. Help associations with practice plans.
- e. Attend the Summit and Development Camps.

- f. Work on grassroots ideas to help the growth of hockey in Montana.
- g. Works closely with the operations and missions of state teams in Montana

MAHA Grow the Game Representative

The Grow the Game Representative is appointed by the Executive Director /MAHA Affiliate President. They report directly to the Executive Director/Affiliate President with oversight from MAHA Executive Committee.

The responsibilities of this position include but are not limited to:

1. Create direct communication channels with the leaders of MAHA's 11 local associations.
2. Search for grants to help build local programs.
3. Work on retention. Track historical growth in an effort to show improvement.
4. Work with each association on growth initiatives.
5. Work with USA Hockey to implement their initiatives on GTG and how to apply this into MAHA.
6. Organizing step-by-step marketing models and developing best practice's materials to assist programs with growth initiatives.
7. Developing a consistent marketing campaign and resources to focus on attracting new 4- to 8-year-olds to hockey.
8. Assisting local associations with implementation of national programs such as Hockey Weekend across America and the American Development Model.
9. Creating an online resource for local association leaders to gain easier access to information from all of USA Hockey's programs.

MAHA Referee-in-Chief

The Associate Referee-in-Chief for Montana with approval from the MAHA Affiliate President, will be nominated by the District Referee-in Chief and approved by the USA Hockey Executive Director. The Associate Referee-in-Chief will report directly to the District Referee-in-Chief. This person will keep the MAHA Executive Director/ MAHA Affiliate President informed of any and all issues concerning referees in Montana.

The Referee-in-Chief of MAHA assumes all responsibilities for, and oversight of, the officials of the MAHA Associations. This includes, but is not necessarily limited to the following:

1. Work with local associations to recruit and select a pool of referees to be used in officiating of all local MAHA games. Work with associations in selecting local referee coordinator.
2. Provide information and conduct referee clinics. Provide training needed to credential referees, enhance skills of existing referees, and/or improve the performance of referees
3. Assist the MAHA Executive Director, MAHA President, Disciplinary Committee, TSL Commissioner, and Board of Directors in disciplinary matters of referees, players, Association members, or others
4. Understands the procedures referees are expected to follow regarding game or other related incidents
5. Communicates with the MAHA Executive Committee and the membership of MAHA on all matters pertaining to the rules and regulations of play. This will include working with coaches and associations on the referee retention issues.
6. Work with the MAHA Tournament Director on referee delegation for all tournaments
7. Monitor active referees regarding their knowledge and application of the rules of hockey and on-ice performance.
8. The qualified individual will hold valid certification from USA Hockey, possess and demonstrate knowledge and interpretation of the rules, and be a strong communicator.

9. Attend all MAHA Affiliate meetings.

MAHA Affiliate Coach Developer (This is a new USA Hockey designation for this volunteer position.)

This individual is nominated by the District Coach in Chief, endorsed by the National Coach in Chief and appointed by the USA Hockey Executive Director. This individual will report directly to the District Coach in Chief.

Duties & Responsibilities:

1. Supervise activities of the Coaching Education Program within MAHA
2. Schedule, organize, promote and administer all clinics conducted as part of the USA Hockey Coaching Education Program.
3. Distribute all USA Hockey approved materials.
4. Upon completion of clinics submit all required information and monies collected to the District Coach in Chief or, if directed, to USA Hockey National Office.
5. Affiliate Coach Developer to Verify all coaches CEP levels.
6. Prepare an annual affiliate budget and submit it to the District Coach in Chief.
7. Work closely with the MAHA Coach in Chief to promote skill development and the implementation of the ADM. Prepare a resource center of educational materials.
8. Work closely with the MAHA Coach in Chief to deliver parent education material.
9. Attend MAHA meetings.

MAHA Coach-in-Chief

The Coach-in-Chief for Montana with the endorsement of the executive committee will be nominated by the District Coach-in-Chief and approved by the USA Hockey Executive Director. The Coach-in-Chief will report directly to the District Coach-in-Chief. They will keep the MAHA Executive Director / MAHA Affiliate

President informed of any and all issues concerning Coaches in Montana. This could be a compensated position. The Coach-in-Chief of MAHA assumes all responsibilities for, and oversight of, the coaches of the MAHA Associations.

This includes but is not necessarily limited to the following:

1. Work with the USA Hockey.
2. Be responsible for promoting Certification Programs and Clinics for the advancement of coaches.
3. Ensure that Association coaches are aware of and adhere to the MAHA By-laws and USA Hockey rules of operation.
4. Be aware of and communicate any concerns or problems coaches are incurring with MAHA policy.
5. Be informed of and involved with any disciplinary actions regarding coaching penalties.
6. Following the guidelines of USA Hockey Bylaw 10 procedure, have the authority to suspend any member of the Coaching Staff as deemed necessary until a meeting of the Executive Committee and Disciplinary Committee can meet to discuss the details of the suspension.
7. Assist Association coaches in an advisory capacity.
8. Be a member of the MAHA Player Development Committee
9. Organize and oversee all aspects of the MAHA Summit and the MAHA Player Development Camp coaching staff.

10. Create and oversee a Resource Center for coaches
11. Attend all MAHA meetings

MAHA Safe Sport Coordinator

The MAHA Safe Sport Coordinator is appointed by the USA Hockey Legal Counsel -Safe Sport Program. The Safe Sport Coordinator reports directly to the USA Hockey Safe Sport Program Manager and Legal Counsel, but has responsibilities to keep MAHA Executive Director/ Affiliate President informed. This is a compensated position.

USA Hockey Affiliates shall have an Affiliate SafeSport Coordinator (ASSC) whose duties will include but not limited to monitoring the training of local program administrators and others within the Affiliate. Serving as the Affiliate's initial contact for persons reporting suspected abuse, misconduct or other violations, compiling information on disciplinary issues within the Affiliate and, when appropriate, reporting such information to USA Hockey.

Under USA Hockey's Reporting Policy, reports of suspected abuse or actual or perceived violations of the USA Hockey Safe Sport Policies may be made to USA Hockey or to the appropriate Affiliate Safe Sport Coordinator.

Job Overview:

1. Shall monitor members so that all programs require that all personnel will have regular contact with or supervision over minor participants have completed the required training in accordance with the Education and Awareness Training Policy.
2. Shall monitor and review member programs so that all personnel that will have regular contact with or supervision over minor participants are properly screened in accordance with the USA Hockey Screening and Background Check Policy prior to such persons beginning in their position or otherwise having regular supervision over minor participants.
3. Require that all Affiliate personnel have received proper training and have been screened as a condition of holding that position.
4. Shall promptly address any reports of abuse and misconduct and make all such reports required under the USA Hockey SafeSport Program or applicable law and shall monitor and supervise the local programs to help ensure all such reports are made.
5. On a monthly basis, notify USA Hockey of any alleged violations of SafeSport policies, including the results of any investigations, hearings or other proceedings within their Affiliate.
6. Track and maintain a filing system for all Safe Sport reports in Montana, investigations and outcomes following investigations, hearings or appeals.
7. Be a resource for local associations on how to create and foster a positive Safe Sport culture.
8. Shall work participants and parents to educate them about the Safe Sport Program.
9. Understand the complaint reporting procedures and structure within USA Hockey.
10. Coordinate and schedule disciplinary hearings to address alleged Safe Sport violations, if and when necessary.
11. Serve as a standing member of the discipline committee.
12. Be familiar with the U.S. Center for SafeSport and reporting obligations under the center.

MAHA Risk Manager

The Affiliate Risk Manager is a USA Hockey Position. He/she is nominated by the District Risk Manager with the approval of the USA Hockey Executive Director. He/she reports directly to the District Risk Manager with oversight from MAHA Executive Director/Affiliate President.

Associate Risk Manager Duties:

1. Help educate associations (coaches, referees, players, parents, administrators) regarding the insurance programs. Distribute educational materials to associations.
2. Develop a working knowledge of the liability, catastrophic and excess accident insurance programs.
3. Develop and understanding of the definition and requirements of a USA Hockey sanctioned event.
4. Be a resource of information for injury reporting, claims and definition of risk.
5. Assist in developing risk management awareness in all local associations. Develop long range risk management program for the Affiliate.
6. Be a resource for receiving and submitting requests for certificate of insurance.
7. Report serious injuries to District Risk Manager.
8. Attend affiliate meetings

MAHA Player Safety Coordinator

The Player Safety Coordinator is appointed by USA Hockey with recommendations from the Affiliate President of Montana and reports to the Board of Directors and the Executive Director. It is the duty and responsibility of the Player Safety Coordinator to educate Players, coaches, parents and officials in Montana on safety initiatives set forth by USA Hockey.

Some additional duties for Player Safety:

1. Player safety initiatives – Concussion Management Program and protocols.
2. Information on proper equipment selection and fitting.
3. Distribute educational information on player safety – nutrition, hydration, sleep, CPR/AED Training.
4. Participate with special projects/ad hoc committees as assigned by the President.
5. Attend all MAHA meetings.

MAHA Tournament Director

The Tournament Director will serve as the point person during the tournaments, and represents MAHA to coaches, managers, and parents. This position reports directly to the TSL Commissioner. The Tournament Director is nominated by the TSL Commissioner and approved by the Affiliate President and the Executive Committee

The MAHA Tournament Director is responsible for managing and facilitating all aspects of tournament event preparation. This currently consists of the TSL State Tournaments and the Mite Jamboree.

Key responsibilities include but are not necessarily limited to the following:

1. At the beginning of the season, compile bids from Associations interested in hosting TSL State Tournaments and the Mite Jamboree.
2. Work with bidding Associations to ensure availability of hotels and restaurants.
3. Manage scheduling so there are no conflicting events during the tournament.
4. Assign winning bids to the Association that can best accommodate each tournament.
5. Work with tournament hosts to ensure they understand the awarding of the TSL bond monies.
6. Remind the tournament host during budgeting that they are responsible for paying the Referees.
7. Work with the MAHA Referee-in-chief to schedule referees for each tournament.
8. Order the tournament banners and trophies, and secure delivery to the host associations.
9. Work with the Registrar to verify player eligibility and red lined players for both state and district approval.
10. Verify with the MAHA Treasurer that bond money has been received for each team participating in a tournament.
11. Approve tournament schedule.
12. Work with the age group commissioner and the TSL Commissioner to set the tournament format and rules.
13. Attend all possible state tournaments.

MAHA Executive Committee Voted in Members (3)

Board of Director members will hold 3 positions on the MAHA Executive Committee selected by a vote of the MAHA Board of Directors. These terms will be staggered as shown in Article VI section 2.

The qualifications and responsibilities are as follows:

1. Are members of the existing Board of Directors (Association Reps) voted in by the Board of Directors to and act as representatives on the Executive Committee.
2. The term of the Voted in Members shall be 3 years.
3. Provide unbiased representation to the Executive Committee and have a vision for what is best for MAHA and all associations.

The three Voted in Members of the Executive Committee will be from the following zones. One from each zone.

- Zone 1: Flathead Valley Hockey Assoc, Glacier Youth Hockey Assoc, Missoula Area Youth Hockey Assoc.
- Zone 2: Bozeman Amateur Hockey Assoc, Helena Area Youth Hockey Assoc, Great Falls Amateur Hockey, Butte Amateur Hockey Assoc.
- Zone 3: HiLine Youth Hockey Assoc, Havre Youth Hockey Assoc, Miles City Youth Hockey Assoc, Billings Amateur Hockey League

The Director at Large may be voted in as a "Voted in Member" if said person is nominated from their "zone".

At a later date:

Web manager

Director at Large

APPENDIX B

Article VIII – Standing Committees Duties and Responsibilities

(Page 11)

EXECUTIVE COMMITTEE (Executive Committee)

1. The Executive Committee is comprised of the MAHA President, Vice President, Secretary, Treasurer and three (3) Voted in Members of the Board. The MAHA President is the chair of the committee.
2. Duties/responsibilities:
 - i. Oversee and execute MAHA Board of Directors policies and directives. Ensure good governance.
 - ii. Acts on behalf of the full Board of Directors, advises the Board of Directors
 - iii. Hires the Executive Director
 - iv. Is the steering committee for the full board, gives direction, sets priorities.
 - v. Reviews and acts on any appeals for MAHA decisions.
 - vi. Will meet every two weeks during season and once per month during off season.
3. Removal of a member(s) of the Executive Committee may be made as directed by the Board of Directors with a 2/3's vote.
4. The three Voted in Members of the Executive Committee will be from the following zones. One from each zone. Each zone will nominate member(s) of their zone for the Executive Committee and the full Board will vote on placing the committee members.
 - a. Zone 1: Flathead Valley Hockey Assoc, Glacier Youth Hockey Assoc, Missoula Area Youth Hockey Assoc.
 - b. Zone 2: Bozeman Amateur Hockey Assoc, Helena Area Youth Hockey Assoc, Great Falls Amateur Hockey, Butte Amateur Hockey Assoc.
 - c. Zone 3: HiLine Youth Hockey Assoc, Havre Youth Hockey Assoc, Miles City Youth Hockey Assoc, Billings Amateur Hockey League
5. The Director at Large may be voted in as a "Voted in Member" if said person is nominated from their "zone".

FINANCE COMMITTEE

1. The Finance Committee will be comprised of the MAHA Treasurer and consist of two (2) or more additional Directors. The MAHA President shall appoint the chair of this committee. The MAHA President shall also serve as an ex-officio member of this Committee if not otherwise appointed to the committee, but shall not vote nor shall his/her presence be counted for purposes of determining a quorum when serving in an ex-officio capacity.
2. The purpose of the Finance Committee is to review the budget, grant structure, bond structure and other financial matters that pertain to the Montana Affiliate.
3. The Finance Committee also once a year will perform an internal audit of the MAHA books. While performing this audit the MAHA President will select one of the Finance Committee members to be the

lead auditor since the MAHA Treasure will not partake in this audit except to provide clarification to the Committee on items pertaining to the audit.

DISCIPLINARY/DISPUTE RESOLUTIONS COMMITTEE

1. The Disciplinary/Dispute Resolutions Committee will consist of the MAHA Vice President, SafeSport Director and at least two (2) other individuals that are deemed to be impartial, fair and reasonable people. The MAHA President shall also serve as an ex-officio member of this Committee if not otherwise appointed to the committee but shall not vote nor shall his/her presence be counted for purposes of determining a quorum when serving in an ex-officio capacity. The MAHA Vice President shall be chairperson of the Disciplinary/Dispute Resolutions Committee. The chairperson shall be responsible for determining when and if legal counsel is needed for any actions of the Disciplinary/Dispute Resolutions Committee. If it is determined that such legal counsel is necessary, the MAHA legal counsel shall serve on the Disciplinary/Dispute Resolutions Committee in a non-voting capacity.
2. The purpose of the Disciplinary/Dispute Resolutions Committee is to resolve disputes and appeals within the Montana Affiliate in accordance with CAHA and USA Hockey Bylaws, Rules and Regulations involving players, officials, parents and other spectators. The Disciplinary/Dispute Resolutions Committee may select other interested persons to participate in disciplinary or dispute resolution meetings but such other parties shall be non-voting members of the Committee.
3. This Committee shall have the responsibility and duty to initiate disciplinary proceedings in any matter of significant concern to the Affiliate or as to any matter between Affiliates of USA Hockey under guidelines and rules established by the Committee and ratified, adopted or approved by the Board of Directors.

GROW THE GAME COMMITTEE

PLAYER DEVELOPMENT COMMITTEE (HIGH PERFORMANCE)

1. The HPPDC shall consist of Chair Player Development Director, Youth and Girls Player Development, MAHA Coach-in-Chief, ADM Director, and Goalie Development Coordinator, along with (2) at large members. The MAHA President shall also serve as an ex-officio member of this Committee if not otherwise appointed to the committee, but shall not vote nor shall his/her presence be counted for purposes of determining a quorum when serving in an ex-officio capacity.
2. The purpose of the HPPDC Committee is the planning, development and conduct of youth hockey within the Montana Affiliate. At the MAHA Annual Meeting, the HPPDC Committee will submit to the entire MAHA Board of Directors for approval, a statement of objectives for the upcoming year along with the programs that will be put in place to achieve those objectives. Also included for approval shall be a proposed budget and fee structure covering youth hockey for the upcoming season. The HPPDC Committee may select other interested persons to participate in HPPDC Committee meetings but such other parties shall be non-voting members of the Committee.
3. The mission of the HPPDC Committee is to provide an innovative grassroots foundation for the growth and development of USA Hockey, designing programs aimed at increased participation, improved skills and a responsible environment for the conduct of youth hockey.
4. The HPPDC Committee shall be responsible for the following:
 - a) Planning, creating, developing, and administering a grassroots development program to include

cross-ice programs, goalie clinics and other player development clinics.

- b) Authority: The High Performance/Player Development Committee shall have initial responsibility for all matters pertaining to Member Associations operating Tier I and/or Tier II Teams. All decisions would then be subject to the MAHA Board of Directors review and approval. This responsibility shall include, but not limited to, recommending the granting or terminating authority to organize, field and/or operate Tier I and/or Tier II Teams.
- c) Carrying out the affiliate's Festival Tryouts.

GIRL'S/WOMEN'S COMMITTEE

1. The Girl's/Women's Committee will consist of a Chair, two (2) or more Directors, a representative from each recognized girl's and/or women's competitive hockey league in MAHA and a representative for all in-house noncompetitive girl's and/or women's teams registered with USA Hockey in MAHA. The MAHA President shall also serve as an ex-officio member of this Committee if not otherwise appointed to the Committee, but shall not vote nor shall his/her presence be counted for purposes of determining a quorum when serving in an ex-officio capacity.
2. The purpose of the Girl's/Women's Committee is the planning, development and conduct of girl's/women's hockey within the Montana Affiliate. The Committee shall coordinate its activities with the Youth, Adult and Disciplinary/Dispute Resolution Committees. The Committee shall also be responsible for the support and direction of Team CAHA Girls. At the MAHA Annual Meeting, the Girl's/Women's Committee will submit to the entire MAHA Board of Directors, for approval, a statement of objectives for the upcoming year also with the programs that will be put in place to achieve those objectives.
3. Also included for approval shall be a proposed budget and fee structure covering girl's/women's hockey for the upcoming season. The Girl's/Women's Committee may select other interested persons to participate in Girl's/Women's Committee meetings but such other parties shall be non-voting members of the Committee. 1.3 The Girl's/Women's Committee will be tasked with overseeing the growth and development of Girl's/Women's hockey in Montana.

ADULT COMMITTEE

1. The Adult Committee will consist of a Chair, two (2) or more additional Directors, and a representative from each recognized adult hockey league in MAHA. The MAHA President shall also serve as an ex-officio member of this Committee if not otherwise appointed to the committee, but shall not vote nor shall his/her presence be counted for purposes of determining a quorum when serving in an ex-officio capacity.
2. The purpose of the Adult Committee is the planning, development and conduct of Adult hockey within the Montana Affiliate. At the MAHA Annual Meeting, the Adult Standing Committee will submit to the entire MAHA Board of Directors for approval, a statement of objectives for the upcoming year along with the programs that will be put in place to achieve those objectives. Also included for approval shall be a proposed budget and fee structure covering Adult hockey for the upcoming season.
3. The Adult Standing Committee may select other interested persons to participate in Adult Standing Committee meetings but such other persons shall be non-voting members of the Committee.