

# Nordics Girls Youth Hockey Program – Governance Document

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## **Article I. Name and Purpose**

### **I.1 Name**

The joint girls youth hockey program shall be known as the “Hopkins Park Girls Youth Hockey Program” (the “Nordics”).

### **I.2 Purpose**

The Nordics is a joint effort between the Hopkins and St. Louis Park youth hockey associations to promote, develop, and manage girls’ youth hockey for ages U6 to U15, with the possibility in the future of also fielding a U19 team. This document outlines an agreed-upon structure between the Hopkins and St. Louis Park youth hockey associations for the Hopkins Park Nordics. If at any playing level, additional associations are considered for co-op purposes, those new associations must do so via approval by the Nordics Joint Advisory Committee and the Hopkins and St. Louis Park association boards. Such individual level co-ops will continue to be governed by the structure and procedures outlined below.

## **Article II. Governance Structure**

### **II.1 Joint Advisory Committee**

The Nordics shall be governed by a Joint Advisory Committee consisting of seven (7) members.

### **II.2 Composition**

The Joint Advisory Committee shall include the following positions:

- Co-Chair (Hopkins)
- Co-Chair (St. Louis Park)
- Treasurer
- Secretary
- Operations Director
- Co-Development Coordinator (Hopkins)
- Co-Development Coordinator (St. Louis Park)

Co-Chairs and Co-Development Coordinators shall be appointed by their respective associations and may or may not be Board members in their respective associations.

Each of the Hopkins and St. Louis Park youth hockey associations shall appoint at least one (1) Board member to serve on the Nordics Joint Advisory Committee.

### **II.3 Appointment of Members**

On a bi-annual basis the Joint Advisory Committee will vote on the individuals to serve the operational roles defined in this document.

The appointment of Co-Chairs for the Nordics Girls Youth Hockey program will be done by the respective association presidents.

## **II.4 Terms of Office**

Joint Advisory Committee members shall serve a term of two (2) years.

Members may serve consecutive terms if reappointed by their respective association, but are limited to two (2) consecutive terms unless an exception is approved by a full vote of the Joint Advisory Committee.

For year one (2026–27), Co-Chair and Co-Development Coordinator terms will be for either one (1) year or two (2) years to achieve off-set terms (i.e. so that both Co-Chairs or both Co-Development Coordinators are not rolling off at the same time). The Joint Advisory Committee and respective boards will determine which of these positions are assigned which term lengths based on candidate availability.

## **II.5 Meetings**

The Joint Advisory Committee shall meet at least quarterly. Additional meetings (including monthly and ad hoc meetings) are at the discretion of the Co-Chairs.

A quorum of five (5) Joint Advisory Committee members is required to conduct official business. Virtual attendance is at the discretion of the Co-Chairs.

Decisions shall be made by a majority vote of the Joint Advisory Committee members present.

# **Article III. Roles and Responsibilities**

## **III.1 Co-Chairs**

The Co-Chairs serve as the chief executive officers of the Nordics, with the primary responsibility of overseeing the overall functioning of the organization. The Co-Chairs' role is to lead, facilitate, and maintain the strategic direction of the Joint Advisory Committee, ensuring that both the Hopkins and St. Louis Park associations collaborate effectively to achieve shared objectives. This role requires hockey experience and knowledge, be it at coaching, administrative, and/or elite playing levels.

### **III.1.a Governance and Leadership**

- Provide leadership and vision for the Nordics, ensuring alignment with mission and objectives.
- Preside over all Joint Advisory Committee meetings, setting agendas, leading discussions, and facilitating decision-making.
- Ensure Committee members fulfill their roles and responsibilities, providing guidance and support as needed.

### **III.1.b Coordination Between Associations**

- Serve as the primary liaison between the Nordics and the leadership of the Hopkins and St. Louis Park youth hockey associations.
- Coordinate with both association Presidents to represent and harmonize interests and goals within Nordics operations.
- Mediate and resolve conflicts between associations, including differences in registration fees, coach payments, and other core functions.
- Regularly communicate progress, issues, and opportunities with both associations' leadership.

### **III.1.c Strategic Planning and Oversight**

- Develop and implement long-term strategic goals (player development, community outreach, and program growth).
- Monitor program performance against goals and recommend adjustments as necessary.
- Ensure compliance with District 3, Minnesota Hockey, and USA Hockey regulations and policies.

### **III.1.d External Relationships**

- Represent the Nordics at external events, meetings, and collaborations.
- Foster relationships with youth hockey organizations, District 3 authorities, and sponsors to enhance resources and reputation.

### **III.1.e Sub-Committee Oversight**

- Appoint and oversee sub-committees (e.g., fundraising, tournament planning, or special projects).
- Provide oversight and support to ensure sub-committees achieve objectives.

### **III.1.f Conflict Resolution and Discipline**

- Serve as primary points of contact within the Nordics for disputes among players, parents, coaches, or Committee members.
- Lead a disciplinary sub-committee to investigate grievances and code-of-conduct violations; Submit recommended course of action, including disciplinary measures, communication with parents/guardians, players, coaches, and any other affected parties, and all follow-through steps; Advise both association Presidents, who make final determinations and notify SafeSport of any relevant violations, as applicable.
- Engage with leadership of both associations, if necessary, to address and mediate disagreements between the Co-Chairs.

### **III.1.g Communication and Transparency**

- Ensure clear and consistent communication across the Committee, coaching staff, players, and families.
- Provide regular updates to the Nordics community on decisions, events, and other relevant information.

### **III.1.h Succession and Committee Development**

- Maintain a clear process for Committee succession and leadership transitions.
- Develop leadership capacity within the Committee and the Nordics community.

## **III.2 Treasurer**

The Treasurer is responsible for managing the financial health and sustainability of the Nordics. This position is crucial for maintaining transparency, accuracy, and efficiency in all financial matters, including budgeting, reporting, and financial coordination with the treasurers of both the Hopkins and St. Louis Park youth hockey associations.

### **III.2.a Financial Management and Oversight**

- Oversee all Nordics financial operations and maintain accurate books in accordance with best practices.
- Manage accounts, including deposits, withdrawals, and reconciliations with full documentation and transparency.

### **III.2.b Coordination with Association Treasurers**

- Meet regularly with Hopkins and St. Louis Park treasurers regarding shared expenses, income allocations, and commitments.
- Provide regular financial reporting to both associations.
- Collaborate on joint expenses (e.g. ice rentals, coaching fees, shared equipment, team budgets, tournament registrations, district fees, uniforms, referees) with clear allocations and reconciliations.
- Refer financial scholarship requests to the player's home association treasurer.

### **III.2.c Budgeting and Financial Planning**

- Develop an annual budget in collaboration with the Committee covering projected revenues and expenses.
- Align Nordics budget with both associations' financial strategies and capabilities.
- Present budget for Committee approval; review and update as conditions change.
- Financial reconciliation between the two associations must take place before the start of the next fiscal year (or the earlier of the two, if different). If there are any additional co-oping associations at any point, those associations must have their reconciliation info in to the JAC treasurer 30 days prior to that reconciliation point.

### **III.2.d Reporting, Controls, and Compliance**

- Present financial reports at each Committee meeting (cash flow, balances, budget variances).
- Coordinate any required financial reviews, tax filings, or audits.
- Implement cost-control measures and ensure timely, authorized payments.
- Manage any relevant contractors, if applicable.

### **III.2.e Fundraising and Revenue**

- Manage revenue from sponsorships, donations, grants, and fundraising events; ensure proceeds are properly recorded.

### **III.2.f Records, Risk, and Long-Term Planning**

- Maintain accurate records and ensure compliance with applicable financial regulations.
- Identify and mitigate financial risks; recommend insurance and reserves as appropriate.
- Advise on long-term financial strategies, capital needs, and investments in new programs.

## **III.3 Secretary**

The Secretary is responsible for maintaining smooth administrative functioning of the Nordics, overseeing record-keeping, communications, and documenting and sharing Committee decisions and activities.

### **III.3.a Records and Documentation**

- Record detailed minutes for all Committee meetings and circulate promptly; post to the Nordics website monthly; share with both association boards.
- Maintain official documents (bylaws, governance policies, codes of conduct, contracts, and key agreements). A system for document cloud storage will be recommended and managed by the Secretary to allow for continuity of documentation and access by Committee members and association Boards.
- Manage rostering and team records (in support of and coordination with association Registrars).

### **III.3.b Communications and Correspondence**

- Serve as the primary point for internal communications within the Committee.
- Handle official external correspondence with players, parents, and volunteers.
- Serve as Webmaster or supervise that function, ensuring site structure and updates support communications.

### **III.3.c Written Updates to Associations**

- Provide monthly written updates to Hopkins and St. Louis Park boards summarizing meetings, activities, and developments.
- Coordinate with Co-Chairs and Development Coordinators to ensure accuracy and completeness of all communications.
- Share key event notifications (registration, tryouts, awards, deadlines) with Nordics community and both associations.
- Prepare written summaries of dispute handling or compliance issues requiring reporting (e.g., D3 or coaching matters).

### **III.3.d Agendas and Committee Support**

- Develop and distribute meeting agendas with input of Co-Chairs; provide advance notice of meetings to Committee at least two (2) days prior.
- Support Committee-appointed subcommittees with communications and documentation.

### III.3.e Reporting and Compliance

- Assist with legal and compliance documentation, ensuring records are current and complete.

## III.4 Operations Director

The Operations Director manages day-to-day logistics, resources, and schedules, and may recommend operational positions as needed (subject to Committee review). The Operations Director could propose establishing level coordinators for 6U/8U, 10U/12U, and 15U. This role requires hockey experience and knowledge, be it at coaching, administrative, and/or elite playing levels.

### III.4.a Facilities and Events

- Ensure teams have locker room monitors and maintain compliance with governing bodies rules and regulations (e.g., SafeSport, USA Hockey).
- Coordinate facilities and resources for larger events (tournaments, tryouts), including additional ice and setup, in collaboration with Co-Development Coordinators.
- Support special events logistics such as the annual awards banquet or association-wide meetings.

### III.4.b Team Logistics and Travel

- Recruit, train, and support team managers for operational needs.
- Coordinate home and travel tournaments for 10U, 12U, and 15U teams.
- Provide support for teams traveling to tournaments or away games, including scheduling and venue coordination.

### III.4.c Communications and Systems

- Communicate logistical updates (practice/game schedules, facility access, jersey distribution) clearly and promptly.
- Work with the Secretary and others to ensure schedules and updates are reflected on the website and team platforms.

### III.4.d Cross-Association Collaboration and Budgeting

- Collaborate with Co-Development Coordinators and both associations' ice coordinators to align operations.
- Provide regular operational updates to the Committee.
- Collaborate with the Treasurer to plan and manage operational budgets.
- Support team declarations by documenting anticipated returning players.

### III.4.e Conflict Resolution and Risk Management

- Resolve scheduling conflicts and operational issues to minimize disruption.
- Develop contingency plans for weather-related cancellations and other emergencies.

#### **III.4.f Equipment, Jerseys, and Apparel (Oversight of Volunteers)**

- Ensure team equipment is distributed and in good working condition; coordinate maintenance/replacement with associations and rinks.
- Schedule and communicate team pictures.
- Oversee jersey procurement, vendor coordination, distribution, and inventory/replacement.
- Coordinate Nordics-branded apparel ordering and budget alignment.

#### **III.4.g Level Coordinators (if appointed)**

- Distribute program information and logistical updates to parents and players.
- Assist with apparel/jersey information and other material needs.
- Gather and present parent/player feedback (e.g., surveys) to the Committee.
- Support banquet and special event communications.

### **III.5 Co-Development Coordinators (Hopkins and St. Louis Park)**

The Co-Development Coordinators shape player development strategy, ensure fair ice-time practices, and maintain alignment with local high school hockey program(s) where feasible. This role requires hockey experience and knowledge, be it at coaching, administrative, and/or elite playing levels.

#### **III.5.a Player Development Strategy**

- Propose and determine team levels for each upcoming season, in collaboration with Committee Co-Chairs and Operations Director, and with input from Level Coordinators and coaches. Final level determinations will be ratified by a majority vote of each association's board.
- Design and manage a development pathway by age level (skills progressions for skating, stickhandling, shooting, passing, and hockey IQ).
- Define age-appropriate on-ice training elements, drills, and practice routines.
- Establish regular player evaluations and require coach-authored development plans.

#### **III.5.b High School Program Coordination**

- Build relationships with high school coaches to align development goals and facilitate progression from Nordics to high school.
- Coordinate joint clinics, camps, or development sessions where appropriate.
- Track player progression and maintain feedback loops between youth and high school levels.

#### **III.5.c Coaching Recruitment and Development**

- Recruit qualified, experienced coaches aligned with development goals.
- Implement coach development (clinics, training sessions, mentorship) and conduct regular evaluations with feedback.
- Promote hockey knowledge and experience as essential qualifications for these positions.

#### **III.5.d Tryout Coordination and Evaluations**

- Develop and manage a fair, transparent annual tryout process.

- Select and train independent evaluators to ensure neutrality.
- Communicate criteria and placement processes to parents and place players based on skill level.

#### **III.5.e Logistical Support and Events**

- Act as primary point of contact for coaches seeking operational support (ice time, equipment access, schedule issues).
- Coordinate with training/skill development resources, internally and externally (e.g., Team Genius, Ice Hockey Systems, Fortis Academy, True North)
- Work with the Operations Director on tryout/evaluation logistics (ice scheduling, evaluator resources).
- Coordinate with Operations Director to organize, if desired, the annual awards banquet and establish award categories reflecting program values.

#### **III.5.f Committee Collaboration and Budgeting**

- Coordinate with Operations Director and Co-Chairs to align development activities with strategic goals.
- Provide regular updates to the Committee on development activities, coaching initiatives, and ice-time equity.
- Collaborate with the Treasurer to manage budgets for development initiatives.

#### **III.5.g Ice Scheduling Oversight**

- Oversee ice-time planning to ensure sufficient practice, game, and event schedules.
- Collaborate with association ice coordinators; communicate schedules in advance and manage conflicts.
- Plan seasonal ice schedules considering tryouts, playoffs, tournaments, and practices.

#### **III.5.h Parent Engagement and Education**

- Offer parent education (sessions, newsletters, meetings) about development goals and progress.
- Collect and address parent feedback to improve transparency and program quality.

## **Article IV. Amendments**

### **IV.1 Amendment Procedure**

This governance document may be amended by a majority vote of the Joint Advisory Committee and subsequently submitted to each association's Board of Directors for final approval by majority vote.

### **IV.2 Submission Requirements**

Proposed amendments must be submitted in writing to the Joint Advisory Committee at least two (2) weeks before the meeting at which they will be considered.

### **IV.3 Notice to Association Boards**

Association Boards must receive the amended document at least two (2) weeks before the subsequent board meeting and vote.

## **Article V. Dissolution**

### **V.1 Voluntary Withdrawal by an Association**

Either Association (SLPHA or HYHA) may voluntarily withdraw from this Co-Op Agreement subject to the following conditions:

#### **V.1.a. Notice Requirement**

An Association seeking to withdraw must provide written notice to the other Association no later than March 1 preceding the upcoming hockey season for which the withdrawal is intended to be effective.

#### **V.1.b. Seasonal Commitment**

No withdrawal shall take effect during an active hockey season unless mutually agreed upon in writing by both Associations.

#### **V.1.c. Completion of Obligations**

Withdrawing Association shall remain responsible for its share of all financial, administrative, and contractual obligations incurred prior to the effective date of withdrawal, including but not limited to coaching contracts, ice commitments, league fees, and tournament registrations.

### **V.2 Mutual Dissolution of the Co-Op**

This Co-Op Agreement may be dissolved by mutual written agreement of both Associations if it is determined that continuation of the partnership is no longer in the best interest of participants, families, or the Associations.

### **V.3 Involuntary Dissolution / Loss of Viability**

This Co-Op Agreement shall automatically terminate upon the occurrence of any of the following:

- One Association ceases to exist as a legal entity, dissolves, or loses nonprofit standing.
- One Association is no longer recognized, chartered, or sanctioned by MN Hockey, USA Hockey, or District 3.
- One Association is deemed no longer operational or viable by the Nordics Joint Advisory Committee, or as self determined by one Association or the other, due to insufficient registration numbers, financial insolvency, or failure to maintain a governing board.

Upon such termination, the remaining Association shall not be required to continue the Co-Op Agreement but may, at its discretion, seek approval from District 3, Minnesota Hockey, and USA

Hockey to operate independently or enter into a new cooperative agreement, in order for all players to continue playing for the duration of the current season, or for an upcoming season.

#### **V.4 Wind-Down and Transition of Operations**

In the event of dissolution or withdrawal:

- The Associations shall make good-faith efforts to ensure minimal disruption to participants.
- Current rosters may be permitted to complete the season subject to league, district, and USA Hockey approval.
- Teams shall revert to their respective Associations unless an alternative arrangement is approved by governing bodies, given District 3 approval.

#### **V.5 Allocation of Assets and Funds**

##### **V.5.a. Program Assets**

Any jointly purchased equipment or apparel shall be allocated as follows:

- Returned to the Association that purchased the asset; or
- If jointly funded, equitably divided or sold with proceeds split proportionally based on financial contribution.

##### **V.5.b. Financial Accounts**

Any remaining funds held specifically for the Co-Op Program shall be distributed based on documented contributions after satisfaction of all outstanding liabilities.

#### **V.6 Player and Participant Rights**

- Dissolution or withdrawal shall not restrict a player's eligibility to register with their home Association or another association in accordance with USA Hockey, district, and league rules.
- Transfer waivers or releases shall be executed in good faith when required.

#### **V.7 Records, Data, and Branding**

Upon dissolution:

- Player records and registration data shall be returned to the respective Associations.
- Use of shared branding, logos, or names related to the Co-Op Program shall cease unless otherwise agreed in writing.

#### **V.8 Dispute Resolution**

Any disputes arising from dissolution or withdrawal shall first be addressed through good-faith negotiation between the Associations' boards. If unresolved, disputes may be submitted to mediation prior to seeking legal remedies.

### V.9 Survival

Sections related to financial obligations, dispute resolution, and records retention shall survive termination of this Agreement.

Version	Changes	Release Date
Draft v2.0	Voted on by HYHA board - unanimous approval	3/16/26
Draft v2.0	Voted on by SLPHA board – unanimous approval	4/6/2026
Released v1.0	Released version – Draft v2.0 content approved unanimously by both HYHA and SLPHA boards	4/10/2026

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