



# **Euclid Youth Hockey Association (EYHA)**

## **Constitution and Bylaws**

Version 3.0

Date of Inception: May 19, 2026

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## Preface

The members and elected officers of the Euclid Youth Hockey Association (EYHA) set forth this constitution as the official agreement by which we strive to promote the growth and enjoyment of amateur ice hockey. This document is composed of specific articles and rules to address the organization, leadership, participation of, and goodwill to the members and players of this Association.

Provisions for control and amendment to this constitution and bylaws are contained herein, and henceforth, shall be dated and signed by the President and Secretary of this Association before enactment or amendment is effective. To preserve the historical integrity of this constitution, the original copy of any preceding or proceeding issue of this document shall be archived. A change or amendment to any article of this constitution, whether the change is to add or repeal such article, shall be replaced in the document and a revised edition shall be issued. The previous issue shall be retired intact. A proposed change may be acted upon and placed into effect at any time but shall not be ratified into the general rules until the document is reissued.

Set Forth Here on this XXX Day of XXX in the year 2026 By:



Kevin David Swagler  
President



Alexandria Haefke (May 26, 2026 13:05:10 EDT)

Ali Haefke  
Vice-President



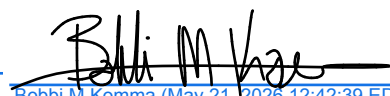
Mackenzie Wallace (May 25, 2026 01:11:36 EDT)

Mackenzie Wallace  
Treasurer



Rachel Seither (May 23, 2026 15:14:08 EDT)

Rachel Seither  
Secretary



Bobbi M Komma (May 21, 2026 12:42:39 EDT)

Bobbi Komma  
Director of Registration

## Article I - Name

This operational organization is named and chartered with USA Hockey as the Euclid Panthers Hockey Club (OHH0008) and is an affiliated member of the Cleveland Suburban Hockey League (CSHL), Mid-American Hockey Association (Mid-Am), and USA Hockey, the governing body of amateur hockey in the United States. Euclid Youth Hockey Association (EYHA) plays as the Euclid Panthers Hockey Club.

The name and any official logo of EYHA are proprietary and shall not be used, reproduced or altered unless expressly authorized by the EYHA Board of Directors (the "Board").

## Article II - Purpose & Objectives

The purpose of this Association is to develop and promote amateur ice hockey for youth, and to encourage friendship and sportsmanship in all players for the advancement of their physical and social well-being. Activities conducted by this Association will be in accordance with USA Hockey, Mid-Am and CSHL Rules and Bylaws.

As such, the objectives of this Association shall be:

- To expose the sport of ice hockey to as many children and parents as possible.
- To provide a safe, enjoyable environment in which to learn the game and develop the skills necessary to play the game.
- To provide each child a reasonably competitive forum to play the game of hockey.
- To promote sportsmanship, and safe, competitive play.
- To conduct two divisions of play and/or instruction levels to include travel hockey and Learn-to-Play Hockey programs.

## Article III - Address

The initial address upon establishment of this document shall be:

Euclid Youth Hockey Association  
PO Box 23006  
Euclid, OH 44123

It is the recommendation of this committee that a PO Box be maintained as the official address of EYHA.

## **Article IV - Non-Profit Status**

EYHA is chartered as a non-profit, section 501 (c) (3) organization, organized and operated exclusively to foster national amateur sports (hockey) competition. EYHA shall issue no shares or capital stock nor shall it conduct any business for economic profit. All goods and proceeds derived from sanctioned fund-raising activities shall be surrendered to the Association and not withheld for any other purpose apart from authorized functions.

The association does not attempt to influence legislation as a substantial part of its activities and it does not participate in any campaign activity for or against political candidates.

In the event of dissolution of the Euclid Youth Hockey Association, disposition of remaining assets after all debts and obligations have been liquidated shall be in accordance with one or more exempt purposes within the meaning of 501 (c) (3).

## **Article V - Membership**

Participation in the activities of the EYHA is by membership only. Member activities, their rights, responsibilities, and authority are defined in the following sections of this Article.

### **Section 1: Rights and Responsibilities**

The members of this Association shall consist of parents or guardians of players who pay to this Association the annual registration fee as established by the EYHA Board of Directors. Registration to EYHA shall not be limited or discriminated on any basis prohibited by law.

All members of EYHA must comply with registration rules and regulations (Section 2).

Each adult member is entitled to one vote on any business conducted at the Annual Assembly of the members of this Association.

EYHA extends its membership to all persons acting in the capacity of Head Coach, Assistant Coach, Team Manager and/or Hockey Director, and with it all rights and responsibilities of membership. Such persons are entitled to all voting privileges as persons that qualify as a member.

Any person who has performed distinguished service for EYHA may be elected as an honorary member of this association (of which the person is not otherwise a member) for a period of one year by a majority of the members present at the Annual Meeting. This person may be re-elected annually. An honorary member shall not be charged annual dues and shall be entitled to all privileges of the association.

## Section 2: Registration Rules

A player's parent or guardian must sign the annual registration form before a player is eligible to participate in any EYHA activities. Any player or parent who willfully gives false information regarding application to any EYHA team may be subject to immediate suspension for up to one year.

All persons making application to the Association on behalf of any youth shall present to the Registrar or to the Board of Directors before a player is placed on a team

1. Proof of Age (submitted through the USA Hockey Registration process)
2. Completion of USA Hockey Waiver of Liability Form
3. Completion of USA Hockey Participant Code of Conduct Form
4. A Parent's Code of Conduct and Grievance Procedure form.

Any member who fails to pay registration fees by the set due date shall be immediately suspended until fees are paid. Said due date shall be established by the Board of Directors and stated on the registration application or on periodic billings. EYHA may charge a reasonable fee to process any returned check or incomplete payment.

Any player that has been registered with another CSHL affiliate and requests a transfer to EYHA must present a CSHL Player release from his/her old association to EYHA. All-player releases are subject to the rules set forth by Cleveland Suburban Hockey League (CSHL) rules and regulations. EYHA Board of Directors shall have exclusive authority to accept or reject, in its absolute and sole discretion, any transfer request.

Any non-health related request for a refund of registration fees must be submitted to the EYHA Board prior to the start of the CSHL pre-season period. All refunds will be prorated from the start of the practice season and shall include a minimum payment by the player/family of one-third (1/3) of the player registration fees to cover ice and administration fees.

A prorated refund of registration fees after the start of the CSHL Pre-Season period may be granted only for injuries or illness. Any claim for refund must be presented to the Board in writing and must be accompanied by a physician's statement of restriction.

No player under suspension for non-payment of fees may participate in practices or in games.

The Board may institute additional fees, such as a "new member fee" or general assessment, to address past, present or future costs, expenses or other liabilities of the Association.

### **Section 3: Disciplinary Action**

To preserve as far as possible, the integrity of amateur hockey, any legal action taken by a member or other individual, before all of the authority of the bylaws of this Association has been exhausted, shall constitute inappropriate conduct and such member may be subject to immediate disqualification and indefinite suspension. Only after the exhaustion of all administrative remedies set forth herein may a member initiate mandatory arbitration, such arbitration to be the sole and binding forum for any and all disputes involving a member and the Association. All arbitration is to be considered final and binding (no appeal to the courts). No other legal proceeding or action of any kind shall be permitted.

A member may be disciplined, including but not limited to suspension or expulsion from the Association and from any further participation in its affairs for actions or conduct detrimental to EYHA, any of its members, CSHL, Mid-Am, or USA Hockey subject to the provisions herein. Discipline may be imposed by the Association through its Board of Directors by a simple majority of a quorum and shall be effective as of the date of said vote. A written complaint is not a prerequisite for either the consideration or imposition of discipline or other action by the Board. Notice of Discipline shall be in writing and sent registered mail, return receipt requested to the subject member.

Any member disciplined shall have the right to appeal said discipline to the Board by submitting a written Notice of Appeal within ten (10) days of the date the Notice of Discipline is posted. The Notice of Appeal shall contain a brief statement of the basis for the appeal, a list identifying any member, player or other individual with personal knowledge of the event(s) or circumstances relating to the conduct at issue, and whether an Appeal Hearing is requested. The Notice of Appeal shall be sent by mail.

The discipline that is the subject of the Notice of Appeal shall remain in full force and effect throughout this appellate process.

If an Appeal Hearing is requested, the Board may either convene a special meeting, hear the appeal at its next regularly scheduled meeting or appoint an ad-hoc committee of no fewer than 3 current members to hear the appeal. The disciplined member shall have the right to attend the Appeal Hearing and present evidence, including oral testimony from any individual identified in the Notice of Appeal. The President of the Board shall have sole discretion in scheduling the Appeal Hearing, the decision to appoint an ad hoc committee and in the appointment of the Hearing Officer who shall conduct the Appeal Hearing. The Hearing Officer shall be a member in good standing and not directly involved in the event(s) or circumstances relating to the conduct, which is the subject of the discipline being appealed. The Hearing Officer shall be solely responsible for the order and presentation of the evidence at the Appeal Hearing, including any oral testimony or other matter relating to the conduct of the Appeal Hearing. The Hearing Officer shall not have a vote regarding the outcome of the Appeal Hearing as that authority rests exclusively with the Board.

The Board shall render its decision on the Appeal by issuing a Notice of Decision at or before its next regularly scheduled meeting following the conclusion of the Appeal Hearing. If an Appeal Hearing is not requested, the Board may render its decision by issuance of a Notice of Decision at the meeting the Notice of Appeal is considered at, or before, its next regularly scheduled meeting. The Board may affirm, rescind, modify or otherwise address the subject discipline in its Notice of Decision. The Notice of Decision shall be sent by registered mail, return receipt requested. Any demand for Arbitration shall be made in writing within 14 days of the issuance of the Notice of Decision.

Arbitration shall be before one arbitrator unless the member and the Association cannot agree on the selection of the sole arbitrator, then three (3) arbitrators will be selected. The member and the Association will each choose one (1) arbitrator and those two (2) arbitrators will select the third arbitrator. The costs and expenses of the arbitration, including the fees of the arbitrator(s), shall be shared equally by the member and the Association.

The Board shall have the authority to decline to hold a hearing or render a disciplinary action if it is determined that the complaint was made without reasonable cause, or the complaint was intended to be disruptive to EYHA, its teams, members, coaches or assistants. Moreover, any complaint or petition which could reasonably cause damage to the reputation and good standing of any of its members may also be dismissed at the discretion of the Board of Directors without review.

EYHA extends its authority for player suspension for the purpose of maintaining team discipline. Such authority provides for the disqualification or suspension of any player registered with EYHA subject to the following provisions:

The Hockey Director or any head coach, depending on the degree of the infraction and in their sole discretion, may disqualify or summarily suspend from further participation any player for an act(s) of misconduct. Misconduct is any act committed, on or off-ice that may be construed as violent, disruptive, or unsportsmanlike. Disqualification may be for no more than one game or practice time. Three disqualifications during a season may result in a suspension administered by the Coaches Committee and may be in addition to any other suspension under USA Hockey, Mid-Am Hockey, or CSHL rules.

- Notification of a player suspension must be made in writing within 72 hours to the Hockey Director. It is the requesting Coach's responsibility to immediately notify the parents of any player suspended. Any suspension may be appealed as set forth above.
- A player suspension is immediate and continuous until the Coach's Committee review. All procedures for completing the review must be according to the provisions above except that the Coaches Committee must conduct the hearing, if requested, and render a decision.
- Decisions for player suspension and sanctions shall be given within ten (10) calendar days after a hearing or the suspension is automatically revoked. An Appeal (review) of the decision may be requested by filing a Notice of Appeal, as set forth above, in writing within ten (10) calendar days to the Board of Directors.

Any discipline imposed pursuant to these bylaws, as well as any information relating thereto, may be shared with or communicated to governing organizations, including but not limited to USA Hockey, SafeSport, Mid- AM Hockey, and CSHL.

## **Article VI – Governance**

### **Section 1: Directors**

A Board of five (5) directors will manage the general affairs of the Association. Each director must be a member, in good standing, of EYHA. In addition to five regular directors, there shall be two (2) alternate Board directors. Directors of the Euclid Youth Hockey Association shall be a President, Vice President, Director of Registration, Secretary, and Treasurer.

## **PRESIDENT**

Duties shall include the following activities:

- The President is the Chief Executive Officer (CEO) of EYHA.
- The President shall preside over all meetings of the General membership and the Board of Directors.
- The President's duties include the appointment of officers, committees, or special assistants to the Board.
- The President is authorized to be an additional signer on the Association bank accounts.
- The President provides for any other duties as assigned by the Board.
- To assure continuity of service to the entire membership, the President of the Association is considered assistant to all officers of this Association, except Treasurer, and a member of all committees.
- Inform the Executive Board of meeting times and locations.

## **VICE PRESIDENT**

Duties shall include the following activities:

- In the absence of the President, the Vice President (VP) shall assume all the authority of the President and perform such functions that may be required of the CEO.
- The VP shall also perform such special duties as requested by the Board of Directors and any other duties assigned by the President or the Board.
- The VP shall assume the duties and responsibilities of the office of Secretary in their absence.
- The Vice-President shall chair the fundraising committee and oversee all sponsorship activity.

## **DIRECTOR OF REGISTRATION**

Duties shall include the following activities:

- Manage Registration of all EYHA programs.
- Establish and maintain an accurate and up-to-date roster of the members and coaches of EYHA.
- Complete the USA Hockey team registration form for each EYHA team.

- Create and manage team rosters within USA Hockey's online Registry; including the management of compulsory documentation for participants, coaches and volunteers.
- Ensure that rosters meet Affiliate, District and USA Hockey registration and composition requirements.
- Ensure that all members and the association adhere to all requirements of the Affiliate, District and USA Hockey.
- Communicate effectively and efficiently with association leadership and members.
- Complete and submit documents and reports as required or requested.
- Register with USA Hockey as official Registrar for the Association to the CSHL.
- Any other duties assigned by the Board.

## **SECRETARY**

Duties shall include the following activities:

- Transcribe and maintain a book of minutes as a record of all general meetings of EYHA.
- Post Board of Director meeting minutes in a location accessible to the general membership.
- Maintain the Constitution and Bylaws of EYHA.
- Schedule and publish the candidates for office, location, and time of the Annual Meeting.
- Document and file correspondence on behalf of EYHA.
- Manage all association documents as needed.
- Any other duties assigned by the Board

## **TREASURER**

It is the duty of the Treasurer to act as custodian of funds of EYHA and additional duties shall include the following activities:

- The Treasurer shall pay out funds and advance money for projects authorized by the Executive Board.
- The Treasurer or an elected officer shall be present at all activities where monetary transactions are being conducted.
- The Treasurer shall present a financial report at every general membership meeting and at other times are requested by the Executive Board.

- The Association monies shall be deposited in a checking and or savings account with two (2) EYHA Officers (President and Treasurer) authorized to do the banking.
- All checks/expenditures beyond the preapproved season budget will be approved by the Board.
- The President or Treasurer are authorized to endorse all EYHA checks.
- The President and or Treasurer may be bonded.
- The Treasurer shall prepare for presentation at the annual meeting a current year financial statement and budget variance report.
- The Treasurer will ensure the organization's 501(c)3 status is maintained and kept current.
- The Treasurer is also responsible to file all Federal, State and City taxes on an annual basis as required.
- Association Purchasing Policy:
  - Program-essential purchases below a threshold amount may be made by the Hockey Director/Head of Program without explicit approval.
  - Program-essential purchases above the threshold, and all non-essential purchases, must be pre-approved by the Treasurer and Executive Board. These items should be on the agenda and discussed with the board before incurring any vendor costs. The threshold will be voted on and approved during a pre-season or budget planning board meeting and must be set prior to each season.
  - Any approved purchases must be submitted to the treasurer for reimbursement by the last Friday in March, as the season will be closed.

## **SEATING OF BOARD MEMBERS**

Board members shall be seated in office as follows:

Prior to each annual meeting of the Membership, an election shall be held to select the Board of Directors. Elections held on even numbered years will have two directors seated, and on odd numbered years, three directors will be seated. Two alternate directors will be elected each year.

Each elected director shall hold office for two consecutive years. Each alternate director shall hold office for one year.

The Secretary of EYHA shall be responsible to count the vote and present the President with a list of all persons receiving votes. The names of the new Board members and alternates will

be announced before the close of business at the Annual Meeting. A written announcement introducing the newly elected Board of Directors will be provided to all Association members.

For the purpose of electing members to the Board of Directors, nominations to the Board will be accepted during the period between the January and February membership meetings. This includes nominations from the floor at both the January and February general meetings. All nominees shall be members in good standing.

The general election of the Board shall take place at the Annual Meeting, typically in March. At least 14 days prior to the election of the officers, an announcement of all candidates will be sent out to the general membership for voting and a notice of the election including date, time, and location of the meeting.

In the event of no opposition for any office, the Secretary will be instructed to cast a unanimous ballot for the candidate at the March meeting. If there is more than one (1) nomination accepted, the President shall organize a voting system.

In the case of a vacancy in the office of President, the Vice-President shall succeed to the office. In the case of a vacancy in the office of Vice President, Director of Registration, Treasurer, Secretary, and the elected Alternates in the order of votes received at the general election shall fill any vacancy of office or absence from the Board. If an elected Board member vacates a seat, the Alternate who had the most votes in the election (or if that alternate is not available or declines, the second alternate) shall take that seat and serve the remainder of the term vacated. If a Board member is absent from a meeting, the Alternate who had the most votes in the election, if present, shall substitute for the absent member, and if not present, the second Alternate shall substitute for the absent member.

The President shall fill the vacancy of the alternate directors by appointment, subject to the majority approval of the Executive Board.

All Executive Board members shall enter upon their official duties on the first day of April.

Any member of the Board of Directors, or its Alternates, who misses three (3) consecutive regularly scheduled meetings without valid cause, may be removed from office with a 2/3-majority vote of the full Board. Any vacancy shall be filled pursuant to the provisions above in this Section. A member of the Board may request reinstatement if approved by 2/3-majority vote of the full Board.

Nothing contained in this article shall be construed as limiting the right to make further nominations from the floor of the March election meeting.

## **Section 2: Meetings**

All regular business of the Association shall be conducted in open meetings before the members of this Association. Special meetings or specific agenda items, as determined by the Board of Directors, may be closed to the public when circumstances dictate that personal privacy should be protected.

A quorum is necessary for the transaction of EYHA business. A minimum of five (5) Board Directors and/or Alternates constitutes a quorum for the Board of Directors.

EYHA will conduct Board of Directors meetings as necessary. The meetings shall be held at a place and time determined by the President. Ten (10) day advance notice shall be given to the Board of Directors for any Board meeting.

Persons wishing to address the Board shall inform the President of EYHA, in writing three (3) days in advance of a scheduled meeting. The request must include the topic of discussion, an outline of any presentation and a requested time allotment. The President shall process the request and set the meeting agenda to hear the presentation at the reasonably earliest possible time.

EYHA will hold an Annual Election Meeting prior to the end of March each year; the date to be determined by the Board of Directors, for the purpose of business properly petitioned before the meeting agenda is set.

The Annual Meeting shall be held at a place and time determined by the Board of Directors. The Secretary of this Association will give notice of the Annual Meeting to the members in writing not less than fourteen days in advance of the meeting. The notice shall clearly state the business to be conducted at the Annual Meeting. Only registered members shall be allowed to vote on issues presented at the meeting. The Annual Meeting of the members is open to interested non-members.

The President may convene additional meetings, communicate by telephone or email, as needed, to assure completion of all EYHA affairs.

In the case of the general election, a proxy or absentee vote (one per family), will be accepted if turned into the Secretary prior to the commencement of the General Election.

### **Section 3: Officers**

The Board of Directors shall appoint members of this Association as officers. An officer of this Association must be a member in good standing, All Board members may serve as officers of the Association in addition to an elected office.

An officer shall be empowered to conduct business before the members as a representative of EYHA. Such business will be limited to the office identified and/or to the special instructions of the Board of Directors. Appointment to an office is continuous until the appointment is rescinded by EYHA, or the appointee tenders a resignation to that office. Officers chartered under this provision are identified as follows:

#### **HOCKEY DEVELOPMENT COORDINATOR / HOCKEY DIRECTOR**

Appointed by the Board and can be a member of the Association or non-member.

- The Hockey Development Coordinator is responsible for ensuring that the on-ice programs are of the best possible quality.
- Not only does the Hockey Development Coordinator ensure coaches teach skills in a fun and engaging manner, but they are also responsible for communicating the implementation of long-term development principles to coaches and families. The ability to apply and promote USA Hockey's age-appropriate recommendations is key to both player development and consumer satisfaction.
- A successful candidate in this role will drive the association's success on and off the ice.

Duties include:

- Implement the on- and off-ice developmental guidelines and training priorities of the American Development Model (ADM) at each age and skill level.
- Assign coaches to appropriate teams by interviewing candidates and matching them by qualifications and USA Hockey Coaching Education Program certification.
- Facilitate monthly coaching meetings, as needed.
- Coordinate with coaching staff on completing appropriate USA Hockey certifications:
  - Coaching Education Program level

- Age Specific module training
  - Background Screening & SafeSport Training
- Implement ongoing education & training programs (team building, practice plans, small games, etc.).
- Coordinate tryout process and clearly define the selection process.
- Determine the structure and execution for introductory programming (learn to play).
- Attend and evaluate skills sessions, practices and games for all levels of play.
- Regularly communicate with parents on the development plan being implemented.
- Act as the main conduit between the hockey program and its board, coaches and parents.
- Review of all team rosters prior to submission to CSHL for any required clarifications.
- Administration of coaches' evaluations.
- Administration and enforcement of player/coach/parent disciplinary actions.
- Approval of all player tryouts/transfers related to player move up or competition level transfers.
- Arbitrate all player/team selections.
- Maintain a schedule of all ice time and ice utilization for all EYHA Teams (this responsibility is Co-shared with the Association Ice Scheduler).
- Coaches-in-Chief representative between the coaches and the Board of Directors.
- Responsible for developing coaching guidelines for all competitive divisions and age groups.
- Responsible for overseeing the evaluation of Coaches' performance and recommendations for reappointment.
- Responsible for notification of players, coaches, and parents of participant or team suspensions.
- Responsible for review of individual team rules and on-ice programs prior to presentation to parents of each team.
- Responsible for the organization and implementation of try-out formats and logistics.
- Primary interface between the Association, the Mid-Am Hockey Association, and CSHL member associations.
- Attendance at all Mid-AM, CSHL, and League monthly meetings.
  - Voting the position of EYHA at those meetings.
  - Submitting to CSHL and the League all requests for rule changes, adoptions, deletions as approved by the Board of Directors of EYHA.
- Final review and approval of all team rosters for compliance with CSHL/USA Hockey roster and registration rules.
- Counsel the Coaches' committee on possible requests for waivers.

- Provide the Secretary with a copy of Mid-AM and CSHL and League minutes.
- Other duties assigned by the Board.

### **WEB SITE ADMINISTRATOR**

Appointed by the Board and can be any member of the Association, duties of the Web Site Administrator include:

- Management of the association's web site and web materials.
- Management of the Associations on-line registration and payment process.
- Training of Team Managers on adding and maintaining teams web schedule and information.
- Other duties assigned by the Board.

### **MARKETING & MEDIA ADMINISTRATOR**

Appointed by the Board and can be any member of the Association, duties of the Marketing/Media Administrator include:

- Manage external communications to include marketing, advertising, public relations with EYHA members and the general public.
- Answering enquiries from the press or other media representatives.
- Content management on Social Media Platforms.

### **8U GROWTH COORDINATOR**

Appointed by the Board and can be any member of the Association. The Growth Coordinator's leads the association's growth initiatives, primarily through completion of USA Hockey's 2 and 2 Challenge. The comprehensive growth program consists of Welcome Back Week, national Try Hockey for Free Day(s) and a Transition Program. Duties include:

- Acquire and retain youth hockey players in the 4 to 8-year-old age group.
- Coordinate programs and initiatives to complete the 2 and 2 Challenge Point of contact between the board and USA Hockey's Program Services department.
- Have a presence at community activities Communicate with parents to maximize program development and satisfaction.
- Recruit volunteers to assist with growth initiatives.

- Support the implementation of age-appropriate programming and the American Development Model (ADM) Maintain focus on, and an understanding of, the growth of the association.

## **SAFESPORT COORDINATOR**

The responsibilities of a local program's SafeSport Coordinator is dependent on the Affiliate (whether the Affiliate has multiple or regional SafeSport Coordinators) and the duties the local program has put in place.

The association's SafeSport Coordinator serves as the gatekeeper for SafeSport issues, is responsible for receiving reports of suspected misconduct or abuse, and then following the appropriate steps for reporting and responding to allegations. The local program's SafeSport Coordinator ensures that SafeSport Training and background screening requirements are met. This individual could be asked to provide guidance to the Association on how to handle disciplinary matters.

This role cannot be maintained by the President of the Board nor the Hockey Director and should work in conjunction with the President and Hockey Director, as appropriate, to escalate or make decisions related to SafeSport violations.

Duties include:

- Be (or become) familiar with the U.S. Center for SafeSport, and the reporting obligations to the Center
- Take calls and respond to verbal and written reports from members or others regarding allegations of misconduct.
- Communicate to all relevant parties on progress and status of complaints, investigations, hearing procedures, appeals, and final resolutions.
- Track and maintain a secure filing system for the program's SafeSport Reports, investigations and outcomes following investigations, hearings or appeals.
- Communicate effectively and efficiently with members and volunteers via telephone and/or e-mail.
- Coordinate, oversee and monitor status of background screening program(s) for coaches, officials and volunteers.
- Be a resource for Affiliate and local programs on how to create and foster a positive SafeSport culture.
- Work to educate participants and parents about the SafeSport Program.

- Understand the complaint reporting procedures and structure within USA Hockey.

## **OTHER POSITIONS**

Any other office deemed necessary by the Board of Directors.

## **Section 4: Staff**

The Hockey Director shall be hired (or appointed) to conduct business before the members as a representative of EYHA. Compensation of the Hockey Director shall be determined by majority vote of the Board of Directors on a case-by-case basis and shall be considered a matter of public record. The Hockey Director shall act as the EYHA representative to CSHL and Mid-AM hockey and the Coach-in-Chief for the organization. Such business will be limited to the office identified and/or to the special instructions of the Board of Directors. Upon appointment to the position, the Hockey Director shall maintain a staff to run hockey operations. All staff members are subject to approval by the EYHA Board of Directors.

Staff positions chartered under this provision are identified as follows:

### **DIVISION DIRECTORS**

The Division Directors are principally responsible for the administrative responsibilities related to all team and divisional activities. Duties include:

- Divisional representative on the Coaches' Committee and between the coaches and the Board of Directors.
- Responsible for all off-ice administrative activities.
- Responsible for review of teams' rosters.
- Responsible for notification of players, coaches, and parents of participant or team suspensions.
- Responsible for the implementation of try-out formats and logistics.
- Other duties assigned by the Board.

### **HEAD COACHES**

Head Coaches are principally responsible for the administrative responsibilities related to all team activities. Duties include:

- Attendance at all Coaches Meetings.

- Responsible for the Development of formation of their individual team programs, a packet of drills appropriate to the skill level being coached.
- Responsible, with the approval of the Hockey Director, individual team rules and on-ice programs.
- Maintaining communication with the team manager, parents, and players through meetings, e-mail, mail, phone and any other means team rules, updates and additional information.
- Assembly and management of a team's coaching staff.

## **TEAM MANAGERS**

Selected by each team. Duties include:

- Manage and arrange team-related logistics.
- Manage the distribution and collection of score sheets and reporting results.
- Update team rosters and inform Hockey Director and Director of Registration of any changes.
- Distribute handouts such as newsletters, schedules, etc.
- Designate a scorekeeper for all home games.
- Update Team Web Site.
- Other duties assigned by the Board or their respective team coaches.

## **ASSISTANT ICE SCHEDULER**

Appointed by the Hockey Director to assist with the following duties in association with the Hockey director to assign and control ice time utilization. Duties include:

- To maintain a record and schedule of those times.
- Coordination of utilization shall be done with the Hockey Director.
- Attend (if necessary) with, or in place of, the Hockey Director, all CSHL and other league scheduling functions and must coordinate such functions with the Head Coaches and Team Managers.

## **EQUIPMENT MANAGER**

The Equipment Manager shall be responsible for the purchase, distribution, inventory and replacement of team equipment and uniforms. The Equipment Manager shall also be responsible for:

- Surveying Board Members and other knowledgeable individuals to determine what equipment and uniform purchases may be necessary.
- Acquiring sources of supply, taking bids, and presenting recommendations to the Board for approval.
- Ordering equipment and arranging for its delivery.
- Locating facilities to store equipment.
- Arranging with the Hockey Director, Head Coaches, and Team Representatives for equipment distribution.
- Overseeing and managing goalie equipment.
- Coordinate loaner equipment and availability.
- Preparation of financial reports as required by the Board.
- Preparation of year-end inventory.
- Other duties assigned by the Board.
- Submitting for the RSA Grow the Game grant annually.

## **Section 5: Committees**

The Board of Directors shall appoint members of this Association to committees as deemed necessary to help carry out the business of the Association. A committee member of this Association must be a member in good standing. All Board members may serve as committee members of the Association in addition to an elected office.

A committee member shall be empowered to conduct business before the members as a representative of EYHA. Such business will be limited to the committee identified and/or to the special instructions of the Board of Directors. Appointment to a committee is for one year/season, until the appointment is rescinded by EYHA, or the appointee tenders a resignation to that committee

To assure continuity of service to the entire membership, the President of the Association is a member of all committees. Standing committees chartered under this provision are identified as follows:

### **COACHING COMMITTEE**

The appointed Division Directors, Head Coaches, and the Hockey Director shall constitute the Coaching Committee. Appointments to this committee are for one year running April through March. The primary role of this committee is to conduct all on-ice and related activities for the Association

Duties include:

- Selection of all team Head Coaches.
- Coordination of the on-ice program with the scheduler.
- Review of all team rosters prior to submission to CSHL.
- Administration of coaches' evaluations.
- Administration and enforcement of player/coach/parent disciplinary actions.
- Approval of all player tryouts/transfers related to player move up or competition level transfers.
- Arbitrate all player/team selections.

## **OTHER COMMITTEE CHAIRMANSHIPS**

Appointed by the Board and can be any member of this Association.

## **Section 6: Limitation of Liability of Directors and Officers**

The private property of the Directors and Officers shall be exempt from execution, attachment or other encumbrance or liability for any debts or obligations of the Association, and no Director or Officer shall be personally liable or responsible for the debts or liabilities of the Association. To the fullest extent permitted by law, a Director or Officer of the Association shall not be liable to the Association or any of its members for monetary damages for action(s) taken as a Director or Officer, including but not limited to any damages for breach of fiduciary duty as a Director or Officer. Moreover, the Association shall indemnify and hold harmless any Officer or Director against any and all liability and expense incurred as a result of, or in any way relating to, any individual's status or action(s) as a Director or Officer of the Association. The Association is authorized to obtain insurance to provide this indemnification.

## **Article VII - Competition**

EYHA is chartered to compete at various age levels and at different divisions as established by USA Hockey and may be altered as amended by USA Hockey rule changes. Recreation or Travel divisions are identified as "AA", "A1", "A2", "A3", "B", and "C" (as defined by CSHL), and "In House" or Developmental recreation divisions. The limits of participation in any of these stated categories are defined below.

In order to maintain balance within the Association, players should not play in a higher age bracket unless specifically authorized by the Hockey Director and approved by the Divisional

Directors. Players who feel they can play at a higher age group must first complete a "Request to Play Up" form and obtain authorization from the Hockey Director to try out for another EYHA division team in the higher age group. Upon selection, the transfer will be effective for that season.

Should a player fail to be selected for the team in a higher division, he or she shall play in the level offered in his/her designated age group. A season constitutes all scheduled league games. All EYHA teams eligible for State, District, Regional, or National competition will consider such eligibility as part of and a continuation of any season.

No invitational tournament shall conflict with any CSHL league game, or State, District, Regional, or National Playoff.

All Players selected for "AA", "A", and "B" teams will be expected to compete in all scheduled games, tournaments, and playoffs. Any player failing to attend two consecutive scheduled games without the Head Coach's permission may be subject to disciplinary action by the Head Coach, Hockey Director, or the Coaches Committee. Coaches may also establish rules regarding practice attendance or other team matters that are consistent with these Bylaws.

## **Article VIII - Teams Players and Coaches**

### **Section 1: Teams**

Registration of teams and the placement of players to those teams shall be governed by rules established by USA Hockey, Mid-Am Hockey, and CSHL. EYHA provides the following limits to team participation:

Division "AA" and "A" are "recreational travel" teams. Players selected to these teams shall play all league and post-season games with an emphasis on instructional and competitive play. EYHA will register as many teams as they can competitively accommodate at these divisions.

Division "B" and "C" teams are competitive, with emphasis on fun, instruction and development. All players should participate equally, except in the last three minutes of a game, power plays, or penalty kill situations. Players on these teams should play league games with a competitive spirit while emphasizing participation.

Learn-to-Play , In-house, or developmental division teams are non-competitive. Players in these teams shall participate equally.

EYHA will abide by CSHL, Mid-Am Hockey, and USA Hockey rules allowing players to participate at a higher skill level under certain circumstances.

All player movement between the House League, Learn to Play , "C" "B", "A", or "AA" teams can occur with the intent of placing a player at an appropriate level with notice to both teams' Head Coaches involved and the consent of the Hockey Director for EYHA. Such consent must be conveyed to the President of the Board prior to the move occurring.

## **Section 2: Players**

A registered player of EYHA must be a member; or a dependent of a member of this Association; and appear on an official USA Hockey registration for EYHA. Such players are recognized during all league and post-season games. Player participation within the Association shall be governed by specific rules and EYHA policies.

Players or members of affiliate associations are eligible to participate in EYHA sponsored activities for training, recreation, and friendly exchange. Participation in EYHA sanctioned events requires the execution of all required registration documents.

In addition, participation in CSHL sanctioned events requires that all players appear on an USA Hockey roster and be accepted by CSHL. Participation in a non-CSHL sanctioned, but USA Hockey sanctioned event, is subject to EYHA approval and acceptance by the USA Hockey recognized affiliate.

Participants are expected to comply with the EYHA Zero Tolerance Policy as adopted by the Board of Directors.

Players who wish to be eligible for "AA" or "A" team must be registered in the Association and must participate in "AA" or "A" tryouts. Failure of players to meet EYHA travel requirements for CSHL, Mid-AM Hockey, or USA Hockey competition may result in disqualification from further team eligibility, subject to CSHL, Mid-AM Hockey, and USA Hockey rostering regulations.

### **Section 3: Parents**

All parents will be subject to the EYHA Parent Code of Conduct and the USA Hockey Parents Code of Conduct as adopted by the Board of Directors. These rules cover, but are not limited to off-ice, in-stands, in-locker room behavior and fund-raising activities, which reflect on the entire Association.

### **Section 4: Coaches**

To the extent reasonably possible, EYHA shall provide each team with competent and dedicated coaches. To this end, the Association shall establish and maintain a commitment to training, facilities, and support for any member of the EYHA coaching staff. EYHA requires that all coaches follow uniform codes of instruction discipline, certification, and participation, as specified by USA Hockey. In addition, all coaches must follow the USA Hockey Coaches' Code of Conduct, the EYHA Coaches' Code of Conduct, and any applicable EYHA policies.

### **Section 5: Team Rules**

The Association may not register any team that is a member of USA Hockey. Teams eligible for State, District, Regional, or National competition will have the required entrance fee paid by EYHA or its league affiliate. Participation in invitational tournaments will be determined by a two-thirds (2/3) affirmative vote of the team members (parents) subject to EYHA governing rescheduling of games. The Hockey Director must approve make-up teams or tournament teams consisting of any players not identified on an EYHA Roster.

## **Article IX - Safety**

EYHA is committed to conducting its activities in a safe manner. To that end, EYHA may establish any necessary rules and provide materials and equipment to support the individual safety of its players, coaches, volunteers, and employees.

## **Article X - Grievances**

All on-ice associated grievances, other than for disciplinary actions as stated in Article V herein, will be communicated to the Head or Assistant Coach as appropriate. On-ice related grievances may not be communicated during a game or practice; within 24 hours before or after a game or practice, or in the presence of any minor.

In the event a member is not satisfied with the response or solution, the member will then communicate the grievance to the Division Director. The Division Director will attempt to resolve the grievance within a reasonable period. Failing to do so, a Coaches Committee hearing will be held within forty-eight (48) hours or as soon as reasonably possible, with both parties present to present the issues; and a decision will be rendered within twenty-four (24) hours. Appeals to the Board of Directors must be given in writing within ten (10) calendar days after the decision of the Coaches Committee and the Board review will occur as provided in Article V herein.

All non-ice associated grievances, other than disciplinary actions, will be communicated to the Division Director, who will then inform the Hockey Director who may then forward such grievances to the Board of Directors or resolution pursuant to the Board's discretion which may or may not require a hearing. If a hearing is conducted, it shall be in accordance with Article V herein.

## Article XI – Fund Raising

EYHA is a nonprofit corporation, which is managed by volunteers. The Board of Directors has the authority to institute a volunteer requirement for the interests of the Association, so long as it complies with all Federal, State and Local laws. All Team and/or Association-wide fund-raising events must be authorized and approved by the Board of Directors.

## Article XII – Miscellaneous

All EYHA Board actions may be subject to review and change by the voting membership. This process shall proceed as follows:

- A petition of at least twenty five percent (25%) of the Voting Members requesting review of a Board action will be submitted to the Secretary;
- Notice of the petition and the date of the next regularly scheduled Board meeting will be given to all members.
- The Secretary will present the petition at the next regularly scheduled board meeting for discussion. If the matter is not resolved to the satisfaction of the petitioners, a vote shall be taken of the Voting Membership in attendance at the Board Meeting; and a vote of 51% of the total Voting Members of EYHA shall constitute ratification of this petition.

## Article XIII – Amendments

These bylaws may be amended by a majority vote of the Voting Members present and voting at the Annual Meeting or by the Board at any Board meeting, provided that the notification requirement specified below of this Article XIII is satisfied.

Amendments may be proposed by any three (3) Board members or by petition of at least twenty-five percent (25%) of the Voting Members of the Association. The proposed amendment shall be submitted in writing to the Secretary, within ten (10) days after receipt of the proposed amendment and at least three (3) days prior to the meeting to consider the amendment. The Secretary shall provide written notice to each voting member of the Association, specifying the meeting purpose, the proposed amendment, date, time and location as established by the Board.

Amendments or revisions of these rules shall be effective immediately unless otherwise specified at the time of adoption.




# Euclid Youth Hockey Association Bylaws 051926

Final Audit Report

2026-05-26

Created:	2026-05-19
By:	Kevin Swagler (kswagler1@metrohealth.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAtMrWAZrSinEy1ewQzV1EZ3r1APfi8fjM

## "Euclid Youth Hockey Association Bylaws 051926" History


-  Document created by Kevin Swagler (kswagler1@metrohealth.org)  
2026-05-19 - 7:02:13 PM GMT
-  Document emailed to david.swagler@eyha.net for signature  
2026-05-19 - 7:02:22 PM GMT
-  Document emailed to mackenzie.wallace@eyha.net for signature  
2026-05-19 - 7:02:22 PM GMT
-  Document emailed to ali.haefke@eyha.net for signature  
2026-05-19 - 7:02:22 PM GMT
-  Document emailed to bobbi.komma@eyha.net for signature  
2026-05-19 - 7:02:23 PM GMT
-  Document emailed to rachel.seither@eyha.net for signature  
2026-05-19 - 7:02:23 PM GMT
-  Email viewed by david.swagler@eyha.net  
2026-05-19 - 7:02:52 PM GMT
-  Signer david.swagler@eyha.net entered name at signing as K David Swagler  
2026-05-19 - 7:03:56 PM GMT
-  Document e-signed by K David Swagler (david.swagler@eyha.net)  
Signature Date: 2026-05-19 - 7:03:58 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE
-  Email viewed by bobbi.komma@eyha.net  
2026-05-21 - 4:35:55 PM GMT

 Signer bobbi.komma@eyha.net entered name at signing as Bobbi M Komma

2026-05-21 - 4:42:37 PM GMT

 Document e-signed by Bobbi M Komma (bobbi.komma@eyha.net)

Signature Date: 2026-05-21 - 4:42:39 PM GMT - Time Source: server- Signature captured from device with phone number XXXXXX8729 -  
Signature Appearance Selected: MOBILE\_DRAW

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2026-05-23 - 7:07:29 PM GMT

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2026-05-23 - 7:14:06 PM GMT

 Document e-signed by Rachel Seither (rachel.seither@eyha.net)

Signature Date: 2026-05-23 - 7:14:08 PM GMT - Time Source: server - Signature Appearance Selected: MOBILE\_DRAW

 Email viewed by mackenzie.wallace@eyha.net


2026-05-25 - 5:10:34 AM GMT

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2026-05-25 - 5:11:34 AM GMT

 Document e-signed by Mackenzie Wallace (mackenzie.wallace@eyha.net)

Signature Date: 2026-05-25 - 5:11:36 AM GMT - Time Source: server - Signature Appearance Selected: DRAW

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2026-05-26 - 5:04:30 PM GMT

 Signer ali.haefke@eyha.net entered name at signing as Alexandria Haefke

2026-05-26 - 5:05:08 PM GMT

 Document e-signed by Alexandria Haefke (ali.haefke@eyha.net)

Signature Date: 2026-05-26 - 5:05:10 PM GMT - Time Source: server - Signature Appearance Selected: MOBILE\_DRAW

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2026-05-26 - 5:05:10 PM GMT