



Winterhurst Hockey Association : CODE and POLICIES

Update / Approved on TBD

Code of Regulations Index

- ARTICLE 1: Organization**
- ARTICLE 2: Purpose**
- ARTICLE 3: Membership**
- ARTICLE 4: Board of Directors**
- ARTICLE 5: Hockey Director**
- ARTICLE 6: Meetings**
- ARTICLE 7: Officers and Duties**
- ARTICLE 8: Committees and Responsibilities**
- ARTICLE 9: Nominations and Elections**
- ARTICLE 10: Dissolution**
- ARTICLE 11: Amendments**
- ARTICLE 12: WHA Policies and Procedures**

Policy Index

- 1: Discipline/Code of Conduct**
- 2: Uniform Number**
- 3: Program Transfer**
- 4: Missing Tryout**
- 5: Playing "up"**
- 6: Locker Room Policy**
- 7: Reimbursement for Fees**



Code of Regulations

ARTICLE 1 - ORGANIZATION

Section 1. Name: The name of the Organization shall be Winterhurst Hockey Association, Inc., and hereinafter referred to as WHA or the Association.

Section 2. Corporate Status: WHA is an Ohio non-profit corporation and tax-exempt under Section 501(c)(3) of the Internal Revenue Code. Current Tax ID number is #34-1384064.

Section 3. Management: The management of WHA shall be vested in the Board of Directors (collectively, the "Board" and individually, a "Director" or an "Officer")

Section 4. Volunteer Organization: WHA is a volunteer organization, and its Board shall serve without compensation, except as may otherwise be determined by the Board.

Section 5. Perpetual Nature: WHA shall be a perpetual organization, except that it may be voluntarily dissolved in accordance with R.C. 1702.47.

Section 6. Fiscal Year: The fiscal year of WHA shall begin on April 1 and end on March 31.

Section 7. Affiliation: WHA shall be affiliated with USA Hockey, or its successor, and be a member organization of the Cleveland Suburban Hockey League (CSHL), or its successor. Any change in this affiliation will be recommended by the Board and approved by a two-thirds vote of the General Membership.

ARTICLE 2 - PURPOSE

Section 1. The purposes of WHA are:

- A. To provide activities and programs that foster the education and participation of young people in the sport of ice hockey.
- B. To encourage all citizens' interest and participation in ice hockey and especially the activities of WHA.
- C. To provide training and educational programs and materials necessary for the development of coaches and instructors.
- D. To raise funds for the support of WHA programs.

Section 2. WHA shall endeavor to support the concepts of education, personal development, sportsmanship, discipline, teamwork, civic pride, and financial responsibility as they relate to ice hockey at the pre-high school level.

ARTICLE 3 - MEMBERSHIP

Section 1. Any person who is a parent or guardian of a current skating member, a coach, a manager or a board member is considered a member of the General Membership.

Section 2. Voting members shall be persons in "good standing" in the General Membership.

Section 3. Membership may be revoked for cause by a two-thirds vote of the Board members present at a regularly scheduled meeting of the Board of Directors. The secretary will make written notice of such decision to the affected member(s).

ARTICLE 4 - BOARD OF DIRECTORS

Section 1. Governing Body: The Board of Directors shall be comprised of Five (5) Officers, Hockey Director, and Four (4) Directors.

Section 2. Officers: The Officers for the Association shall be President, Vice President, Secretary, Treasurer, and Registrar.

Section 3. Directors: The Directors shall be comprised of one (1) representative from each player division which a team is fielded, (8U, 10U, 12U, 14U). Directors shall be responsible for facilitating two-way communication between the teams in the division they represent and the Board of Directors. Directors shall be members of good standing and selected by the members within their respective player division to represent them.

Section 4. Responsibilities: The Board of Directors shall be responsible for development and implementation of Association rules, policies, procedures, programs and activities. It shall conduct all business to bring about the goals of the Association.

Section 5. Term of Office: The term of office for Officers shall be two (2) years. The term of office for Directors shall be one (1) year.

Section 6. Staggering of Terms: When three or more Officer positions are open in the same year due to expiration or vacancy, the Board may, by a vote of two-thirds of the total Board membership, extend a Director's term by one year to allow for the staggering of terms.

Section 7. Removal: The Board can remove any Board member for cause by a vote of two-thirds of the total Board membership, for (i) absence from three consecutive Board Meetings (unless excused by the President for valid reason), (ii) serial non-performance of ones duties, (iii) disregard for WHA's Code of Regulations, (iv) misappropriation of WHA funds or property, or (v) any other conduct unbecoming of a Board member. If removed, the Secretary will notify the member of the action, in writing, and the office and/or board position will be declared vacant.

Section 8. Resignation: A Board member may resign at any time by providing written notice to the Board.

Section 9. Vacancy: Vacancies, which occur during a term on the Board, shall be filled by a person appointed by the President, upon ratification by two-thirds of the Board, for the remainder of the term.

Section 9. Transfer of Office: Any Officer who is not re-elected to the Board of Directors is expected to attend the first Board meeting after their term has expired and offer counsel and guidance to the new Officer and Board.

Section 10. Honorary Directors: The Board shall have the right, from time to time, to nominate and approve lifetime honorary directors ("Honorary Director") of WHA, in recognition of those individuals who have made significant contributions to the Association or ice hockey in general. The Board shall maintain a list of all such Honorary Directors and recognize them in any manner the Board deems appropriate. Honorary Directors shall be non-voting members of, and owe no obligations to, WHA and the Board.

Section 11. Compensation: Board members shall serve without compensation; however, Board members may be reimbursed for any expenses incurred on WHA's behalf, or as may otherwise be determined by the Board.

ARTICLE 5 - HOCKEY DIRECTOR

Section 1. Hockey Director: The Hockey Director shall be an appointed position to the Board of Directors with voting privileges. The Hockey Director is appointed by a two-thirds vote of the Board of Directors and may continue in the position until such time the Board appoints a new Hockey Director. A candidate for Hockey Director shall have significant ice hockey experience and knowledge as a player, coach, and/or hockey administrator and shall be at least 25 years of age. The Hockey Director will be responsible for but not limited to the following:

- Coordinating the programs of WHA for all levels of play
- Assess and review qualifications of coaching candidates
- Assess player skill levels and assist coaches in determining level of play
- Assist coaches in developing practice plans for player improvement and development
- Coordinating additional training opportunities for WHA players (i.e. OHP)
- Assist in maintaining an adequate ice-schedule for WHA teams' needs

In order to assist the Hockey Director with these objectives, the Hockey Director may appoint members to the following positions:

- Learn to Play (LTP) Coordinator
- Mite Coordinator
- Goalie Coordinator

These coordinator positions are encouraged to attend Board meetings as non-voting members of the Board.

ARTICLE 6 - MEETINGS

Section 1. Annual Meeting: A minimum of one scheduled General Membership Meeting shall be held annually. Elections will be held at this time. The date of this meeting will be set by the Board of Directors and announced to all members not less than 30 days prior to the scheduled dates. Notification for this and all WHA business can be made via specific mailer, organization-wide e-mail, or by announcement on the organization's website. Any change in the date of a General Meeting will be scheduled by notice (mailer, e-mail or website), to the General Membership not less than fourteen days prior to the original and newly scheduled dates. The Annual meeting shall be in March of each year unless otherwise necessary and changed by two-thirds vote of the Board.

Section 2. Board Meetings: The Board of Directors will meet as necessary in order to conduct the business of WHA. The meetings shall be open to the General Membership, except that the Board, by two-thirds vote, may elect to close a portion of the meeting for the purpose of discussing sensitive and/or confidential matters. Members may attend in an observational role

only unless the Board opens the meeting for Members' participation. The date and time of Board Meetings shall be provided on the WHA Website. Any change in date or time must be communicated to the General Membership prior to the new date. This reschedule announcement will generally be made on the WHA website.

Section 3. Remote Attendance/Proxy: Board members may attend any meeting by telephone or other audio/visual means, so long as all persons participating in the meeting can adequately communicate with and understand the member participating remotely. Board members may vote by proxy at any Board meeting by submitting their proxy to the President at least one (1) day in advance of the meeting.

Section 4. Quorum: Three-fifths of the Board of Directors membership will need to be present to constitute a quorum. Any Board member voting by proxy shall be counted as present when determining whether a quorum is present.

Section 5. Rules of Order: Roberts Rules of Order (<http://www.rulesonline.com/rror-01.htm>) shall govern the proceedings of all meetings of the Association and its constituted parts except as provided by this Code of Regulations.

Section 6. Deciding Vote: The WHA President shall cast a deciding vote, if an issue cannot be decided because of a tie vote of the Board of Directors.

Section 7. Record of Meetings: The Secretary shall record and maintain minutes for all Board meetings. The President, or Vice President in the absence of the President, shall appoint another Board member to serve as Secretary for the meeting if the Secretary is absent. The Secretary shall make draft minutes available to all Board members for review and comment at least one (1) week prior to the next scheduled Board meeting. Approved minutes shall be maintained by the Secretary and made available to any Member on request.

ARTICLE 7 - OFFICERS and DUTIES

Section 1. Officers and Duties: The Officers of WHA shall be the President, Vice President, Treasurer, Secretary, and Registrar. Officers are voting members of the Board. The Officers shall have such authority and perform such duties as are customarily incident to their respective offices and as further described below.

Section 2. President: The President shall,

- A. Preside at all meetings of the General Membership and Board of Directors.
- B. Execute all contracts on behalf of the Association.
- D. Be empowered to call special General or Board meetings in accordance with this code of regulations.
- E. Serve as an ex-officio member of all committees except the Nominating Committee.
- F. Represent, or appoint a designee to represent, the Association at community activities.
- G. Serve as a liaison with the rink leadership.

- H. Represent, or appoint a member in good standing as a WHA representative to CSHL and its meetings.
- I. In the event of a tie in any Board vote, cast an additional vote to resolve any such tie.

Section 3. Vice President: The Vice President shall,

- A. Act as President in the event of his/her absence or inability to exercise his/her office.
- B. Coordinate all membership recruitment activities.
- C. Perform any other tasks assigned by the President.
- D. Serve as an ex-officio member of all committees except Nominating Committee.

Section 4. Secretary: The secretary shall,

- A. Maintain accurate minutes of all meetings of the General Membership and Board of Directors.
- B. Maintain records of attendance of all Officers and Members of the Board.
- C. Prepare and distribute agendas for Board and General Meetings.
- D. Be responsible for the safe keeping of all records, correspondence and reports (except for financial) of the Association and distribute to the membership.
- E. Be responsible for the publication of the annual calendar of events, programs, and meetings. This will be distributed via the organization website.
- F. Validate all official permanent minutes by signature.
- G. Serve as an ex-officio member of all committees except the Nominating Committee.

Section 5. Treasurer: The Treasurer shall,

- A. Receive and/or direct receipts of all funds of the Association, with approval of the Board of Directors.
- B. Establish and oversee a system for the deposit of all funds in the name of the Association, as approved by the Board of Directors.
- C. Establish and maintain a standard method of double entry bookkeeping so as to keep an accurate account of all funds received and dispersed.
- D. Maintain regular communication with the appropriate chairpersons and coordinators (Membership, Tournament etc.) regarding receipt or non-receipt of funds, registrations etc...
- E. Prepare a printed statement on the financial status of the Association, both monthly and year to date, listing all receipts and disbursements by budget category at each meeting of the Board of Directors and all General Membership meetings.
- F. Be responsible for the safekeeping of all official financial records and papers of the Association.
- G. Be responsible for maintaining all financial records for the timely filing of all required state and federal tax reports so as to protect the Association's tax status.
- H. Serve as an ex-officio member of all committees except Nominating Committee.
- I. Work with the newly elected Treasurer in completing financial records for the current fiscal year and the transfer of all financial records and books.
- J. Shall, with Board approval, retain appropriate bookkeeping and accounting services as needed.
- K. Arrange for a yearly, independent financial review, the results of which will be reported to the General Membership and the WHA Board.

Section 6. Registrar: The Registrar shall,

- A. Maintain an accurate record of all WHA players and their respective USA Hockey and WHA registrations.
- B. Maintain an accurate record of all Coaches and their current USA Hockey and Safe Sport Certifications.
- C. Maintain an accurate record of all WHA Team Rosters and coordinate the submission of rosters to the CSHL and USA Hockey.
- D. Coordinate membership recruitment activities.

Section 7. Term: The term for an Officer shall be two (2) years and an Officer is eligible to serve three (3) consecutive terms in that position. In the event there are no interested candidates or otherwise qualified candidates to fill an office at the conclusion of a third term, the Board in its sole discretion may waive the term limit requirement on a case-by-case basis. Upon the ending of an Officer's term, the Officer shall transfer all official records and Association property in their possession to their duly elected or appointed successors in office.

ARTICLE 8 - COMMITTEES AND RESPONSIBILITIES

Section 1. Executive Committee: The Executive Committee shall be composed of the Five Officers and the Hockey Director. It shall be responsible for making emergency and timely decisions in the name of the Board.

Section 2. Nominating Committee: The Nominating shall identify, solicit, and recommend WHA members for nomination to the Board. There shall not be less than two (2) members of the Nominating Committee. The Board of Directors shall appoint the members of the Nominating Committee each year prior to the Annual Meeting. The Nominating Committee will present the Board with potential candidates who will be presented to the General Membership for voting at the Annual Meeting.

Section 3. Additional Committees: The Board may create other Committees to further the purpose of WHA. The creation of a new committee shall be considered permanent until the Board determines the need for the committee to no longer exist.

Section 4. Ad Hoc Committees: The Board or President may create Ad Hoc Committees for any specific purpose, event, or project to further the purpose of WHA. Such committees shall exist only for the time period as needed.

ARTICLE 9 - NOMINATIONS AND ELECTIONS

Section 1. A Nominating Committee shall be formed every election year in January. It will be composed of not less than two (2) members solicited from the General Membership by the Board of Directors.

Section 2. The responsibilities of the Nominating Committee are as follows:

- A.** To appoint itself a Chairperson.
- B.** To prepare a slate of Nominees to fill Board Offices that are vacant or whose terms will expire that year.
- C.** To secure from individuals their acceptance of nomination and their willingness to serve if elected.
- D.** To develop election procedures and submit these for Board approval at the February Board Meeting preceding the Annual Meeting in March for those terms expiring.

These procedures shall include but not be limited to:

- 1.** Conducting the Annual Meeting vote.
- 2.** Distributing by mail, e-mail, or organization website, a list of Nominees to each voting member two weeks prior to the Election Meeting.
- 3.** Distribution of ballots to each voting member present at the Annual Meeting. No voting by mail or proxy will be accepted.
- 4.** Supervising the collection and counting of the ballots. Two members of the Nominating Committee shall be appointed by the Chairperson for this task.

Section 3. To be eligible to be elected to the Board of Directors, a member must be in good standing in WHA.

Section 4. Nominations from the floor may be accepted at the Annual Meeting, so long as the Nominee is present.

Section 5. The Nominating Committee Chairperson will announce the election results at the Annual Meeting. All ballots will then be destroyed.

Section 6. New Officers and Members of the Board shall officially take Office at the first meeting following the election.

ARTICLE 10 - DISSOLUTION

Section 1. The Association, and component parts, may be dissolved by amendment only. Upon dissolution of the Association, The Board of Directors after paying or making provisions for payment of all liabilities, shall dispose of all assets of the Association exclusively for the purposes of the Association or to such organization or organizations created and operated for charitable or educational services for youth and as shall at the time qualify as an exempt organization or organizations under section 501(c) (3) of the Internal Revenue Code in such a manner as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the County in which the principal office of the Association is then located.

ARTICLE 11 - AMENDMENTS

Section 1. This Code of Regulations may be amended by a vote of two-thirds of the members present at any special or regularly scheduled meeting of the General Membership. Notice of the proposed action must be given to each voting member at least ten days prior to such meetings.

Section 2. The Board may also designate one General Membership Meeting each year as a time to specifically consider any necessary Code of Regulations revisions.

ARTICLE 12 - WHA Policies and Procedures

In addition to the Code of Regulations, additional policies and procedures may be necessary for the efficient handling of WHA matters. These policies and procedures are addendums to the Code of Regulations and may be modified or added to at the discretion of the Board of Directors by a two-thirds majority vote of the Board.

END of Code



Policies and Procedures

- 1: Discipline/Code of Conduct**
- 2: Uniform Number**
- 3: Program Transfer**
- 4: Missing Tryout**
- 5: Playing "up"**
- 6: Locker Room**
- 7: Reimbursement**

1. WHA Discipline Policy and Code of Conduct

All players, coaches and spectators are expected to adhere at all times to the rules of the Association, CSHL and USA Hockey, as well as to adhere to the principles of good sportsmanship. Anyone who engages in serious or repeated violations of this policy will be asked to leave the organization. The Board is ultimately responsible for enforcing the Discipline Policy, but coaches are expected to enforce the policy in the first instance. The process for enforcing the policy is as follows:

1. Infractions (including those involving the coach) should be reported to the coach for informal resolution. Any penalty which results in a player or coach being ejected from a game or being suspended for a subsequent game shall be a violation of the WHA Discipline Policy.
2. If the infractions persist, they should be reported to the Board. Any penalty which results in a player or coach being ejected from a game or being suspended for a subsequent game shall be reported to the Board. The head coach is responsible to report the penalty within 48 hours of the game in which it occurs.
3. The Board will appoint one or more members as an Ad Hoc Investigatory Committee to meet with the grievant and the individual or individuals whose conduct gave rise to the grievance. The Investigatory Committee will report to the Board the results of their investigation. Along with their report, they will submit a recommendation as to whether the matter can be resolved through informal Board intervention, or whether cause exists for a disciplinary hearing.
4. Upon consideration of the Investigatory Committee report, the Board will decide whether to drop the investigation, appoint someone to counsel the individual with respect to his or her conduct, or to conduct a disciplinary hearing.

5. The individual or individuals whose conduct gave rise to the grievance will be known as the Respondent in any disciplinary hearing. The Chair of the Investigatory Committee will prosecute the grievance before the Board. The Respondent will be given reasonable notice of the hearing and an opportunity to be heard. The President will preside at any disciplinary hearing.
6. In accepting evidence at the hearing, the Board shall be guided by, but not bound by, the Ohio Rules of Evidence.
7. In making its decision, the Board shall consider the totality of the circumstances, the best interests of the organization and its youth members, and shall give due regard to the best interests of the Respondent.
8. The Board shall issue whatever decision it deems just, including an order that a parent may not attend games, terminating a coach or assistant coach's services, or expulsion of a skater from the organization.
Any vote to expel a skater from the organization will require the affirmative unanimous vote of Board Members. Other decisions shall be by majority vote of participating Board Members. The Board's decision is final and not appealable. A skater expelled from the organization is not entitled to any refund.
9. The WHA Board has developed a Winterhurst Hockey-Player Code of Conduct. This Code of Conduct will be reviewed and signed by every Winterhurst player annually prior to the start of the new season. Included in this Code of Conduct is the Tiers of Violations and the potential associated Penalties for those violations.

2. WHA Uniform Number Policy

Note: This is a uniform number "retention" policy. Therefore, the intent is to try to prevent costly and unnecessary uniform number changes. Therefore, the overriding criteria for uniform number will be if a player played with a given number the previous year, and already has jerseys with that number, then they will be allowed to keep that number, even if a player with priority (defined below) wants that number.

If more than one player on a newly formed team has the same uniform number, the club rule regarding who retains the number is as follows:

- 1st) A player that played at Winterhurst the prior year always has priority over an "import" who played at another organization. Spring season does not apply.
- 2nd) The player, who played on the exact same level/team the previous year, gets to keep the number.
- 3rd) The player who played on the higher level the previous year. In this scenario Age beats level, for example Squirt3 beats Mite1.

4th) In the event of a tie on the above two criteria, the tie-breaker are CONSECUTIVE years in the organization.

5th) In the event of a tie on the above three criteria, the tie-breaker is a coin toss, witnessed by the head coach.

3. Program Transfer Policy

If it occurs that after tryouts are finished, and teams are finalized, that a player from another organization wishes to transfer from that organization to the WHA. While the WHA does not participate in active recruiting, it is generally in WHA interest to build our base and to accept transfers. This all needs to take place within the guidelines of the CSHL rules, (i.e. player must get a release from former organization before they can be rostered with WHA, and player must be rostered before playing in a WHA contest).

There is always an issue with placing such a transfer in that if they are placed on a team other than our last picked team, there may be issues with the player who is perceived as the last child "not picked" for that team. To that end, placing a mid-season transfer from another program should follow the following guidelines. Please remember the idea is to place this player on the team he belongs, without being unfair to other organization members who have already been rostered.

- 1) Player should be invited to a practice of the team he could expect to make. That coach then decides if this child "clearly" belongs on his team. In general, this player should qualify at or above the middle of his players in talent.
- 2) If in the Hockey Directors opinion, this player qualifies as a top-half player, he then makes a formal appeal to the Board to add this player.
- 3) Coach/manager should then work to get the player's CSHL release, and to get the player rostered prior to any play on his team. Note: It is the transferring player's responsibility to procure the release from previous organization and to get this into the hands of the WHA coach/manager, to be forwarded to the Registrar.
- 4) The Coach should also consider the impact of adding an additional skater, since in NO CASE will a player from that team be sent down to a lower team to make room for the added player.
- 5) Should the Hockey Director decide that the transferring player is a lower half, or bubble player for this team, this player should not be rostered and instead sent to the next practice for the team below for a similar evaluation.
- 6) The talent decision lies solely in the discretion of the Hockey Director, however the Board reserves the right of approval for all player transfers of this sort.

Again, remember, the sole purpose of tryouts are to place a player on a team that his/her talent level dictates.

4. Missing Tryout Policy

It often occurs that a player may miss some or all of the tryout sessions. If this is true for a legitimate reason (injury, etc.), the following rules will be used to place the player on the appropriate team.

There is always an issue with placing such a player in that if they are placed on a team other than our last picked team, there may be issues with the player who is perceived as the last child "not picked" for that team. To that end, placing this player should follow the following guidelines. Please remember the idea is to place this player on the team he belongs, without being unfair to other organization members who have already been rostered.

(see above regarding mid-season transfers)

- 1) If at the Hockey Directors discretion, this player is known, and clearly would have made his team, this player may be picked and named after the tryouts are complete.
- 2) If the player is unknown, the procedure will be much like that of a mid-season transfer. The player should be invited to a practice of the team he could expect to make. The Hockey Director then decides if this child "clearly" belongs on that team.
- 3) If in the Hockey Directors opinion, this player qualifies as a top-half player, he then makes a formal appeal to the Board to add this player.
- 4) Coach should also consider the impact of adding an additional skater, since in NO CASE will a player from that team be sent down to a lower team to make room for the added player.
- 5) Should the Hockey Director decide that the transferring player is a bubble player for that team, this player should not be rostered and instead sent to the next practice for the team below for a similar evaluation.
- 6) The talent decision lies solely in the discretion of the Hockey Director, however the Board reserves the right of approval for all player transfers of this sort.

Again, remember, the sole purpose of tryouts are to place a player on a team that his/her talent level dictates.

5. Playing Up/Multi-Rostered Skaters

Players wishing to play above their age level, or players who may be rostered on multiple teams are at the sole discretion of the Hockey Director and approval by the Board of Directors. In most instances WHA believes that players should play within their designated age bracket, but exceptions will be made on a case-by-case basis. Any player wishing to play up or be rostered on more than one team will also be subject to the rule and policies of the CSHL on this matter.

6. Locker Room Policy

In accordance with USA Hockey, the Mid-Am District, and the CSHL, WHA has adopted the proposed Locker Room Policy they have recommended. The policy is as follows:

Locker Room Monitor is required any time players are in a locker room (games or practices)

1. All locker room monitors must be listed on the team's official roster

a) The Head Coach listed on the team's roster is the default locker room monitor unless otherwise documented

b) If an assistant coach or volunteer is the locker room monitor, the locker room monitor's name must be circled on the score sheet

2. Co-ed teams must have a gender appropriate locker room monitor for each locker room

3. If a single player is present, the locker room should be monitored by at least 2 adults until additional players arrive

4. A Locker Room Monitor must be documented (circled if possible) on all score sheets

7. Reimbursement for Fees

It is WHA policy that any fees incurred by a Board Member, Coach, or Team Representative on behalf of the WHA will be reimbursed. These fees include but are not limited to:

USA Hockey Coaching Registration Fees

USA Hockey Continuing Education Fees

Safe Sport Education Fees

Background Check Fees

END of Policies

