

Capital City Youth Hockey Association

Bylaws

CAPITAL CITY YOUTH HOCKEY ASSOCIATION

BY-LAWS

As Amended September 2025

Table of Contents

Article I – Membership

Article II – Government

Article III – Elections-Directors

Article IV – Directors

Article V – Meetings

Article VI – Standing Committees

Article VII – Additional Staff

Capital City Youth Hockey Association

As amended September 2025

Article I – Membership

Section 1 – Acceptance

Acceptance of youth into activities of this Association shall not contravene the principles of membership set forth in the Constitution.

Section 2 – Application

Membership shall be by application, completed in its entirety and accompanied by the annual dues payment or dues payment installment plan established by the Board for that year.

The “Application” and “Release and Assumption of Risk” must be signed by a parent or legal guardian for any applicant under the age of 18 years.

The Association will accept all applications and will make acceptance decisions without regard to race, color, religion, creed, sexual orientation, national origin, citizenship, gender, age, or any other legally protected status. See Section 4 below for clarification of denial.

Section 3 – Dues

The Board shall set the dues amount for each age group at each level of participation prior to the

commencement of the season. This includes but is not limited to, Travel, Rec Travel and House League.

The Board, prior to the commencement of the season, shall also determine installment plans if applicable.

Any applicant not financially capable of paying his or her annual dues may negotiate a payment plan with the Treasurer or apply for financial assistance through the Scholarship Committee. Any payment plans other than that established above shall be in writing, signed by the applicant and supported by a majority vote in support by the Board.

Only one 10% discount can be applied to a player, NO double/stacking discounts: goalie, multi-sibling, active military, head coach's player

Player Dues must be paid in FULL by January 15 th unless other payment arrangements are made and approved by the Board.

Scholarship Policy: The scholarship due date for the first round of scholarships is August 1 st The first round of Scholarships will be issued by August 15 th . Applications will be accepted for Scholarship Round Two until August 31. The second round of Scholarships will be approved in the September meeting if funds are still available. Applications for Scholarships may be accepted after September at the discretion of the board for extenuating circumstances that may arise with players and families.

Scholarships Only available to House + and Travel players. Exceptions will be made for extenuating circumstances to be approved by the board.

A player cannot receive a discount and Scholarship.

*The player discounts will come out of the Association Budget and not the individual team budgets that are approved by the board.

**REGISTRATION DEPOSIT POLICY: Once a player accepts a roster spot and submits the registration payment to CCYHA following tryouts, the payment is nonrefundable.

10/2025

Section 4 – Denial of membership

Application for membership will be denied if:

Dues from prior year were not paid.

Prior suspensions are still outstanding.

Equipment or other obligations from a prior year are still outstanding.

Proof of age not received within five days of request by the Association.

Proof of proper medical/accident insurance coverage is not received within five days of being

requested by the Association.

The applicant is transferring from another organization, and there are outstanding monies or other obligations due to that organization. Denial will be lifted once a letter from the previous organization is received stating all obligations have been fulfilled.

Other considerations brought to the attention of the Board that are inconsistent with the purpose, principles or philosophies of the organization.

Proof of current season USA Hockey Registration number.

Official denial requires a majority vote in support by the Board.

Section 5 – Membership limits

The Association shall accept participants only up to the number of roster positions and teams that can be responsibly supported based on budgetary constraints, ice availability, staffing, and the overall organizational health of the association, as determined by the board of directors. The board of directors shall have final authority in establishing the number of teams and available roster slots, in consultation with the head coaches, and in accordance with USA Hockey and CAHA guidelines.

Amended 1/20/2026

Section 6 – Participation and Suspensions

No member may commence participation in any activities of this Association until he or she has met the requirements as set forth in this article.

Any member can be suspended from participation in the activities of this organization if said member violates any rule or regulation, as set forth, by the Constitution, CCYHA By-Laws, Carolina Amateur Hockey Association (CAHA) and USA Hockey Guidelines. Suspension requires a majority vote by the Board.

Article II – Government

Section 1 – General Supervision

The Board of Directors shall have general supervision of the affairs of the Association and are charged with carrying out the Articles in these By-Laws.

9/23

The rules contained in the current edition of “Robert’s Rules of Order Newly Revised” shall govern proceedings of the Association in all cases where applicable providing they are consistent with these By-Laws and any special rules of order the Association may adopt.

These By-Laws may be amended at any regular Board meeting by majority vote in support by the Board, provided the amendment was submitted in writing at the previous Board meeting or 14 days

in advance.

Section 2 – Finance/Budgets

Funds of the Association shall be withdrawn from the bank with which they are on deposit by the signatures of the President and/or Treasurer.

No obligations shall be made in the name of the Association without prior approval of the Board.

Normal operating costs identified, as part of the annual operating budget, shall be deemed approved with acceptance of the budget. No monies over \$250.00, outside the budget, shall be disbursed without approval of a majority in support by the Board. Approval may be at a Board meeting or via special meeting conference call.

The organization may receive gifts and contributions and may raise and use funds in any manner that qualifies for exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Revenue Law).

Special functions such as tournaments or development programs outside of normal league functions shall have a budget submitted to the Board for a majority approval.

Once the season has ended, no later than April 15, the remaining funds in the House and Travel Team Budgets will be reallocated to the CCYHA general fund.

The fiscal year shall be established as July 1 through June 30.

*The House budget is managed and ran by the CCYHA board under the house program. There are no individual house team budgets.

***Coaching Reimbursement Policy**

The CCYHA shall reimburse coaches for required USA Hockey coaching education and certification fees, provided all required components are completed by December 31 of the applicable calendar year. If a coach does not complete the required USA Hockey coaching requirements by December 31 but is granted an extension to complete the requirements in January of the following year, CCYHA will reimburse only the original cost of the course. Any additional fees, late charges, or costs associated with completing the requirements after December 31 shall be the responsibility of the coach.

***Potential Travel Player Reimbursement at the end of the season**

Travel player reimbursement for overpayment of any travel team where the budget exceeds \$3,000 after all players have paid tuition, all offerings', expenses, and reimbursements have been distributed. The CCYHA Board of Directors will hold a vote to determine the reimbursement amount to players. (Scholarships granted to any players cannot be included in reimbursement, per CCYHA accountant.)

Section 3 – Indemnification

No Director shall be liable, responsible, or accountable in damages or otherwise to the Association or to any Member thereof for any liability or loss relating to the performance or non-performance of any act concerning the business of the Association, provided that such member was acting in good faith and within the scope of his/her authority.

The Association shall indemnify and hold harmless each member of the Board against any liability, loss, or threat of liability or loss, including legal fees, as a result of any claim or legal proceeding relating to the performance or non-performance of any act concerning the business of the Association, provide that the Director was acting in good faith and within the scope of his/her authority.

The Association and its members, jointly and severally, hereby release each member of the Board from any liability or loss to the Association or the Members under the circumstances set forth in this section.

9/23

Article III – Elections-Directors

Section 1 – Board Directors

The following Directors make up the Board. All positions have voting rights. All positions should make efforts towards fundraising, marketing, and recruitment to the CCYHA Association.

CYHA Voting Board Members shall not be married or co-habitate and/or share the same address with another voting CCYHA board member.

President

Vice President

Secretary

Treasurer

USA Hockey Registrar

Coaching Director

Youth Hockey Coordinator

Section 2 – Elections

The membership will be notified of any vacant Board positions by the time of the next Board meeting since the vacancy developed. The notice will request any member interested in filling the position to notify the President of their interest. Credentials and experience

should be identified in the application.

Applications will be reviewed by the Board.

Requirements:

A potential Board member must be in good standing with Capital City Hockey or any other Ice Hockey Association.

A potential Board member must have served in the association for a minimum of 1 year.

A potential Board member cannot be a coach.

Additional applicants may be nominated by the board. A ballot of applicants will be provided to the membership if there is more than one. At least fourteen (14) days shall exist between the vacancy notice and the ballot distribution. The members will have at least fourteen (14) days to review the ballot.

An Election will take place where each member (parents) will be able to cast a single vote per open position per registered player. The elections must be held during the regular season at a time giving the maximum amount of members a chance to cast their vote(s).

The ballots will be collected manually or electronically by 2 board members not up for election or running in the election. Ballot collection can be performed in 1 day or up to 1 week to ensure maximum representation. The elected will be announced to the membership within 5 days after the final voting period ends. If there is a tie a run off will occur between the two candidates and the election process will be as stated above.

Section 3 – Vacancies

General

Vacancies on the Board or in any office shall be temporarily filled by a nominee receiving majority vote in support by the Board. Such appointee shall serve until an election as described in Section 2, for the vacant position is completed.

Absence

A vacancy is deemed to exist if any Director has been absent, without justification, from three (3) consecutive Board meetings. A temporary replacement may be designated by the Board with majority approval for the purpose of fulfilling the obligations of the Director. The temporary replacement will cease to perform the Director role when the Director is able to return to active status, is able to fulfill the duties of the Director

9/23

8

position and has received turnover from any temporary replacement. Turnover shall be documented

and acknowledged at a Board meeting prior to resumption of duties.

Suspension

A Director may be removed from the Board by majority vote if:

The Director has been absent from three (3) or more consecutive meetings without acceptable justification.

A conflict of interest is discovered

The responsibilities of the Director position have not been performed in a satisfactory manner.

The Director is suspected of criminal action. In this case, proper authorities will be contacted. If the Director is convicted, they are immediately removed from the Board.

The subject Director shall be informed five (5) days prior to a meeting of the Board to discuss and vote on such action. Following said meeting, the outcome of the Board's decision shall be effective immediately and immediately conveyed to subject Director in writing or email.

Resignation

Any Director desiring to resign may do so by giving notification of their intent to the President in writing or via email. The President will convey this information to the Board prior to the next Board meeting. The minutes of the next Board meeting must record this resignation, and it is at this Board meeting when the resignation becomes effective.

Such a vacancy shall be filled as outlined in Section 3. The director resigning should assist in finding a replacement and perform turnover with the incoming director on their position, its duties, account login and passwords, and ongoing or critical activities.

Section 4 – Terms

Board Members shall serve a term of two (2) years with the exception of Treasurer who shall serve three (3) years in order to have continuity with taxes. If the director has no opposing candidate during the election process, they can maintain their position until a candidate comes forth to run for the position. If a board member is elected after the end of their term, a new term begins.

Section 5 – Supplementary Authority of the Board of Directors

The Board shall have the power to:

Select or transfer any player from one team to another to balance play in accordance with CAHA and USA Hockey rules.

Shall sanction all “travel teams” which play against teams outside this Association.

Make final decision(s) regarding requests for players to “play-up”.

9/23

Article IV – Directors

Section 1 – PRESIDENT

Purpose

The President is the leader of the Association and is ultimately responsible for the Board. Duties

Preside at all meetings and enforce all rules and regulations relating to this

Association.

Be responsible for creating an agenda for all Board meetings and deliver said

agenda at least seven (7) days prior to that meeting where applicable.

Call meetings of the Association, at their discretion or upon request of a majority

vote in support by the Board.

Attend monthly CAHA webinars and report information back to the CCYHA Board.

Be an ex-officio member of all committees.

Act as official spokesperson of the Association.

Notification of all correspondence within the Association.

Be custodian of all official records of the Association excluding current year

financial records in the possession of the Treasurer necessary for performing the

duties outlined in Article IV Section 3.

Sign yearly tax returns, and co-sign financial documents and/or accounts as the

responsible party for the Association.

Manage the email account for position.

Section 2 – VICE PRESIDENT

Purpose

The Vice President shall implement various programs and policies of the Association.

This may include the assumption of duties of other Board positions during vacancies,

duties of member volunteers, or other unspecified duties that become a priority.

In the absence of the President, or in the inability or refusal of the President to perform their duties

as defined in Article IV Section 1, the Vice President shall act as the

President. When acting as the President, the Vice President shall have all the authority and

restrictions of the President.

Duties

Carry out appropriate policies, programs, orders, and resolutions approved by the Board.

Manage email account for the Vice President position.

Appoint chairpersons of any standing committees.

Serve as the Point of Contact for equipment and Association assets.

Ensure that all travel teams utilize the designated media and communication platforms.

Act as chairman on the Disciplinary Committee.

Maintain a log of Disciplinary actions taken, disciplinary hearing results, and any other pertinent information. Make sure all suspensions have been served and if By Law 10 hearing was necessary to send off all paperwork to the Vice President of CAHA.

3. Uphold and advise all disciplinary rules from our governing bodies CAHA (Carolina Amateur Hockey Association) and USA Hockey.

9/23

Section 3 – SECRETARY

Purpose

The Secretary is responsible for communication and records of the Board and Membership.

Duties

Record proceedings of all Board meetings and distribute copies of the meeting minutes to all Directors within seven (7) days of meeting.

Circulate all correspondence of vacancies to all members

Send a weekly newsletter to all members.

Manage email account for Secretary

Section 4 – TREASURER

Purpose

The Treasurer is responsible for all financial matters of the Association

Duties

All monies payable to and disbursed from the Association shall be the responsibility of the Treasurer. This person is responsible for compliance with Article II, Section 2.

Deposit receipts of the Association on a timely basis.

Keep a detailed hard copy of all transactions with verified balances on a

monthly basis. Said hard copy shall be of a format acceptable for the Internal Revenue Service.

Submit a financial report at each meeting of the Board or when called upon by the President to do so.

Submit to the President, at the end of each fiscal year, a report detailing all receipts and expenditures of the organizations for the previous year and verification of all balance sheet accounts.

Provide documentation of the financial affairs of the association as requested by the Board.

Submit a proposed annual operating budget detailing income and expense line items within 30 days prior to the beginning of the fiscal year.

File all sales tax reports or forms required by the South Carolina Department of Revenue.

File annual tax return or other forms as required by the Internal Revenue Service.

Be the contact person for the Scholarship Committee.

Section 5 – USA HOCKEY REGISTRAR

Purpose

The Association is required by USA Hockey to ensure all players have the correct paperwork to be properly registered with USA Hockey.

Duties

9/23

11

USA Hockey contact point for all registrations.

Maintain and is knowledgeable of USA Hockey Registrar software.

Attend any seminars for Registrars.

Manage email account for Registrar.

Maintains all registration of all players in the Organization.

Work closely with Team Managers, Head Coach and Coaching Director and coaches to ensure teams are properly rostered and all coaches are properly certified.

Section 6 – COACHING DIRECTOR

Purpose

The Coaching Director is the coaches' representative on the Board. This position

should focus on all items that involve coaches that would not be considered direct player development.

Duties

Contact point between association and CAHA/CHL on team/travel issues.

Manage coaching director email.

Maintains the library or reference material. This should include house practice plans and off-ice training. It may include travel plans and other material to help coaches develop players.

Organize and lead coaching meetings.

Maintain and share with the Registrar list of all Association coaches and their pertinent information and communicate requirements for compliance with USA Hockey and CAHA.

Request and receive the applications from coaching candidates at all levels of participation. Requests for travel coaches need to be made by February in order to vote for new head coaches in March prior to tryouts.

Provide recommendations to the Board for coaching candidates at all levels of participation.

Coordinate with coaches and Board to develop and maintain the Association's philosophy and ensure coaches are accountable for following that philosophy.

Leads the Player Development Committee.

Be the contact point for all "play-up" and "practice up" requests. Consult with coaches and present results to the Board for final decision.

Communicate parent education initiatives between USA Hockey and the Association.

Act as a member on the Disciplinary Committee.

Section 7 – YOUTH HOCKEY COORDINATOR

Purpose

The Youth Hockey Coordinator is often the first point of contact for all players and families involved in the Association.

Duties

9/23

12

Serve as the liaison between the Board, the members, and participants in the

house.

Solicit volunteers in the house programs.

Lead the efforts for Try Hockey for Free event. Responsible for getting volunteers and working with the Equipment Manager coordinating gear fitting.

Represent team managers and other volunteers on the Board

Manages and Updates hallway bulletins, schedules photographer for entire membership. Maintain player photos, and information on the designated media and communication platform Facebook.

Manage the email account for Youth Coordinator

Article V – Meetings

Section 1 – General

There shall be regular meetings of the Board, duly announced, and not less than quarterly. It is recommended that the Board meet monthly during the playing season.

These meetings are open to the membership, but said members have no vote.

Directors only meetings may be scheduled as deemed necessary to the Board.

Meeting minutes will be approved by a majority vote in support by the Board at the next Board meeting. Directors can approve the minutes in writing or via e-mail. The Secretary must record the voting results. The secretary will record and distribute the meeting minutes within 7 days of the Board Meeting

Each Board member is required to attend all scheduled meetings. Meeting attendance will be documented by the Secretary at all scheduled meetings.

Section 2 – Startup

It has been custom of this Association to hold a general meeting at the season's start-up to acquaint new and old members with the coming season's plans. This meeting should be held after all tryouts and team selections have been completed.

Article VI – Standing Committees

Section 1 – Disciplinary Committee

Purpose

The purpose of the Disciplinary Committee is to regulate and enforce behavioral standards to all CCYHA members (Parents, Players, Coaches, and Volunteers). A

Disciplinary Committee hearing will be used as the rehabilitative and accountability tool utilized by the CCYHA to enforce the code of conduct and curb conduct that is

incompatible with USA Hockey rules and regulations, Safesport, and in our society. This committee should in no way replace actions taken for most infractions being handled at the head coach level, but instead address repeated or major infractions

Duties

9/23

13

The Disciplinary committee will consist of a Chairman (normally the Vice President or the Coaching Director), and two Co Chairmen appointed by the Vice President
All committee members will be considered "with vote".

Chairman must notify parents by email and or phone call concerning the disciplinary action against their player and explain the disciplinary process to parents prior to interviews.

Conduct interviews, internal fact-finding investigations, and hold Disciplinary hearings on offending members in support of personal accountability and character development.

Conduct a committee vote during disciplinary hearings to determine innocence or guilt of the member in question and determine the appropriate rehabilitative tool(s) or process to address the behavior.

Establish and maintain policy regarding disciplinary hearings and procedures therein.

Aid the CCYHA board of directors in educating members in USA Hockey Rules/Regulations, Code of Conduct, and Safesport.

Maintain a log of Disciplinary actions taken, disciplinary hearing results, and any other pertinent information.

Section 2 – Player Development Committee

Purpose

The primary purpose of the Association is to provide an environment where youth can learn, participate, and excel in the sport of ice hockey. This committee will develop and enforce the appropriate training objectives and actions for the players and coaches. This committee will be responsible for organizing and running team tryouts (unless the team head coach is established, in which case the head coach will lead team tryouts) at the beginning of the season and for continuous evaluation of players during the season.

This committee will be determined and led by the Coaching Director who will

communicate on its behalf with the Board.

Duties

Review and understand the USA Hockey American Development Model (ADM).

Determine any specific development objectives to meet the needs of the Association.

Develop specific evaluation format and tool for each age group.

Solicit and assign volunteer duties for evaluations as needed. This will include all on and off-ice volunteers.

Ensure the evaluation process is fair and equitable for all participants.

Evaluate players and communicate development goals to coaches. Coaches are directly responsible for communicating development goals to players and parents.

Article VII – Additional Staff

Section 1 – Ice Scheduler

Purpose

The purpose of the Ice Scheduler is to serve as a single point of contact between the CCYHA and the Ice Rink. Having a single point of contact ensures that duplicate or conflicting ice schedule requests do not occur. All requests for ice from the CCYHA, changes in schedule by CCYHA or by Ice Rink will be managed by the Ice Scheduler.

Duties

Maintain a schedule for all CCYHA on-ice events. This schedule should be visible to the Board, Team Managers, and Head Coaches.

Coordinate CCYHA schedule with Ice Rink schedule.

Coordinate referees with the referee coordinator for CCYHA games and scrimmages.

Submit requests to lease ice from Ice Rink by the CCYHA. Receive confirmation of those requests or communicate alternatives to the original requestor.

Provide Team Managers (and/or Head Coaches) exact times for their on-ice events. f.

Communicate changes to the schedule driven by Ice Rink to the Board.

Section 2 – Equipment Manager

Purpose

The purpose of the Equipment Manager is to manage the equipment room. This includes fitting new players with rental gear so they may participate in hockey, keeping

the equipment room organized and inventoried, maintaining a log of renewal fees for continued renters, and utilizing the inventory to apply for replacement equipment grants each season.

Duties

Communicate with and set up a time to meet with parents and players for fitting.

Maintain the equipment room in an orderly fashion and the overflow space outside the room in the attic.

Collect equipment and renter information and payment at time of rental.

Remind renters and collect renewal fees beginning in August of the new season.

Inventory the equipment and present to the board of directors, at the end of each season. This helps when applying for grants the following season.

SECTION 3 - Miscellaneous

UNIFORM - House and Travel jerseys are separate, if you are in house whether you are a part of a plus or tournament team, or a league, if you register under house, the player wears CCYHA board approved house jerseys. If you are a travel player, you wear CCYHA board approved travel jerseys for all official games.

NO advertising is allowed on the Cyclone uniforms for house or travel to include jersey and socks.

Advertising on helmets must be approved by the CCYHA Board of Directors.

TRYOUTS - Coaches have 48 hours to turn in rosters when it falls on a holiday weekend, otherwise the rosters should be emailed to all current board members within 24 hours after the team's tryout.