

Canton Akron Hockey Association – By-Laws

PREAMBLE

The Canton Akron Hockey Association (CAHA) was founded to introduce the sport of Ice Hockey to the youth of the Greater Akron-Canton region. We support a philosophy that provides a fair opportunity for all to participate in our sport. We encourage participants to learn the basic skills and provide the opportunity for advancement according to their skills, desire, and ability.

DEFINITIONS OF TERMS

Executive Board: The elected board of nine members chosen to serve the greater good of the organization according the by-laws adopted herein.

Officers: The five members of the board elected to alternating two-year terms of service on the Executive Board in the positions of: President, Vice President, Secretary, Treasurer, and Fundraising Chair, with duties and responsibilities detailed herein.

Division Delegate: One of the four annually elected positions to the Executive Board, representing each of the four levels of youth hockey at CAHA - Mite, Squirt, Peewee, Bantam.

Member: Any of up to two people per player family with a voting interest and general involvement with the CAHA program.

ARTICLE I — TITLE

This group henceforth will be known as the "Canton Akron Hockey Association". The accepted abbreviation of the group will be "CAHA".

ARTICLE II — OBJECTIVES

The Objectives of CAHA are:

- To encourage youth participation in ice hockey.
- To promote interest in and knowledge of the game of hockey.
- To teach and demonstrate the ideals of fair play and good sportsmanship.
- To provide the financial support necessary to support the program.

ARTICLE III — POLICIES

Section 1: Business Structure

The Canton Akron Hockey Association is a non-profit 501(c) 3 Organization. A copy of the Articles of Incorporation shall be kept on file with the Secretary and securely stored in a shared electronic drive accessible by all active board members.

Section 2: Affiliations

CAHA shall be affiliated with USA Hockey or its successor and shall maintain its affiliate agreement, a copy of which is recorded and on file with the Secretary and securely stored in a shared electronic drive accessible by all active board members.

Section 3: Non-sectarian / Non-partisan

CAHA shall be non-sectarian and non-partisan.

Section 4: Commitments to Other Organizations

Commitments made to other hockey organizations and agencies which bind CAHA must be made with the approval of the Executive Board.

Section 5: Earnings Distribution

No part of the net earnings of the association shall inure to the benefit of, or be distributed to its members, trustees, Officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions as determined by officers. Distribution examples include but are not limited to coaches' stipends and team credits.

Section 6: Exoneration from Personal Liability

The Canton Akron Hockey Association hereby consents and declares that each officer, member of the Executive Committee, and members of all committees and all elected or appointed officials in any capacity shall be deemed to have assumed office or assignment on the express understanding, agreement, and condition that each one of them and their heirs, executors, and administrators, estate and effects respectively shall from time to time and at all times be indemnified and saved harmless out of the funds of the Canton Akron Hockey Association from and against all liabilities, judgments, costs, charges, and expenses whatsoever which such member sustains or incurs in or about any action, suit, or proceeding which is brought, commenced or prosecuted against them for and in respect to any act, deed, matter or thing whatsoever made, done, or permitted by them in or about the execution of the duties of their office and also from and against all other costs, charges, and expenses which they sustain or incur in or

about or in relation to the affairs thereof except such costs, charges, or expenses as are occasioned by their own willful neglect or default.

Section 7: Good Conduct and Discipline Policy

For the purposes of managing disciplinary issues within the program, the Good Conduct and Discipline Policy and Process was developed to support overall positive outcomes for the benefit of the CAHA organization and its players and members. The policy and process can be found in its entirety in Appendix A.

ARTICLE IV — MEMBERSHIP

Section 1: General

- a. Each family with a child or children registered as a player in the Canton Akron Hockey Association shall be entitled to two (2) voting memberships.
- b. Voting memberships shall be limited to two (2) voting members per family regardless of the number of players enrolled in the program.
- c. All members are expected to conduct themselves in a sportsmanlike manner at all practices and competitive events.
- d. Any member whose conduct is not found to be in compliance with Section c. above is subject to review and possible suspension from membership rights.
- e. Voting members must be 18 years of age or older.
- f. Members are encouraged to be as active in CAHA as time and other responsibilities allow. Active participation in the many committees and programs sponsored by CAHA is strongly encouraged and appreciated.

Section 2: Membership Requirements

- a. All families must indicate at the time of registration the two (2) persons who will be designated as voting members of CAHA.
- b. Voting members must be in good financial standing with CAHA in order to vote by ballot in the general election held at the annual meeting, and any other general membership voting opportunities.
- c. Good financial standing shall be defined as either all assessments and other charges are paid in full; or financial arrangements, acceptable to and approved by the Executive Board, have been made and are current.

Section 3: Membership Rights

- Voting members shall be entitled to participate in and vote at all general and special meetings held each year.
- Voting members shall be entitled to vote for all elected CAHA officers.
- Voting members are eligible to serve on any committee or in any elective position appointed by the Executive Board.
- Voting members shall be entitled to serve in any elected office for which they are nominated and elected, subject to their eligibility under Article VII.
- All head coaches are prohibited from holding any elected office.

ARTICLE V — EXECUTIVE BOARD AND OFFICERS

Section 1: General

- a. The Executive Board for CAHA will be made up of nine (9) elected positions. Officers of the Executive Board will include the President, Hockey Operations & Communications Director, Secretary, Treasurer, and Fundraising Chair, for a total of five (5) officers. In addition, one (1) Division Delegate from each player division for which a team is fielded – Mite, Squirt, Peewee and Bantam. Division Delegates must represent a division in which they have an active hockey player in the family.
- b. These officers shall perform the duties prescribed by these Bylaws, the duties discussed in Article VI and by the parliamentary authority adopted by CAHA.
- c. Officers and Division Delegates shall serve as representatives of all the parents and players and shall not represent the personal agenda of any individual player, team, or group.
- d. No member shall hold more than one office at a time.

Section 2: Election and Term Length

- a. The officers shall be elected by secret ballot at the annual election held in March of each year.
- b. The term of office for all officers shall be two (2) years, April 1st to March 31st or until their successors are elected. Each election year, at least two (2) and no more than three (3) officer positions will be up for election, to retain knowledge and momentum from the current board initiatives and efforts.
- c. The term of office for all Division Delegates will be one (1) year, April 1st to March 31st or until their successors are elected.

- d. Outgoing officers shall give any assistance and guidance that is requested by the incoming officers to provide a smooth transition.
- e. There are no term limits associated with any positions on the Executive Board. Members will remain eligible to be elected and serve in the position for as long as they meet the requirements listed herein.

Section 3: Mid-term Vacancy

- a. In the case of a mid-term vacancy in a particular role on the Executive Board, except for the office of President, the President shall present to the Executive Board a list of candidates for the vacated office.
- b. The list of candidates shall be compiled from, but not limited to, nominees from the previous election and chairpersons from standing or special committees.
- c. The Executive Board shall select an appointee from the available candidates. A 2/3 majority affirmative vote of the Board shall be required for appointment to fill the non-expired term. A vacancy in the office of President shall be filled by the Vice President, and then the Vice President role shall be backfilled according to the process in this section.

ARTICLE VI — DUTIES OF THE EXECUTIVE BOARD

Section 1: The President as Chief Executive shall:

- a. Preside at all general and Executive Board meetings.
- b. Appoint a parliamentarian and all standing and special committee chairpersons.
- c. Enforce and uphold the Bylaws and Standing Rules of CAHA.
- d. Vote at all general and Executive Board meetings. The President shall retain the right to vote by ballot at the general election.
- e. Supervise the activities of CAHA and make periodic reports to the general membership.
- f. Serve as an ex-officio member of all committees except for the Nominating, Auditing, and Teller's committees.
- g. Lead the development of an annual budget, with the support of the Treasurer.
- h. Support the role of the Hockey Director in the management of the Hockey Program as needed.

Section 2: Vice President shall:

- a. Serve as acting President in the President's absence.
- b. Serve the non-expired office of President should that office be vacated for any reason. For the purposes of this section only, the Presidential eligibility requirements shall be suspended.
- c. Coordinate social media accounts and communications for CAHA.
- d. Oversee all Team Manager engagement.
- e. Support the role of the Hockey Director in the management of the Hockey Program as needed.

Section 3: The Secretary shall:

- a. Provide written notice to all members of the time, date, and place of all general and special meetings.
- b. Prepare a written agenda for distribution at all general and Executive Board meetings.
- c. Record minutes of all general and Executive Board meetings.
- d. Upload minutes to a private, electronic shared drive which will then be accessible to succeeding board members. Publish to the website for visibility by the membership.
- e. Be responsible to transfer all records as noted in “e” to any succeeding secretary.
- f. Manage the CAHA website with support from subject matter experts in the Membership.

Section 4: The Treasurer shall:

- a. Collect assessments and dues; prepare disbursements and keep the books of CAHA by a standard method of bookkeeping. These functions must operate within the approved budget set forth by the Executive Board.
- b. Prepare current written financial reports to be distributed to the general membership at all general and special meetings.
- c. Prepare a summary financial report at the end of the fiscal year for presentation to the general membership at the first general meeting.
- d. The outgoing Treasurer shall be required to remain in office until the end of the fiscal year for completion of the summary report noted in subsection c. above.

They shall remain as an ex-officio officer to assist the incoming Treasurer but shall have no voting rights on the Executive Board.

- e. Be bonded for a sum, to be determined by the Executive Board, sufficient to protect CAHA from loss.
- f. Be responsible for the collection of funds. Disbursements shall be done within guidelines as set forth by the Executive Board.
- g. Development of an annual budget, in partnership with the President.
- h. File taxes (or oversee the preparation of said taxes by an appropriate third party) on behalf of the organization annually.

Section 5: The Fundraising Chair shall:

- a. Compile a committee, solicit member feedback, and organize efforts to plan and contract necessary venues, food, and entertainment to host fundraising efforts and events.
- b. Oversee the planning and execution of all fundraising activities.

Section 6: Division Delegates (Mite, Squirt, Peewee, Bantam) shall:

- a. Represent the best interest of the athletes, coaches, and members from their division of representation.
- b. Be the conduit for two-way communication from the Executive Board to the membership in their division, and from the membership in their division to the Executive Board, for any issues concerns or relevant perspectives to the oversight and management of CAHA.
- c. Support any issues as required within their division related to the Good Conduct and Discipline Policy (Appendix A) or the Grievance Procedure (Appendix B).

ARTICLE VII — NOMINATIONS & ELECTIONS

Section 1: Nominating Committee Selection

- a. The executive board, not less than forty-five (45) days prior to the annual election at the beginning of March, will select a nominating committee consisting of three (3) from the general membership.
- b. In order to serve on the Nominating Committee, it shall be required that all members be voting members as defined in Article IV.

Section 2: The Nominating Committee Responsibilities

The Nominating Committee shall:

- a. Require the Secretary to provide them a roster of voting members who will be eligible to vote in the general election, not less than thirty (30) days prior to the general election.
- b. Compile a list of candidates for the elected offices with no more than three (3) recommendations per office. Candidates for all elected offices must be voting members in “good financial standing” as defined in Article IV. Candidates for the Office of President shall be required to have served one full term on the Executive Board or one full term as the Chairperson of a standing committee. Serving on the Nominating Committee does not prevent nomination for an elected office.
- c. Post in a conspicuous location the list of candidates seeking office, no less than 15 days prior to the election. Previous consent must be obtained from all nominees. Nominations from the floor shall be permitted, only if no candidate has been identified for an elected office.
- d. No person may be nominated for more than one office.

Section 3: Elections

- a. Officers shall be elected by secret ballot. Elections shall be determined by simple majority; in cases where three (3) or more candidates are nominated, election shall be by plurality.
- b. Elections shall be held in a manner which ensures that only those qualified to do so cast a ballot.
- c. The President at the time of the annual election shall appoint a Teller's Committee consisting of three (3) voting members, of which one and only one member is from the Executive Board in a non-reelection year for that member. This Executive Board member will serve as the Chairperson for that year's Teller's Committee. Any voting member of CAHA may serve on the Teller's Committee except members of the Nominating Committee or any current candidates up for election.
- d. The Tellers Committee shall supervise the election process, tabulate the results, determine the winners for each elected office, and communicate those winners to the general membership. No numerical totals will be announced and ballots will be retained for a period of thirty (30) days and then deleted.

ARTICLE VIII — EXECUTIVE BOARD

Section 1: General

- a. The Officers, with the Division Delegates, shall constitute the Executive Board.
- b. The newly elected Executive Board shall be required on or about April 1st, but no later than April 30th to perform the following tasks:
 - i. Determine the Executive Board meeting schedule for the coming year.
 - ii. Determine standing committees for the coming year.
 - iii. Appoint three (3) members to an Auditing Committee for purposes of completing an audit of the previous year's books.

Section 2: Functions and Responsibilities

- a. The Executive Board shall have full power and authority over the affairs of CAHA.
- b. The Executive Board shall have charge and control of all funds and properties of CAHA.
- c. The Executive Board shall serve the function of the Board of Trustees required by law for a non-profit corporation.
- d. The Executive Board shall have the authority to enforce the stated principles of good sportsmanship and proper conduct of all members.

Section 3: Other

- a. Special meetings of the Executive Board may be called by the President or by written request of at least three (3) members of the Board.
- b. Five (5) members of the Executive Board shall constitute a quorum.
- c. The Executive Board may meet in Executive session closed to the general membership if approved by a 2/3 majority of the Board members present.
- d. Board members shall be required to attend Executive Board meetings regularly. Any Board member failing to attend two (2) consecutive meetings shall be immediately suspended. Said member shall show just cause for their absence and at the discretion of the remainder of the Board, may be reinstated or may be removed from office by a 2/3 majority.

ARTICLE IX — MEETINGS

Section 1: Meeting Schedule

- a. Regular board meetings shall be held at least once a month from September through March. All regular board meetings shall be open to the membership. Motion for action may be recognized and/or seconded by any board member in attendance. Each board member is entitled to one vote at regular board meetings. Meeting dates are to be published to the general membership at the beginning of the season by August 31st and again two (2) weeks prior to the meeting date.
- b. Two (2) bi-Annual meetings will be held, at the start of the season in September and at the conclusion of the season in March.
 - i. The September “Fall” meeting will be held to review the previous season with financial conditions and “State of CAHA” reports presented by the Treasurer and President, respectively.
 - ii. The March “Spring” Meeting will be to review election results and induction of any newly elected members. Additionally, a draft budget for the upcoming season should be presented by the President and Treasurer.

ARTICLE X — COMMITTEES

Section 1 – Required Committees

- a. There shall be a Nominating Committee, as outlined in Article VII, for the purpose of nominating new potential officers and division delegates for the Executive Board
- b. There shall be a Teller’s Committee as outlined in Article VII, for purpose of ensuring fairness in all elections, review election results, and announcing outcomes.
- c. An Auditing Committee composed of three (3) members shall be appointed by the Executive Board at its first meeting of a new season. It shall be the responsibility of the Auditing Committee to examine the previous year's books and provide a report which shall be completed by October 31. This report shall be presented at the November meeting. Members of the Auditing Committee shall not be members of the new or outgoing Executive Board.

Section 2 – Other Committees

- a. Such other committees, standing or special, shall be appointed by the President as the general membership or Executive Board shall from time to time deem necessary to carry on the work

ARTICLE XI — HOCKEY DIRECTOR

Section 1 - Contracting

- a. The Executive Board shall contract a Hockey Director, either directly or indirectly through existing arrangements in place with Center Ice. The Hockey Director must not be a member of the current Executive Board.

Section 2 - Compensation

- a. A yearly salary share to be determined by the Board may be authorized in instances required to retain the services of the Hockey Director.
- b. Additionally, an annual bonus will be paid directly to the Hockey Director to incentivize their commitment to continued growth and development in the program. This bonus is currently set at \$75 for every youth hockey player enrolled in the organization at the start of the season (September 1 of each year), above a baseline enrollment of 100 players. If less than 100 players are enrolled in the program, no bonus will be paid.
 1. Example: If 120 players are enrolled and active on a CAHA roster at the start of the season (September 1), the Hockey Director would be due an annual bonus of \$1,500. ($\$75 \times (120 - 100) = \1500)
- c. Any bonus is negotiable in terms and must be approved by the Executive Board annually.
- d. By default, any bonus is to be paid in two (2) equal installments; one on September 15th at the beginning of the season, and one on March 15th at the end of the season.

Section 3 - Candidates

- a. Candidates for the position shall have appropriate experience as a coach, player or hockey administrator and shall be at least 25 years of age.
- b. In the event that the Hockey Director position becomes vacant, the President will commission a Search Committee made up of at least three (3) members and no more than five (5) members. At one (1) or two (2) members must be from the Executive Board, with up to three (3) additional committee membership from the general membership. If the Hockey Director is expected to be employed and provide support for Center Ice Sports Complex, the Search Committee shall work collectively and collaboratively with Center Ice leadership to conduct a joint search.

Section 4 – Job Responsibilities

Hockey Director Responsibilities:

- a. Run CAHA tryouts / player placement with help of evaluators
- b. Oversee player uniforms and Pure Hockey webstore for both youth and high school programs.
- c. Hold coach/managers meeting prior to every season
- d. Develop coaches within the program
- e. Hold in-season meetings with teams (primarily the mites)
- f. Coordinate ice scheduling for all practices, preseason and regular season games
- g. Coordinate player/team picture night
- h. Build budget reports for CAHA showing all ice purchased on a monthly/season basis
- i. Attend all CSHL in-person mandatory meetings
- j. Attend CSHL monthly leadership Zoom calls
- k. Attend all disciplinary hearings between CAHA teams/players with CSHL representatives
- l. Work as the liaison between Center Ice and CAHA for continual player growth and transparency (Learn to skate/ Accelerated Hockey)
- m. Organize community events, including, but not limited to Light-Up-Downtown, Night at the Monsters, University of Akron/Mite game
- n. Seek out and coordinate outside instructors for CAHA athletes (such as power skating and goalie sessions)
- o. Run spring hockey league
- p. Create the yearly spreadsheet showing coaching reimbursements and stipends
- q. Collect all USA hockey registrations for players, coaches, managers and locker room monitors
- r. Recommend and/or select appropriate tournaments for each level and/or team to participate in throughout the year.
- s. attend all general and Executive Board meetings
- t. Build team rosters that are certified through CSHL/USA Hockey for in season teams and tournament teams
- u. Handle the productions of dasher ads with Center Ice management

Shared Responsibilities – Hockey Director / Executive Board

- a. Manage player registration / financial dues (selected board members)
- b. Player/goalie recruitment
- c. Placing/recruiting coaches on a seasonal basis
- d. Coordinating the player banquet
- e. Coordinate and facilitate Try Hockey for Free sessions

Additional Executive Board Responsibilities

- a. Manage the CAHA website and other social platforms
- b. Coordinate end of year fundraiser and all fundraising opportunities
- c. Run monthly board meetings in season
- d. Handle the holiday spirit wear (Midwest Genuine, yard signs, ornaments, etc)

- e. Place team managers
- f. Organize locker room monitors
- g. Delegate funds to each team as see fit
- h. Reimburse coaches for certifications. Pay out stipends to head coaches

ARTICLE XII — PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, 1990 edition, shall govern this association and its constituent parts except as provided by these Bylaws.

ARTICLE XIII — DISSOLUTION

Upon dissolution, all assets will be distributed to Center Ice Sports Complex for the sole purpose of continuing the pursuit of a strong local youth hockey program in the Canton / Akron, OH area. Alternatively, funds may be donated to a local charity pursuant to Section 501(c)(3) of the Internal Revenue Code of 1954, as amended.

ARTICLE XIV — AMENDMENTS

- a. The Executive Board shall have the authority to make, amend, alter, change or appeal any provision contained in the bylaws subject, however, to reasonable notice to the membership for comment.
 - b. These Bylaws may be amended at any regular general meeting provided that written notice of the proposed action has been given to each member at least ten (10) days prior to the date of such meeting. Amendments to these Bylaws must be approved by a two-thirds (2/3) majority vote of the Executive Board.
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Appendix A: Good Conduct and Discipline Policy

This policy applies to all players, coaches, administrators and members associated with CAHA for the purpose of ensuring adherence to the CAHA Objectives:

- To encourage youth participation in ice hockey.
- To promote interest in and knowledge of the game of hockey.
- To teach and demonstrate the ideals of fair play and good sportsmanship.
- To provide the financial support necessary to support the program.

Additionally, the purpose of this policy is to promote a positive, respectful, and safe environment for all players, coaches, officials, and spectators involved in our youth hockey program. All participants are expected to adhere to the USA Hockey Codes of Conduct and display sportsmanship, respect, and responsibility on and off the ice.

If/when conduct of any of the aforementioned parties negatively impacts the above objectives or brings discredit on themselves or the CAHA organization and those associated with it, the Good Conduct and Discipline Policy shall be applied.

Section 1 – Code of Conduct

All players, coaches, and parents/guardians must review and sign the USA Hockey, CSHL or CAHA Codes of Conduct (including the Cell Phone Policy) before participating in any team activities. Violations of these codes and policies will be addressed through the disciplinary procedures outlined below.

Section 2 – Discipline Committee Establishment

The purpose of the Discipline Committee is to maintain and adjudicate any and all discipline required according to the statutes and expectations within this Good Conduct and Discipline Policy.

- a. Makeup: The Committee will always include the Hockey Director, three board members (either two officers/one delegate, or 1 officer/2 delegates), and one head coach. A separate committee makeup may be established for every individual situation that arises. All parties, outside of the Hockey Director, should not be personally involved (either family or current coach) with those parties involved in the current discipline situation to avoid a conflict of interest.
- b. Timeline: From the time of the discipline issue, the Committee for the situation at hand must be established within 24 hours, meet to discuss the issue within 48 hours, and provide a preliminary decision within 72 hours.

- c. Appeal: Any appeals to a Discipline Committee finding and decision must be submitted in writing to any member of the Committee within 24 hours of the decision. Appeals should include the reason for the appeal, any additional information relevant to the situation and decision, and the desired outcome from the appeal. The Grievance Procedure (Appendix B) may also be utilized, but must be initiated within 24 hours from the decision that is to be appealed

Section 3 – Player Conduct

Three Strikes and You're Out Policy

This policy establishes a structured approach to handling disciplinary issues. Players and participants who violate the Code of Conduct will be subject to escalating consequences, culminating in potential removal from the team or program.

Strike 1 – First Offense

- The player will receive a verbal warning from the coach or team official.
- The incident will be documented and communicated to the player's parents/guardians (if applicable).
- The player may be required to participate in a meeting with coaches and/or CAHA officials to discuss expected behavior moving forward.

Strike 2 – Second Offense

- The player will receive a written warning and a one-game suspension.
- A mandatory meeting will be held with the player, parents/guardians (if applicable), coaches, and a CAHA representative to discuss behavioral expectations.
- The player may be required to complete additional corrective actions such as a written apology or community service within the hockey organization.

Strike 3 – Third Offense

- The player will be suspended indefinitely from the team and may face removal from the program, with no refund of fees or dues paid.
- A review by CAHA officials will determine any further disciplinary actions.
- Reinstatement, if considered, will require a formal appeal process and evidence of corrective behavior.

Zero Tolerance Violations

Certain serious infractions will result in immediate suspension and potential expulsion from the program. These include but are not limited to:

- Physical violence or threats towards players, coaches, officials, or spectators.
- Verbal abuse, bullying, or harassment, including discrimination or hate speech.
- Intentional damage to property or equipment.
- Any behavior that endangers the safety of others.

Rules governing major penalties

Any major penalty must be reported in writing by the Head Coach or Team Manager to the Hockey Director and Division Delegate within 48 hours of the game in which it occurred.

- a. Any time a player receives a major penalty plus a game misconduct and/or a match penalty for a penalty associated with an injury or attempt to injure, the Division Delegate will notify in writing, the player, head coach, and parents that the next such incident will result in an automatic suspension from CAHA practices and games for the remainder of the season and placement on probation for the following season.
- b. The Executive Board may also determine that the player be suspended from CAHA practices and games for up to 30 days for the first offense.
- c. If the player incurs another such major penalty plus a game misconduct for a penalty associated with an injury or attempt to injure during the probationary period, then the player will be banned from CAHA games and practices for no less than 365 days.

Section 4 – Coaches Conduct

The Board reserves the right to review the actions of coaches and their assistants. Where required, a coach or assistant may be suspended or replaced by the Board with support from the Hockey Director. This will be in accordance with USA Hockey Rules and Regulations. The Board encourages the Association's members to use the Grievance Procedure in Appendix B to resolve coaches' misconduct. In the event of a serious concern, then a coaches' misconduct that potentially necessitates a change in coaching must be submitted in writing to the Executive Board. This written concern shall be kept confidential if requested. The Board shall review the concern and attempt to correct the conduct of the coach. If the Board deems that the misconduct cannot be corrected or requires other action, then the Board with the Hockey Director, has the responsibility to correct the situation with a coaching change or other means within this

Code of Regulations or the Rules and Regulations of USA Hockey. Any notification affecting a change of coaching will be done in writing to that coach.

Section 5 – Spectator Conduct Policy

To ensure a positive and respectful environment for all participants, coaches, officials, and spectators, the CAHA program enforces the following Spectator Conduct Policy. All spectators must adhere to the following behavioral expectations:

1. **Respect for Players, Coaches, and Officials:** Cheer positively and refrain from negative or abusive language toward any participant.
2. **Zero Tolerance for Harassment or Abuse:** Verbal, physical, or online harassment of players, officials, coaches, or fellow spectators will not be tolerated.
3. **No Disruptive Behavior:** Avoid interfering with the game, including excessive yelling, heckling, or approaching the playing area.
4. **Sportsmanship:** Promote good sportsmanship by setting a positive example for young athletes.
5. **Substance Use Prohibited:** Alcohol, drugs, and smoking/vaping are strictly prohibited at all youth hockey events.

Disciplinary Measures:

Failure to comply with this policy will result in the following actions:

1. **First Offense:** Verbal warning from event staff or program officials.
2. **Second Offense:** Ejection from the game and required meeting with program leadership before returning.
3. **Third Offense:** Suspension from attending games for the remainder of the season.
4. **Severe Violations:** Any serious misconduct, including threats or physical altercations, may result in an immediate and permanent ban.

By attending our youth hockey events, spectators agree to abide by this policy. We appreciate your cooperation in fostering a respectful and enjoyable environment for all.

I and my athlete have both read and agree to abide by the above good conduct and discipline policy for the duration of my time with the Canton Akron Hockey Association.

Parent/Guardian

Athlete

Date

Appendix B: Grievance Procedure

This grievance procedure has been established for the purpose of resolving concerns which any players or parents may have with coaches, other players, the Association, or the hockey program in general. The goal of this procedure is to try to resolve these concerns in such a way as to ensure that a child's participation in the program is a positive experience. It is hoped that problems can be resolved in an amicable fashion to satisfy all parties involved. It is also understood that this is not always possible. Keep in mind that CAHA aims to do the greatest good for the greatest number while giving as much consideration as possible to each individual's needs. The success of the CAHA program is based on pro-active participation by all. For that reason, parents, players, and coaches are encouraged to follow the established grievance procedure and to act only within that framework.

Procedure:

- a. Discuss your concern with the coach of your team – even if the coach is the cause of your concern. The coaches have been encouraged to maintain a line of communication with the players and parents. If necessary, ask your team representative to introduce you to the coach so you can set up a meeting.
- b. If step one does not resolve your concern, contact the Division Delegate for your team level – not the team manager. This person will serve as the Grievance Coordinator for the purposes of this specific grievance. The coordinator's function is to try and resolve your concerns to your satisfaction and will contact all individuals involved in an attempt to alleviate your concerns.
- c. If your concern continues, the Grievance Coordinator is responsible for bringing the issue before a Grievance Committee, which will be formed temporarily to resolve the issue at hand and be composed of the relevant Division Delegate(s), a non-involved coach, the hockey director, and up to two (2) other Board members at-large with the sole purpose to resolve the issue. The coordinator will make a full report along with any reports requested from committee members. If you wish to address the committee, advise the coordinator before the meeting and you will be scheduled to make your presentation. Based on the reports issued, the Grievance Committee will make a decision on the issue. You will then be notified of this decision by the Grievance Coordinator.