

Bemidji Youth Hockey Association



Articles of Incorporation

By-Laws

Policy & Procedures

BYHA Handbooks

LAST REVISED

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Section I. ARTICLES OF INCORPORATION

Article I.01 NAME

The name of this Corporation shall be the Bemidji Youth Hockey Association, Inc.

Article I.02 DURATION

The duration of the Corporation is perpetual.

Article I.03 PURPOSES AND POWERS

The purposes for which this Corporation is formed are to organize, sponsor and conduct a youth hockey program, and to provide an opportunity for any Bemidji youth to participate in a hockey program.

Article I.04 EXEMPT STATUS

The Corporation does not afford pecuniary profit or financial gain, incidentally or otherwise, to its members. No part of the assets, income, or profit of the corporation is distributable to, or inures to the benefit of its Directors, Officers or Members, except to the extent provided by law. No substantial part of the activities of the Corporation shall be devoted to carrying on propaganda, or otherwise attempting to influence legislation, and it shall not participate or intervene (including the publishing or distribution of statements) in any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these Articles of Incorporation the Corporation shall not carry on any other activities not permitted to be on (a) by a Corporation exempt from federal income tax under Section 50 1(x) of the Internal Revenue Code of 1954 as now enacted or any may be hereafter amended, or (b) by a corporation, contributions to which are deductible under Section 170(c), (2) of the Internal Revenue Code of 1954 as now enacted or hereafter amended. In the event this Corporation shall earn funds over and above ordinary operating expenses incurred by it the same shall be used exclusively for educational or charitable purposes in Bemidji, Minnesota. In the event that the Corporation is dissolved for any reason whatsoever, the assets remaining after corporate obligations have been paid in the process of dissolution shall be transferred to Bemidji Figure Skating Club.

Article I.05 BOARD OF DIRECTORS

1. NUMBER
 - a. There shall be nine (9) At-Large board members.
2. MANNER OF SELECTION
 - a. Board Members shall be elected by majority vote of the general membership.
 - b. Board Members shall be a parent or guardian of a child or children registered in the Bemidji Youth Hockey Program or a person who has an interest in promoting youth hockey.
3. Directors may be reelected.
4. The Board of Directors shall be elected at the annual meeting of the corporation.

Article I.06 TERMS OF OFFICE

The term of office for the Board of Directors shall be three (3) years.

Article I.07 VACANCIES & RESIGNATIONS

Vacancies for the unexpired term of any Director shall be filled by a majority vote of the Directors of the Corporation then in office to fulfill the remainder of the unfilled term

Article I.08 MEMBERS

1. Members of the Corporation shall be
 - a. parents or guardians of a child or children registered in the Bemidji Youth Hockey program
 - b. Sponsors of Bemidji Youth Hockey teams
 - c. Individuals in the Bemidji area with an interest in youth hockey.
2. Rights of Members
 - a. Members have the right to serve as a Director.
 - b. Members have the right to vote for a Director(s) to represent their child or children's age group.

Article I.09 REGISTERED OFFICE

The registered office of this Corporation shall be located at such place as the Board of Directors may designate. The current registered office is the Bemidji Community Arena at 3000 Division St W, Bemidji, MN 56601.

Article I.10 NO PERSONAL LIABILITY

The Members of the Corporation shall not have any personal liability for corporate obligations and debts.

Article I.11 CAPITAL STOCK

There shall be no capital stock.

Article I.12 WRITTEN ACTION

Any action may be taken by written action signed by the number of Directors that would be

required to take the same action at a meeting of the board at which all Directors were present.

Article I.13 BY-LAWS

The power to make, alter, amend, or repeal the By-Laws of this corporation shall be vested in its Board of Directors, and the By-Laws may contain any provision of the regulation and management of the affairs of this Corporation not inconsistent with these Articles of Incorporation and the laws of the State of Minnesota.

Article I.14 AMENDMENT

These Articles may be amended by the affirmative vote of two-thirds of the full membership of the Board of Directors at a meeting properly called for the purpose of considering the amendment to the Articles of Incorporation, IN WITNESS, WHEREOF, we have hereunto set our hands this 13th day of October 1978.

Section II. BY LAWS

Article II.01 FISCAL YEAR

The fiscal year shall begin on May 1st and terminate on April 30th.

Article II.02 BOARD OF DIRECTORS

The number of board members shall be as established in the Articles of Incorporation.

Article II.03 TERMS OF OFFICE

The term of office for board members shall be as established in the Articles of Incorporation.

Article II.04 VACANCIES & RESIGNATIONS

Vacancies for board members shall be filled as established in the Articles of Incorporation.

Article II.05 OFFICERS

The Board of Directors shall elect the officers. The officers shall include President, Vice-President, Secretary, Treasurer, and other officers, as the Members shall determine.

Article II.06 EXECUTIVE BOARD

The President, Vice President, Secretary and Treasurer shall make up the Executive Board.

Article II.07 DUTIES OF OFFICE

President

The President shall be the presiding officer at all meetings and shall rule on all questions of order and parliamentary procedure. The President shall function as the chief executive officer and shall schedule and call meetings. The President shall conduct any and all business appropriate to that position, including the supervision of annual elections. The President will instruct Board Members to refrain from voting when there is a potential for a conflict of interest. The President is also the Chief Executive Officer (CEO) for gambling operations conducted by BYHA. In this capacity, the President is responsible not only to BYHA but is accountable to the Minnesota Gambling Control Board for gambling operations.

Vice -President

The Vice-President shall serve in the absence of the President at all meetings and preside accordingly, and otherwise fulfill the functions of the presiding officer. The Vice-President shall assist the President in the supervision of the annual elections.

Secretary

The Secretary shall keep the minutes of all meetings and disseminate this information to all Board Members, initiate all correspondence and carry out the other duties as directed by the President. The Secretary shall be responsible to maintain, for permanent record, all important BYHA documents to include, but not be limited to; meeting minutes, major decisions of the board, written directives of the board, gambling reports etc.

Treasurer

The Treasurer shall process daily financial aspects of BYHA. In addition to, maintaining financial records and distributing a monthly financial statement to the Board of Directors. The Treasurer is responsible for all financial accounts including; the general checking accounts, general savings accounts, and the Scholarship Accounts. The treasurer shall prepare a proposed budget no later than March 31st so that the budget can be approved at the April meeting prior to the end of the fiscal year. The monthly Treasurer's financial report to the Board must be accepted by a majority vote of the Board.

Article II.08 REMOVAL FROM THE BOARD

1. A Board member may be removed from their elected position by 2/3rds vote of the BYHA Board of Directors.
2. A Board member may be removed for the following reasons only:
 - a. An act or action that would negate the previous background check completed by Minnesota Hockey.
 - b. Missing 2 or more regularly scheduled Board meetings deemed unexcused by the President.
 - c. Missing 4 total Board meetings whether excused or unexcused
 - d. Failing to actively participate in committee assignments and required Board functions such as registration, Annual Meeting, etc.
 - e. Negatively promoting to the general membership decisions approved by the Board of Directors. (April 2007)

Article II.09 COMMITTEES OF THE BOARD

1. The President shall have the power to appoint Committees and Coordinators of specific roles, and designate the membership, their duties, frequency of their meetings, etc.
2. All Committees and Coordinators must submit a monthly report to the Board for review and consideration.
3. The Board of Directors has the authority to revise, overrule, reject or approve in whole or part of any Committee- or Coordinator-reported action or recommendations.
4. All committees and their respective reported recommendations and actions are subject to the Board of Directors review and consideration.
5. Committee members may be removed by a majority vote of the BYHA Board.

Article II.10 STANDING COMMITTEES AND COORDINATOR POSITIONS

The following are standing Committees and Coordinator positions of the Board. The Board may also establish other committees, in addition to these standing committees, for special purposes as it may deem proper, and may prescribe the functions and membership of such other committees. The other committees currently active but not rising to the status of being a standing committee may be detailed in an Exhibit to the Policies and Procedures.

1. BCAC Committee
 - a. A minimum of two Board Members shall be members of the Bemidji Community Arena Corporation Board and shall represent the interests of BYHA at those meetings, as well as provide reports back to the Board
2. Gambling Manager
 - a. Supervise any gambling efforts in communication with the Board and membership

3. Grievance and Conduct Committee
 - a. The Board of Directors shall, by action of a majority of the entire Board, designate three (3) or more of its members as a Grievance or Conduct Committee, with additional guidance from the BYHA Hockey Director, which shall provide for the resolution of grievances and/or conduct violations of its members, including fair notice and opportunity for a hearing to any athlete, coach, trainer, official, or member of BYHA before declaring any such individual ineligible to participate in any activities under the jurisdiction of BYHA.
 - b. See Grievance and Conduct Process & Procedure for detailed information.
4. Hockey Director
 - a. The Hockey Director is responsible for hockey, financial, and cultural development within BYHA, among other duties as assigned by the Board.
 - b. The Hockey Director may, as needed, establish a Hockey Development Committee (HDC) to assist with the implementation of BYHA's development structure, in order to accomplish the mission of the organization. The Hockey Director shall be the chair of any established HDC. Membership on the HDC shall be based on the recommendation of the Hockey Director to the BYHA Board.
 - c. The specific duties of the Hockey Director and Hockey Development Committee shall be described in Exhibit to Article II.10.
5. Joint Finance Committee
 - a. Will consist of the treasurer and president of each BYHA board and BCAC board, along with another member of each board.
 - b. Will monitor the finances of both BYHA and BCAC.
 - c. Will approve all expenses of \$5,000 or more made by BYHA or BCAC.

Article II.11 RESPONSIBILITIES AND CONDUCT

1. Board Members are responsible for:
 - a. Enforcing and upholding the Bemidji Youth Hockey Associations ARTICLES of INCORPORATION, BY-LAWS, POLICIES & PROCEDURES and DEVELOPMENT PLAN
 - b. Attending the monthly meeting of the Board of Directors at a location determined by the President. Notification of an absence is required prior to the meeting and shall be given to the President.
 - c. Actively participate in the decisions made by the Board of Directors.
 - d. Positively promote all decisions made by the BYHA Board of Directors without regard to personal opinion.

Article II.12 DIRECTOR'S MEETINGS

1. The Board of Directors shall meet monthly.
2. The President may call additional special board meetings at a regularly scheduled board meeting so long as it is to be held at least five days after such verbal notification at said regularly scheduled board meeting.
3. The President may also call additional or special meetings of the Board of Directors upon five days written notice to Members.

4. In the case of emergency, the five days written notice may be waived, and Members may be notified by telephone, e-mail, or registered letter, but such notice shall be offered at least 24 hours in advance of the scheduled meeting. Members in absentia will be notified in writing.
5. Participation by a majority of the Board shall constitute a quorum.
6. All questions shall be settled by majority vote of those Directors in attendance.
7. The Board may meet in a Work Session to review issues, but no final decisions or votes will be made in a Work Session.

Article II.13 AMENDMENTS

The By-Laws may be amended by a majority vote of those attending the annual meeting, or any special meeting called specifically to amend. Notice of an amendment to be offered must be made along with the official written meeting notice tendered according to the appropriate deadlines.

Article II.14 RULES OF ORDER

Roberts Rules of Order shall govern parliamentary procedure.

Article II.15 DEPOSITORY

The funds of the Corporation shall be deposited at an appropriate banking institution as specified by the Board of Directors.

Article II.16 CHECKS

Checks under \$5,000 shall be signed by the Treasurer, President, or Hockey Director. Checks \$5,000 and over shall be signed by the Treasurer and one other authorized signer.

Article II.17 RECORDS

All records shall be maintained at the Bemidji Community Arena

Article II.18 WAIVER OF NOTICE

Wherever any waiver of notice is required to be given under the provisions of the Articles of Incorporation or by the By-Laws of the Corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated herein, shall be deemed equivalent to the giving of such notice.

Section III. POLICY & PROCEDURES

Article III.01 MISSION

To promote and advance personal development through hockey valuing transparency, fairness, fun, competition, prudence, and the Lumberjack Way Core Values of Respect, Passion, Unity, Leadership, and Character.

Article III.02 AMENDMENTS AND EXCEPTIONS

To amend Policy & Procedures:

1. The Board needs to meet twice. This can be done at two regular meetings, a regular meeting and a special meeting, or two special meetings.
2. Special meetings must be called in accordance with the Articles of Incorporation and By-Laws.
 - a. At the first of the two Board meetings, an authorized Board Member makes a motion to amend the Policy & Procedures language, clearly stating how the new Policy & Procedures should read.
 - b. Another authorized Board Member then seconds the motion.
 - c. The President then requests all Board Members to discuss the change with the BYHA membership with the intent to vote on the amendment.
 - d. Amendments can be made to add, delete, or change the existing Policy and Procedure language.
 - e. At the following meeting the amendment is brought up, discussed, and a vote taken.
 - f. A majority vote changes Policy and Procedure.
 - g. An exception to Policy and Procedure is voted on at a regular or special meeting. The exception applies to a specific case only. The criteria being that it is for the good of the organization in total.
 - h. A majority vote carries the motion.

Article III.03 POLICY STATEMENT

All players, coaches, officials, parents, and fans are expected to conduct themselves in a sportsman-like manner. Bemidji Youth Hockey Association will not tolerate threatening language, angry outbursts, or other offensive, unnecessary conduct directed toward game officials, arena staff, or tournament directors. An individual's inappropriate behavior may result in immediate ejection from the arena and subsequent investigation. Following the investigation, the individual may be suspended from attending future events sponsored by BYHA. This includes practices, scrimmages, games, and tournaments. A letter to the offending individual will follow this action, with a copy forwarded to the Director of Minnesota Hockey District 16.

Article III.04 FUNDRAISING

Each year the Board and Hockey Director may plan, coordinate, and support fundraisers for the good of the membership. Separate fundraisers for special purposes, will be allowed only with the approval of the Executive Board.

Article III.05 AGE GROUP REPRESENTATIVES

1. Each non-travel age group shall have a representative appointed annually by the BYHA Board, based on recommendation from the Age Group/Team Manager Coordinator and/or coaches and/or Hockey Director.
2. The Termite/Mite age group (ages 5-8) shall have four to six representatives/ two for each group.
3. The Age Group Representative shall:
 - a. Make a firm commitment to the Board of Directors and BYHA that they will be dedicated to the responsibilities of this position for a minimum of one year.
 - b. be encouraged to attend all monthly board meetings.
 - c. Communicate board decisions to their age group on a timely basis
 - d. Distribute and collect any fundraising.

Article III.06 TEAM MANAGERS

1. The Age Rep/Team Manager Coordinator will work with each team's Head Coach and/or the Hockey Director to select a Team Manager.
2. Team Managers shall:
3. Manage team specific issues
4. Make hotel accommodations, team meetings, tournament arrangements, etc.

Article III.07 CONCUSSION / SPINE INJURY POLICY

It is the Policy of BYHA to follow the most current concussion protocol issued by Minnesota Hockey and Sanford Health. See Exhibit on Concussion Policy for the most updated information.

CONCUSSION/SPINE INJURY REPORT FORM

This form is available on the BYHA website under "Documents".

Article III.08 LOCKER ROOM MONITORING

BYHA shall follow the most updated Locker Room Monitoring requirements, including Locker Room Entry Procedures, of District 16, Minnesota Hockey and USA Hockey. The detailed policies are included as an exhibit to the P&P, as those organizations may update the policies as needed and BYHA will follow the most recent version without requiring multiple readings to update.

Article III.09 CONDUCT & GRIEVANCE PROCESS & PROCEDURE

CONDUCT

COACH DISCIPLINARY GUIDELINES

The following guidelines for coaches will be in effect for all BYHA sponsored events, including but not limited to games, practices, scrimmages, team meetings, and association events. As a coach you will be asked to sign and acknowledge the guidelines outlined below. All offenses are subject to documentation. Consistent or circumstantial action which deviates from the responsibilities and values outlined above and defined by the BYHA in this handbook or throughout the course of the season, or which disrupts the ability of the team to function, the ability of other players to learn, or the assisting coaches assigned to the team's ability to teach, won't be tolerated. Coaches are subject to and must agree to the following process.

Allow a one-day "cooling off" period from the time of the violation.

- 1st step, if possible, will be to approach the party in question to review the situation.
- If not satisfactory, 2nd step is to contact the Hockey Director.
- If not satisfactory, 3rd step is to contact a BYHA Board Member.

The Conduct Committee of the Board in consultation with the Hockey Director will assess the situation and respond as follows:

1st Offense: Coach may be excused from coaching the next game, as defined by Minnesota Hockey, by the Conduct Committee of the Board in consultation with the Hockey Director. The full BYHA Board of Directors may be informed of the coach's actions. Based on the seriousness, the Board may take further actions.

2nd Offense: Upon the 2nd Offense in the same season, the BYHA Conduct Committee of the Board will be notified. This Review Board will conduct a hearing with the coach and any affected parties. In the event there is a conflict of interest with the members of the BYHA Conduct Committee of the Board, the BYHA Board of Directors will be responsible for appointing replacements. Discipline consistent with the violation may be given, as well as placement on probation.

3rd Offense: Suspension from all team activities for the remainder of the season, following another Conduct Committee of the Board hearing. No refunds or exemption from any fundraising responsibilities and BYHA payments will be given to parent coaches nor any payment be made to non-parent coaches should the review board rule against the coach.

PLAYER DISCIPLINARY GUIDELINES

The following guidelines for players will be in effect for all BYHA sponsored events, including but not limited to games, practices, scrimmages, team meetings, and association events. As a player you may be asked to sign and acknowledge the guidelines outlined below during online registration or any other paper format. Consistent or circumstantial action deviating from these

values, or which disrupt the team's ability to function, other players' ability to learn, or the coaches' ability to teach, will not be tolerated. Players are subject to and must agree to the following consequences and procedures. All offenses are subject to documentation.

1st Offense Player's coach may limit playing time, up to 1 game maximum, and notify the Hockey Director of the player's actions. Based on the seriousness, the BYHA Conduct Committee will be notified. This committee of the Board may take further actions.

2nd Offense Upon the 2nd Offense in the same season, the BYHA Conduct Committee of the Board may be notified. This committee will conduct a hearing with the player's parent(s), the player (optional), and the coach. Discipline consistent with the violation may be given, as well as placement on probation.

3rd Offense Suspension from all team activities for the remainder of the season, following another Conduct Committee of the Board hearing. No refunds or exemption from any fundraising responsibilities will be given should the review board rule against the player.

PARENT DISCIPLINARY GUIDELINES

The following guidelines for parents will be in effect for all BYHA sponsored events, including but not limited to games, practices, scrimmages, team meetings, and association events. As a parent you will be asked to sign and acknowledge the guidelines outlined below. All offenses are subject to documentation. Consistent or circumstantial action which deviates from the responsibilities and values outlined above and defined by the BYHA in this handbook or throughout the course of the season, or which disrupts the ability of the team to function, the ability of other players' to learn, or the ability of the coaches' to teach, will not be tolerated. Parents are subject and must agree to the following process.

- Allow a one-day "cooling off" period from the time of the violation.
- 1st step, if possible, the coach and the party in question will discuss the situation.
- If not satisfactory, 2nd step – either party should contact the Hockey Director.
- If not satisfactory, 3rd step – either party should contact a BYHA Board Member.

Initial Offense – The BYHA Conduct Committee of the Board will be notified. This committee will conduct a hearing with the parties involved. Discipline consistent with the violation may be given.

Subsequent Offenses – Upon subsequent offenses in the same season, the BYHA Conduct Committee of the Board will be notified. Discipline consistent with the violation may be given, as well as placement on probation including suspension from all team activities.

Chronic Offenses – Parent(s) may be suspended from all team activities for the remainder of the season, following another Conduct Committee of the Board hearing. No refunds or exemption from any fundraising responsibilities and BYHA payments will be given should the review board rule against the parent.

Grievance Process

1. All grievances must be dated and submitted in writing (or email) to the Hockey Director or any member of the BYHA Board.
2. Grievances will not be private if action is taken by the committee. Grievances that result in no action taken will be noted, but not made public. Grievances where action is taken will note the name of the person, the class of the violation and then action taken. If the action is taken on a minor, the minor's name will not be published in the minutes or discussed in public. The information will only be passed to those needing to know for purposes of enforcing the action taken.
3. Anonymous grievances will not be accepted.
4. If a grievance is for a specific event, it must include at a minimum the following;
 - a. Date, time and location
 - b. Names of all involved people (directly involved or possible witnesses)
 - c. A written summary of the actual grievance
5. The Grievance Committee will complete an investigation and interview process, if necessary, for all grievances
6. The Grievance Committee may act immediately on any grievances which requires such immediate action
7. The Grievance Committee may request a recommendation from the Hockey Director for such grievances that are applicable to hockey development. At which point, the Hockey Director will conduct an investigation and will recommend to the Grievance Committee an action to take.
8. The Grievance Committee will have authority to take action pursuant to policy and procedure.
9. As part of their monthly report to the BYHA Board, the Grievance Committee will provide a brief summary of any grievances and the action/no action taken.
10. If the party submitting a grievance is not satisfied with the Grievance Committee's action/no action, their next available step is an appeal to the full board of BYHA. If not satisfied with the full board's decision, their next step is to appeal to the District 16 Hockey Director.
11. All appeals to District 16 must be submitted in writing.

Article III.10 ELIGIBILITY OF PLAYERS

1. AGE
 - a. Minnesota Hockey guidelines will be followed for age groups levels.
2. ACADEMICS & COMMUNITY BEHAVIOR
 - a. Participation in extracurricular activities is a privilege granted to a player, it is not an inherent right. It is the belief of the Board that such participation must be earned based on academic, home, and community performance. Therefore, in order to begin participation in hockey, a player must:
 - i. Be attending (K-12) school (unless USA Hockey rules state otherwise). If a player wishes to play hockey prior to attending school, they must first receive approval from the Hockey Director.
 - ii. Must not be in a criminal legal proceeding,
 - iii. Must have their parent's permission based on the rules of their individual household, and;
 - iv. Not received a failing grade in any school course or subject during the grading period immediately preceding the start of hockey.
 - v. If a player is in violation of any of the above, the player may request a conference with their parents, coach, and Hockey Director (or President or President's designee). Based on the results of this conference, the Hockey Director (or President or President's designee) and parents will make a determination regarding the player's continued eligibility.
 - vi. Any player who receives a failing grade in two or more courses or subjects during any grading period during the hockey season will automatically be declared ineligible for continued participation until the end of the next grading period, at which time the player's grades will be reviewed again if the player so requests.
 - b. Because BYHA does not have resources to monitor the activities of its players. It is necessary that parents, or guardians, take an active role in applying these rules.

Article III.11 REGISTRATION FEE

1. REGISTRATION

- a. Registration fees will be determined each year by BYHA Board of Directors.
- b. All players must first register with USA Hockey online at their own expense. This fee is non-refundable.
- c. Players are to register with their appropriate age group (as determined by Minnesota Hockey) and pay the fee as set by BYHA Board.
- d. If a player has been moved to a higher age group, the player will pay the fee appropriate for that higher age group prior to that player practicing or playing games with the new team.
- e. If circumstances exist which provide difficulty for the registration fee to be paid at time of registration:
 - i. A request for an alternative payment plan may be requested by the parent of the player to the BYHA Treasurer.
 - ii. If at the sole discretion of the BYHA Treasurer, a revised payment plan is agreed upon, same shall be documented, signed by and copied to the BYHA Treasurer and the Players Parents'/Guardian. (October 2008)
 - iii. All fees are to be paid by December 15. The Finance Committee will review records within a week to assure all payments have been made. Any skaters not making full payment will be suspended until payment is made unless above payment plan is established.

2. Refunds

- a. If player already registered chooses not to play BYHA Hockey prior to the start of October Pre-Season Hockey, a refund of 100% registration amount less any MN/USA Hockey fees will be refunded and less a \$25.00 BYHA administrative fee will be given. If said player is a termite/mite/8u, a refund of 100% registration amount less any MN/USA Hockey fees and less a \$25.00 BYHA administrative fee will be given until 1 day prior to start of the season.
- b. After October Pre-Season Hockey begins, but before December 15th, if a player cannot play because of a season ending injury, family relocation, playing high school hockey or any other reason, 50% of the registration fee will be refunded.
- c. After December 15th, no refunds.
- d. Appeals to any of the above must be made in writing to the Board.

Article III.12 TOURNAMENTS (Home)

1. HOSTING HOME TOURNAMENTS

- a. BYHA will advertise, support, and host a home tournament for each traveling age group.
- b. The Bantam AA Home Tournament will be named the George Pelawa Bantam AA Tournament.
- c. Upon the advice of the Hockey Director, the Board will decide upon a slate of home tournaments so that advertising and planning can be carried out in advance.
- d. Rules are to be determined by and consistent with Minnesota Hockey.
- e. BYHA may provide trophies for teams finishing in first, second, third, and consolation places.

- f. BYHA may provide medals for individual team members finishing in first, second, and third places.
- g. The Board recognizes the value of recognition of all players at the younger levels and may provide medals of participation for players on teams not placing first, second, or third for girls 10U and boys Squirt level.

Article III.13 TOURNAMENTS (Away)

- 1. Peewee, 12U, Bantam, and 14U/15U teams shall be limited to a maximum of two out of town tournaments. This does not include Minnesota Hockey playoffs. Participation in away tournaments must be with Hockey Director approval and meet BYHA guidelines.
- 2. Squirt and 10U teams shall be limited to a maximum of one out of town tournament. Participation in an away tournament must be with Hockey Director approval and meet BYHA guidelines.
- 3. In lieu of away tournaments, BYHA recommends and encourages teams to make 'mini trips' with limited overnight stays and scheduling 3 or 4 games within a general geographic area. The net result is quality games with reduced travel time, reduced overnight stays and reduced financial involvement from families.
- 4. Mites and 8U teams (See In-House Developmental Teams)
- 5. Any additional tournaments outside the above guidelines need to be approved by the BYHA Board.

Article III.14 COACHES

- 1. **NUMBER**
 - a. The Hockey Director will recommend the number of coaches per team.
 - i. There will be a minimum of two (2) coaches for each traveling age team.
 - b. The number of Mite / 8U coaches per team or skill level will be established by the Mite Coordinator and the Hockey Director.
- 2. **COMPENSATION**
 - a. The Hockey Director recommends coaching compensation, subject to BYHA Board approval.
 - b. Additional compensation may be recommended for participation beyond the first playoff level.
- 3. **COACHING CERTIFICATION**
 - a. All coaches will be registered, certified and taking the online Age Group Module for their appropriate level as determined by USA Hockey and/or Minnesota Hockey.
- 4. **GAME REPORTING**
 - a. Coaches and/or Team Managers are required to report game scores to several sources that include:
 - i. Gamesheets (Used by Minnesota Hockey District 16)
 - ii. BYHA Website Team Page (enter game scores as soon as possible)
- 5. **COMMITMENT TO BYHA**
 - a. All BYHA head and assistant coaches must be fully committed to the coaching assignment they are selected for.

- b. Coaches are expected to be at all practices, games and team activities. Exceptions to this requirement are 'isolated' cases of emergencies, illness or personal conflicts. If a prospective coaching candidate cannot be 100% fully committed to be at all practices, games and team activities, the Hockey Director may only recommend him/her for an assistant coaching position.

6. APPEARANCE AND DRESS

- a. All BYHA traveling team coaches (squirts, peewees, bantams, 10U, 12U and 14U/15U) are required to wear official BYHA coach's apparel.
 - i. BYHA will provide all traveling head coaches and up to three assistant traveling coaches one coach's jacket. Limit is one jacket per coach and any future additional jackets will have to be purchased by the coach, unless BYHA uses discretion of purchasing every coach a new jacket. All other BYHA coach's apparel will be the responsibility of each coach.
 - ii. Coaches' personal presentation must be in a professional first-class manner at all BYHA events, both home and away.
- b. All coaches should follow the requirements in Article 3.31 (BYHA Teamwear). Any coach that disregards the requirements written in Article 3.31 and assists in the procurement of un-approved teamwear shall be subject to discipline as recommended by the Hockey Director; with BYHA Board approval.
- c. Coaches shall make it a priority to discuss Article 3.31 at the required parent meeting as explained in Article 3.17.6.

Article III.15 IN HOUSE DEVELOPMENTAL TEAMS

- 1. BYHA may support an in-house developmental program for the Mite and 8U levels.
- 2. The Hockey Director shall determine which age groups will have a team for the season.
- 3. Team Selection process In House league
 - a. After an appropriate number of practices, all players will be evaluated and placed in their appropriate skill level as determined by head coaches and Hockey Director.
 - b. Reasonable efforts will be made to have skill levels balanced for numbers.

4. MITE HOCKEY

- a. BYHA strongly encourages the skill level development of all players, especially at the entry level. Therefore, the following is effective for the Mite level.
 - i. Mite teams shall participate within their district only, however the District Director may permit a team to play outside the district. The District Director's decision is final.
 - ii. Cross-ice, $\frac{1}{2}$ ice and small area games are recommended for Mites to increase ice time, puck touches and skill development using the USA Hockey ADM model as a guideline.
 - iii. Termite Travel -No travel games are permitted at the Termite level. In house cross-ice games are only permitted.
 - iv. Mite 1 Travel – Mite 1 teams may be formed and are allowed to play in two jamborees during the season. They may travel to play two additional game days with close communities which include Bagley, Walker and Park Rapids. There is a maximum of 10 games allowed within this framework.
 - v. Mite 2 Travel – Mite 2 teams may be formed and are allowed to play a maximum of 15 full ice games. They are allowed two out of town jamborees. There is a maximum of 2 overnight stays for the entire Mite 2 season and two additional travel days are permitted. All other games up to the 15 maximum must be played at home.
 - vi. The above policies will be monitored by the Hockey Director and any exceptions need to be recommended by the Hockey Director and approved by the Board.
- b. Minnesota Hockey does not permit Mite Tournaments. (See "Jamborees")
- c. Minnesota Hockey Mite teams cannot participate in out-of-state tournaments.

Article III.16 IN HOUSE TOURNAMENTS AND MITE JAMBOREES

1. Games
 - a. After the regular season begins house teams will play a minimum of one game per week on the weekend. A scoreboard shall be used for keeping scores and team standings kept for rankings.
 - i. The number of on-ice coaches during a game shall be as follows:
 - ii. Mites – one on-ice coach will be allowed per team.
 - iii. Cross-ice games shall be played for Beginner and Developing Mite levels.
 - iv. Games will be played in one of three ways:
 1. Stop clock every one and one-half minutes for line changes,
 2. Change on the fly with a buzzer every one and one-half minutes, or
 3. Change on the fly as directed by coaches.
 - b. Playing time shall be equal for all players.
 - c. Coaches will try to control runaway scores
2. Jamborees may be conducted only at the Mite level.
 - a. Definition of a Jamboree: A Jamboree is a low-key full participation event where players have an enjoyable and learning experience in a non-competitive environment.
 - b. Jamborees need not be registered as tournaments, but must follow the “Team Rest” provisions as stated by MH.
 - c. The format used for a Jamboree shall be as follows:
 - i. Approval to conduct a Jamboree must be obtained from the District Director at least thirty (30) days in advance.
 - ii. All teams must be from a single MH District, unless approved in writing by the MH Directors involved.
 - iii. Information referring to the event must state “Jamboree”, not tournament.
 - iv. Per Minnesota Hockey guidelines no fees can be assessed for Jamborees.
 - v. There can be no gate fee. A free-will donation box will be permitted.
 - vi. Participation awards, if presented, shall be the same for all participants. No team awards or trophies.

Article III.17 TRAVELING TEAMS

BYHA will support traveling teams for the Mite, Squirt, Peewee, Bantam, 10U, 12U and 14U/15U age groups where numbers permit. The level of the teams within each age group shall be recommended by the Hockey Director and approved by the Board.

1. SELECTION OF TRAVEL TEAMS
 - a. Numbers permitting, BYHA will support a 10U, 12U, 14U/15U, Peewee AA and Bantam AA team. A, B and/or C level teams may be created as numbers dictate.
 - b. The Hockey Director (if none, then by the President) will recommend the number of players on traveling teams after consulting with the traveling team coaches with final approval by the Board.
 - c. Players will be selected solely on their ability, by the coaches of that team along with independent evaluators during the tryout process.
 - d. Parents shall not be permitted to evaluate their own child. This responsibility shall fall on the other evaluators.

2. MAXIMUM NUMBER OF PLAYERS

- a. The maximum number of players on a team roster is twenty. Up to eighteen of those players can dress as skaters for a single game. The maximum number of players that can dress for a single game is twenty. Exception: In situations where a player(s) would be denied opportunity to participate, teams may roster over twenty players to a maximum of twenty-three with approval of the District Director and the USAH Minnesota District Registrar.

3. MINIMUM NUMBER OF PLAYERS

- a. The minimum number of players on any travel team will be 10 (9 skaters) players which includes the goaltender. If a situation arises due to a low or challenging number Hockey Director will make a recommendation and the Board will need to approve any exceptions.

4. TRAVEL TEAM UNIFORMS

- a. White helmets are required for all travel teams, (exception for Mite level). Goalies are permitted to wear "painted" or "designed" helmets.
- b. Jerseys will be supplied for all traveling teams by BYHA. Jersey design and colors will be selected by the BYHA Board to meet the image of our organization.
- c. BYHA does NOT permit players names to be displayed on game jerseys. Game jerseys may NOT be altered or modified with unauthorized logos, patches, symbols, etc.
- d. Donations may be made and accepted to purchase team jerseys but said jerseys will be ordered and approved through the BYHA Board. Team jerseys acquired through this method will become the property of BYHA.
- e. Breezers are to be black or navy in color, (exception for Mite level).
- f. Hockey Socks: One (1) pair of game socks will be needed in the BYHA designated style (Columbus Blue Jackets). Hockey Socks are NOT provided by BYHA, (exception for Mite level).

5. COACHES

- a. The Hockey Director shall conduct an all traveling coaches meeting prior to the start of the season to:
 - i. Explain the goals of the BYHA Program
 - ii. Discuss the expectations of coaches, players, and parents; and
 - iii. Review BYHA Policies and Procedures and the BYHA Program.
- b. Each traveling team will have a minimum of two coaches: a head and assistant coach, as recommended by the Hockey Director. Additional assistants (unpaid) will be allowed on a case- by case basis (team) as recommended by the Hockey Director (if none, then President).
- c. All coaches are required to be USA Hockey Certified
- d. All coaches recommended by the Hockey Director are subject to BYHA Board approval.

6. Parent Meeting

- a. The coaches of each team will hold a parent meeting at the beginning of the season covering BYHA rules and regulations, equipment, outdoor ice, player personal problems, timeliness to practices and games, team rules, dressing appropriately, codes of conduct, etc.

7. Practices

- a. The Head Coach will be responsible for planning and leading all practices for their team.
- b. During practices all coaches will be required to use the USA Hockey Coaching Achievement Program as a guideline.
- c. Practices times for 12U, 14U/15U, Peewee and Bantam traveling teams may utilize early morning and late evening practice times.

8. Games

- a. Squirts/10U may not exceed twenty-eight (28) travel team games not including District Playoffs.)
- b. There will be a maximum of forty (40) games, not including playoffs, for all other traveling teams.
 - i. Any games more than forty (40) must have approval by majority vote of Board of Directors.
 - ii. There will be an absolute maximum of fifty (50) games, not including playoffs.
- c. It is permitted to go above the game maximums if this occurs due to extra games during tournaments. We will plan for three games per tournament but if a team plays four and exceeds the maximums it will be permitted.

9. Playing time

- a. Bantam, Peewee, 12U, 14U/15U and coaches may play the players at their discretion with regards to ice time, number of shifts per game, etc.
- b. Squirt/10U teams will be equal playing time over the course of the season.

10. Tournaments

- a. Squirt and 10U teams will be allowed to host one (1) invitational home tournament and attend one (1) out of town tournament.
- b. All other traveling teams will be allowed to host one (1) invitational home

tournament and participate in two (2) paid out of town invitational tournaments.

11. All teams will have one day per week, in which no practice or game will be held, except during the playoffs.
12. Overnight supervision
 - a. Overnight trips, the players are under the supervision of their parents, unless the head coach works out different arrangements with the parents.

Article III.18 TRYOUTS

1. Tryout Process
 - a. There will be a minimum of four (4) practice sessions before final team selections. (March 2016)
 - b. All traveling team coaches will participate at their level in rating players.
 - c. The Head Coach will have final selection at each level.
 - d. A player assigned to a team will play on that team.
2. During the scheduled ice time for tryouts, the tryout sessions are closed to everyone with the exception of players, coaches and evaluators participating in the tryouts.

Article III.19 PLAYER MOVEMENT

1. Player Movement (PM) to or between Traveling Team age groups is strongly discouraged and not recommended by BYHA unless it is of a significant recognized benefit to the player in question and BYHA.
2. BYHA strongly recommends players play in the age group and gender group they are eligible for. Girls are allowed to play "youth" hockey per the following guidelines:
 - a. Intention of playing youth hockey is made at least 1 week in advance of tryouts so coaches can prepare for locker rooms, team assignments, jerseys, etc.
 - b. A decision of playing youth hockey or girls hockey must be made prior to the start of the 3rd youth tryout session so teams can be adequately formed
 - c. Any movement after such time will be at the discretion of the Hockey Director and BYHA Board and must follow PM 3.19.4 a-f PM between age groups and within age groups will primarily be the responsibility of the Hockey Director. (Subject to the normal monthly committee reporting and BYHA Board review process).
3. PM must address and follow the guidelines:
 - a. PM should not be considered, recommended, or implemented until after registration (to establish age group numbers) and a season start up/tryout period (to establish talent level at both age groups).
 - b. Players must start the season at their eligible age group for at least 2 practice sessions before any PM to eliminate predetermined evaluation of talent levels.
 - c. Exceptions to this may be recommended on an individual basis by the Hockey Director if the potential 'to group' starts the season earlier than the 'from group', although an evaluation period must be completed before PM is decided.
 - d. PM must have the consent of the player, parents, and coaches from both levels as well as the Hockey Director.
 - e. PM must NOT negatively impact player numbers at either the 'to' or 'from' age groups.

- f. PM must have a positive impact on both the 'to' and 'from' age groups, the player in question and maintain the mission of BYHA.
- g. The Hockey Director and Mite Coordinator may make PM within the Mite 1, 2, 3 and 4 levels and 6U/8U.
- h. Hockey Director may make PM within Age Groups (provided above steps a.-f. are met) prior to December 15th.

Article III.20 OPEN HOCKEY

- 1. Open hockey is a time when players of a designated age group can work on individual hockey skills including skating, stick handling, shooting, etc. In addition, team skills including passing, position play, and team organization may be worked on, consistent with the size, strength, and abilities of players at open hockey. Body checking is not allowed.
- 2. Rules
 - a. Open hockey is for the scheduled age group only.
 - b. Complete hockey gear must be worn at all times.
 - c. No checking is allowed during open hockey.
 - d. Bullying, bad language, rough play, and fighting will result in removal from the ice and possible further disciplinary action.

Article III.21 JUNIOR GOLD, MIDGET and 18U TEAMS

1. BYHA may support Junior Gold, Midget or 18 U Teams provided the basic rules of BYHA apply in addition to the following:
 - a. All players must pay registration fees as established by the BYHA Board.
 - b. The teams must accept practice time as available, which may include late nights, early mornings, and outdoor ice time.
 - c. Parental supervision must be present for out of town games.
 - d. There must be a sufficient number of players (deemed to be a minimum of ten skaters and a goalie) for each team.
 - e. A coach, recommended by the Hockey Director and approved by the BYHA Board, must be available for each team

Article III.22 ZERO TOLERANCE POLICY

BYHA will not tolerate inappropriate behavior of its players, coaches, officials, parents, or fans. To reinforce this fact each family of a traveling player is required, each year, to read and agree to live by its codes of ethics and its zero tolerance policy. Families unwilling to agree to this policy will not be permitted to be present during BYHA events. Before the start of each season a parent meeting will be held. Attendance is expected for all parents but is required by at least one parent. This parent agrees to act on behalf of their entire family. The BYHA Board, coach or age representative will go over the codes of ethics, the zero tolerance policy, and suggest a list of —do's and don'ts. At the end of the meeting each parent will have the opportunity to agree to live by —the codes and —the policy by signing a document to that effect. The document heading will include the following statement:

—We, the undersigned, have read the codes of ethics (coaches, officials, parents, and players) and the zero tolerance policy. We are aware of the consequences of ourselves, or one of our family members, not abiding by these codes and policies.

Article III.24 24-Hour Rule

Hockey is an exciting sport, and an emotional one. Sometimes game situations or coaching decisions evoke adverse emotional responses from players and/or parents. To prevent negative confrontations, it is best that all parties have a cooling-off period before discussing the matter. This is commonly known as the “24-hour rule,” and is supported by the BYHA Board.

Therefore, no BYHA parent, guardian, family member or similarly situated person may approach or contact a BYHA coach regarding the game situation or coaching decision in question until 24 hours have elapsed. This includes in-person contact or contact by phone, email, text message, or any other method of communication. The intent of this rule is not to discourage discussion, but to encourage an environment that hopefully leads to a civil conversation and a satisfactory resolution of the matter for all parties involved.

Should a BYHA parent or guardian wish to initiate a discussion after 24 hours have elapsed, the parent or guardian should contact the coach, identify the issue, and request an in-person meeting that ensures the matter is addressed privately and without interfering with usual team activities.

Article III.31 EXHIBIT TO ARTICLE GAMBLING

- 1. GAMBLING MANAGER**
 - a. The position of Gambling Manager is necessary if the Board of Directors elects to conduct pull tabs or other gambling fund raising events.
 - b. The duties of this position and the effectiveness of those duties will be established and monitored by the board.
- 2. PAYMENT OF BILLS**
 - a. All gambling expenditures will be authorized by the BYHA board at the monthly meeting as dictated by Minnesota

Article III.32 COACHES' CODE OF ETHICS

All coaches are required to abide by the Coaches' Code of Ethics found as an Exhibit to these P&P.

Article III.33 PARENTS' CODE OF ETHICS

All parents will abide by the Parents' Code of Ethics found as an Exhibit to these P&P.

Article III.34 OFFICIALS' CODE OF ETHICS

All officials will abide by the Officials' Code of Ethics found as an Exhibit to these P&P.

Article III.35 PLAYERS' CODE OF ETHICS

All players will abide by the Players' Code of Ethics found as an Exhibit to these P&P.

Article III.36 CRISIS RESPONSE PLAN FOR ALLEGATIONS OF SEXUAL MISCONDUCT

OUR MISSION:

First and foremost is the protection of all individuals utilizing our facility. It is imperative; especially in any situation involving minors as their well-being must be our primary objective, that the appropriate authorities be contacted immediately per appropriate laws / regulations.

Policy Statement and Defining Incidents:

All Facility employees are required to report all suspected cases of abuse per the guidelines below. Abuse or misconduct can be alleged in several formats and against various ages of our members or constituents.

Children- any act of omission or commission that endangers or impairs a child's physical or emotional health and development. This may include but is not limited to: physical inappropriateness, language (direct or inferred) that is inappropriate or allowing third party misconduct to happen or the exposure to inappropriate material in any media format.

Public law will define child abuse and neglect as the physical or mental injury, sexual abuse, negligent treatment or maltreatment of a child under the age of 18 by a person who is responsible for the child's welfare, under the circumstances which indicate that the child's health or welfare is harmed or threatened.

Adult- any act of omission or commission that endangers or impairs the individual's physical or emotional health. This may include but is not limited to: physical inappropriateness such as comments (direct or inferred) as well as touching, groping or assault.

REPORTING:

Once an incident of Sexual Misconduct occurs or allegation of an incident is made, it is crucial that it be dealt with immediately and in a clearly outlined manner.

1. The Staff person or volunteer who observes alleged abuse or to whom such alleged abuse is reported is required to report the incident immediately to the staff person in charge of the activity / program / class etc. In Fitness and Sports Facilities, this is often the immediate Staff person (i.e. aerobics instructor, swim coach, child watch supervisor etc.)
2. The staff person in charge of the activity in which the alleged abuse was

observed or disclosed shall immediately attempt to obtain necessary information such as the name of the alleged victim and his or her address and family information. This may involve filling out an incident report to gather as many of the alleged facts as possible. This report shall contain no conjecture or speculation but just facts (date, location, witnesses, allegations made as stated etc.) If appropriate and all are comfortable, interviews should be held with all involved to gather facts (victim, alleged perpetrator and witnesses)

3. Upon receiving such information, the staff person in charge of the activity will notify the acting Facility Director in charge of operations and act in one of two ways (this section will vary pending on the state and local laws prevailing):
 - a. If a minor is involved - Contact the local authorities and / or Child Protection Agency
 - b. If the alleged victim is an adult - discretion must be given to the victim as to if the authorities are contacted; this may involve the nature of the offense (inappropriate comments verse an alleged physical assault). Anything that is deemed to be potentially criminal in nature should involve authorities.
4. The Facility Director shall put on notice Legal Counsel and / or the acting Insurance Carrier or Agent of Record.
5. Any person who is the object of the report will be required to refrain from all activities until the incident report is resolved. Per the facilities Human Resource policies, this can include paid or unpaid leave.

RESPONSE PLAN:

A quick, compassionate and unified response to an alleged incident of abuse is expected. All allegations will be taken seriously. In all cases of reported or observed abuse in an activity, the entire staff of that activity shall be at the service of all official investigating agencies.

1. The Facility Director or his/her designee, is the only person/s authorized to make statements to representatives of the media. All requests for statements should be directed to this individual. All other staff is strictly prohibited from commenting. Statements should be prepared in advance of an incident with the advice of counsel and communications / public relations expertise.
2. Training in how to handle media requests should be a regular part of staff training. A spirit of cooperation in helping the media find the "official spokesperson" is often helpful. In the event of an allegation or incident, all staff should be informed. This should not include specifics (actions alleged,

names etc.) "An allegation of an incident has been brought forth stemming from the Child Watch operation and happening within recent days..." This will include reiteration of the policy regarding commenting on the incident and proper referrals for questions / concerns.

3. In response to all allegations of abuse, the staff person in charge of the activity shall make the initial contact with the authorities and / or proper Child Protection Agency.
4. Even in the event that the allegation concerns activities or persons outside any relationship to facility related event or activity, procedures in number 3 shall be implemented. An example of this would be a child telling a child watch worker about abuse by a relative during the prior year. If this report were made to the child watch worker in the course of his or her duties as a teacher, then the incident report should be filed with the staff person in charge of the children's activity within 24 hours.
5. If the allegation is against a staff person or volunteer against a minor, the custodial parent will be notified immediately and a face-to-face meeting with the parent will be scheduled.

PRINCIPLE REMINDERS:

All of these matters are serious in nature and must be handled with sensitivity, seriousness and with the utmost respect to all those involved. Strict adherence to these steps of action is vital in dealing with the legal ramifications as well as the well-being of all involved. Intolerance to these action steps will not be accepted in any manner. Please see your supervisor for questions or concerns on this matter.

Article III.37 BYHA TEAMWEAR

Teamwear is articles of clothing that consists of pants, jacket, and hat that displays a particular design that will be worn *at all* traveling age levels. It is anticipated that the approved teamwear will be displayed on the BYHA Website and available for purchase by approved vendors. It is highly recommended that all traveling teams purchase teamwear to:

- a. Support the BYHA colors,
- b. Give the opportunity for all players to wear teamwear that supports a team centric culture, and
- c. Require limitations of embroidery and individual team names.

Teamwear shall be composed of the following:

- a. Matching colors and patterns as approved by the BYHA Board
- b. Only embroidery as shown on the BYHA website should be displayed on

the teamwear. Only addition to teamwear is the display of the player's full name and/or players number. The full name of the player can be placed on the arm or pant as shown on the BYHA website. No team name can be embroidered on any teamwear. Example: "Bantam B Blue" or "2022/23 Peewee AA"

- c. Any deviation from the approved Teamwear must be approved by the Hockey Culture Committee. Neglecting to follow Teamwear requirements will be subject to discipline as recommended by Hockey Director and as approved by the BYHA Board.

Article III.38 NECK PROTECTION POLICY

BYHA will follow the requirements of USA Hockey, MN Hockey and District 16 with regard to the mandatory neck protection on all players and officials under the age of 18.

EXHIBITS TO BY-LAWS, POLICY AND PROCEDURE

Exhibits to by-laws, policy and procedure are supplementary information or documents that provide detailed examples, guidelines, forms, or additional content to support the main policy or procedure. They serve to clarify and facilitate the implementation of the policy without altering its fundamental principles. Since exhibits are meant to provide operational details rather than substantive changes to the policy itself, they do not require board approval. However, best practice will be notification of a change at a board meeting; pre-notification is preferred but if an urgent change is required, after the fact notification of a change is satisfactory. This allows for greater flexibility and efficiency in updating and maintaining procedural documents.

Exhibit to Article II.10 Committees

Other committees or coordinators that may change from year-to-year and not rising to the management or regulation of affairs of the corporation that would otherwise require being specified in the By-Laws are as follows:

Age Group / Team Manager Coordinator

- a. Work with Leads and Coaches to select Age Group (Termite, Mite 1, Mite 2, 6U/8U) Reps and Team Manager

Apparel Coordinator

- a. Work to establish and ensure appropriate team wear as well as spirit wear

Concession Coordinator

- a. Assure that BYHA concession stands are working in a safe and profitable manner.
- b. Responsible for staffing, inventory purchase, cash and inventory control
- c. Maintain adequate records to provide to the Treasurer for inclusion in monthly and annual reports.

DIBS Coordinator

- a. Will communicate with the tournament director to create a volunteer schedule using the SportsEngine DIB program.
- b. Will be responsible for crediting when volunteers work through the same program.
- c. Will communicate with the BYHA Board to relay which families have/have not completed their DIBS obligations.

EMT Coordinator

- a. Assure that EMT or Athletic Trainers will be present for all BYHA tournament games conducted by BHYA

Equipment Coordinator

- a. Maintain an inventory of all BYHA equipment and jerseys.
- b. Repair equipment as needed.
- c. Work with coaches on the distribution and return of equipment
- d. Advise the Board of necessary purchases

Fundraising Committee

- a. Work with the Board and membership on existing and new projects.
- b. Develop and present a fundraising plan before each season to the BYHA Board.

Hockey Culture Committee

- a. Will work with the BYHA board and membership to create a hockey culture that promotes the mission of BYHA.

Hockey Development Committee

- a. *[Hockey Director to help work on this section now that it is an exhibit]*

Pictures and Awards

- a. Solicit bids, set dates, collect money, and distribute individual and team pictures.
- b. Collect bids for and order awards and trophies for all home invitational tournaments.

Policy and Procedures Committee

- a. Update and interpret the BYHA manual of Policy and Guidelines.

Raffle Committee

- a. Coordinate distribution and collection of tickets with Age Reps and Team Managers
- b. Coordinate and advertise prizes
- c. Conduct raffle event and accurately account for all raffle activities in coordination with BCAC.

Recruitment & Retention

- a. Recruit new members to BYHA.
- b. Assist with educating new members as to what hockey is about such as equipment needs, scheduling, hockey levels, the Board, and how the association works.

Referees Committee

- a. Confirm a Referee-in-Charge and work with that person to establish an adequate quantity and quality of referees to officiate BYHA games.

Registrar/Registration Coordinator

- a. The purpose of this position is:
 - i. To set a registration date, coordinate online registration with the BYHA Webmaster.
 - ii. Conform BYHA registrations to Minnesota Hockey and USA Hockey practices.
 - iii. File proper player, coach, and team roster submittals.
 - iv. Communicate to Age Group Reps and Team Managers, as well as the Treasurer, on the payment of registration fees from member families.
 - v. Communicate with Hockey Director regarding the status of coaches ensuring that they are properly accredited at all times during the season.

Safe Sport Coordinator

- a. Shall ensure that all teams and coaches are educated on the requirements of the Center for Safe Sports.
- b. Prior to the beginning of each season meet with each age group Squirt 10U and older to ensure that all members are aware of safesports requirements and common ways that these rules are violated.
- c. Will work with Hockey Director and coaches when needed to provide guidance to ensure BYHA's compliance.

Scheduling Coordinator

- a. Work with the BCA Rink Manager and other local rink owners to obtain time for

practices and games.

- b. Work with traveling team coaches on their game schedules
- c. Ensure that weekly practice and game schedules are publicized.
- d. Maintain a record of ice use in order to see that the teams are receiving equitable ice times.

Season Kick-Off/Wrap-Up Committee

- a. Arrange for and manage beginning of year and year-end events including date, location, type of event, program, and publicity all within a defined budget as set forth by the Board of Directors.

Team Sponsor Coordinator

- a. Arrange for sponsorship of traveling and in-house teams and coordinate with the Equipment Coordinator on jerseys. Advise the Board of necessary purchases.

Tournament Coordinator

- a. Provide general oversight on home tournaments including advertising, scheduling, EMT coordination, bracket development, etc.
- b. Each Age Group Rep and/or Team Manager is responsible to designate a "Tournament Director" for each home tournament.
- c. The Tournament Director has general authority over all management and decision for their home tournament.

Website Coordinator/Webmaster

- a. Will ensure that the website is updated and maintained with current information to support the membership.

EXHIBIT TO CONCUSSION SPINAL INJURY POLICY

BYHA shall, for any head or spinal injury, abide by the following steps during BYHA tournament games;

- 1) BYHA shall follow and adhere to the current concussion protocol issued by Sanford Health. If there is a discrepancy between the BYHA policy and any other policy or guidelines issued by another entity, the BYHA policy shall be followed.
- 2) For any player head or spinal injury the attached form must be used by on site medical personnel (EMT, Doctor, RN, etc.). This form is to be used for the injury evaluation and a deciding 'ACTION'.
- 3) Two copies will be completed. A copy of the form will be given to the players' coach and a copy will be given to the BYHA Tournament Director (or BYHA tournament/building manager if the BYHA Tournament Director is not present)
- 4) If the evaluation results in an 'ACTION' of "Player IS suspected to have a concussion or spine injury and is removed from ANY further participation UNTIL this form is returned to the tournament director signed by a physician indicating that the player may resume play".

- 5) If a player receives a 'CAN NOT PLAY' evaluation, the player CAN NOT play again until a physician signs a copy of the same form.
- 6) Without a physician release signature, on the same form, if a player who has received a "CAN NOT PLAY" evaluation steps foot on the ice to play for a game, the game will immediately be stopped and the violating team will forfeit the game.

According to Minnesota State Law, all coaches and officials must receive initial training regarding concussions. Minnesota Hockey requires coaches to participate in refresher training once every two years. Each coach must complete and provide a certification and acknowledgement form to the association outlining the coach's understanding of his/her responsibilities related to concussion prevention and management prior to participating in any team activities.

EXHIBIT TO GAMBLING MANAGER DUTIES

EXHIBIT to ARTICLE II.10(2) GAMBLING MANAGER DUTIES

- b. The position of Gambling Manager is necessary if the Board of Directors elects to conduct pull tabs or other gambling fund raising events.
- c. The duties of this position and the effectiveness of those duties will be established and monitored by the board.

3. PAYMENT OF BILLS
 - a. All gambling expenditures will be authorized by the BYHA board at the monthly meeting as dictated by Minnesota

EXHIBIT TO HOCKEY DIRECTOR DUTIES

Detail job description here, as needed

EXHIBIT TO COACHES' CODE OF ETHICS

1. All coaches will:
 - a. Keep in mind that the player is the most important part of the program and that fun, learning and developing is more important than winning.
 - b. Understand the rules of the game and share that understanding with the players.
 - c. Treat the players fairly and equally.
 - d. Maintain a neat appearance.
 - e. Be prompt for all practices and games.
 - f. Display kindness, consideration, and understanding towards the players.
 - g. Share ideas and techniques with other coaches for the betterment of the program.
 - h. Be considerate of other teams.
 - i. Be well prepared for practices.
 - j. Have a positive attitude at all times.
 - k. Have knowledge of first aid.
 - l. Teach players to respect officials' decisions.
 - m. Educate players on rules and regulations, importance of skill development, and use of outdoor ice time and off-season development.
2. Coaches will not:
 - a. Use offensive language.
 - b. Solicit players for their own team.
 - c. Use tobacco or alcohol in the presence of the players.
 - d. Use drugs at any time.
3. Coaches should:
 - a. If of legal age, use alcohol and tobacco in a responsible manner at all times. Drinking by coaches not of legal age will not be tolerated.
 - b. Any disciplinary action involving suspension of a player must be reported by the coach to the Hockey Director.
4. Non-compliance with this code of ethics will result in a review of the coach by the Hockey Director.
 - a. The Hockey Director will recommend disciplinary action to the BYHA Board
5. In the event of questions or concerns, the procedure to follow is:
 - a. Take the concern to the party involved, i.e., coach, official, parent, etc.—at an appropriate time and place
 - b. Take the concern to the Hockey Director.
 - c. Take the concern to the BYHA Grievance Committee.

EXHIBIT TO PARENTS' CODE OF ETHICS

- b. Maybe your child will be a great hockey player someday, and maybe they won't, but he or she will be a better hockey player if you follow these rules. If you follow these rules, they will have a lot more fun.
- c. Make sure your child knows that win or lose—you love them. Let them know that you appreciate their efforts and that you won't be disappointed in them if they fail. Be the person in their life they can always look to for support.
- d. Try to be completely honest with yourself about your child's athletic capability, competitive attitude, sportsmanship, and level of skill.
- e. Be helpful, but don't over coach your child on the way to the rink or at the breakfast table. Think how tough it must be on them to be continually inundated with advice, pep talks, and criticism.
- f. Teach your child to enjoy the thrill of competition, to be out there trying, to be constantly working to improve their skills, to take the physical bumps and come back for more.
- g. Don't tell them that winning doesn't count, because it does, and they know it. Instead, help them to develop a healthy, competitive attitude, a feel|| for competing, for trying hard and for having a good time.
- h. Try not to live your life through your child. You've lost as well as won; you've been frightened; you've backed off at times; you've been a villain.
- i. Don't expect any more of them. They are an extension of you, but don't assume they feel the same way you did, want the same things, or have the same attitudes.
- j. Don't push them in the direction that will give you the most satisfaction.
- k. Don't compete with your child's coach. A coach may become a hero to them for a while; someone who can do no wrong and you may find that hard to take. Or, your child may become disenchanted with the coach.
- l. Don't side with them against the coach. Talk to them about the importance of learning how to handle problems and how to react to criticism.
- m. Try and help them understand the necessity for discipline, rules and regulations.
- n. Don't compare your child with the other players on the team—at least within hearing. If they have a tendency to resent the treatment they get from the coach or if they are jealous of the approval other players get, try to be honest with them.
- o. Don't lie to them about their capabilities as a player. If you are overly protective, you will perpetuate the problem.
- p. Get to know your child's coach. Make sure that you approve of their attitudes and ethics. A coach can be very influential, and you should know what their values are so you can decide whether or not you want them passed on to your child.
- q. Remember that children tend to exaggerate when they are praised and when they are criticized.
- r. Temper your reactions to the stories your child brings home from the rink. Don't criticize them for exaggerating, but don't overreact to the stories they tell you.

- s. Teach your child the meaning of courage. Everyone is frightened of something. Courage is learning to perform in spite of fear. Courage isn't getting rid of fear; it's overcoming it.
- t. In the event of questions or concerns, the procedure to follow is:
 - a. Take the concern to the party involved, i.e., coach, official, parent, etc.—at an appropriate time and place
 - b. Take the concern to the Age Group Rep.
 - c. Take the concern to the BYHA Grievance Committee.
- u. Parents shall conduct themselves responsibly with regard to use of tobacco, drugs, or alcohol.
- v. Accept willingly and graciously the decisions of the officials.
- w. Abuse of coaches, officials, or other members of BYHA will not be tolerated at any time.
- x. Educate yourself with the rules and regulations of Minnesota Hockey and BYHA.

EXHIBIT TO OFFICIALS' CODE OF ETHICS

Officials are expected to:

- 1. Follow USA Hockey Rules and Guidelines.
- 2. Know the rules of the game.
- 3. Be professional.
- 4. Be courteous.
- 5. Be consistent and impartial.
- 6. Refrain from using abusive or offensive language.
- 7. Refrain from using tobacco, alcohol, or drugs before/during games.
- 8. Be properly certified as governed by Minnesota Hockey rules.
- 9. Be properly attired as governed by Minnesota Hockey rules.
- 10. In the event of questions or concerns, the procedure to follow is
 - a. Take the concern to the party involved, i.e., coach, official, parent, etc.—at an appropriate time and place
 - b. Take the concern to the Hockey Director.
 - c. Take the concern to the BY HA Grievance Committee or the Hockey Director if hockey related.

EXHIBIT TO PLAYERS' CODE OF ETHICS

1. Play the game for the love of the game.
2. Be generous.
3. Be gracious in losing.
4. Be just at all times, whatever the cost.
5. Obey the rules.
6. Work for the good of the team and towards excellence.
7. Accept willingly and graciously the decisions of the officials.
8. Believe in the honesty of your opponents.
9. Conduct yourself, at all times, with honor and dignity.
10. Recognize and applaud honestly, and with heart, the efforts of your teammates and opponents, regardless of color, race, religion, or creed.
11. Any player removed from a game for fighting will be suspended for the next game.
12. A coach may suspend a player for fighting during practice or travel.
13. Chronic discipline problems will be brought up before the Board of Directors for consideration of suspension for the remainder of the season.
14. Be prompt to all practices and games.
15. If you have an unexcused absence for the first time in a one-week period, the penalty is to miss one-half the playing time in the next game.
16. If you have an unexcused absence for the second time in a one-week period, the penalty is to miss all of the next game.
17. If you have habitual absenteeism you will be contacted by the Hockey Director to determine a solution.
18. If a player is habitually late for practices and games, the coach may have the player miss the next game.
19. In the event of questions or concerns, the procedure to follow is:
 - a. Take the concern to the party involved, i.e., coach, official, parent, etc.—at an appropriate time and place.
 - b. Take the concern to the Hockey Director.
 - c. Take the concern to the BYHA Grievance Committee

EXHIBIT TO PARENT, PLAYER AND COACH POLICY ON SPORTS CONDUCT

BYHA consistent with USA Hockey's Zero Tolerance Policy, requires all parents/spectators and players to maintain sportsmanlike behavior and preserve the educational atmosphere before, during and after all BYHA events (Practices, meetings, scrimmages, etc.) and all USA Hockey sanctioned games.

Penalties and Violations

Class 1 violations carry a penalty of up to one (1) week suspension from all practices, games and/or any team activity. The suspension begins when the grievance committee has reached a decision on the issue; however the grievance committee has the authority to immediately suspend the offender until the investigation is complete. This time will count towards the overall suspension period.

Class I violations include but are not limited to:

- Use of obscene or vulgar language or gestures to anyone at anytime
- Abusive language (towards players, coaches, parents, officials, other players, and spectators)
- Taunting of players, coaches, officials, or spectators by means of baiting or ridiculing
- Address a coach, official, player or volunteer in an unsportsmanlike, discourteous, or threatening manner
- Questioning the coach coaching during or after practices or games
- Questioning the referees during or after games
- Approaching a coach or referee immediately following a game to voice a complaint

Class II violations carry a penalty of up to a thirty (30) day suspension from all practices, games, and/or any team activity. The suspension begins when the Grievance Committee has reached a decision on the issue; however the Grievance Committee has the authority to immediately suspend the offender until the investigation is complete. This time will count towards the overall suspension period.

Class II violations include, but are not limited to:

- Threats of physical violence towards any player, coach, parent, official, BYHA volunteer, or spectator
- Throwing of any object in the spectators viewing area, players bench, penalty box, in the locker room, on the ice surface, that in any manner creates a safety hazard
- Intentionally shoving or striking a player, coach, or official during any BYHA function, whether in the locker room, on the ice or at any time the team is getting together
- Public disparagement of other members (allegations found to be false)
- Second class I violation of the same offense or third or subsequent class I violations

Class III violations carry a penalty of one (1) year minimum suspension from the program to permanent termination from the BYHA organization. The suspension begins when the Grievance Committee has reached a decision on the issue; however the Grievance Committee has the authority to immediately suspend the offender until the investigation is complete. For Class III violations penalties will require ratification by a 2/3 majority of the Board of Directors, at a meeting where there is a quorum of the Board.

Class III violations include, but are not limited to:

- Use of alcohol or drugs at the arena or official team function (this does not apply to consumption of alcohol at a restaurant, hotel, or home after scheduled games or practices)
- Physical abuse of a player, coach, parent, official, BYHA volunteer or spectator
- Activities that violate State or Federal Laws which create a safety risk to any member of the organization
- Second Class II violation of the same offense or third or subsequent class II violations

Parent/Player/Coach Notification

- All parents will be informed of this Policy on Sports Conduct before the beginning of the season. Parents/guardians are required to sign that they received a copy of the Policy before their child may participate in USA Hockey sanctioned games.
- All players of the squirt/10U age level and higher will also be informed of the Policy.
- Right to Appeal
- Any parent has the right to appeal a decision of the Grievance Committee. The appeal is to be made in writing to the BYHA Board within 10 days of the decision rendered by the Grievance Committee. The BYHA Board of Directors will render a decision regarding the appeal, and once rendered is final, other than an appeal can be made in writing to District 16 Hockey Director.
- Reporting
- The VP of BYHA will deliver an annual report to the organization at the Annual Meeting stating such particulars as number of Policy incidents, sanctions levied and policies pursued.
- All coaches will be informed of this Policy on Sports Conduct before the beginning of the season.