

BY-LAWS OF WILDCAT YOUTH HOCKEY ASSOCIATION
Approved November 4th, 2025

ARTICLE I – NAME

The name of the organization shall be the Tucson Wildcat Youth Hockey Association (WYHA). Alternate business names may be used under DBA provided they are registered with the Arizona Secretary of State. The principal office of the WYHA shall be located in the State of Arizona, city of Tucson.

ARTICLE II - MISSION STATEMENT

The WYHA exists to provide a positive environment where players can enjoy and learn the game of ice hockey through teaching of sportsmanship, skills, and proper fundamentals.

ARTICLE III – OBJECTIVES

The purposes of the WYHA shall be:

Section 1: To recruit, develop and expand the skills of youth hockey players in Tucson and surrounding communities.

Section 2: To promote and develop good sportsmanship and citizenship on and off the ice.

Section 3: To develop leadership and teamwork skills in young athletes.

Section 4: To instruct and encourage individual and team ice hockey skills.

Section 5: To form the foundation of the program, the WYHA will focus on four (4) core values:

- A. Integrity
- B. Teamwork
- C. Passion
- D. Development

ARTICLE IV – MEMBERSHIP

Section 1: Membership may be extended to any child, age 18 and under, and the parents, legal guardians, or any other family member or individual recognized by the Board of Directors as being responsible for that child. In addition, a person who is not a parent or guardian of a player(s) can request to be designated by the Board of Directors as the representative for a player. If the Board of Directors approves this request, the designated individual will have all of the membership and voting rights as a parent or guardian, including eligibility to serve on the Board of Directors.

Section 2: To be a member in WYHA registration fees must be paid in full or alternate arrangements made with the WYHA Board (i.e. scholarship), and all registration requirements (Article X) must be completed. Membership lapses on June 30th of the current year. For continued membership, registration must be completed for the next season.

Section 3: Members in good standing may vote (one vote per family) on matters in which the general membership is entitled to vote. Members in good standing are those that meet all registration and payment requirements and deadlines, and are not currently subject to any disciplinary action by the Board of Directors.

Section 4: Barring a loss of ice time or the occurrence of similar unforeseen, unexpected or uncontrollable events, the Board may vote to extend membership into the next season with provisions to be determined.

Section 5: A member must understand and agree to meet the requirements of the WYHA Codes of Conduct.

Section 6: Membership may be suspended, terminated or reinstated by majority action of the Board of Directors for individual conduct on or off the ice.

Section 7:

A: Player and Coach Expectations:

1. Players and coaches must conduct themselves on and off the ice with respect for others and maintain good sportsmanship.
2. All players and coaches must have a valid USA Hockey registration for the current year.
3. All players and coaches must have proper equipment while on the ice.

B. Team Selection:

1. Teams will be comprised of eligible players as defined by USA Hockey rules for the tournament or league in which they are participating.
2. Board representatives, coaches, team managers and individual team parents may collaborate on decisions to compete in tournaments.
3. Division or league play will be determined by the Coaching Director and AAHA Board

ARTICLE V – BOARD OF DIRECTORS

The parent members entrust the fiscal responsibility and operations of the WYHA to the elected Board of Directors, and realize the Board of Directors shall exercise this fiduciary responsibility with fiscal integrity and in what it determines to be the best interests of the WYHA. Board of Directors meetings shall be referred to as board meetings. All minutes and financial records will be open and available to the parent members of WYHA.

Section 1: The Board of Directors shall consist of 4 Officers (see Article VII, Section 1), 4 Members-at-Large and a Coaching Director. The parent members of the WYHA shall be responsible for nominating and electing officers and At Large Members of the Board of Directors. The Coaching Director is an Ex Officio Board position and will be nominated and elected by the remaining Board Members requiring a majority vote from the elected Board of Directors.

Members in good standing are eligible to be nominated and may accept or decline their nomination. Nominations will be solicited during a period specified by the Board of Directors, and submitted to the Secretary.

Section 2: Board Elections:

- A. Elections of the new board will follow AAHA regulations so that the President and Voting Directors can be elected by the membership prior to the AAHA election deadline.
- B. Seating of the new board members will take place at the next scheduled board meeting after the general election. Selection of the new board members shall be the result of the election by the membership and shall be confirmed by the outgoing board at this meeting. This is considered the first board meeting of the upcoming season.
- C. Election of the Coaching Director by the Board of Directors shall take place at a board meeting prior to March 15th. The incoming Coach Director shall act as Coaching Director elect position until the board meeting following the conclusion of the AZHYL State Championship tournament with WYHA participation. The outgoing Coaching Director shall retain all responsibilities outlined for the Coaching Director until the said board meeting. The Coaching Director elect responsibilities during the transition period will be focused on learning the role and recruiting coaches for the upcoming season..

D. The Board, as necessary, may appoint advisors to the Board. These advisors are non-voting members of the Board.

Section 3: The Board of Directors shall serve one year terms running from the first Board meeting of the season, or a later date if appointed mid-term, until their successors take office. No more than one (1) family member may serve on the Board of Directors, unless circumstances dictate and approved by a majority vote of the Board of Directors.

Section 4: The Board of Directors, by majority vote, may fill vacancies, or increase or decrease its membership at any duly convened Board meeting.

Section 5: Board members may resign at any time by giving written notice to the Board of Directors.

Section 6: Any Board member may be removed from office with or without cause by a majority vote of the Board of Directors (excluding the member under challenge) at any monthly, annual, or special meeting. Some examples of cause for removal include but are not limited to the following:

- Habitual unexcused absences from regular Board of Directors meetings.
- Failure to perform duties as defined in the By-Laws for which said member was either elected or appointed.
- Being found guilty of conduct deemed as detrimental to the operation of this club.

In the event of resignation or removal of a Board member or vacancy of a

Board position for any other reason a successor shall be selected by the nominating committee and a majority vote of the Board and serve for the remaining term of the office for which appointed. The nominating committee shall be comprised of remaining board members.

Section 7: The Board of Directors shall appoint sub-committees as necessary to run WYHA special events or accomplish other tasks.

ARTICLE VI - MEETINGS OF THE BOARD OF DIRECTORS

Meetings may be open to WYHA members and persons invited by the Board of Directors, except where issues involving player or coach privacy necessitate an executive session, with any resulting action recorded in the minutes. Notice of meetings to WYHA members, including date, time, place and agenda, will be posted on the website at least forty-eight (48) hours prior to the meeting. Sensitive agenda will be included on the agenda in generalized terms for public sharing and discussion/voting shall be held privately during an executive session of the Board.

Section 1: Unless the Board of Directors decides otherwise, Board meetings shall be held monthly.

Section 2: The Board of Directors will be sent notices of board meetings at least seventy-two (72) hours prior to the meeting, except in the case of emergency meetings.

Section 3: Special or emergency Board meetings may be called by the President or at the request of a minimum of two (2) Board of Directors members, when deemed necessary to properly conduct the business of WYHA.

A. Notice of special or emergency meetings shall be provided to the extent possible.

B. In cases of an emergency, the President may poll the directors when a matter requires a Board of Directors decision prior to the next scheduled meeting, and a special meeting prior thereto is not practical.

C. When a quorum cannot be obtained, the President may take such action in extraordinary situations as determined to be in the best interests of WYHA.

Section 4: The Board of Directors may hold an executive session with seventy-two (72) hours' notice provided to all Board members. An executive session is held to discuss sensitive and urgent issues where a full board meeting is not necessary. Meeting minutes may or may not be recorded at the discretion of the Board Members.

Section 5: Planning sessions may be held by members of the Board of Directors as needed to assign and monitor management tasks.

Section 6: A quorum for the Voting Board of Directors meetings shall be attendance of five (5) Board of Director members.

Section 7: Meeting agenda items shall be submitted to the Secretary no later than ninety-six (96) hours prior to the next scheduled meeting.

- Section 8: The Secretary shall distribute the meeting agenda to all Board members no later than seventy-two (72) hours prior to the next scheduled meeting.
- Section 9: Matters of finance, rules, conduct, and coaches must be decided by a vote of the Board of Directors with a quorum present and a majority vote.
- Section 10: The President, Vice President, Secretary, Treasurer and four (4) At-Large Members shall be permitted a single vote on any issue before the Board. The Coaching Director is not considered as a voting member of the Board.
- Section 11: All votes by board members must be cast directly by the individual board member at the time the vote is called. Special issue - electronic voting on time-sensitive issues may occur with the same quorum requirements as stated in Article VI Section 6. If votes are collected via electronic voting, results shall be recorded in the next board meeting minutes.
- Section 12: All matters which result in a tie shall be considered not passed and final unless successfully reconsidered.

ARTICLE VII – OFFICERS

- Section 1: The Officers of WYHA shall consist of a President, Vice President, Secretary and Treasurer.
- Section 2: Limitation of Authority: No action by any member, committee, Director, or Officer shall be binding upon, or constitute an expression of the policy of the club until it shall have been approved or ratified by the Board.
- Section 3: Conflict of Interest: Whenever a director or officer has a financial or personal interest in any matter coming before the Board of Directors, the affected person shall a) fully disclose the nature of the interest and b) withdraw from voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of the Association to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

ARTICLE VIII – OPERATIONS MANAGEMENT

- Section 1: The Board of Directors is responsible for assignment of authority to the Officers to conduct the management in accordance with the following descriptions of each office. Full responsibilities are outlined in Appendix A.

President - The President serves as the Chief Executive Officer of the WYHA, presiding over the Board of Directors and managing the day-to-day operations of the Association in accordance with the by-laws and Board directives.

Vice-President – The Vice President performs duties as assigned by the Board of Directors and acts in the absence or disability of the President, exercising the President's powers and executing actions outlined by the Board. The Vice President is also responsible for resolving misconduct/conflict issues.

Secretary – The Secretary is responsible for maintaining official records of the WYHA, including meeting minutes, by-laws, and correspondence, and for ensuring timely communication regarding Board meetings and other club affairs.

Treasurer – The Treasurer is responsible for all financial matters of the WYHA, including managing funds, maintaining financial records, advising the Board on financial decisions, and ensuring compliance with tax exemption requirements.

Coaching Director – The Coaching Director is responsible for the overall player and coach development within the Wildcat Youth Hockey Association (WYHA), ensuring adherence to USA Hockey standards and fostering a positive learning environment.

Members-At-Large - Members-at-Large represent the interests of the general membership and undertake projects and duties assigned by the President and the Board of Directors. They are recommended to chair at least one committee.

The following roles and responsibilities shall be assigned to Officers or Members-At-Large and are described as follows:

- 1) Marketing - Oversee marketing campaigns and public relations
- 2) Communications – Coordinate with Webmaster to maintain up to date organizational and team related information on the website, coordinate with President, Board Members, Coaching Director, and USA Hockey to communicate full group events and notification to Member Families, Management of game sheet entry for house league games and printing score sheets as needed for house league
- 3) Registrar - administer registration process, maintain documentation, USA Hockey numbers, birth certificates, and player lists; register team rosters with relevant agencies (SafeSport, USA Hockey, Arizona Amateur Hockey Association (AAHA) Registrar, etc.)
- 4) Sponsorship/Fundraising Coordinator – Work in the community to secure sponsorships; Organize Fundraising events for the Association; Lead the review of the Association’s Sponsorship brochure, Maintain/oversee compliance with 501(c)(3) exempt status; solicit sponsors and donors and coordinate fund raising efforts
- 5) Manager-in-Chief - in conjunction with Volunteer Coordinator, train team parents, managers, and volunteers for needed tasks, train volunteers to score house league games and complete game sheet for travel

- 6) Volunteer Coordinator (U of A Liaison) – Coordinate parent volunteer hours to ensure completion of assigned tasks, maintain a relationship with U of A and Tucson Roadrunner Hockey team leadership; Coordinate Jr Roadrunner participation in U of A and Roadrunner events and fundraisers including 50/50 raffle and other team or full group events
- 7) Webmaster - Maintain and update website

Section 2: Auxiliary Board. On an annual basis, the Board of Directors may appoint individuals as Auxiliary Board members to assist in operational matters of the WYHA. Auxiliary Board positions are considered non-voting positions and not all positions are required to be filled. Nominations will be made by the Board of Directors, and eligibility to serve as an Auxiliary Board member is open to all members of the WYHA, WYHA Board of Directors, and individuals approved by a majority of the Board of Directors. Individuals may hold multiple Auxiliary Board positions. Auxiliary Board members can be removed or replaced by a majority vote of the Board of Directors, and the Board of Directors may add or terminate Auxiliary Board positions by a majority vote.

Auxiliary Board positions and descriptions include, but are not limited to:

- 1) Goalie Director - working in close collaboration with the Coaching Director, lead efforts to ensure the overall success and development of the goalie program across all levels of the organization. Coordinate goalie specific training (on and off ice), methodology, and ensure consistency across goalie coaching at all levels. See job description for full details.
- 2) Social Media Coordinator - in conjunction with Marketing Director and other board positions, maintain social media accounts to promote and engage with the community including X (Twitter) Twitter, Facebook, Instagram and/or other Social Media accounts.
- 3) Jersey Coordinator: Ensure availability of jerseys for all players; maintain detailed information on player numbers and sizes.
- 4) Equipment Manager: Maintain all hockey equipment owned by WYHA; assist with equipment deposits, sales, rentals and exchanges.

Section 3: Coaching and Team Management:

- A. Head Coaches: Head Coaches shall be recommended by the Coaching Director and approved by Board Vote at the next board meeting following the conclusion of the last AZHYL State Championship tournament with WYHA participation. Head Coaches must have a current coaching certificate through USA Hockey and maintain compliance with training requirements (through online training modules) in accordance with dates set by USA Hockey at the appropriate age module and progression through the USA Hockey levels. Head Coaches may be removed or replaced by a majority vote of the Board of Directors.
- B. Assistant Coaches: Assistant Coaches shall be appointed by the Coaching Director and Head Coach of each team. Assistant Coaches must have a current coaching certificate through USA Hockey and maintain compliance with training requirements (through online training modules) in accordance with dates set by USA Hockey at the appropriate age module and progression through the USA Hockey levels. Assistant Coaches may be removed or replaced by a majority vote of the Board of Directors.
- C. Support Coaches: Support Coaches are appointed by the Coaching Director. Support Coaches must have a USA Hockey Coach (or Player/Coach) registration, and must complete the USA Hockey SafeSport Training Program, complete the appropriate age module for ages they support and background check at minimum. Support coaches are strongly encouraged to complete training for coaching certificates for the age group they help with.
- D. Only head coaches and assistant coaches may coach Junior Roadrunners teams in games away from Tucson (travel or out of town house leagues). Support coaches are intended to be on-ice helpers to run a drill station as programmed by a Head Coach or an Assistant Coach
- E. University of Arizona and Roadrunners Coaches and Players may appear as a guest with any WYHA team or program provided the WYHA coaches are present
- F. Team Managers: Head Coach may appoint team managers to aid in game sheet completion, team events, and scheduling exhibition games. Team managers may be removed or replaced by a majority vote of the Board of Directors. Team managers are trained by the Organization's Manager-in-Chief. Team managers must be registered as an USA Hockey Volunteer and must complete a background check and SafeSport training.

ARTICLE IX – BUDGET AND FINANCES

Section 1: An annual budget shall be developed and presented for approval by the Board of Directors at a board meeting during the off-season (June-August). The fiscal year shall start July 1 and end June 30.

Section 2: All expenditures are to be documented with receipts maintained on file by the Treasurer.

Section 3: The Treasurer and President shall be authorized to sign for all expenditures in amounts not to exceed two hundred fifty dollars (\$250). Expenditures in excess of two hundred fifty dollars (\$250) shall require approval from a

majority vote of the Board of Directors unless previously approved in the budget.

Section 3: All financial records are open for inspection at any convenient time and place by any parent member of the WYHA.

Section 4: The annual dues shall be set when the budget is approved by the board. The dues shall be determined by considering WYHA cash reserves, number of potential players and estimated expenses.

Section 5: A cash reserve for emergencies shall be maintained at a reasonable level (typically a minimum of \$15,000-\$20,000) as determined by the Board of Directors at the first meeting of the fiscal year.

ARTICLE X- REGISTRATION REQUIREMENTS

Section 1: Registration for membership in WYHA will start at least thirty (30) days prior to the scheduled start of practice.

Section 2: Registration requirements must be received prior to a player starting practice. These requirements include:

- A. Completion of a WYHA registration form, USA Hockey registration, waiver of liability, and consent to treat.
- B. Paid dues payment or scholarship arrangements.
- C. The WYHA Parent and Player Code of Conduct understood, signed by the player and player's parent/guardian/representative.

Section 3: Registration Fees: The Board of Directors shall set registration fees by a majority vote, with consideration of the approved annual budget and anticipated membership. Registration fees shall be due and payable as specified in the registration agreement. The Board of Directors may impose late penalties in the event registration fees are not received by the due date. Registration fees are nonrefundable; however, the Board of Directors, at its discretion, may review refund requests involving extraordinary circumstances and on a case-by-case basis.

Section 4: Failure to Pay: If registration fees are not paid in a timely manner, the Board of Directors may terminate the player's membership or suspend the player or member family from participating in any or all WYHA activities

Section 5: Returned Payments: If a payment is returned for the first time, the family will be given the opportunity to resolve the issue without charge. The payer will be contacted, to pay the amount of the check. If a payment is returned a second time the family will be required to pay the amount on the check, the returned check fee, and will no longer be allowed to pay by check; cash, electronic payment, or credit will be the only accepted payment. If the fee obligation is not cleared the player will be ineligible for practice and/or games.

Section 6: Prorated and Special Fees: Prorated fees for recurrent and regular schedule conflicts, extenuating circumstances, and/or mid-season registrants can be calculated and executed by the Coaching Director and President without a vote by the Board of Directors.

ARTICLE XI – SCHOLARSHIPS

The Board of Directors may establish a scholarship program, based on the players' needs and the WYHA financial situation. Upon establishment of such a program, all individual scholarship information shall remain confidential, with only the Board of Directors knowing the identity of scholarship recipients. Scholarship requests should be routed to the Coaching Director or Scholarship Coordinator to be presented to the Board.

ARTICLE XII – ON-ICE GUIDELINES

Section 1: The WYHA supports and will adhere to the rules for players as outlined by the AAHA and USA Hockey.

Section 2: All players and coaches must have a USA Hockey number for the current season. All coaches must have a current background check through AAHA.

Section 3: All players must have proper equipment while on the ice. All coaches and participants must wear a helmet.

Section 4: Guest coaches and players must wear a helmet on the ice.

Section 5: Ice Schedule: The Board of Directors and Auxiliary Board Members, in collaboration with coaches and team managers, will compile an ice schedule as often as necessary throughout the season. The final ice schedule will be set by a majority vote of the Board of Directors.

ARTICLE XIII – ICE HOCKEY RELATIONSHIPS

Section 1: The WYHA shall be governed by the rules and regulations of the AAHA.

Section 2: The WYHA shall be governed by the rules and regulations of USA Hockey.

Section 3: The WYHA partners with the Tucson Convention Center (TCC) for the use of the TCC ice rink and locker rooms on a fee basis, year to year. The partnership requires that WYHA coordinate ice rink scheduling through TCC personnel.

ARTICLE XIV – INSURANCE

Section 1: Whenever possible, general liability and participant legal liability insurance will be maintained for members, coaches and organization through USA Hockey. A certificate of insurance must be obtained from USA Hockey to be provided to the home facility.

ARTICLE XV – BYLAW REVIEW AND AMENDMENTS

Section 1: The bylaws of WYHA as set forth in this document shall be reviewed annually and may be amended by a majority vote of the Board of Directors.

Section 2: A copy of all proposed revisions shall be provided to each director in the precise language proposed at least fourteen (14) days prior to any vote.

Section 3: A copy of the bylaws shall be provided upon request or via the team website to all members prior to the start of each season.

Section 4: The Secretary shall be responsible for ensuring that the Bylaws are kept current and shall serve as chair of the bylaws committee. The Secretary or Webmaster shall post the Bylaws on the website.

ARTICLE XVI – REFUNDS

Registration fees are nonrefundable; however, the Board of Directors, at its discretion, may review refund requests involving extraordinary circumstances and on a case-by-case basis.

ARTICLE XVII - OTHER INFORMATION

Section 1: Litigation: Anything to the contrary herein notwithstanding, in the event of any litigation arising out of this and the Registration Agreement, a court or tribunal shall award to the prevailing party all reasonable costs and expenses, including attorneys' fees.

Section 2: Implementation and Modification of Policies: WYHA reserves the right to augment and/or modify these policies when it is determined by a majority vote of the Board of Directors to be in the best interest of the entire association to do so.

Section 3: Items Not Specifically Enumerated: All matters, issues, powers, or responsibilities not specifically mentioned or otherwise enumerated by these Bylaws may be implemented, created, modified, terminated, or otherwise dispositioned by a majority vote of the Board of Directors.

ARTICLE XVIII – STATEMENT OF NONDISCRIMINATION

Notwithstanding any provision of these bylaws, the WYHA shall not discriminate against any member or participant on the basis of sex, orientation, race, color, ethnicity, religion or national origin.

ARTICLE XIX – STATEMENT ON ABUSE

The WYHA maintains a zero tolerance policy with regard to physical, psychological, or sexual abuse of any child participant, adult coach, official, volunteer or parent. Any violation of this policy shall result in immediate removal from the WYHA, Board of Directors, or any position with the WYHA and shall be reported to the proper authorities.

ARTICLE XX - DISSOLUTION OF THE CLUB

In the event that the WYHA should ever dissolve, disband, or cease to exist, all of the assets of the WYHA shall be transferred to another non-profit youth sports association of like purpose. No individual board member or any other person shall receive any individual benefit in the event of such dissolution.

Appendix A: Position Descriptions

Job Description: Coaching Director

Reports to: Board of Directors

Position Type: Ex Officio Board Position

Summary: The Coaching Director is responsible for the overall player and coach development within the Wildcat Youth Hockey Association (WYHA), ensuring adherence to USA Hockey standards and fostering a positive learning environment.

Key Responsibilities:

- **Player Development:**
 - Develop and implement an overall training curriculum for all hockey levels, including practices, skill clinics, and off-ice training, focused on player skill development and advancement.
 - Define and communicate key player goals for skill and hockey development progression by level.
 - Advise coaches on necessary hockey skills for each level and create a progressive skill development program.
 - Establish specific measurable seasonal goals and objectives for the overall program and each team.
 - Oversee team tryouts and evaluations, working with coaches to assign players to appropriate teams.
 - Develop and direct the implementation of long-term goals for the hockey program, including participant retention, recruitment, and overall improvement.
 - Advise the board on the need for additional programs, equipment, and training aids.
 - Work with the Goalie Coordinator to develop a comprehensive goalie program.

- Create and maintain a feedback and evaluation system for tracking player progress.
- **Coaching Oversight:**
 - Recommend coaches to the Board of Directors for approval.
 - Ensure all coaches are USA Hockey certified and adhere to the American Development Model (ADM).
 - Be a resource for coaches regarding practice plans, providing ideas, drills, and execution of skill progression.
 - Attend practices, games, and skill sessions to observe, provide feedback, and advise coaches.
 - Observe and evaluate team practices frequently to gauge program success.
 - Establish a coaching evaluation process that provides timely and constructive feedback and training.
 - Notify the Board of Directors about any issues that might need to be assessed by the disciplinary committee.
 - Provide recommendations to the disciplinary committee as appropriate.
 - Assist the scheduler in ensuring coaches and assistants cover all practice sessions and assign replacements as needed.
 - Organize and lead ongoing coach development sessions, staff training, and meetings to convey program objectives, policies, and expectations.
 - Ensure hockey staff and participants adhere to program objectives, policies, and expectations, taking corrective action if necessary.
 - Assist in assessing player injuries and responding to/following up on identified injuries.
 - Recruit and identify Head Coaches and recommend for board approval.
 - Identify and assign Assistant and Support Coaches.
- **Communication & Reporting:**
 - Attend monthly Board meetings to report on hockey program performance.
 - Share player, parent, or coaching concerns with the Board for resolution.
 - Provide feedback to parents, players, and coaches as needed.
 - Participate in parent and player meetings with coaching staff as needed.
 - Serve as the primary point of contact for coaches regarding hockey development issues.
 - Provide periodic reports to the board on the status of player and coach development.

- Submit a year-end summary report including overall player performance, coach performance, team performance, practice plans, game strategy, and program improvement recommendations.
- Attend coaching workshops and conferences to stay updated on trends for planning new classes.
- Coordinate with the President to communicate the number of AZYHL teams for the next season to AZYHL by April 15.
- Coordinate with the President to ensure AZYHL teams are assigned to proper groups for the Labor Day Seeding tournament.
- Coordinate with the President and Team Staff to fill any remaining TCC ice slots for travel teams with non-league travel games.

Qualifications:

- USA Hockey coaching certification (preferred Level 4 or higher; minimum Level 3) with playing/coaching experience at a high level of youth and/or high school/college.
- Understanding of USA Hockey guidelines and rules.
- Successful completion of a criminal background check, SafeSport training, and other USA Hockey required background screenings.

Job Description: President

Reports to: Board of Directors

Position Type: Officer of the Board (Voting Member)

Summary: The President serves as the Chief Executive Officer of the WYHA, presiding over the Board of Directors and managing the day-to-day operations of the Association in accordance with the by-laws and Board directives.

Key Responsibilities:

- **Leadership & Oversight:**
 - Preside as the chairperson of the Board of Directors.
 - Execute all directions outlined by the Board of Directors.
 - Maintain open communication with the Board of Directors regarding all matters concerning WYHA operations.

- Conduct the day-to-day affairs of the Association.
- Represent WYHA in all contracts and/or other instruments involving the Association's affairs after Board approval, unless expressly delegated.
- Represent the WYHA at all appropriate functions and meetings.
- Serve as ex-officio member of all committees and ensure timely completion of WYHA functions.
- Be an authorized signatory on all bank accounts.
- Appoint chairpersons of all standing and special committees.
- Supervise all appointed positions.
- May call special or emergency Board meetings.
- May poll directors for decisions in emergency situations when a special meeting is not practical.
- May take action in extraordinary situations determined to be in the best interests of WYHA when a quorum cannot be obtained.
- Authorize expenditures not exceeding two hundred fifty dollars (\$250) along with the Treasurer.
- **Scheduling & Coordination:**
 - Schedule and coordinate ice time and stagehands (timekeepers) with the Tucson Convention Center (TCC) and Adult Hockey.
 - Schedule travel games (home and away) during AZYHL scheduling meetings.
 - Schedule officials for house and travel games.
 - Schedule individual Jr Roadrunner groups' ice times at the TCC, based on monthly ice schedules from TCC and in coordination with the Coaching Director.
 - Coordinate with the Coaching Director and team staff to fill any remaining TCC ice slots designated for travel teams with non-league travel games.
 - Coordinate with the Tucson Roadrunners about on-ice and off-ice events involving WYHA players and delegate tasks to other board members and team staff to ensure successful participation.
- **Administrative & Financial:**
 - Attend monthly Arizona Amateur Hockey Association meetings as WYHA's voting director.
 - Attend monthly hockey operations committee meetings for AZYHL.
 - Monitor and reply to inquiries to the tucsonicehockey@gmail.com and pres.jrroadrunners@gmail.com addresses.
 - Maintain WYHA's good standing with the Arizona Corporation Commission and WYHA's DBA as "Tucson Junior Roadrunners."

- Coordinate with the Treasurer on budget development for the organization and registration fees for various groups/teams to be presented to the board for review and approval.
- Monitor the WYHA Mailbox at the Rosemont Post Office and address any needs from mailed correspondence.
- Approve prorated fees for routine schedule conflicts and mid-season registrants with the Coaching Director without a Board vote.
- Provide oversight of all financial matters impacting the WYHA.
- Serve as USA Hockey designated registrar
- Permitted a single vote on any issue before the Board.
- **Other Duties:**
 - Perform other duties as they arise that are not delegated to another Board member.

Qualifications:

- Understanding of USA Hockey guidelines and rules
- Successful completion of a criminal background check, SafeSport training, and other USA Hockey required background screenings.

Job Description: Vice President

Reports to: President and Board of Directors

Position Type: Officer of the Board (Voting Member)

Summary: The Vice President performs duties as assigned by the Board of Directors and acts in the absence or disability of the President, exercising the President's powers and executing actions outlined by the Board. The Vice President is also responsible for resolving misconduct/conflict issues.

Key Responsibilities:

- Perform duties as assigned by the Board of Directors.
- In the absence or disability of the President, perform the President's duties and exercise their powers.
- Execute actions outlined and voted upon by the Board of Directors.
- Responsible for resolving issues involving misconduct/conflict as prescribed in WYHA policy.

- Chair disciplinary committee for all disciplinary actions for coaches, players and parents.
- May be assigned additional roles and responsibilities as outlined in Article VIII, section 1.
- Permitted a single vote on any issue before the Board.

Qualifications:

- Successful completion of a criminal background check, SafeSport training, and other USA Hockey required background screenings.

Job Description: Secretary

Reports to: Board of Directors

Position Type: Officer of the Board (Voting Member)

Summary: The Secretary is responsible for maintaining official records of the WYHA, including meeting minutes, by-laws, and correspondence, and for ensuring timely communication regarding Board meetings and other club affairs.

Key Responsibilities:

- Notify the Board of Directors of regular and special Board meetings and post notice at least seventy-two (72) hours prior to such meetings.
- Keep or cause to be kept the minutes of Board meetings and record attendance.
- Have minutes of Board meetings available for review and approval by the Board no later than seventy-two (72) hours after such meeting.
- Post approved minutes on the website no later than seven (7) days after their approval by the Board.
- Maintain all documents and forms of the Club.
- Responsible for ensuring the Bylaws are kept current.
- Responsible for keeping the by-laws and correspondence of the WYHA.
- Responsible for all mailings to and from the WYHA.
- Receive nominations for Board positions during the specified period.
- Distribute the meeting agenda to all Board members no later than seventy-two (72) hours prior to the next scheduled meeting.
- Serve as chair of the bylaws committee.
- Post the Bylaws on the website.
- May be assigned additional roles and responsibilities as outlined in Article VIII, section 1.

- Permitted a single vote on any issue before the Board.

Qualifications:

- Successful completion of a criminal background check, SafeSport training, and other USA Hockey required background screenings.

Job Description: Treasurer

Reports to: Board of Directors

Position Type: Officer of the Board (Voting Member)

Summary: The Treasurer is responsible for all financial matters of the WYHA, including managing funds, maintaining financial records, advising the Board on financial decisions, and ensuring compliance with tax exemption requirements.

Key Responsibilities:

- Advise and make recommendations to the Board concerning all financial matters.
- Have custody of all funds.
- Maintain all financial records.
- Deposit funds in an account in the name of WYHA as directed by the Board of Directors.
- Provide an accurate and balanced accounting of all financial transactions to the Board of Directors at every Board meeting.
- Submit records for auditing or review at the end of the fiscal year.
- Approve all expenditures in accordance with the Board's direction and authorized budget.
- Responsible for the preparation of the annual budget for approval by the Board of Directors.
- Responsible for the collection of all membership dues, as approved by the Board of Directors.
- Be Chair of the finance and budget committees.
- Maintain all legal documents for tax exemption and 501(c)(3) designation.

- Secure an independent accounting professional, subject to Board approval, to conduct an annual review and audit of books and 501(c)(3) compliance.
- Authorize expenditures not exceeding two hundred fifty dollars (\$250) along with the President.
- Coordinate with the President on budget development and registration fees.
- May be assigned additional roles and responsibilities as outlined in Article VIII, section 1.
- Permitted a single vote on any issue before the Board.

Qualifications:

- Successful completion of a criminal background check, SafeSport training, and other USA Hockey required background screenings.

Job Description: Member-At-Large

Reports to: President and Board of Directors

Position Type: Member of the Board (Voting Member)

Summary: Members-at-Large represent the interests of the general membership and undertake projects and duties assigned by the President and the Board of Directors. They are recommended to chair at least one committee.

Key Responsibilities:

- Represent the interests of the general membership.
- Conduct projects and accept duties as assigned by the President and the Board of Directors.
- Assigned additional roles and responsibilities as outlined in Article VIII, section 1.
- Recommended to be chairperson of at least one committee.
- Have voting rights on all Board matters.

Qualifications:

- Successful completion of a criminal background check, SafeSport training, and other USA Hockey required background screenings.

Job Description: Goalie Director

Reports to: Board of Directors

Position Type: Auxiliary Board (Non-Voting Member)

Summary: The Goalie Director works in close collaboration with the Coaching Director, leading efforts to ensure the overall success and development of the goalie program across all levels of the organization. Coordinate goalie specific training (on and off ice), methodology, and ensure consistency across goalie coaching at all levels.

Key Responsibilities:

- Development
 - Responsible for development of all goalies across all levels of youth hockey
 - Design and maintain a structured goaltender development path that outlines core skills, progression benchmarks, and age-appropriate development goals
 - Identify and develop goalie methodologies and design mechanisms to ensure consistency across the organization
 - Arrange goalie specific training and clinics
 - Work with and develop other goalie coaches, assistant coaches and volunteers to provide drills and/or practice plans for goalies during goalie specific ice times
 - Work with team coaches to provide goalie drills and/or practice plans for goalies during team practices
 - Work with goalies on and/or off the ice
 - On-ice coaching: Conduct individual and group training sessions, focusing on techniques, positioning, agility, and game scenarios
- Goalie Assessment
 - Lead the goaltender evaluation process to ensure fair, consistent, and transparent assessment
 - Collaborate with Coaching Director, Head Coaches, and/or other members of the organization to ensure goalies are placed on teams that match their development level, maximizing opportunity and enjoyment
- Communication
 - Monitor goalie performance during games and practices, providing constructive feedback and progress reports to goalies and parents
 - Educate parents on the goalie position, program philosophies, and their child's development

- Serve as the "goalie voice" in meetings with parents, coaches and the board of Directors advocating for the needs of the goalie program
- Recruitment and Retention
 - Attend parent meeting and educate parents on the goalie position
 - Encourage parents to allow kids to try goalie
- Advocate
 - Attend youth coaches meetings
 - Be the "Goalie" voice of experience

Qualifications:

- USA Hockey coaching level I certification and completion of USA Hockey Goalie Coach Certification (Gold or Silver preferred, Bronze minimum)
- High-level knowledge of goalie techniques/methods typically gained through goalie playing and/or coaching experience at a high level of high school/college/professional level
- Understanding of USA Hockey guidelines and rules
- Successful completion of a criminal background check, SafeSport training, and other USA Hockey required background screenings.