Escanaba Area Junior Hockey Association



Bylaws, Policies & Job Descriptions

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Bylaws
Escanaba Area Junior Hockey Association
Escanaba, MI

Article I – Name

The legal name of this organization shall be the Escanaba Area Junior Hockey Association, referred to herein as the EAJHA.

Article II – Purpose

The purpose of the EAJHA is to provide, coordinate and continually improve a program of ice hockey for all interested youth in Delta County, Michigan. This program is for those youth who want to play hockey or learn to skate and engage in other such activities as may be authorized in the Articles of Incorporation.

Article III – Membership

Section 1: General Member – Any adult interested in the EAJHA may be a member so long as they are in good standing with the EAJHA.

Section 2: Voting Member – Every voting member shall be permitted to exercise one vote for the purpose of electing members to the Board of Directors. Proxies and absentee ballots will not be recognized. Voting members are defined as:

1. Any interested person of legal voting age who has demonstrated an interest in the EAJHA and has manifested this interest by attending four of the regular monthly meetings of the EAJHA in the calendar year preceding the Annual Meeting.
2. For purposes of this determination, the calendar year referred to shall be defined as the period from May 1 through April 30 of each year. Verification of attendance at the required number of meetings will be taken from the official minutes of the EAJHA Secretary and the roll call records. The Secretary shall publish a list of the eligible voters following the regular April meeting each year.

Section 3: Rights – Every member shall have the right to participate in all Association activities. Eligible voting members will also participate in the election of the Board of Directors.

Section 4: Annual Dues – Dues, or membership fees, if any, shall be decided at the discretion of the Board of Directors.

Section 5: Expulsion – Any member who shall fail to pay dues or any properly levied assessment or who shall engage in activities which jeopardize the tax exempt status of the Corporation shall be expelled from membership or have such other action taken against him/her as the Association Board of Directors, in its discretion, determines to be reasonably necessary.

Article IV – Government

Section 1: Government – The government of this Corporation shall be vested in the Board of Directors. The Board of Directors shall have all the usual powers of directors of a business organization and the immediate government and direction of the affairs of the Corporation. It shall make all rules and regulations which it deems necessary or proper for the government of the Corporation, the orderly conduct of its affairs, and the management of its property, not inconsistent with the Articles of Incorporation and the terms and provisions of Section 501 of the Internal Revenue Code of 1954, as amended, or any success section thereof.

Section 2: Accounting – All funds, monies and other property or income from property of the Corporation shall be expended for such purposes as are described in the Articles of Incorporation, and as authorized by the Board of Directors. The Board shall authorize payment of essential and incidental expenses as deemed necessary. Such money shall be drawn out only by checks signed by the Treasurer, which may also be countersigned by the President or other designated officer or person.

Article V – Board of Directors

Section 1: Number & Selection – The elected Board of Directors shall consist of eleven (11) persons. The immediate Past President of the EAJHA shall serve ex-officio if not otherwise a member of the Board.

Section 2: Terms of Office – A member of the Board of Directors shall serve a full term of three (3) years from the time elected, and shall serve until expiration of his/her term and/or until his/her successor is chosen. All Directors shall be elected by the voting membership at the May meeting. If any vacancies occur, they shall be filled by the Board of Directors with an appointed successor for the remainder of said term.

Section 3: Qualifications – All members of the Board of Directors shall be members in good standing of the EAJHA. In order to remain a member in good standing, a member shall attend at least eight (8) of the regularly scheduled monthly Board Meeting and not be absent for three (3) consecutive meetings in a calendar year. For the purpose of this determination, the calendar year referred to shall consist of the period of July 1 through June 30. Verification of attendance at the required number of meetings shall be taken from the official minutes of the EAJHA Secretary and the roll call records. In the event that any member of the Board of Directors, at any time, fails to be a member in good standing of the EAJHA, such member shall be deemed, for all purposes, to have resigned from the Board of Directors and a successor shall be appointed by the remaining members of the Board. Under special circumstances, the President can grant a Board Member two (2) additional absences per calendar year.

Section 4: Powers – The Association Board of Directors shall have all the usual powers of the directors of a business organization and the immediate government and direction of the affairs of the EAJHA. It shall make all policies, rules and regulations which it deems necessary or proper for the government of the EAJHA, the orderly conduct of its affairs, and the management of its property, not inconsistent with the Articles of Incorporation and the terms and provisions of Section 501 of the Internal Revenue Code of 1954, as amended, or any successor section thereof.

Section 5: Protection of Directors – No personal contributions shall be required of the Directors. Except as required by law, there shall be no personal liability on the part of the Directors of the Corporation, and the Corporation shall indemnify such Directors as provided in the bylaws.

Article VI – Officers

Section 1: Number & Selection – The Officers shall include a President, Vice President, Secretary and Treasurer. These Officers collectively shall be known as the Executive Committee. The Officers shall be elected by the EAJHA Board of Directors at the annual meeting for a term of one (1) year and they shall assume their duties at the July meeting. The Board of Directors shall fill any vacancy in office during the term with an appointed successor for the remainder of said term. No individual shall serve more than three (3) consecutive terms as President.

Section 2: President – The duties of the President shall include:

- Overseeing the affairs and activities of the EAJHA.
- Positively representing the EAJHA within the Community.
- Preparation of the annual budget for adoption at the July Board Meeting.
- Presiding over and maintaining order at all scheduled meetings.
- Representing the EAJHA at all District, State and National events whenever necessary and possible.
- Supervising and assisting other Officers in the performance of their duties.
- To an extent possible, establishing a personal acquaintance with all members.
- Appointing committees as deemed necessary, with Board approval.
- Acting as EAJHA's representation to the Michigan Amateur Hockey Association (MAHA) District Council.
    - The Board of Directors may appoint another member to act as the EAJHA District Representative.

Section 3: Vice President – The duties of the Vice President shall include:

- Performing the duties of the President in his/her absence.
- Serving as ex-officio member on any committee assignment that the President shall make.
- Instituting and/or assisting with all EAJHA programs and membership needs.
- Recruiting for and assisting with all EAJHA projects.
- Assisting the Association Registrar with membership records.
- Overseeing all publications and public relations.

Section 4: Secretary – The duties of the Secretary shall include:

- Keeping records of the correspondence and policy changes of the Organization.
- Preparation of the meeting agendas with the President.
- Keeping minutes of the Board Meetings which may include the use of a recording device as needed.
- Maintaining supplies (excluding playing equipment & concession supplies) for the proper functions of the Organization.
- Providing the bylaws and policies to the membership when requested.
- Maintaining attendance records.

- Maintaining the Association calendar, excluding the scheduling of ice time.
- Answering written correspondence promptly.

Section 5: Treasurer – The duties of the Treasurer shall include:

- Assisting in the maintenance of overall good financial order for the Organization.
- Reporting monthly on the financial status of the Organization.
- Reconciling funds received from the Association Registrar with the number of players registered.
- Keeping records of money owed to or by the Organization.
- Maintaining a list and location of Association assets.
- Obtaining financial reports from all fundraisers and concession operations.
- Preparing a report for audit prior to the Annual Meeting.

Section 6: Other Officers – The Board of Directors shall have the authority to appoint such subordinate officers, employees or agents as may be necessary, in their judgment, to conduct the business of the Association, and designate their title and compensation, if any. The Association Board of Directors may engage an Administrator who shall formulate and carry out business policies submitted by him/her and approved by the Board of Directors, and, subject to the approval of the Board of Directors, enter into all contracts required for the conduct of the business of the Association.

Section 7: Responsibilities – The Officers and Members of the Board of Directors of the Association shall use their best efforts to carry out, in good faith, the purposes and exercise the powers expressed in the Bylaws of the Association in such manner as to further the aims of the Association for the benefit of all citizens in Delta County and the surrounding area, not inconsistent with the Articles of Incorporation and the terms and provisions of Section 501 of the Internal Revenue Code of 1954, as amended, or any successor section thereof.

Members of the Board of Directors, except for, unless necessary, the President, Secretary and Treasurer, shall serve as a chairperson or director of a standing committee as determined by the Board of Directors on a yearly basis. They are then responsible to select their own committee unless indicated otherwise.

Article VII – Meetings

Section 1: Rules of Order – In general, Robert's Rules of Order shall govern all proceedings of all meetings of the Organization and its constituent parts except as provided by the Bylaws.

Section 2: Quorum – A quorum for the transaction of business at a meeting of the Board of Directors shall consist of six (6) Members of the Board of Directors.

Section 3: Annual Meeting – An annual meeting of the members shall be held in July of each year. At this meeting, the President shall give a report of all material matters, financial and otherwise, of the Association for the preceding year.

Section 4: Board of Directors Election Meeting – At the regularly scheduled Board Meeting in May of each year, the election of the Board of Directors will take place. Voting Members are encouraged to attend this meeting. The new Board will meet immediately following the meeting to nominate officers for the coming year. The newly elected Board of Directors will take over their responsibilities at the July meeting. The election of Officers will take place as defined in Article VI, Section 1 during the annual July meeting.

Section 5: Meetings of the Board of Directors – The Board of Directors shall meet at least once a month during the fiscal year. The President will schedule the regular meetings of the Board during the fiscal year. In addition, the Board of Directors may have special meetings at any time upon the call of the Executive Committee. At all meetings of the Board of Directors, business shall be transacted by a majority vote of all Directors present, and any action shall be deemed the action of the entire Board of Directors. A quorum, as stated in article VII, Section 2, is still required to conduct official business at all annual, regular and special meetings.

Section 6: Notice of Meetings – Notice of annual and regular meetings of the Association and the Board of Directors shall be posted and available to the public at least ten (10) days prior to the time of the meeting. The notice will be posted on the EAJHA website as well as on the EAJHA social media accounts when possible. Such notice of meetings shall state the time and place where the meetings will be held.

Article VIII – Committees

Section 1: Nominating Committee – During the July meeting, the President of the Association may appoint a nominating committee, with the approval of the Board of Directors, to serve for a term of one (1) year. The committee shall entertain suggestions for Directors of the Association for the following year and propose candidates to be voted upon by the membership at the next annual meeting. The committee shall also recommend to the Board of Directors, candidates to fill any vacancies that might occur on the Board of Directors during the year.

Section 2: Standing Committees

- Coaching Committee – Coaching Development Program Director
- Concessions Committee – Director of Concessions
- Fundraising & Sponsorship Committee – Director of Fundraising
- Sportsmanship & Behavior Committee – SafeSport Director

Section 3: Other Committees – The President shall appoint, with the approval of the Board of Directors, a chairperson of the standing committee and such special committees as may be required, from time to time, to assist the Board of Directors. Special committee delegates shall represent the Association at conventions, meetings or assembly's as necessary. Such delegation shall exercise only those powers specifically vested in them by the Board of Directors. The President and Vice President shall be ex-officio members of all committees.

Article IX – Reports

Section 1: Fiscal Year – The fiscal year shall begin on the 1st day of July and end on the 30th day of June.

Section 2: Annual Reports – The President or Administrator shall present an annual report to the Association Board of Directors and to membership, reviewing the year. The report shall include a financial report prepared by the Treasurer, which shall be transmitted by the Secretary to the Board of Directors and any member of the Association who may request a copy.

Additional financial reports shall be made available to the Board of Directors or other legally entitled entity, in such form and at such time as my be requested or required by law.

Article X – Gifts

Section 1: Donations – The Board of Directors of the EAJHA is empowered to accept donations of money, personal property or real estate by way of gift, devise, bequest or otherwise hold title thereto for the benefit and purpose of the EAJHA, and to use said property in accordance with the terms of the deed, gift, devise or bequest of such property, if any, and otherwise the same shall be used in a manner not inconsistent with the purposes of the EAJHA and that the same shall be consistent in all respects with the stated purposes of the EAJHA as set forth in Article II of the Articles of Incorporation.

Article XI – Authority to Bind

No member of the EAJHA shall contract for or incur any debt or enter into any agreement or otherwise obligate the EAJHA, except by authority of the EAJHA Board of Directors.

Article XII – Removal from Office

Any Officer or Director may be removed from office as a result of the failure to fulfill the duties of said office or for conduct detrimental to the best interest of the EAJHA. Said removal must include the following procedure:

1. A petition stating the charge shall be filed with the Secretary and signed by two-thirds (2/3) of the Board of Directors or by two thirds (2/3) of the voting membership.
2. The Secretary shall notify membership at least twenty (20) days before the question will be placed on the meeting agenda. For this purpose, notification shall be made via e-mail.
3. Said Officer or Director shall be permitted written notice of the charge at least five (5) days before the question is to be placed on the agenda.
4. The petitioners shall present their case first, said Officer or Director shall be heard second and the vote shall be taken third. Two-thirds (2/3) of those voting shall be necessary to remove Officer or Director from office. Should said Officer be the Secretary, the Treasurer shall

receive and distribute the petition. Should said Officer be the President, the Vice President shall preside during the removal proceedings. Not removal proceedings shall be based and presented more than once on the same evidence.

Article XIII – Compensation of Directors and Officers

Members of the Board of Directors and Officers of the EAJHA shall not receive compensation for the performance of their duties on behalf of the EAJHA; except that such Directors and Officers may be reimbursed for actual expenses incurred on behalf of the EAJHA upon approval by a majority vote from the Board of Directors present at any regular or special meeting.

Article XIV – Action without Meeting

The Board of Directors may take any action required or permitted to be taken without meeting; if, before such action is taken, all members of the Board of Directors consent thereto in writing. For these purposes, electronic email will fit the definition of in writing. The written consent shall be filed with the minutes of the proceedings of the Board of Directors, and shall have the same effect as a vote of the Board of Directors at a properly called and noticed regular or special meeting.

Article XV – Indemnification

Each Director and Officer of the EAJHA shall discharge the duties of his/her position in good faith and diligence, care and skill which an ordinary prudent person would exercise under similar circumstance in a like position.

The EAJHA shall have the power to indemnify any person who was or is a party or is threatened to be made a party to any threatened, completed or pending action, suit or proceeding, whether civil, criminal, administrative or investigative, other than an action by or in the right of the EAJHA, by reason of the fact that he/she is or was a Director, Officer, employee or agent of the EAJHA, against expenses, including reasonable attorney's fees, judgments, fines and amount paid in settlement actually and reasonably incurred by him/her in connection with such action, suit or proceeding if he/she acted in good faith and in a manner he/she is reasonably believed to be in, and not opposed to, the best interest of the EAJHA, and, with respect to any criminal action or proceeding that there is no reasonable cause to believe his/her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement or conviction or upon a plea of nolo contendere or its equivalent, shall not, of itself, create an assumption that the person did not act in good faith and in a manner which he/she reasonably believed to be in, and not opposed to, the best interests of the EAJHA, and, with respect to any criminal action or proceeding, had reasonable cause to believe that his/her conduct was unlawful.

The EAJHA shall have the power to indemnify any person who was or is a party to or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the EAJHA to procure a judgment in its favor by reason of the fact that he/she is or was a Director, Officer, employee or agent of the EAJHA, against expenses, including reasonable attorney's fees actually and reasonably incurred by him/her in connection with the defense or settlement of such action or suit if he/she acted in good faith and in a manner he/she reasonably believed to be in and not opposed to the best interests of the EAJHA; except that no indemnification shall be made in respect to any claim, issue or matter as to

which such person shall have been adjured to be liable for negligence or misconduct in the performance of his/her duty to the EAJHA, unless, and only to the extent that, the Court in which action or suit was brought shall determine upon application that, despite the adjudication of liability, but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnify for such expenses which such Court shall deem proper.
To the extent that a Director, Officer, employee or agent of the EAJHA has been successful on the merits, or otherwise in defense of any action, suit or proceeding, or in defense of any claim, issue or matter herein, he/she shall be indemnified against expenses, including reasonable attorney's fees, actually and reasonably incurred by him/her in connection therewith. Any indemnification hereunder shall be made by the EAJHA only as authorized in the specific case upon a determination that indemnification of the Director, Officer, employee or agent is proper in the circumstances because he/she met the applicable standards of conduct set forth herein. Such determination shall be made either by majority vote of the Board of Directors, consisting of Directors who were not parties to said action, suit or proceeding; or if a majority of disinterested members of the Board of Directors is not obtainable, or if directed by a majority of disinterested members of the Board of Directors, by independent legal counsel in a written opinion. The liability of the EAJHA for indemnification hereunder shall be limited by the financial ability of the EAJHA to provide such indemnification, and such financial ability shall be considered by the Board of Directors or independent legal counsel determining indemnification as hereinbefore provided.

Expenses incurred in defending a civil or criminal action, suit or proceeding as hereinbefore described may be paid by the EAJHA in advance of the final disposition of such action, suit or proceeding as authorized in the same manner as indemnification upon receipt of an undertaking by, or on behalf of, the Director, Officer employee or agent to repay such amount unless it shall ultimately be determined that he/she is entitled to indemnification by the EAJHA.

The indemnification provided herein continues to a person who has ceased to be Director, Officer, employee or agent and shall inure to the benefit of his/her heirs/ executors and administrators. The EAJHA shall have the power to purchase and maintain insurance on behalf of any person who is, or was, a Director, Officer, employee or agent of the EAJHA against any liability asserted against him/her and incurred by him/her in any such capacity or arising out of his/her status as such.

Article XVI – Amendments

The Bylaws may be amended by a two-thirds (2/3) vote of the entire Board of Directors, provided that written notice of the proposed action has been given to each member of the Board either in person, via email or at his/her last known address at least ten (10) days prior thereto.

Article XVII – Dissolution

The Board of Directors may, by unanimous vote, direct that the EAJHA be liquidated or dissolved, and in such case, the terms and provisions of Article VII of the Articles of Incorporation shall govern said liquidation or dissolution. Liquidation and dissolution may also occur as provided by the Laws of the United State of America and/or the State of Michigan, and in such event, the terms and provisions of Article VII of the Articles of Incorporation shall govern such liquidation and dissolution.

Policies
Escanaba Area Junior Hockey Association
Escanaba, MI

I – General Policies

A. The Escanaba Area Junior Hockey Association (EAJHA) will be a dues paying member of the Michigan Amateur Hockey Association (MAHA), USA Hockey, the Central Upper Peninsula (CUP) Hockey League and the Northern International Hockey League (NIHL) when applicable. The EAJHA will enter teams in these leagues at appropriate levels of age and competition. This policy is subject to annual review by the Board of Directors.
B. When possible, Standing Committee chairpersons will be appointed at the May Meeting with approval of the Board of Directors. The Director or Chairperson will pick their own committee members, if necessary, to help them perform their duties. Division Directors will be recommended prior to the start of each season in each Division and appointed by the Board of Directors to perform their duties.
C. The EAJHA Board of Directors will meet on the second Wednesday of every month at 6:00 PM, Eastern Standard Time at a facility to be designated annually by the Board. The meetings and facility are to be alcohol and smoke free. General membership is encouraged and welcome to attend.
D. The President of the EAJHA is permitted to spend up to $250.00 for any appropriate purpose without prior approval of the Board.
E. The EAJHA Board of Directors will carry a minimum of $1,000,000 in personal/corporate liability insurance.
F. With approval from the Board, the EAJHA will provide the IRS per diem rate mileage plus the cost of meals for each of its representatives who attend official MAHA and league meetings.
G. EAJHA Remembrance Fund
    1. This policy will cover:
        a) The death of, or serious illness or injury of:
            i. Board Members, their spouses and/or children
            ii. Past Presidents of the EAJHA, their spouses and/or children
            iii. Any EAJHA Player
        b) The death of a mother, father, mother-in-law, father-in-law, brother or sister of members listed in [a) i.] above.
        c) The death or serious injury (requiring hospitalization) of any player participating in an authorized game held on designated EAJHA ice.
    2. This gift will not exceed an amount of $50.00 unless the Board of Director gives prior approval.
    3. The Board shall designate the EAJHA Secretary to fulfill this responsibility.
H. The Board of Directors will determine the official colors, mascot and logo of the EAJHA. If an individual team sponsor chooses to furnish and pay for uniforms for its own team, the uniform selection shall be approved by the EAJHA Board of Directors prior to use.
I. The EAJHA will make financial aid available to its members where possible and when properly approved by the Board of Directors. The application for financial aid will be available at registration and will contain the qualification requirements.

II – Players

A. All players with the EAJHA are required and expected to attend all the scheduled games and practices of his/her team. Consequences for attendance will be at the discretion of the Coach. Players who do not participate in practices may not be allowed to participate in the scheduled game. There are obvious exceptions to this requirement for illness and other personal matters. Open communication with the Coach is expected.

B. Players residing inside Delta County will be considered in association. Players outside of Delta County but the Hannahville Ice and Turf Complex is the closest rink to their residence will also be considered in association. Allowing players from surrounding areas on teams will be determined by the number of players already at each level on a season-to-season basis. If a player plays two consecutive seasons with the EAJHA they will then be considered in association.

C. All EAJHA team personnel (players, coaches and managers) are expected to present a neat overall appearance at the rink at all times during home games and when the team travels out of town. Proper apparel is expected.

D. Chronic, unexcused absences are to be reported by the Coach to the appropriate Division Director who will investigate the situation and attempt to find a resolution. If the Division Director is unable to resolve the matter, it will be referred to the Coaching Committee who will make a recommendation to the Board based upon the actual facts and results of the investigation. If suspension or expulsion is recommended, the player's parent or guardian will be given the opportunity to address the EAJHA Board before a decision is made.

E. If a player drops out of the EAJHA during the season, it is to be reported to the appropriate Division Director by his/her Coach. The Division Director will then investigate the reason that the player dropped out and submit their findings to the EAJHA Board for review.

F. The EAJHA will donate up to $100 for expenses and will provide use of an EAJHA uniform to any EAJHA Player who is selected to attend a USA Hockey Camp and/or Festival.

G. Registration Requirements

1. All outstanding bills owed to the EAJHA must be paid in full by the debtor before said debtor or any of their immediate family members will be permitted to register to play hockey with EAJHA.
2. All current season player registration fees must be paid in full by January 31st of each season. Requests for full or partial registration refunds are subject to approval by a majority vote of the Board of Directors on a case by case basis.
3. If player registration is not paid in full by January 31st of the current season, no registered player(s) within the household will be allowed to participate in any EAJHA activities. Any and all players within this household will also be removed from their team roster(s).
4. Reoccurring failed or late payments will be subject to penalty and/or player ineligibility to participate in any EAJHA activity as determined by the EAJHA Board of Directors. If payment is not received by the 20th of the month the player is ineligible to participate in any EAJHA activities until the payment is made. If two late payments are made, the registration will be due in full at ethe beginning of the next hockey season. Payment plans will no longer be offered.
5. All outstanding bills must be paid in full to the EAJHA before being eligible to participate in spring hockey practice. Any families with outstanding registration, DIBS hours fines or any other outstanding bill will not be permitted to attend spring ice practice.
6. A player that is High School hockey team eligible is required to register and make the payments like a regular Bantam player would. The October payment will be made as the player continues to practice and play with the Bantam team. Depending on the time of the High School tryouts November payment may not be collected. If the player makes the High School team, they will not

need to make any further payments, however no refunds will be issued for time already played. If the player does not make the High School team, they will continue to make the payments for the rest of the Bantam season or pay the remaining balance including making up for the skipped September payment for raffle tickets.

7. All EAJHA owned equipment from a prior season, including but not limited to, players' jerseys, must be returned in a reasonable and usable condition or otherwise paid for, before a player will be allowed to register for future seasons with EAJHA.
8. Each EAJHA Team is permitted to carry a maximum of two full time goaltenders. In the event that a Team carries two full time goaltenders for the duration of the season, each of the goaltenders will be refunded 50% of their base registration cost (not including additional fees such as volunteer deposits or required fundraising expenses), at the conclusion of the season. This is intended for the 12U and older age groups. Full time goaltenders are discourage with the 10U and younger teams. To be eligible for this refund, each of the goaltenders must have:
    a) Been an active member of their Team for the duration of the season.
    b) Only played the goaltender position for the duration of the season. This includes both practices and games.
    c) Must have had their game action split relatively equally with the other Team Goaltender.

H. Required Player Equipment

1. Mandatory equipment to be worn by all players must include: athletic cup or Jill, shin pads, elbow pads, H.E.C.C. approved helmet with a facemask, neck protection, and hockey skates. Neck protection is also required for all goalies.
2. All players who play in the Mite Division and above must also wear properly fitted hockey pants or shell with protective girdle, hockey gloves, and shoulder pads/chest protector. Full protective equipment is required for all EAJHA games AND practices. Listed equipment is not provided by the EAJHA. It is the responsibility of each player to have this required equipment.
3. In addition to the equipment listed in (G. 1.) and (G. 2.) above, all Pee Wee division players and above must also wear colored (non-clear) mouth guards for all games and practices.
4. When available, the EAJHA may provide basic goaltender equipment. Any goaltender equipment provided by the EAJHA will become the responsibility of the player receiving the equipment. He or she is responsible for the monetary replacement of this equipment if it's lost, stolen or maliciously damaged.

III – Parents

A. The parents of EAJHA players are asked not to pay their children for goals, hat tricks, shutouts etc. Teamwork cannot be properly stressed under this influence.
B. Parents are encouraged to become aware of the requirements of operating a successful junior hockey program. Volunteers are always needed to staff committees for fund raising, tournaments, equipment, publicity, the annual awards banquet etc.
C. Additionally, parents are encouraged to participate in various other responsibilities incumbent upon them as members of the EAJHA, such as serving on the Board of Directors, becoming a Division Director, volunteering in the concession stand, working as score keepers, time keepers and announcers. The parent's responsibilities span the entire scope of the Association and are not necessarily limited to the particular age division in which their child is participating.

IV – Coaching

A. All EAJHA Coaching positions (B and A/AA Teams) will be considered open and available at the conclusion of each hockey season.
    1. Individuals interested in obtaining an A or AA team coaching position are to submit a written application to the Director of Coaching. Application forms may be obtained from the Director of Coaching and information should be included the individuals past involvement in the EAJHA or other Junior Hockey Associations, experience as a hockey player, experience as a hockey coach and other involvements in working with young people or youth groups.
    2. The Coaching Committee will make a recommendation to the Board of Directors are required, to form teams.
    3. The final decision to fill any Head or Assistant coaching position rests with the EAJHA Board of Directors. The Board specifically reserves the right to accept or reject any or all applications.
    4. Head coaches may not assign assistant coaches without prior approval from the EAJHA Board of Directors.
B. The Director of Coaching and Division Directors will monitor all Coaches of the EAJHA throughout the season. They are expected to make suggestions for any program changes or staffing additions, etc. that they feel are necessary at each of the different levels of play.

C. All Coaches are expected to meet with their players and parents at the beginning of each season. During this meeting, the following topics shall be covered:
    1. Introduction of all Coaches with a brief explanation of their background, and coaching philosophy.
    2. Introduction of the Division Director for their particular Division including an explanation of their responsibilities.
    3. USA Hockey, MAHA and EAJHA rules regarding access to locker rooms and player benches.
    4. Review of the SafeSport and STAR programs. If possible, the Director of Sportsmanship and Behavior should attend all meetings.
    5. The EAJHA Whistleblower Policy. (Policy X)
    6. The EAJHA Bullying Policy. (Policy IX)
    7. The EAJHA Grievance and Mediation Procedure. (Policy IV. H.)
    8. Player expectations including behavior, attendance and disciplinary procedures.
    9. Additional player expectations including keeping grades up, proper nutrition and getting the right amount of sleep.
    10. Season plans for dry land training, tournaments and other events.
    11. Specific team needs including score/time keepers, locker room monitors, “Team Moms”, and other volunteers.
    12. Any other topics that the coaches and/or parents feel are necessary to discuss.

D. Each team will be given 25 practice pucks at the start of each season. It’s the coach’s responsibility to bring pucks for practices and games.
E. Any coach who intentionally plays ineligible players on his or her team will be subject to suspension by the EAJHA and any games won by his or her team involving the ineligible players will be forfeited to the opposing team. Additional disciplinary actions may be handed down based on USA Hockey and MAHA rules and recommendations.
F. The locker room shall be monitored in accordance with current applicable USA Hockey and Safesport locker room policies.
G. No player shall be given the authority to enforce rules for his or her own peer group. This is the responsibility of the coaching staff.

H. It is recognized that, from time to time, problems and complaints may develop concerning team rules and procedures that may not be able to be rectified by a coach, parent or player. In these instances, the coach, parent or player shall follow the Grievance and Mediation Procedure, which includes the following steps:
    1. First and foremost, it's important to follow the 24 hour rule. Take at least 24 hours to "cool off" prior to taking any action.
    2. The coach or parent who is grieving shall notify the other party involved. Notification shall include a specific explanation of the problem as well as an explanation of any history of this problem or attempts to rectify the problem. An opportunity for resolution must be provided to coach, parent or player.
    3. If a resolution cannot be reached, or if the problem persists, the appropriate Division Director must be notified. From that point forward, the Division Director will act as the mediator of the conflict. If the Division Director is not available, the Director of Officiating may serve as a substitute.
    4. If the conflict cannot be resolved with use of the Division Director, it shall be brought to the Coaching Committee.
    5. If the Coaching Committee cannot resolve the conflict, it should then (and only then) be brought before the EAJHA Board of Directors who will hear the complaint. The decision of the Board of Directors is final and binding on all parties involved.
I. It is mandatory for all EAJHA Coaches and Division Directors to attend the schedule Coaching Meetings.

J. All coaches (head or assistant) must receive and maintain the proper coaching credentials as required by USA Hockey and MAHA. The EAJHA will pay only the following expenses for EAJHA Coaches:
    1. USAH Hockey Registration including affiliate fees.
    2. Required Background checks.

    All other fees including clinics, travel, accommodations, age specific training etc., is the responsibility of the coach.
K. Additional Coaching Responsibilities
    1. It is ultimately the responsibility of the head coach, or an appointed team representative, to see to it that Minor (Off Ice) Officials are provided for each game to run the score clock and complete the score sheet. If these officials are not available at the start of the game, your team may be required to forfeit.
    2. The coach or appointed team representative shall confirm all home and away games with the opposing team coach or scheduler at least two weeks in advance of a scheduled game.
L. Coaches shall be aware that a FAIR SHARE (not necessarily equal) playing time process will be applied to all players at all levels, excluding A or AA Teams. This policy does not restrict the use of lost ice time for disciplinary or attendance issues.

V – Officiating

A. Referee assignments will be under the control of the EAJHA Director of Officiating. Whenever possible, young officials should be paired with experienced adult officials to officiate games. Capable young officials are to be worked into advanced games if possible.
B. The Director of Officiating is responsible for regularly reporting to the EAJHA Board of Directors.
C. A game official must be twelve (12) years of age or older in order to be eligible to officiate any EAJHA game. Because Mite games are ½ ice and no official records are kept, ten (10) and eleven (11) year old kids can act as an officials for those games if capable. This exception only applies to regular, non-tournament Mite games.

D. All officials must be USA Hockey registered, attend the required seminars, and be knowledgeable of the rules of the game of hockey.
E. The Director of Officiating is to meet, at the beginning of each season, with his or her officials, to review the playing rules and discuss proper officials conduct on and off the ice.
F. The EAJHA will use the two-man system for Squirts and above, unless mandated by tournament or league rules.

VI – Divisions/Teams

A. A "win at any cost" mentality is NOT the goal of the EAJHA, rather the Association's goals for all teams and levels include:
    1. Instilling a love for the game of hockey.
    2. Building character.
    3. Teaching the game of hockey.
    4. Fair share ice time.
    5. Having fun!
B. To balance the needs of B teams and regular season A/AA teams, the EAJHA Board of Directors at the September meeting will make the final determination on how many players will be allotted for both B and A/AA teams.

C. Team Alignment
    1. All team rosters will be kept, as close as possible, to a minimum of ten (10) players and a maximum of fifteen (15) players.
    2. The EAJHA Board of Directors has the authority to place players in division levels above their age group, or down to the IP level if appropriate, to balance the needs of the player and the needs of the EAJHA, however, such movement must be in full compliance with the rules set forth by USA Hockey and MAHA. Requests for such movements must be made by parents and must be made in writing to the Board of Directors before the selection of teams has been completed. The Board will base its decision on the recommendations of the coaches and division directors who are most familiar with the player making the request. That player's age, size, experience, ability, and the number of players in each division will be taken into consideration when making a decision on each request. Once teams have been selected, and after December 31st of the current season, the player must remain with his or her assigned team for the remainder of the season.
    3. The proper draft procedures must be followed when forming teams for the EAJHA in divisions where there is more than one team, including A and AA teams.
    4. No EAJHA player is permitted to skate or practice with any other EAJHA Team without prior approval from the EAJHA Board of Directors. This does NOT apply to goaltenders.
D. Draft Procedures
    1. Prior to holding a draft, at least two on ice skill sessions must be held. During this ice time, the coaches and other draft participants will evaluate players, identifying them be either name or number.
    2. Draft participants shall include: A representative from the coaching committee, the division director assigned to the division for which the draft is being held and the head coaches for the division.
    3. Goaltenders will be included in the draft. Players requesting goaltender positions will be noted on the draft roster before the draft begins. If the number of goaltenders noted on the draft roster are equal to or less than the number of teams being drafted, no

team may select more than one goaltender in the draft. If the number of goaltenders noted on the draft roster are greater than the number of teams being drafted, then no team may select goaltenders in successive rounds of the draft.

4. The head coaches will select a number out of a hat to determine the order of player selection.
5. The selection sequence will be conducted following this example:
    a. Where there are three teams named Team A, Team B and Team C: A, B, C, C, B, A, A, B, C, C, B, A …
    b. If there are players who join the EAJHA after the teams are selected, but prior to December 31st when the rosters are finalized, the team who would have had the next pick in the draft will automatically get that player and this process will be followed for additional added players as well.
6. The head coach of each team may protect only one of his or her children in the draft. This is the ONLY player who can be protected during the draft. Opposing coaches and the coaching committee representative will have the right to determine the draft rounds in which the protected players will be selected. These selections will be without prejudice and based upon ability.
7. After the completion of the draft, and prior to the results being posted, the head coaches involved may honor parents' requests to keep brothers/sisters, neighbors and/or cousins together, however it is NOT mandatory to honor such requests. The opposing coach must be in agreement with the request and a player of nearly equal talent will be traded to keep the teams balanced.
8. After the completion of the draft and prior to the results being posted, the draft results must be reviewed and approved by the coaching committee representative and the division director assigned to the division.
9. Assistant coaches may not be assigned to head coaches until the player draft has been completed. (Exception: An assistant coach may be assigned prior to the draft only if he or she does not have a son or daughter to be protected in the draft.) Assistant coaches cannot protect their child in a draft.

E. All Mite players should be rotated through the goaltender position. This process is to continue until each player on the team has had at least one opportunity to play as a goaltender. If a player refuses to play as a goaltender, or if a parent objects to having their child play as a goaltender, the head coach is to report this to their division director.

F. Tournaments
    1. The divisions including Squirts and below will be limited to a maximum of four (4) invitational tournaments per season.
    2. The divisions including Pee Wee and above will be limited to a maximum of five (5) invitational tournaments per season.
    3. Regional, District and State Tournaments do not count towards this maximum tournament count.
    4. Coaches are responsible for ensuring that they follow USA Hockey and MAHA rules in regards to maximum game counts for the season and how tournament games can affect that maximum game count rule.
    5. For Regional and/or District Tournaments, the EAJHA will pay the entry fees only. Any additional fees, including gate fees, are the responsibility of the Team.

G. Individual Team Fundraisers
    1. Each team may request one team specific fundraiser per season, to help offset specific team expenses. (A second fundraiser may be requested only in the event where a team is advancing to the State Tournament.)
    2. All fundraisers must have prior approval from the Board of Directors and they must not interfere with other EAJHA fundraising projects or imply that the EAJHA as a whole will benefit from the fundraiser.
    3. Team specific fundraisers must be limited to a two week time period.

4. All monies raised by a team must be deposited into an EAJHA Bank account to be maintained by the EAJHA Treasurer. The money will then be distributed by the EAJHA Treasurer for approved expenses only. All bills must be sent directly to the EAJHA via the PO Box and these expenditures must be approved by the EAJHA Board of Directors. Any preapproved distributions must be used in the manner for which they were approved.
5. All accounting documentation, including receipts, from the fundraiser must be turned into the EAJHA Treasurer within two weeks of the completion of the fundraiser and it must be made part of the EAJHA Financial Records.

H. A/AA Travel Teams

1. Whenever the EAJHA has a sufficient number of players interested in A/AA hockey, the Association will consider fielding these teams. The Board of Directors will make the final determination.
2. With his or her parents' consent, and with prior Board approval, a player may try out for an A/AA team above his or her own division. If he or she does not make the A/AA team, then he or she must play on the B team in the higher division, or, with the consent of the A/AA head coach, play on the A/AA team within his or her own division.
3. In order to give players an equal opportunity to try out for an A/AA team, the tryout will be held at the Hannahville Ice and Turf (HIT) Complex if possible. Tryouts may be held in a location other than the HIT if the HIT isn't open yet, with prior approval from the Board of Directors. A public announcement of the tryout must be made at least two weeks prior to the date of the tryout. A minimum of two on ice tryout sessions must be conducted to evaluate the players and all players must be registered with USA Hockey prior to trying out for any team.
4. To balance the needs of both the B teams and the regular season A/AA teams, the EAJHA Board of Directors will make the final determination of how many players will be allotted to both the B and A/AA Teams.
5. Similar to the way that B teams are drafted, the A/AA selections will be overseen by a representative of the coaching committee and the assigned division director.
6. A minimum tryout fee of $25 will be required for all players trying out for an A/AA Team. This fee may be more than $25 if needed to cover tryout expenses. Any excess money collected from an A/AA tryout is the property of the EAJHA.
7. Players on A/AA Teams may be required to pay additional team fees above and beyond the EAJHA registration fees in order to cover additional ice time scheduled by the team. The EAJHA will only pay for an ice allotment for an A/AA team which is equal to the ice allotment provided to the EAJHA B team within the same division.
8. The EAJHA may elect to have a pre-season Midget AA Team if there is a sufficient number of players interested. This team will disband prior to the high school draft so that players are eligible to try out for the high school team. This team may reconvene after the conclusion of the high school season, subject to all USA Hockey and MAHA rules. If a pre-season Midget AA Team is established with approval of the EAJHA Board of Directors, then the EAJHA will provide ten (10) one hour ice sessions for the team. Official and additional ice time, including ice for games, will be the responsibility of the team.

VII – Initiation Program (IP)

A. Philosophy and Objectives
    1. The Initiation Program (IP) should provide an enjoyable introduction to the sport of ice hockey. An atmosphere for fun and learning should be provided. While teaching basic fundamentals, the coaches should introduce players to the objectives of the game. Coaches should deliver communications at the player's level of understand rather than the other way around. Players should be encouraged to enjoy, learn and continue with the game of ice hockey. There should be no emphasis on winning at this level by either the coaches or parents.
    2. The IP will be administered in accordance with the USA Hockey Initiation Program rules and recommendations.
    3. All players newly registered to the EAJHA under the age of eight (8) shall be processed through the IP to determine their unique skill level.
    4. All IP parents must attend a preseason parent meeting where the IP will be explained.

VIII – Games & Practices

A. The most recent edition of the **USA Hockey Playing Rules** and the **MAHA Annual Guide** will govern all EAJHA games.
B. Players and coaches must leave the ice immediately upon hearing the signal that the ice session is terminated and the Zamboni is ready to clean the ice. No one is to be in the players' bench area until the Zamboni has left the ice and the Zamboni door is closed.
C. No player or coach will be allowed to enter upon the ice surface until the Zamboni has finished cleaning the ice and the Zamboni doors are closed and locked. Coaches and authorized rink attendants will be held responsible for the enforcement of this policy.
D. Unless required by specific league or playoff rules, only one time out per team during any EAJHA game will be permitted.
E. The EAJHA Scheduler shall do all the scheduling of ice time at the Hannahville Ice and Turf Complex.
F. Transportation, food and lodging are the responsibility of the player's parents when their team plays out of town. All EAJHA teams are expected to pay reasonable travel and lodging expenses for their registered coaches who do not have a son or daughter playing on that team.
G. Registered players of legal driving age are explicitly prohibited by the EAJHA from driving themselves or others to out of town games.
H. EAJHA Fair Share Playing Time Policy
    1. EAJHA Coaches will strive to give each player, regardless of his or her ability, a fair share of ice time in every game. This will include all teams in all games. Although it is unreasonable to expect that all players will receive exactly the same amount of ice time, playing time for all players should be reasonably close every game. It is the intention of the EAJHA to provide a fair and equal opportunity for all players to improve and participate in the game of hockey.
    2. The EAJHA Fair Share Playing Time Policy does not apply in the same fashion to A or AA Teams. Because this is a higher level of play which requires a voluntary tryout, it is the coach's discretion when determining playing time for A and AA Teams.
    3. If a player is being denied ice time for disciplinary reasons, the coach must inform the player and parents involved.
    4. The division director and the coaching committee will investigate obvious violations of the Fair Share Playing Time Policy. After a proper and thorough investigation, a recommendation may be made that the case be heard before the Board of Directors, who will decide on possible penalties or discipline for the coaches involved.

I. Length of all non-tournament games will be based upon the amount of available ice time as well as league requirements. Both coaches will be notified if the game is under curfew. The majority of home games played in the EAJHA are curfew games.
J. Any ice time that is rented for the purpose of practice or games that is not authorized by the Board of Directors must be paid for by the teams involved.
K. All scheduled season play will be posted for all Divisions.
L. Youth teams and players will not play, scrimmage or practice with any adult teams.
M. The EAJHA does not conduct any summer programs. Private individuals may operate summer programs, including ice time, dry land, etc. Parents and/or players should check with the individual operator to determine as to whether or not you will be covered under the USA Hockey Insurance Program.

IX – Discipline, Conduct & Bullying

A. The proper conduct of all EAJHA Teams, players, officials and spectators at all times is of utmost importance. All conduct is a reflection upon the EAJHA. All player behavior on and off the ice, before, during and after all games, including bullying, will be governed under the current USA Hockey Official Rule Book, unless otherwise provided for by specific EAJHA policy. Conduct detrimental to the EAJHA by any player, coach, official, spectator or other team official, i.e., flagrant unsportsmanlike conduct, bullying, obscene language or gestures, etc., is subject to investigation. Reports of alleged misbehavior will be referred to the Sportsmanship and Behavior Committee. They will review the conduct with a recommendation to the Board of Directors if deemed necessary. Censures may include temporary and/or permanent suspensions with the right to appeal to the EAJHA Board of Directors. An appeal must be made in writing within seven (7) days of notification of the penalty to any member of the Executive Board. The President will call a special board meeting within seven days of the notice of appeal. The appellant must attend in person and may bring a single witness to the meeting. The decision made by the EAJHA Board of Directors is final. The EAJHA Board of Directors has the ultimate authority to remove any player/family and/or deny admittance to Membership with the EAJHA for the current or future season(s).
B. The use of alcohol, tobacco products and/or any illegal drugs by registered players in the EAJHA is strictly forbidden. For purposes of this policy, jurisdiction over players will be from the date of registration through the awards ceremony at the conclusion of the season.
C. The following guidelines will be followed by the EAJHA Board of Directors when dealing with offenses of this policy:
    1. Players and/or parents of the player must notify the coach of any violation within 48 hours. The coach must notify the division directors who will convene the Sportsmanship and Behavior Committee. Failure to notify the coach will result in the maximum suspension for the appropriate offense.
    2. **First Offense** – A conference will be held within five business days of official notification to the Board of Directors. The conference committee will comprise of the President, Vice President, Division Director and the Sportsmanship and Behavior Chairperson. The player, his or her parents and his or her coaches are expected to attend. In case of a conflict of interest or the absence of a committee member, the Executive Board order will be instituted to achieve the necessary committee membership. At the discretion of the Board, a maximum two week suspension may be levied. The player should be required to attend all practices and games during the suspension.
    3. **Second Offense** – A conference of the above mentioned participants will again take place. At the discretion of the Board, a maximum four week suspension may be levied.

4. **Third Offense** – The player is automatically suspended for the remainder of the season.
5. All suspensions will commence immediately following the decision of the Board of Directors.
6. The player and his or her parents can make an appeal of any suspension to the EAJHA Board of Directors.
    a. The appeal must be in writing to the EAJHA President or another EAJHA Executive Board Member within three (3) days of the start of the suspension.
    b. Upon receiving the appeal, the President must immediately call a special meeting of the EAJHA Board to review the appeal and make a decision.
    c. All decisions by the EAJHA Board of Directors on these cases will be final.
7. All EAJHA Coaches are required to report all violations of the EAJHA code of conduct.

D. All EAJHA parents, players, coaches, officials, team officials and administrators must abide by the USA Hockey rules for:
    1. Zero Tolerance
    2. Sexual Abuse
    3. Physical and Verbal Abuse
    4. Screening (Background Checks)
    5. Consumption, use and/or abuse of mood altering substances.

E. It is the intention of the EAJHA Board of Directors, the Hannahville Ice and Turf (HIT) Complex Authority, and the Management of the Sports Complex to maintain a wholesome atmosphere of good sportsmanship at all games and practices. Toward that end, the following policy has been adopted:
    1. The HIT Complex staff has full authority to ask anyone who fails to comply with this policy to leave the building. Furthermore, if the individuals who have been asked to leave fail to do so, the staff will summon the police to have them removed.
    2. In keeping with the rules of USA Hockey and USA Hockey's Policy of Zero Tolerance of Verbal and Physical Abuse to Officials, the game officials are encouraged to remove from the building, anyone who is a detriment to, or adversely affects the conduct of the game. Should the officials feel it is necessary to have a spectator removed from the building, the rink attendant will be notified and he or she will ask the person to leave. If the individual refuses to leave, the police will be summoned.

X – Whistle Blower Policy

A. The EAJHA is committed to high standards of ethical, moral and legal business conduct. In line with this commitment and the EAJHA's commitment to open communication, this policy aims to provide an avenue for individuals to raise concerns and reassurance that they will be protected from reprisals for victimization for whistle blowing. This whistle blowing policy is intended to cover protections for you if you raise concerns regarding the EAJHA. Such concerns may include, but are not limited to:
    - Incorrect financial reporting, unlawful activity, activities that are not in line with our policies, including the code of business conduct, or activities which otherwise amount to serious improper conduct.

B. Harassment or victimization for reporting concerns under this policy will not be tolerated.

C. Every effort will be made to treat the complainant's identity with appropriate regard for confidentiality

D. This policy encourages individuals to add their names to allegations as appropriate follow up and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be explored appropriately, but consideration will be given to the seriousness of the issue raised, the credibility of the concern and the likelihood of confirming the allegation from attributable sources.
E. Allegations made in bad faith may result in disciplinary action.
F. The whistle blower policy is intended to be used for serious and sensitive issues. Such concerns, including those relating to financial reporting, unethical or illegal conduct may be also be reported directly to the Michigan Amateur Hockey Association (MAHA) at www.maha.org.

XI – Record Retention Policy

A. The EAJHA shall retain records in an orderly fashion, for time periods that comply with legal and governmental requirements. The following guidelines shall be used.
    1. Accounting Records
        - Accounts Payable – 7 Years
        - Accounts Receivable – 7 Years
        - Audit Reports – Permanent
        - Chart of Accounts – Permanent
        - Depreciation Schedules – Permanent
        - Expense Reports – 7 Years
        - Annual Financial Statements – Permanent
        - Fixed Asset Purchases – Permanent
        - General Ledger and General Journals – Permanent
        - Loan Payment Schedules – 7 Years
        - Purchase Orders & Correspondence – 7 Years
        - Purchase Requisitions – 2 Years
        - Tax Returns & Working Papers – Permanent
        - Annual Trial Balances – Permanent
    2. Bank Records
        - Bank Reconciliations – 3 Years
        - Bank Statements – 7 Years
        - Canceled Checks – 7 Years
        - Checks for Capital Purchases & Important Contracts – Permanent
        - Electronic Payment Records – 7 Years
        - Petty Cash Vouchers – 3 years
    3. Corporate Records
        - Board Meeting Minutes – Permanent

- Bylaws & Articles of Incorporation – Permanent
- Business Licenses – Permanent
- Major Contracts – Permanent
- Minor Contracts – Life +4 Years
- Legal & Tax Correspondence – Permanent
- Insurance Policies, Accidents & Claims – Life +4 Years

XII – Conflict of Interest

A. Conflicts of interest have the potential to cause legal problems as well as cause embarrassment for the EAJHA. No EAJHA Board Member, Officer, committee member or any other person determined by the Board of Directors, shall be interested either directly or indirectly in any transaction with the EAJHA that may cause a conflict of interest.
B. A conflict of interest is defined as an interest of pecuniary nature or one of such substance as to induce action on his or her part to promote the transaction for his or her own personal benefit. The Executive Committee shall decide whether or not a conflict of interest exists and its resolution.

XIII – Awards

A. Ovid Provo Award
    1. The Ovid Provo Award was established during the 1979-80 hockey season by the EAJHA from a donation made by the Provo Family to honor the memory of their late Father, Ovid, who dearly loved the sport of ice hockey. The trophy itself is constructed of bits and pieces of various trophies that the original Escanaba Hawks Teams had won.
    2. The Ovid Provo Award is an annual award of the EAJHA, given to the Midget, Girl or High School Player in his or her last year of junior hockey eligibility. The recipient should exemplify the EAJHA ideas of sportsmanship, playing ability and scholastic aptitude. The recipient of this award will be the individual who is the best example of the characteristics that the EAJHA is trying to promote and develop the most.
    3. The winner of the award will receive a small trophy to keep as well has have their name engraved on the Ovid Provo Trophy which will be displayed by the EAJHA. The winner will also receive a $300 scholarship which will be paid upon proof of enrollment in college/university or a technical school.
    4. Nominations for this award will be accepted from the coaches of the Midget and Girl Divisions, the High School Coach, the EAJHA Officials, the Midget Division Director and any other interested member of the EAJHA.
    5. The selection committee will consist of a minimum of three individuals coming from the EAJHA Board of Directors, the Director of Officiating, the Division Directors for the Midgets or Girls Divisions and the Chairperson of the Sportsmanship and Behavior Committee.

B. Herbert Kirsten Scholarships
    1. The Herbert Kirsten Awards are annual awards made to three (3) graduating seniors who were either on the Escanaba Eskymo High School Hockey Team, or a member of the EAJHA Midget or Girls Team.
    2. The recipients of these awards must have a GPA of at least 2.75 and show leadership qualities in our community. They must also attend college/university or technical school full time in the fall. The $250 award will be payable upon proof of enrollment.
    3. Self-nominations must be in writing by the recipient candidates, include a copy of a recent transcript to verify the GPA and a brief letter outlining the nominees' intended college/university, community activities and leadership qualities.
    4. The selection committee will consist of a minimum of three individuals coming from the EAJHA Board of Directors, the Director of Officiating, the Division Directors for the Midgets or Girls Divisions and the Chairperson of the Sportsmanship and Behavior Committee.

C. Gil Versailles Memorial Scholarship
    1. The Gil Versailles Memorial Award is an annual award made to one (1) special high school senior in the honor of the late, longtime EAJHA Member, Gil Versailles, also fondly referred to as "The Voice of Escanaba Hockey".
    2. The person who will be selected for this award will possess the qualities that were important to Gil. One aspect of hockey that was close to Gil's heart was on and off ice officiating. To qualify as a candidate, the senior must have been an active official at some point in his or her time with the EAJHA. He or she should be known as an "over-achiever", a true sportsman, have excellent hockey ability and show strong leadership qualities, as well as have contributed in the development of younger hockey players. This $250 Award will be paid upon proof of enrollment in a college or technical school.
    3. Self-nominations must be made in writing by the recipient candidates with a brief letter outlining the nominee's hockey experience and how the candidate exemplifies the qualities that Gil Versailles wished to encourage.
    4. The selection committee will consist of a minimum of three individuals coming from the EAJHA Board of Directors, the Director of Officiating, the Division Directors for the Midgets or Girls Divisions and the Chairperson of the Sportsmanship and Behavior Committee.

D. Ben Otradovec Memorial Scholarship
    1. The Ben Otradovec Memorial Scholarship is an annual award made to one (1) graduating senior who will be attending college or a technical school after High School.
    2. The scholarship will be awarded to an individual who has displayed a strong work ethic and demonstrated recognizable leadership skills.
    3. The recipient must attend a college or technical school full-time in the fall. Full payment of the $250 scholarship will be paid upon proof of enrollment in college/university or a technical school.
    4. The selection committee will consist of a minimum of three individuals coming from the EAJHA Board of Directors, the Director of Officiating, the Division Directors for the Midgets or Girls Divisions and the Chairperson of the Sportsmanship and Behavior Committee.

* Unless redeemed, all EAJHA Scholarships will expire 12 months after being awarded *

E. James Ward Memorial Coach of the Year Award
    1. The James Ward memorial Coach of the Year Award is an annual award of the EAJHA. The recipient of this award will be the Coach or Assistant Coach who sets the best example of sportsmanship, hard work, and fun to the players in their charge. The merit of this individual is not measured in their win/loss records, but rather in how he or she contributes to the development of players and whether or not the player's hockey experience is a rewarding one.
    2. Any interested person may submit nominations to the Director of Coaching.
    3. The selection committee will consist of a minimum of three individuals coming from the EAJHA Board of Directors, the Director of Coaching, the Director of Officiating, and the Chairperson of the Sportsmanship and Behavior Committee.
    4. This award will be presented at the Annual Awards Banquet by the Director of Coaching.
F. The Jane Stenfors Hockey Mom of the Year Award
    1. The Jane Stenfors Hockey Mom of the Year Award was established in 2010 to honor Jane Stenfors who passed away from cancer. This is an annual award of the EAJHA and it's presented to one (1) hockey mom to stands out just as Jane did.
    2. Jane was the epitome of a great "Hockey Mom" and "go to Mom" for the Teams that her boys played on. She put her heart and soul into her boys, Riley and Kolby and their hockey teams each year.
    3. Any interested person may submit nominations to any of the current EAJHA Board Members.
    4. The selection committee will consist of a minimum of three individuals coming from the EAJHA Board of Directors, the Director of Coaching, the EAJHA Division Directors, the Director of Officiating and the Chairperson of the Sportsmanship and Behavior Committee.

Job Descriptions
Escanaba Area Junior Hockey Association
Escanaba, MI

Officers

President
As stated in the EAJHA Bylaws, Article VI – Section 2, the duties of the President shall include:

- Overseeing the affairs and activities of the EAJHA.
- Positively representing the EAJHA within the Community.
- Preparation of the annual budget for adoption at the July Board Meeting.
- Presiding over and maintaining order at all scheduled meetings.
- Representing the EAJHA at all District, State and National events whenever necessary and possible.
- Supervising and assisting other Officers in the performance of their duties.
- To an extent possible, establishing a personal acquaintance with all members.
- Appointing committees as deemed necessary, with Board approval.
- Acting as EAJHA's representation to the Michigan Amateur Hockey Association (MAHA) District Council.
    - The Board of Directors may appoint another member to act as the EAJHA District Representative.

Vice President
As stated in the EAJHA Bylaws, Article VI – Section 3, the duties of the Vice President shall include:

- Performing the duties of the President in his/her absence.
- Serving as ex-officio member on any committee assignment that the President shall make.
- Instituting and/or assisting with all EAJHA programs and membership needs.
- Recruiting for and assisting with all EAJHA projects.
- Assisting the Association Registrar with membership records.
- Overseeing all publications and public relations.

Secretary
As stated in the EAJHA Bylaws, Article VI – Section 4, the duties of the Secretary shall include:

- Keeping records of the correspondence and policy changes of the Organization.
- Preparation of the meeting agendas with the President.
- Keeping minutes of the Board Meetings which may include the use of a recording device as needed.
- Maintaining supplies (excluding playing equipment & concession supplies) for the proper functions of the Organization.
- Providing the bylaws and policies to the membership when requested.
- Maintaining attendance records.
- Maintaining the Association calendar, excluding the scheduling of ice time.
- Answering written correspondence promptly.

Treasurer

As stated in the EAJHA Bylaws, Article VI – Section 5, the duties of the Treasurer shall include:

- Assisting in the maintenance of overall good financial order for the Organization.
- Reporting monthly on the financial status of the Organization.
- Reconciling funds received from the Association Registrar with the number of players registered.
- Keeping records of money owed to or by the Organization.
- Maintaining a list and location of Association assets.
- Obtaining financial reports from all fundraisers and concession operations.
- Preparing a report for audit prior to the Annual Meeting.

These Officers collectively shall be known as the Executive Committee.

The EAJHA President and Treasurer are the only two individuals authorized to write checks from the EAJHA Bank Accounts. If the Treasurer will be unavailable to write checks for several days, the EAJHA President should be notified, and the checkbook is to be left with the President.

Standing Committees, Directors & Representatives

Coaching – Coaching Development Program Director (CDPD)

- The Chairperson for the Coaching Committee is the EAJHA Coaching Development Program Director (CDPD).
- The general responsibilities of the Coaching Committee include, but are not limited to:
    - Select committee members to assist with the soliciting, training and monitoring of EAJHA Coaches throughout the season.
    - Recruit and maintain a list of prospective coaches for the EAJHA.
    - Assisting prospective coaches with completing coaching applications and coaching requirements.
    - Work with the Coaching Committee and the EAJHA Board to make appropriate coach selections. The best available qualified coach for any team should be the guiding principle during this selection.
    - Work with Division Directors to promote and maintain a healthy and fun environment for all players and coaches.
    - Prior to commencement of the hockey season, the CDPD shall coordinate a meeting with all EAJHA Coaches to discuss USA Hockey, MAHA and EAJHA rules, policies and requirements. The CDPD will make it clear to all coaches that operating as independent entities will not be condoned and that all coaches and their teams are responsible for their activities, conduct and obligations. This shall be a mandatory meeting for all EAJHA Coaches.
    - Attend all District CDPD meetings and seminars as required by MAHA and/or USA Hockey.
    - Monitor all EAJHA Coaches to make sure all coaching certifications and requirements are met and maintained. The CDPD needs to have a solid understanding of these requirements and be willing to assist all EAJHA Coaches in meeting these requirements.
    - Monitor all EAJHA Coaches and their teams during the hockey season to ensure compliance with all EAJHA, MAHA, and USAH requirements and policies. The CDPD should also suggest changes, staff additions, etc. that is in the best interest of the development of the program at each particular level
    - Chair the selection committee for the James Ward Memorial Coach of the Year Award.

Complex Representative – Representative to the Hannahville Ice & Turf Complex

- The primary objective of the EAJHA Representative to the Hannahville Ice and Turf (HIT) Complex is to be an active member of the Hannahville Ice and Turf Complex Authority, which operates the HIT Complex and represents EAJHA's interest to them.
- The President, with approval of the Board of Directors, shall appoint this position annually.
- The general responsibilities of the Complex Representative include, but are not limited to:
    - Attending the HIT Complex Authority meetings on a regular basis and representing the EAJHA at those meetings.
    - Reporting back to the EAJHA Board with information regarding the complex.

Concessions – Director of Concessions

- The Chairperson for the Concessions Committee is the EAJHA Director of Concessions.
- The general responsibilities of the Concessions Committee include, but are not limited to:
    - Select committee members to assist with the operations of the concession. This committee shall include the Director of Concessions and a minimum of two additional members, one for overseeing the inventory and ordering for the concessions and one to handle the scheduling of volunteers to operate the concessions.
    - Ordering & maintaining inventory necessary to operate all concession operations as required. Proper attention must be given to ensure that the concession is fully stocked throughout the season as well as monitoring and adjusting inventory needs as the season comes to a close. This includes all food and supplies necessary for proper concession operations.
    - Scheduling for the appropriate staffing of concessions for all required events. This includes making changes and adjustments to the schedule when workers are not able to fulfill their duties as scheduled.
    - Meet prior to the start of the season to develop the menu which will be offered and present that menu to the EAJHA Board. Once the menu is approved, there will be no changes allowed without prior approval from the EAJHA Board.
    - Maintain proper custodial needs in and around the concession to order to meet the requirements set forth by the EAJHA and the State Health Department. This includes cleaning and maintaining all equipment in the concession areas as well as general cleaning and custodial care.
    - Scheduling and assisting with required inspections of the State Health Department and the Hannahville Ice and Turf Complex Authority. Upon completion of any inspection, the results must be shared with the EAJHA Board in a timely manner and steps must be taken to rectify any violations as required by law.
    - Reporting any broken or dysfunctional equipment used in the concession area to the EAJHA Board of Directors.
- The Director of Concessions shall regularly attend EAJHA Board Meetings to report on the status of the concession operations and discuss any needs, concerns or ideas relating to the concession operations. The Director shall also act as the contact person for all EAJHA Members when they have questions or concerns relating to the Concession. Their name and contact information will be posted inside of the concession stand for the duration of the season.
- The concession stand shall be fully operational for all events as required by the EAJHA Board of Directors. These events shall include, but are not limited to:
    - All EAJHA games scheduled at the HIT Complex, including any and all regional, district or state playoff games.
    - All Escanaba Varsity and Junior Varsity games scheduled at the HIT Complex, including any and all playoff games.
    - All scheduled open skate events at the HIT Complex.

- All major figure skating events that are held at the HIT Complex. This does not include practice.

District Representative – MAHA District 8 Council Representative

- The primary duty of the MAHA District 8 Council Representative for the EAJHA is to represent the EAJHA within District 8 of MAHA.
- The general responsibilities of the District Representative include, but are not limited to:
  - Attending all District and State meetings as necessary and to represent and be a champion for the EAJHA at these meetings.
  - Gathering questions and/or concerns from the Members of the EAJHA including the EAJHA Board of Directors and bringing these questions and/or concerns to the appropriate District Leadership.
  - Reporting back to the EAJHA with any pertinent information collected at District and/or State meetings.
  - Assisting and cooperating with all EAJHA, District and State Leadership in the event of the violation of any District or State rules or policies, including but not limited to SafeSport and Code of Conduct violations.
  - Submitting grant applications on behalf of the EAJHA when available.
  - Assisting with recruiting and retaining EAJHA players and families.

Equipment – EAJHA Equipment Manager

- The primary duty of the EAJHA Equipment Manager is to maintain, organize and circulate all player equipment owned by the EAJHA.
- The EAJHA provides game jerseys for all teams. They may also provide basic goaltender equipment and equipment for players in the Initiation Program (IP) as available.
- The general responsibilities of the EAJHA Equipment Manager include, but are not limited to:
  - Maintaining an inventory of all EAJHA owned jerseys and player equipment.
  - Requiring all coaches to complete a "jersey assignment form" specifying which jerseys have been assigned to each member of their team. This form must be returned to the Equipment Manager immediately after the jerseys are assigned.
  - Maintaining a system of replacing outdated and worn out equipment. All purchases must be approved by the EAJHA Board.
  - Inspecting all equipment and jerseys at the conclusion of each season and making recommendations to the EAJHA Board for needed repair and replacement of the same.
  - Discarding unsafe equipment.
  - Coordinating with the EAJHA Registrar regarding any outstanding jerseys or equipment prior to future registration. Registration is prohibited until all jerseys and equipment is returned to the EAJHA or proper restitution is made.
  - Ordering and providing 25 pucks per team at the beginning of the season.

Fundraising & Sponsorships – Director of Fundraising

- The Chairperson for the Fundraising and Sponsorships Committee is the Director of Fundraising.
- The EAJHA recognizes the numerous demands placed on local businesses in the solicitation of money, prizes and advertising dollars to support the EAJHA and suggests that a business to be contacted no more than once per year on behalf of the EAJHA, with the exception of team fundraisers approved in advance by the EAJHA Board of Directors.
- The primary duty of the Fundraising & Sponsorship Committee is to secure sponsorship for all EAJHA Teams for each season as well as oversee any additional approved EAJHA Fundraising activity. This does not include oversight of the EAJHA concession operations.

- The general responsibilities of the Fundraising and Sponsorships Committee include, but are not limited to:
    - Securing sponsorships for all EAJHA teams each season. This includes solicitation of the sponsorship, reporting to and assisting the EAJHA Treasurer with collection of sponsorship fees and sending thank you notes to all sponsors.
    - Obtaining sponsorships and/or monetary donations and door prizes for any tournaments conducted by the EAJHA.
    - Securing an Open Skate Coordinator each season to maintain a schedule of volunteers to collect money at open skate events.
    - Working in cooperation with the EAJHA Board on any needed fundraising activities outside of the concession operations.
    - Working with the EAJHA Secretary to ensure that the proper raffle licenses are submitted to the State of Michigan as needed.
    - Coordinating the printing and distribution of raffle tickets to all EAJHA members as required.
    - Being the point of contact for all EAJHA Members in regards to the annual raffle ticket sales, open skate volunteers and any other fundraiser that is approved by the EAJHA. This includes team specific fundraisers which may be requested if an EAJHA team advances to a State Tournament for example.

Officiating – Referee in Chief (RIC)

- The primary duty of the EAJHA Referee in Chief (RIC) is to oversee all on and off ice officials for the EAJHA.
- The general responsibilities of the Referee in Chief include, but are not limited to:
    - Recruiting and maintaining an adequate supply of officials and trainees for the EAJHA hockey program.
    - Meeting at the beginning of each season with the officials to review playing rules and proper officials conduct on and off the ice.
    - Providing officials with changes, updates, clinic notices and other informational matter.
    - Providing training of new referees and pairing them with experienced referees in younger divisions to gain experience. Capable young officials should be worked into advanced games when possible.
    - Ensuring all referees are adequately trained and possess the required USA Hockey certification and equipment for the age level of games to which they are assigned to officiate.
    - Scheduling qualified officials for home games and tournaments. Every effort should be made not to schedule an official in a game in which an immediate family member is a player or coach.
    - Continuously monitoring all EAJHA officials to determine the quality of their work and conduct training as required.
    - Working with the EAJHA Board to determine appropriate pay scales for all officials and collecting required tax forms.
    - Working with the EAJHA Board and Division Directors during grievance and mediation procedures when necessary.
    - Being the EAJHA contact person for all officiating related matters.
- Minor or off-ice officials are individuals who volunteer during games to fulfill the game requirements. They are subservient to the on-ice game officials, bur are nonetheless officials and need to act as such. Minor officials include:
    - **Scorekeeper** – Duties include accurately and legibly recording the required details of a game to the official score sheet and ensure correct listing of all players and coaches. They must also obtain the required signatures on the score sheet as well as distribute the score sheet copies at the conclusion of the game, as required. They may also record shots on goal if required.
    - **Timekeeper** – The primary duty includes operating the game and penalty clocks as well as advising the scorekeeper and penalty box monitors on proper goal times, penalty times and when to release players back on the ice, etc.

- **Penalty Box Monitors** – The three main duties of the penalty box monitor is to admit penalized players into the appropriate penalty box, maintain order in the penalty box and to release players back on to the ice at the correct time.
- All minor officials shall conduct themselves and perform their duties in a neutral and unbiased manner.

Public Relations & Social Media – EAJHA Growth Coordinator

- The primary duty of the EAJHA Growth Coordinator is to promote and recruit for the EAJHA.
- The general responsibilities of the Growth Coordinator include, but are not limited to:
  - Recruiting additional individuals to assist in promoting the EAJHA through publicity and recruiting activities.
  - Organizing "Try Hockey for Free" events to bring new kids into the game.
  - Coordinating with the media on any information relative to the EAJHA activities which should be publicized
  - Developing and distributing printed materials for parents and prospective players regarding how to register with the EAJHA.
  - Working with the local schools to distribute literature for recruitment of prospective players.
  - Maintaining and utilizing social media to promote the EAJHA. Examples of appropriate social media platforms may include Facebook, Instagram and Twitter. As new social media platforms become prominent, they should also be used if appropriate.
  - Quickly answering general questions from prospective players and parents whether presented in person, via email, or through the different social media platforms. If more unique or specific questions are presented, they should be directed to the EAJHA Board or appropriate EAJHA Director or Representative.
  - Promptly announcing any scheduling changes that may affect EAJHA events.

Registration – EAJHA Registrar

- The primary duty of the EAJHA Registrar is to organize and carry out all player registration duties for the EAJHA.
- The general responsibilities of the Registrar include, but are not limited to:
  - Working with the EAJHA Board to determine registration rates for the upcoming season.
  - Facilitating the registration of all EAJHA players using the EAJHA website and Sports Engine Program.
  - Working with the EAJHA Board and Equipment Manager to address payment delinquency or equipment issues which may require attention prior to the registration of players.
  - Working with the EAJHA Board to issue notice of dues owed as well as facilitating their collection.
  - Processing refunds when appropriate. All refunds must have prior approval from the EAJHA Board.
  - Assisting all EAJHA Coaches by producing and distributing their official team rosters prior to their first official game.

Scheduling – EAJHA Scheduler

- The primary duty of the EAJHA Scheduler is to organize and maintain the on ice schedule for all EAJHA Activities.
- The general responsibilities of the Scheduler include, but are not limited to:
  - Planning, maintaining and adjusting the ice usage schedule for the EAJHA. All EAJHA ice usage must be approved by the EAJHA Board of Directors and fit within the EAJHA budget for ice usage.
  - Working with the EAJHA membership and coaches as well as the Hannahville Ice and Turf Complex Authority, to facilitate private ice rental scheduling when requested.

- Working directly with the EAJHA Representative to the Hannahville Ice and Turf Complex to maintain the overall ice usage schedule for the Hannahville Ice and Turf Complex.
- Updating and maintaining the ice schedule calendar on the EAJHA website.
- Attending the annual league scheduling meeting to schedule regular season league games.

Sportsmanship & Behavior – SafeSport Director

- The Chairperson for the Sportsmanship and Behavior Committee is the EAJHA SafeSport Director.
- Education and awareness are the most critical components to creating safe and respectful sporting environments, free of abuse and harassment. The primary duty of the Sportsmanship and Behavior Committee is to investigate alleged complaints relative to the EAJHA, determine the validity of the alleged complaints, and advise the EAJHA Board of Directors of the recommended imposition of any disciplinary measures.
- The general responsibilities of the Sportsmanship and Behavior Committee include, but are not limited to:
  - Monitoring the behavior of all EAJHA Members at both home and away games when possible.
  - Educating all EAJHA Members on the Code of Conduct expectations which are followed by EAJHA, MAHA and USA Hockey.
  - Attending the pre-season coaches meeting to help educate the coaches on both the SafeSport Program and the MAHA STAR program as well as discussing and reviewing the code of conduct and the mandatory reporting requirements.
  - Assisting all EAJHA Board Members, Coaches and Locker Room Monitors with completing the required SafeSport training.
  - Monitoring and enforcing rules as they pertain to locker room access before, during and after EAJHA events.
  - Collecting verbal and/or written complaints involving any member of the EAJHA as well as coordinating and implementing an investigation if the complaint is deemed to be credible.
  - Working with the EAJHA Board and the MAHA District 8 Council as well as any local or state leadership, including law enforcement if necessary, to aid in the investigation of a serious allegation.
  - While being receptive to all complaint allegations, it is important to guard against becoming or appearing to be any sort of law enforcement or professional surveillance entity.

Division Directors

The EAJHA Board of Directors will appoint Division Directors for each of the EAJHA divisions at the beginning of each season. The primary duty of the Division Director is to be an unbiased link between the coaches, players and parents of their assigned Division, and the EAJHA Board of Directors. Individuals may not be assigned as the Division Director to a division in which they have a child playing.

The general responsibilities of the EAJHA Division Directors include, but are not limited to:

- Being the personal link between their assigned EAJHA division and the EAJHA Board of Directors.
- Fielding questions and concerns from coaches, players and parents of their assigned division, and sharing those questions and concerns with the EAJHA Board if appropriate. Allegations of serious matters must be reported to the SafeSport Director immediately.
- Acting as a mediator for minor disagreements between members within their assigned division.

- Assisting the coaches in their division with player drafts according to the EAJHA and MAHA draft procedures. (Including A/AA Teams.)
- Participating in the team and parent meetings that shall be held at the beginning of each season.
- Sharing contact information with the EAJHA Members in their assigned division and being willing to fulfill their duties as expected.
- Regularly attending EAJHA Board Meetings.

Amendments

October 14th, 2022 – Added Neck Laceration Protection requirement

February 14th, 2024 – Added additional January monthly payment; amended neck laceration protection to include all ages to match USA Hockey

June 11th, 2025 – Updated Otradovec Memorial Scholarship write up to include amount of $250

June 16th - Added statement on reoccurring failed or late payment penalty

March 29, 2026 – Article II – Purpose - Took out surrounding area. II Players – added verbiage for in association players. Registration Requirements – Update 4 adding additional statement about late payments and penalties. Added 5 about spring ice and 6 about High School eligible Bantam players.

Ocober 14, 2026 IV. Coaches F. The locker room shall be monitored in accordance with current applicable USA Hockey and Safesport locker room policies.

Additional Resources

Escanaba Area Junior Hockey Association (EAJHA): www.eajha.com
Central Upper Peninsula Hockey League (CUP): www.cuphockey.org
Northern International Hockey League (NIHL): www.nihl.net
Michigan Amateur Hockey Association (MAHA): www.maha.org
USA Hockey: www.usahockey.com
SafeSport: www.safesport.org