

Tri County Hockey Association Code of Regulations
As Amended on August 11, 2024

Code of Regulations Tri-County Hockey Association

Article One: Name

This organization shall be called the Tri-County Hockey Association. Within this Code of Regulations, the term Association or Tri-County Hockey Association will refer to the Tri-County Hockey Association.

Article Two: Objects

This Association claims complete jurisdiction to govern and regulate amateur ice hockey within the Tri-County Hockey Association. As such, the objects of this Association shall be to:

- Provide children with a wholesome sport-fitness activity which will be physically and mentally stimulating.
- Promote sportsmanship, and safe, competitive play.
- Make certain that the program is fun with the children's benefit and interest in mind.
- Help children improve knowledge and skill.
- Conduct, promote, and assist local, district, regional, national, or international hockey contests or tournaments in cooperation with affiliated or sanctioned organizations.
- Affiliate with, cooperate with, and retain membership in the Cleveland Suburban Hockey League (CSHL), the North Coast High School Hockey League (NCHSHL) and/or other USA Hockey recognized organizations and to recognize those organizations' jurisdiction to regulate member hockey teams.
- Affiliate with, cooperate with, and retain membership in USA Hockey, recognizing USA Hockey's jurisdiction as the governing body of amateur ice hockey in the United States.
- Conduct two divisions of play – House League and Travel League. Each year, after registration, the teams will be formed as specified in this Code of Regulations.

Article Three: Basic Policies

A. This association shall be nonsectarian and nonpartisan.

B. No part of the net earnings of the association shall inure to the benefit of, or be distributed to its members, trustees, Officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of purposes set forth in Article Two of this Code of Regulations. The payments and distributions will be conducted as described in Article 7, Section G, of this Code of Regulations.

C. The Association shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political or religious campaign on behalf of, or in opposition to, any candidate for public office or religious hierarchy, or devote more than an insubstantial part of its activities to attempt to influence legislation by propaganda, or otherwise, that are not in the furtherance of the purpose of this Association.

D. Exoneration from Personal Liability: The Tri-County Hockey Association hereby consents and declares that each officer, members of the Executive Committee, all members of the Board of Trustees, chairmen and members of all committees and all elected or appointed officials in any capacity shall be deemed to have assumed office or assignment on the express understanding, agreement and condition that each one of them and his/her heirs, executors, and administrators, estate and effects respectively shall from time to time and at all times be indemnified and saved harmless out of the funds of the Tri-County Hockey Association from and against all liabilities, judgments, costs, charges, and expenses whatsoever which such member sustains or incurs in or about any action, suit, or proceeding which is brought, commenced or prosecuted against him/her for and in respect to any act, deed, matter or thing whatsoever made, done, or permitted by him/her in

or about the execution of the duties of his/her office and also from and against all other costs, charges, and expenses which he/she sustains or incurs in or about or in relation to the affairs thereof except such costs, charges, or expenses as are occasioned by his/her own willful neglect or default.

E. In the event (with the written consent of greater than 50% of the total membership) of the dissolution of this Association or if it shall cease to carry out the objectives as required in this Code of Regulations, any and all business, property, and assets shall be applied to settle any and all debts incurred by this Association. Any and all remaining assets shall accrue to the USA Hockey organization solely for the purpose of promotion of the sport of hockey in the state of Ohio within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code, or shall be distributed to Kent State University Ice Arena for the purpose of the promotion of the sport of hockey. Any assets not so disposed of shall be disposed of by the Court of Common Pleas of Portage County, State of Ohio, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

F. The Tri-County Hockey Association shall operate as a not for profit organization as described in Section 501(c)(3) of the United States Internal Revenue Code.

Article Four: Membership

The membership of this Association shall consist of General Voting Members, team members, and affiliate members playing or conducting hockey within this Association.

A. General Voting Members shall be all registered players within the Tri-County Hockey Association. Parents, legal guardians, and custodians of players under the age of eighteen years old shall be entitled to exercise the rights and privileges of the player so represented. General Voting Members are eligible to elect Board members and vote on any changes to this Code of Regulations as presented by the Board of Trustees in accordance with this document. Upon compliance with this Code of Regulations and dues and fees paid as described in Article Five: Dues, Fees, and Sanctions, General Voting and Non-Voting Members are considered in good standing and are entitled to exercise all rights and privileges as that status may accord. Trustees shall be elected for a term of two years in a democratic process by a simple majority vote of those General Voting Members physically present at the Annual Meeting of this Association. Each player shall be allowed one vote. No proxy voting of any type shall be allowed except for the following: If less than eighteen years old, the player's vote can be cast by one of the following who is in attendance at the Annual Meeting: one of their parents, one of their legal guardians or one of their legal custodians.

B. Team Membership: Upon compliance with all the provisions of the Code of Regulations of this Association, teams shall be deemed members in good standing and entitled to exercise all rights and privileges as that status may accord. Individual Team members are comprised of eligible hockey players rostered with the Tri-County Hockey Association and USA Hockey.

C. Affiliate Membership: Affiliates include, but are not limited to, the following: coaches, parents of team members, and volunteers acting on behalf of the Association. Affiliate Members are considered in good standing and are entitled to exercise all rights and privileges as that status may accord.

D. Team or Affiliate Membership shall be subject to suspension or forfeiture in the event of failure to comply with any of the requirements or provisions of the Code of Regulations of this Association and its affiliate associates. Suspension or forfeiture will result in the loss of voting privileges and other rights and privileges as deemed appropriate by the Board of Trustees.

E. The Board of Trustees reserves the right to refuse any Team Membership or Affiliate Membership application at their discretion if the rejections are not based on gender, race, or creed.

F. The discovery of a violation of the Code of Regulations or decisions of the Board of this Association or its affiliates shall subject the offending Team or Affiliate Member to suspension by the Board.

However, before any action can be taken, a hearing must be held by the Board, called by the President of the Board of Trustees, during which the alleged offender shall have the right to be present and present witnesses or any information he/she deems pertinent. Following the hearing, the Board may take action to suspend the offender by a two-thirds majority vote in favor of such action.

G. Any member desiring to resign from the Association shall submit his/her resignation in writing to the Board. No Member's resignation shall be accepted until his/her dues, fees, and any outstanding debts to the Association are paid in full. Upon acceptance of the member's resignation, a release shall be granted.

Article Five: Dues, Fees and Sanctions

A. Dues and fees shall be established by the Board of Trustees for Team Members. These dues and fees shall be reviewed and approved by the Board of Trustees on an annual basis before Team

Member registration for the current hockey season as defined by the USA Hockey organization. The dues and fees include, but are not limited to the following: USA Hockey Association fees, CSHL, NCHSHL or other League fees, annual ice fees, referee fees, insurance fees, Membership dues, etc. The dues and fees are payable as defined in this Code of Regulations.

B. Any member or members failing to pay the established and required dues and fees shall be subject to sanction as determined by the Board of Trustees. This sanction may include suspension of player privileges, participation in Association events, withholding of formal release from this Association, or any other required sanctions deemed appropriate by the Board of Trustees.

C. Dues and fee rebates will be given for voluntary temporary withdrawal from Tri-County Team participation only for hardship cases. A hardship case review must be submitted in writing at a monthly Board of Trustee meeting. The case will be reviewed and approved or rejected at the monthly meeting.

D. Membership dues shall be \$5.00 (USD) per year for a Family Membership, \$4.00 (USD) per year for a Team Individual Membership or \$4.00 (USD) per year for an Affiliate Membership. Family Membership dues and Team Individual Membership dues are included in the annual dues described in Article Five, Section A. Annual dues shall be paid by October 1st of each year unless prior arrangements have been made with the Treasurer. Membership dues must be paid before voting privileges are given.

E. All funds donated to the Association by a business, individual, or corporate sponsorship program must follow the corporate sponsorship guidelines and shall conform to the guidelines established in Article Three, Section B, Basic Policies. Any exception to this rule can only be made by vote of the Board of Trustees. All Team Members are responsible for the payment of their own fees and dues.

Article Six: Government

The affairs of this Association shall be governed by a Board of Trustees.

A. The Board of Trustees of the Association shall consist of not less than three (3) and no more than ten (10) elected Board Members. Trustees shall be elected for a term of two years in a democratic election process by General Voting Members at the Annual Meeting of this Association. A maximum number of five (5) members shall be elected to the Board or Trustees in alternating years. Incoming Board members will begin their term at the May meeting that follows the January election meeting. Any change in the election process shall be subject to Article Ten: Amendments.

B. Any Board Member unable to complete his/her full term of service for which the Board Member was elected shall be replaced by the Board of Trustees at the next regular meeting of the Board at which time the Board shall appoint, with a two-thirds majority approval, a replacement member who shall serve the unexpired term. The person that received the highest number of votes in the past general election that didn't get elected, shall be the first person voted on to replace the resigning member. This procedure will continue until there is no one left from that general election.

C. Any Board Member who misses three (3) consecutive Board Meetings without any prior communication to a member of the executive committee shall automatically and immediately vacate their position on the board.

D. Board of Trustee Duties:

1. Formulate, prescribe, alter and amend this Code of Regulations for the government of this Association.
2. Establish and collect dues and fees of the Association.
3. Direct the expenditure of moneys.
4. Authorize the President or other officer to negotiate a contract with the Kent State Ice Arena and other locations. The terms of the contract are subject to the approval by the Board of Trustees.
5. Appoint committees from the Association's Membership or otherwise employ individuals for the handling of special or specified business.
6. Interpret, define, and explain all the provisions of this Code of Regulations.
7. Call any necessary meetings of the Association and fix the time and place of these called meetings.
8. Have immediate access, on demand of the Association's President, to all books, vouchers, receipts, and records generally pertaining to the finances and operations of the Association and any project or program of this Association.
9. Fill a vacancy on the Board of Trustees caused by the resignation, expulsion, or withdrawal of any Trustee. The replacement of the Trustee will be as prescribed in Article Six: Government, Section B.
10. Impose and enforce penalties for any violation of the Code of Regulations.
11. Remove or remit any suspension or penalty that has been imposed by the Board. The removal or remittance of a suspension or penalty shall be approved by a majority vote of the Board.

12. Forthwith remove from office, with due cause, any officer or member of the Board of Trustees by a two-thirds majority vote of the Board.

13. The Board shall receive a copy of the financial statement of the Association at each regular Board meeting. The Board shall also receive a copy of the Association's operating budget as approved by the Finance Committee within 30 calendar days following the 1st meeting of the newly elected Board (May meeting).

E. Conflict of Interest

A Board Member shall be asked to resign immediately if it is determined that they are the parent/legal guardian of a player in a competing USA Hockey registered program and do not also have a son/daughter playing in our Association.

Article Seven: Officers

A. The officers of this association shall be elected by the new Board of Trustees from the membership of the new Board at the February meeting following the Annual Meeting. The newly elected Board of Trustees shall assume their elected position at the May meeting following the Annual meeting, which is the beginning of their term. These officers shall perform the duties prescribed by this Code of Regulations and by the parliamentary authority adopted by this Association. The Officers of this Association shall be as follows:

- President
- First Vice President, who shall chair the Coaches
- Second Vice President shall chair the Team Affairs Committee
- Third Vice President, who shall chair the Recruitment Committee and Publicity Committee
- Secretary
- Treasurer
- Assistant Treasurer, Registrar
- Parliamentarian, an optional position that the President of the Association, at his/her discretion, may appoint.

B. All Officers shall serve for a term of one year with no limit to consecutive terms in the same office. Any Officer unable to complete his/her full term of service for which the Officer was elected shall be replaced by the Board of Trustees at the next regular meeting of the Board. At that time, the Board shall appoint a replacement Officer from the Board to serve the unexpired term with two-thirds majority approval of Board members present.

C. The Officers shall be elected by simple majority ballot to serve for one year, and their terms shall begin at the March meeting. Serving as an officer of this Association shall not exclude that person from consideration for a head coaching position.

D. The President:

1. The President shall preside at meetings of the Association and the Board of Trustees. He shall generally perform the duties usual to the Office of President and may, at his/her discretion, order the calling of meetings of the Board of Trustees or of the Committees of the Association. It shall also be the duty of the President at the February meeting of the Board of Trustees to conduct the election of Officers and to discuss the business of the forthcoming year.
2. The President is the only non-voting member of the Board of Trustees. In the event of a tie vote, the President may cast the deciding vote.
3. The President may appoint Committee chairpersons, except those already designated in the Code of Regulations Article Seven: Officers, Section A.
4. The President shall be an ex-officio member of all Committees, except the Nominating Committee.

E. The Vice-Presidents, First, Second, and Third serve as an aide to the President and preside when the President is absent or when called by the President. The First Vice President becomes President in the event of resignation, expulsion, or withdrawal of the President. The Vice Presidents should be familiar with all duties of the President and be prepared, if necessary to preside at any meeting without notice.

- The First Vice President shall chair the Coaches
- The Second Vice President shall chair the Team Affairs Committee.
- The Third Vice President shall chair the Recruitment Committee and Publicity. These duties include Recruiting and Publicity of the Association.

F. The Secretary:

The Secretary shall keep records of the Association and act as an aide to the President. General duties of the Secretary include:

1. Recording minutes and keeping record books current and in order.
2. Keeping Committee reports on file.
3. Notifying Officers and Committee Members of their appointments.
4. Sending out notices of meetings and conducting the general correspondence of the Association.
5. Having available at each meeting

- A current copy of the Code of Regulations of the Association
- A list of all Committees and their members.
- A copy of the Association's adopted order of business.
- Agenda of that particular meeting's planned order of business.

G. The Treasurer and Assistant Treasurer:

The Treasurer and Assistant Treasurer are the authorized custodians of the funds of the Association. As such, the Treasurer and Assistant Treasurer shall:

1. Collect and disburse all moneys of this Association as prescribed in the Code of Regulations or as authorized by the Board of Trustees or the Association assembly.
2. Keep an accurate and detailed account of all moneys received and paid out in a record book that has stitched-in or locked-in pages.
3. Record receipts and disbursements accurately in accordance with accepted bookkeeping practices and procedures and approved budget funds of this Association.
4. Deposit immediately all moneys received in a bank approved by the Board of Trustees, with the account in the name of Tri-County Amateur Hockey Association.
5. Disburse funds only by check, countersigned by the Assistant Treasurer, or in his/her absence, by the President.
6. Issue receipts for all money collected, retaining a copy for Association records.
7. Pay all Association debts promptly.
8. Advise the Board of those members delinquent with payment of dues and fees to the Association and issue notices to those delinquent in payments.
9. Act as the Official Association Registrar as it relates to this Association and USA Hockey. This responsibility includes keeping the Association's Official Membership list.
10. Prepare a financial report for regular meetings of the Board of Trustees. Each report shall be filed with the Secretary for audit purposes. The report should contain at least the following items:

- Balance on hand at the beginning of the period covered by the report.
- Total receipts for the period.
- Total disbursements for the period.
- Balance on hand at the date of the report.

11. Prepare an Annual Financial Report for the Association membership at the Annual Meeting.
12. The fiscal year of the Association shall begin on June 1st and end on the following May 31st.
13. Submit records and books to the Audit Committee annually and assist the Audit Committee with the audit process. The Audit Committee's report shall be presented to the Association Membership and the Board of Trustees at a regular Board meeting following the end of the fiscal year.
14. Prepare annually, tax and any other financial related reports that may be required by the Internal Revenue Service of the United States or by the State of Ohio.

H. All Officers shall

1. Perform the duties described in the parliamentary authority in addition to those outlined in this Code of Regulations and those assigned from time to time.
2. Deliver to their successors all official material by the May meeting of the newly elected Board of Trustees and its' Officers.

Article Eight: Meetings

- A. This Association shall have an Annual Meeting during the month of January of each year at a time and place set by the Board of Trustees.
- B. This Association shall have Regular Board Meetings monthly attended by the Board of Trustees at a place and time designated by the President and at a date and time agreed upon by the Board of Trustees. Meeting information shall be posted at the Kent State Ice Arena and/or in the newsletter by the Secretary. Regular Board Meetings are open to the membership.
- C. For all Regular Board meetings and Special Board meetings, a simple majority of Board members shall constitute quorum. For Executive Committee meetings, a three-fourths majority of the Executive Committee shall constitute a quorum. For all meetings, a quorum can include only those members physically present at the meeting.
- D. A special meeting of the Board of Trustees will be called by the President at the written, or verbal request, of three members of the Board. The request must clearly state the reason and purpose for a special meeting and have a Board member sponsor the request. If the request involves members of the Association then the request must state the member sponsor(s) of the request. At least five days notice shall be given of such a special meeting and the purpose shall be stated in the notice. If the request involves members of the Association, it is the responsibility of the Board Member Sponsor of the request to notify those members of the Association participating in the request. No other business than stated in the purpose of the special meeting shall be transacted at that special meeting.
- E. A time limit of 10 minutes shall be set for non-Board members who wish to address the Board on a specific issue, plus a time limit of 10 minutes for questions from the Board. After the 20-minute time limit, the issue is referred to the appropriate committee for review and recommendation at a later date.
- F. The meeting minutes shall be recorded by the Secretary and kept on file as part of the general duties of the Secretary.

Article Nine: Parliamentary Authority

Robert's Rules of Order Newly Revised, the most recent addition, shall govern this Association in all cases or situations in which they are applicable and in which they are not in conflict with this Code of Regulations, the CSHL Constitution or other League that this Association recognizes, and the Bylaws and Rules and Regulations of the USA Hockey Association.

Article Ten: Amendments

Amendments or modifications to this Code of Regulations shall be permitted after the proposal has been read at three consecutive regular Board meetings.

The initial presentation of an amendment or modification at a Board meeting shall constitute the first reading. The proposal shall become part of the meeting minutes, and the general membership shall be notified of the proposal. The minutes shall indicate which reading, 1st, 2nd, or 3rd, the date of the

reading, the text of the proposal, and, if applicable, the text of the current policy that would be affected.

The proposal shall then be presented at the next two regular Board meetings for discussion and these additional presentations shall satisfy the required three readings. Following the third reading, a vote must be taken during that meeting on the proposal. If passed by a simple majority vote of Board members present at the meeting, the Code of Regulations shall be modified accordingly.

Membership at least thirty (30) days prior to the date of the Annual Meeting at which such change is scheduled for vote. Two-thirds majority of the Association present at such meeting is required for the adoption of any amendments or alterations to the Code of Regulations.

Article Eleven: Committees

A. Standing Committees shall be created by the Board of Trustees as deemed necessary to promote the Objects of this Code of Regulations and to further the work of the Association.

B. The Chairperson of each Standing Committee, with the exception of those Chairpersons defined by this Code of Regulations, shall be appointed by the President subject to a simple majority vote approval by the Board.

C. The term of the Standing Committee Chairperson shall be one year or until their successors are elected, appointed or approved.

D. The Chairperson and members of the Standing Committees shall be members in good standing as described in Article Four: Membership of this Code of Regulations.

E. The Chairperson of each Standing Committee shall present a budget to the Board for approval. No Committee expenses shall be undertaken without the approval of the budget by the Board. In addition, no expenses above the budgeted amount shall be incurred unless approved by the Board of Trustees.

F. The quorum of any Committee shall be a majority of that Committee's assigned members.

G. From time to time, Special Committees may be appointed by the Board when such Committees are deemed necessary.

H. List of Standing Committees:

1. **Audit Committee** – Responsible for coordinating the annual Audit and the preparation of the Annual Audit Report. Shall not be chaired by Treasurer or Assistant Treasurer.

2. **Nominating Committee** – Responsible to nominate candidates for the Offices of Trustees of this Association. President shall not be a member of this Committee. Shall also be responsible for the annual review of this Code of Regulations with an annual report due in December proposing any modifications, alterations, or amendments to the Code of Regulations.

3. **Equipment Committee** – Responsible for coordination, acquisition, storage, disposal of all equipment owned and leased by this Association.

4. **Coaches Committee** Responsible for coach selection and development and team development. This committee shall be chaired by 1st Vice President

5. **Team Affairs Committee** – Responsible for tryouts, team development and disciplinary issues. This committee shall be chaired by 2nd Vice President.

6. **House League/Initiation Program Committee** – Responsible for coordination of House League and Initiation Program. Interfaces with other Committees to ensure appropriate selection of coaches and acquisition of equipment.

7. **Tournament Committee** – Responsible for coordinating tournaments conducted by this Association.

8. **Communications/Newsletter Committee** – Responsible for communications to the membership of this Association.

9. **Referees Committee** – Responsible for dispute resolution, rules and regulations defined within USA Hockey and the recognized leagues that this Association participates in.

10. **Finance Committee** – Responsible for finances of this Association. This Committee shall be chaired by the Treasurer.

11. **Boosters Committee** – Responsible for fund raising activity, promotion of this Association, and coordination of events that interface with community affairs.

12. **Ice Committee** – Responsible for ice scheduling, ice contract negotiation, ice planning.

13. **League Committee** – Responsible for coordination and communication with the various leagues that this Association participates in. Members of this Committee shall represent this Association within

the CSHL and other leagues that this Association is part of. This Committee shall also represent this Association to other programs, Ice Arena Board Meetings, etc.

15. **Executive Committee** – Responsible to act on behalf of the Board between regularly scheduled meetings and on issues that do not require Special Meetings. The members of this Committee shall be the Officers of this Association as described in Article Seven: Officers.

14. **Team Representative Committee** – Responsible to represent the teams that are registered within this Association.

I. The Finance Committee shall be composed of the Treasurer, Assistant Treasurer, and two other members who shall be appointed by the President at the May meeting. The Treasurer shall serve as the Chairperson of this Committee. It shall be the duty of this Committee to prepare a budget for each fiscal year (July 1 to June 30) and to submit it to the Board before the beginning of each fiscal year at a regularly scheduled Board meeting. This Committee may submit supplements to the budget for the current year.

J. An Audit Committee shall be appointed by the President at the Board's May meeting. It shall be the Committee's duty to audit the Treasurer's accounts at the close of the current fiscal year and report at the August Meeting. The Treasurer and Assistant Treasurer will be a part of this four-member Committee. Neither the Treasurer nor the Assistant Treasurer shall chair this Committee.

K. The Nominating Committee shall consist of four members of this Association appointed by the President. The Committee members shall select one Chairperson. It shall be the duty and responsibility of this Committee to nominate candidates for the Offices of Trustees of this Association. The Chairperson of this Committee shall:

1. Solicit from those incumbent Officers whose term will expire in the upcoming year, an indication of their interest in continuing to hold their current position.
2. Advise the members of the Board before each succeeding December meeting of the Trustee positions which will be up for elections at the Annual meeting.
3. Provide the report on the annual review of this Code of Regulations in December for each year.

L. The Executive Committee shall consist of all the Officers of this Association as described in Article Seven: Officers. This Committee shall be empowered to act on behalf of the Board of Trustees between regularly scheduled meetings and on issues that do not require Special Meetings.

M. The Coaches and Team Affairs Committees are responsible for coach selection and development, team development, planning and coordination of the Team Selection Process described in Article Twelve: Standing Rules, Section B, and dispute resolution between coaches and parents/team members. This Committee shall be chaired by the 1st Vice President and 2nd Vice President. This Committee shall select, with majority approval from the Board, the Head Coach for each age division within the Travel League.

Article Twelve: Player Conduct Policies

A. **Guest Players:** No player may be present on the ice during any Tri-County practice or game unless that player is duly registered with the Tri-County Hockey Association in accordance with USA Hockey or deemed necessary by the coach to conduct a practice or an evaluation of that player is needed to join the organization under Article 12, section E.

B. **Team Selection:** Team selection is to be completed according to the policies and procedures as determined by the Coaches and Team Affairs Committees. Any players not participating in the annual team selection process shall notify the Coaches and Team Affairs committees of the intentions. Placement of these individuals shall be in accordance with Article 12, Section E.

C. **Damage Policy:** All eligible playing members of this Association will sign a statement at registration regarding liability for damages to locker rooms, the ice arenas that this Association utilizes, property of the Association, any of our host organizations, or any organizations that provide

tournaments, exhibitions, or other activities that our members participate in representing the Tri-County Amateur Hockey Association. The policy is as follows:

1. The coaching staff will be responsible for reporting any locker room damage or other damage done by any Tri-County Hockey Association player to the Board of Trustees and the damaged facility.
2. When the damage is accidental, the team will be responsible for collecting for payment for the damage and each family will be billed for the damage.
3. When the damage is intentional, the individuals involved will be billed for the damage.
4. The coaching staff will determine whether damage is intentional or accidental. When the individual responsible for the damage is unknown, the team members will be assessed a share of the damage.

D. Skate-up Policy: The Tri County Hockey Association Policy on skating up is that a player cannot be moved up more than one year in age. For example, a first-year squirt cannot be moved to the peewee level. A second year squirt may advance to peewee (or other like skate-ups) provided the following criteria are met:

The board must approve all requests for a skate-up try-out and for the final determination to participate at the requested skate-up level.

All requests must be made in writing and presented to the Tri County Board of Trustees no later than the August board meeting. Requests after this meeting will not be considered. The written request must include a statement (from the parents) of understanding and acceptance of the increased risk that can result while skating at a higher age level.

Players must demonstrate the skill, and the mental maturity required to move up and play for the team at the highest skill level. For example, a Squirt player requesting a skate-up must be able play for the highest skill level Peewee team (most often this is an 'AA' team). To demonstrate this ability the player must try out at both their correct age level and the level for which they are requesting the skate-up. A player will NOT be considered for placement on a team at any level for which they do not participate in the try-out (for that level).

The player's ability to participate at the highest skilled team within the requested skate up level will be reviewed by the Coaching and Team Affairs committees. Upon the review of the player's ability, the Coaching and Team Affairs committees will make a recommendation to the board. The board will then vote for final determination of the skate-up request. If team space becomes an issue, no age-appropriate player will be bumped from their level to make room for the skate-up player.

The Board reserves the right to reverse its decision in the event that the player has trouble with the move. In this event, the player will then be placed on a team at his correct age level based upon the player's ability and team availability. NO player will be bumped from a team to make space for a returning skate-up player.

E. Players returning to Tri-County: With the approval of the Coaches and Team Affairs Committees, players shall be evaluated on the ice by the coaches of the individual age division. This evaluation shall be done first by the coaches of the highest skill level team in that division. If the player is not suitable for that team, then the player shall be evaluated by the remaining teams in that division in order of highest skill levels to lowest. The player will then be placed by the Coaches and Team Affairs Committees on the appropriate team.

F. Grievance Procedure: A grievance procedure has been established for the purpose of resolving concerns which any player or parent may have with the coaches, other players, this Association, or the hockey program in general. The purpose of this procedure is to try to resolve these concerns in such a way as to ensure that a child's participation in the program is a positive experience. The complete Grievance Procedure is listed in Appendix A in this Code of Regulations.

G. Player Conduct: Abusive language, fighting, vandalism, derogatory comments, or any action which may endanger the safety or well-being of another individual is not tolerated. The first order of disciplinary action should rest with the coach and player. Should misconduct persist, the Board reserves the right to suspend the player from organizational activities or to dismiss the player from

the organization. Refer further to the policy pertaining to major penalties, game and gross misconduct penalties, match penalties, and game ejection in Article Twelve: Standing Rules, Sections I and J, and player conduct rules within the USA Hockey Official Rules.

H. Coaches Conduct: The Board reserves the right to review the actions of coaches and their assistants. Where required, a coach or assistant may be replaced by the Board through the Coaches and Team Affairs Committee. This will be in accordance with USA Hockey Rules and Regulations. The Board of Trustees encourages the Association's members to use the Grievance procedure in Appendix A to resolve coaches' misconduct. In the event of a serious concern, then a coaches' misconduct that potentially affects a change in coaching must be submitted in writing to the Coaches and Team Affairs Committees. This written concern shall be kept confidential if requested. The Committees shall review the concern and attempt to correct the conduct of the coach. If the Coaches and Team Affairs Committees deems that the misconduct cannot be corrected or requires other action, then that Committees has the responsibility to correct the situation with a coaching change or other means within this Code of Regulations or the Rules and Regulations of USA Hockey. Any notification affecting a change of coaching will be done in writing to that coach.

I. Rules governing game or gross misconduct, match penalty or game ejection by a player, coach, or Tri-County Hockey Association spectator: Must be reported by the head coach or team manager of that team in writing within 48 hours of the game in which it occurred. For a game or gross misconduct, match penalty, or game ejection received by a player, coach or Tri-County Hockey Association spectator for verbal abuse of the game officials, the Coaches and Team Affairs Committee may recommend, to the Executive Committee of the Board, a suspension from practices and games above and beyond those mandated by the league. Sanctions should be progressive. The Coaches and Team Affairs Committees will notify within 30 days the Head Coach or Team Manager of the recommendation to the Executive Committee of the Board.

J. Rules governing major penalties: Any major penalty must be reported in writing by the Head Coach or Team Manager to the Coaches and Team Affairs Committees within 48 hours of the game in which it occurred. Any time a player receives a major penalty plus a game misconduct and/or a match penalty for a penalty associated with an injury or attempt to injure, the Coaches and Team Affairs Committees will notify in writing, the player, head coach, and parents that the next such incident will result in an automatic suspension from Tri-County practices and games for the remainder of the season and placement on probation for the following season. The Coaches and Team Affairs Committees may also recommend, to the Executive Committee of the Board, that the player be suspended from Tri-County practices and games for up to 30 days for the first offense. If the player incurs another such major penalty plus a game misconduct for a penalty associated with an injury or attempt to injure during the probationary period, then the player will be banned from Tri-County Hockey Association games and practices for no less than 365 days.

APPENDIX A STANDING RULES

04001: Ratified 7/06/04 Replaced and changed by 08002 below

If a player quits at any time during the first month of the season but after the first practice, a portion of the dues paid will not be refunded. For Mites and Squirrels, the non-refundable amount is \$160 and all other levels will have a non-refundable portion of \$165. For the remainder of the season, these same amounts shall be used on a monthly basis to determine dues owed to the organization.

04002: Ratified 8/03/04

The dues for a player participating as a "before and after" player will be \$250 for the year.

04003: Ratified 8/03/04

As part of the coaching selection process, that the son/daughter must be of the proper caliber to be selected for the perspective coach's team and that the son/daughter of the Head Coach of any team will be placed on the team of that coach.

04004: Ratified 8/03/04

For the purpose of standardizing the administration of skate-up requests, all requests for the current season must be submitted in writing to the Board by the last regular meeting prior to the beginning of the current season's try-outs.

04005: Ratified 8/03/04

Our organization will not schedule any games with any team that is not USA Hockey sanctioned.

05001: Ratified 1/04/05

A Board member shall be asked to resign immediately if it is determined that they are the parent/legal guardian of a player in a competing USA Hockey registered program and do not also have a son/daughter playing in our Association.

08002: Ratified 11/10/08

If a player withdraws from the Tri-County Hockey Association (to join any other local youth hockey organization) at any time during the first month of the season or after the first practice, a portion of the dues will not be refunded, thus being considered a withdrawal fee (or owed if all dues owed are not paid). The "Withdrawal Fee" will be the equivalent of one month's dues based upon the current annual dues and a six-month season (September through February) (i.e. IF annual dues are \$900, the withdrawal fee will be $\$900/6=\150) and will not be pro-rated. In Addition, if a player withdraws from the Tri-County Hockey Association (to join any other youth hockey organization) at any time **after** the first month of the season, no dues will be refunded and the entire amount of dues for the season will be due immediately before a release is granted. *Unless the change is a direct situation to the relocation of the family dwelling (i.e. a move from Kent to Avon which allows them to play for another organization like Rocky River).*

08001: Ratified 11/10/08

A player unable to play for a period of 30 consecutive days (one month) or more will be subject to a "refund" of dues if requested for the time period in which a player is unable to play. This would include but no limited to injury, surgery, prolonged illness, relocation or other non-controllable situations.

16001: Ratified 4/5/16

Any conflicts between the operating plan and our By-laws are to be determined by current operating plan. Operating plan supersedes By-laws.

19001: Ratified 12/9/19**Article Six: Government**

Changed maximum board members from 8 to 10. Changed maximum number of alternating elections positions from 4 to 5.

22001: Ratified 6/8/22

Separated Coaching and Team Affairs position into two separate positions: Vice President of Coaching "1st Vice President of Coaches" and Vice President of Team Affairs "2nd Vice President of Team Affairs".

240001: Ratified 8/11/24

Clerical updates to entity name and clarification of membership with addition of Pre-Post and Adult teams.

APPENDIX B Tri-County Hockey Association Grievance Procedure

Purpose:

This grievance procedure has been established for the purpose of resolving concerns which any players or parents may have with coaches, other players, the Association, or the hockey program in general. The goal of this procedure is to try to resolve these concerns in such a way as to ensure that a child's participation in the program is a positive experience.

It is hoped that problems can be resolved in an amicable fashion to satisfy all parties involved. It is also understood that this is not always possible. Keep in mind that the Tri-County Hockey Association aims to do the greatest good for the greatest number while giving as much consideration as possible to each individual's needs. The success of the Tri-County Hockey Program is based on pro-active participation by all. For that reason, parents, players, and coaches are encouraged to follow the established grievance procedure and to act only within that framework.

Procedure:

1. Discuss your concern with the coach of your team – even if the coach is the cause of your concern. The coaches have been encouraged to maintain a line of communication with the players and parents. If necessary, ask your team representative to introduce you to the coach so you can set up a meeting.
2. If step one does not resolve your concern, contact the Grievance Coordinator for your team level – not the team representative. The coordinator's function is to try and resolve your concerns to your satisfaction. This person will be a member of the Board of Trustees and will contact all individuals involved to alleviate your concerns. If necessary, Committee Chairpersons may be requested to convene a meeting to resolve the issue.
3. If your concern continues, the Grievance Coordinator is responsible for bringing the issue before the Board of Trustees at the next regular meeting.

The Grievance Coordinator will contact the President and ask to be included on the agenda and will then advise you of the time and date of the meeting. The coordinator will make a full report along with any reports requested from Committee Chairpersons. If you wish to address the Board, advise the coordinator before the meeting and you will be scheduled to make your presentation. Based on the reports issued, the Board of Trustees will make a decision on the issue. You will then be notified of this decision by the Grievance Coordinator. The names and telephone numbers of the Grievance Coordinators will be listed on the Tri-County bulletin board at the Kent State Ice Arena.

APPENDIX C Codes of Conduct

Purpose:

To provide all members/prospective members a written document outlining appropriate conduct, and to provide a uniform means of enforcement.

Article 1

Each member/prospective member of Tri-County Hockey Association shall receive a written "code of conduct" upon application or renewal of membership. In addition, each person shall be required to sign for the said "code of conduct". This signature shall be considered that person's acknowledgement, and acceptance of the terms of that code. The Board or designated committee shall provide four codes, pertaining to different levels of involvement with Tri-County Hockey Association. They are as follows: Administrators code of conduct, Coaches code of conduct, Parents code of conduct, Players code of conduct. Each member/prospective member shall be expected to sign the code which most describes their involvement with Tri-County Hockey Association.

Article 2

The Board, or a committee designated by the Board, shall reserve the right to determine if improper conduct by a member has occurred. If such conduct has been determined to have occurred, discipline shall be administered in a progressive fashion. Said discipline shall be administered in accordance with an established guideline, provided by the Board, or its designated committee. Discipline shall include whatever degree of the following deemed necessary. A. Written reprimand. B. Suspension from all Tri-County functions, including but not limited to all team practices, scrimmages, tournaments, and games, for a period of time. C. Forfeit of membership.

Article 3

The Board or its designated committee shall also reserve the right, prior to the start of a new hockey season, to review/re-write both the codes, and/or the disciplinary steps to be implemented for the upcoming season.