

Marinette Menominee Area Youth Hockey Association, INC.

Policy Manual

Rev 9/10/2026

I. RESPONSIBILITIES FOR PARENTS/PLAYERS

- A. All players and their Parents/Legal Guardian must have a signed and dated Code of Conduct letter on file with the Association prior to the start of the season.
- B. All players and their Parents/Legal Guardian shall abide by the rules and regulations set forth in this Policy Manual.
- C. All players/parents/legal guardians bear equal responsibility to seek to improve the operation of the Association (MMAYHA) through communication within the organizational structure set out herein.
- D. All players/parents/legal guardians must report any known violation of the Athletic Code of Conduct, in writing, to the Rules and Regulations Director.

II. PLAYER/PARENT Volunteer REQUIRMENTS:

- A. The maximum number of volunteer hours required per family is forty (40)
- B. Volunteer hour sessions are dedicated for money earning opportunities only, such as concessions.
- C. Additional volunteer hours may be offered for tournaments or other fundraising events at the discretion of the fundraising coordinator, with approval from the Board of Directors.
- D. F. A postdated check will be required for all families upon registration:
 - i.i U6/Learn to Play - One Hundred Twenty Five Dollars (\$125)
 - i. U8/Mites – Two Hundred Fifty Dollars (\$250)
 - iii U10/Squirts – Midget/U19 – Six Hundred Dollars (\$600)Checks shall be dated for April 30th of the year in which the season ends.
- E. Families will have from May 1st to April 30th to complete their volunteer hours obligations. If all obligations to the association have been met, the check will be shredded or returned. If all obligations have not been met, the check will be cashed and a portion, if applicable, returned to the family.
- F. Players shall not take the ice until their post-dated check has been turned in.
- G. Once a family claims a volunteer hour session, it is the family's responsibility to fill that session. If a family is a no show for a shift, their volunteer hours check may be cashed. A determination is to be made by the Volunteer Hours Chair in conjunction with the Treasurer .
- H. Any family that completes 10 volunteer fundraising hours more than their required volunteer fundraising hours shall receive fifty-dollars (\$50) next year's registration fee. End of season volunteer hour coordinator will reach out to those families who qualify
- I. Volunteer hours requirements per player:
 - iv. Learn to Skate: 0 volunteer hours
 - v. Learn to Play: 5 volunteer hours
 - vi. Mite/U8: 10 volunteer hours
 - vii. iii. Squirt/U10 – Midget/U19 24 volunteer hours

J. Exempted volunteer hours may only be transferred to one family upon approval of the board. Exempted hours are earned as follows:

- i. MMAYHA Board of Directors 40 volunteer hours
- ii. Rules and Regulations Director 40 volunteer hours
- iii. Facilities Director 40 volunteer hours
- iv. 10U and up Athletic Director Girls 40 volunteer hours
- v. 10U and up Athletic Director Boys 40 volunteer hours
- vi. 8U Athletic Director 40 volunteer hours
- vii. Head Coach 30 volunteer hours
- viii. Registrar 30 volunteer hours
- ix. Equipment Manager 30 volunteer hours
- ix. Master Scheduler 30 volunteer hours
- x. Referee in Chief 30 volunteer hours
- xi. Tournament Directors 30 volunteer hours
- xii. Fundraising Chair 30 volunteer hours
- xiii. Concession Chair 30 volunteer hours
- xiv. Volunteer Hours Chair 30 volunteer hours
- xvi. Marketing Chair 30 volunteer hours
- xvii. Assistant Coaches (3 per team, 6 for Mite/U8) 20 volunteer hours
- xviii. Team Manager 30 volunteer hours

N. Volunteer hours requirements are prorated for late registrations and Learn to Skate move-ups.

- i. Learn to Skate to Mites:
 - 1. Start/Move: 11/15 through 12/14 10 volunteer hours
 - 2. Start/Move: 12/15 through 01/14 6 volunteer hours
 - 3. Start/Move: 01/15 through 02/14 4 volunteer hours
 - 4. Start/Move: 02/15 and after 0 volunteer hours
- ii. Squirt/U10 through Midget/U19
 - 5. Start: 11/15 through 12/14 20 volunteer hours
 - 6. Start: 12/15 through 01/14 12 volunteer hours
 - 7. Start: 01/15 through 02/14 6 volunteer hours
 - 8. 4. Start 02/15 and after 0 volunteer hours

O. Families are required to work home tournaments and other events as scheduled by the Association such as, special city events, fundraisers, etc. The team manager, tournament director, or other appropriate Association position will assign a number of shifts equally to the team family's responsible for the event. If a family does not sign up prior to the event, shifts may be assigned to the family. Each shift not worked by the family assigned will result in a game suspension for each skater in that family. If a family cannot work their assigned shift, that

family is responsible for finding another family to cover their shift. Shifts left unfulfilled may result in skaters pulled from ice and/or cashing of volunteer hours check.

P. Every member must work at least 10 hours of fundraising volunteer hours, regardless of position held.

III. PLAYER REGISTRATION

- A. All players must complete and sign all registration forms as requested by the Registrar.
- B. Registration fees are to be re-evaluated and amended by the Board of Directors as needed.
- C. Any Player not able to pay the registration fee in whole or in part may apply to the Board of Directors for a waiver/reduction of this fee. All Scholarships awarded are to be based solely upon financial need and not upon hockey talent.

IV. RULES AND REGULATIONS

A. Athletic Code of Conduct

The purpose of an Athletic Code of Conduct is to benefit the players, their parents, coaches, and the athletic program. It is anticipated that the following policies will foster an attitude of respect and responsibility in the young athletes who participate in the program.

To have the program function in a meaningful and beneficial manner, it is necessary that certain rules and regulations be imposed and enforced. It is believed that the rules and regulations are fair and reasonable and adherence to them is mandatory. Consequently, any player not choosing to abide by them must be willing to accept the designated consequences (penalties).

Most of the time, the head coach will be the one who administers the penalties when a rule has been violated. The Review Committee can, however, modify any penalty that a coach hands out if they feel that it is not appropriate. Any penalty can be appealed by following the procedure found under the Appeals Section of this Policy Manual.

It is recommended that these penalties be imposed in a progressive manner; however, any penalty may be imposed at any time depending on the severity of the violation, including work detail. Any suspension not completed due to the end of the season will be carried over to the next season. If the infraction does not occur during the hockey season, then the suspension shall begin on day of the first played game.

- i. Smoking, Drinking and Drugs: There will be no drinking, smoking, chewing of tobacco or use of illegal substance at any team function. The PENALTY for a violation of this rule shall be as follows.
 - 1. For the first violation, the involved player shall be suspended for 21 days.
 - 2. For the second violation within a two-year period, the involved player shall be suspended for an additional 60 days.
 - 3. For a third violation within a two-year period, the involved player shall be expelled from the Association.

4. Suspended players shall attend and participate in all practices at coaches' discretion. The player must also be physically present for all home games to be applied toward their suspension; this rule applies for first violations only.
- ii. Vandalism and Theft: No player shall vandalize or steal property in any way associated or connected with the Youth Hockey Program or any of its members, players, coaches, officials, spectators or opponents. This includes property belonging to the local ice facility, to any other arena in which the Association schedules and plays games, and to any hotels or motels at which players stay during away games or visit during home tournaments. The penalty for a violation of this rule shall be the same as for Unsportsmanlike Conduct towards Officials.
- iii. Insubordination and Unsportsmanlike Conduct: No player shall engage in unsportsmanlike conduct or insubordinate like conduct (failure to follow reasonable requests of coaches or Association officers). The penalty for a violation of this rule shall be imposed by the head coach, or the assistant coach in his/her absence, and shall consist of one of the following.
1. sit out one period
 2. sit out one game
 3. sit out two games
 4. Referral to review committee.
- iv. Unsportsmanlike Conduct towards Officials: No player shall display any disrespectful behavior towards any official, whether they are on the ice or not (including minor officials) The penalty for a violation of this rule shall be imposed by the head coach, or the assistant coach in his/her absence, and shall consist of one of the following.
1. sit out one period
 2. sit out one game
 3. sit out two games
 4. Referral to review committee.
- v. Reckless Endangerment: No player shall behave in any way that is intended to injure another. This applies to conduct both on and off the ice. The penalty for a violation of this rule shall be imposed by the coach, or the Review Committee, and shall consist of one of the following.
1. sit out two full games
 2. sit out three full games
 3. be suspended for the remainder of the season
 4. be suspended for one calendar year
- vi. General Conduct: All players shall conduct themselves, both on and off the ice, while at or away from the local ice facility, in a manner which will uphold and foster the ideals, principles and standards of the MMAYHA. Examples of unacceptable conduct include fighting, profanity, and obscene gestures. The penalty for a violation of this rule shall be the same as for Insubordination and Unsportsmanlike conduct. The penalty will be administered by the head coach or the assistant coach in his/her absence, or the Review Committee.
- vii. Attendance: All players shall regularly attend all scheduled games and practices of their team, unless physically unable to do so. Any unexcused missing of practice(s) shall result in less or no ice time in the following games(s), at the discretion of the coach.
- viii. Equipment: All players shall take proper and good care of MMAYHA furnished equipment and uniforms. A player damaging Association equipment or uniforms, or returning them in a damaged

condition, will be required to pay the present fair market value of the equipment or uniform, or the cost of repair, whichever is less, the player may be suspended from play until all fees are paid or a payment plan is arranged with the treasurer.

ix. Miscellaneous:

1. Unauthorized personnel shall not be allowed to enter the player's bench area, penalty box area, scorekeeper's area, or official's area during the game.
2. Unauthorized personnel shall not be allowed in the locker rooms before, during, or after games.
3. Dress code is left to coach's discretion, but strongly recommended.
4. All imposed suspensions not capable of being fully served during the current season shall carry over to the next season.
5. Games being served as game suspensions must be games played: forfeited games do not count.
6. Any unfavorable situations not covered by the foregoing Rules and Regulations will be dealt with by the Rules and Regulations Director and/or Review Committee on an individual case by case basis.
7. Coaches are specifically prohibited from teaching or encouraging any activity that is penalized in the rules of the game or is unsportsmanlike in nature.

B. Locker Room Policy

1. Must have 2 team attendants (trained in USA Hockey and WAHA guidelines). A minimum of one Adult per family must be trained. Only the trained Adult is allowed to be the monitor.
2. All locker rooms are co-ed conduct per the WAHA policy unless otherwise stated.
3. No use of locker rooms until both attendants are present.
4. Key must be obtained from coach when both attendants are present
5. CELL PHONES and other mobile devices with recording capabilities, including voice recording, still cameras, and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room. [It may be permissible to have team manager collect phones]
6. Lockers will be available according to the coaches' guidelines.
7. Locker room attendant schedule will be maintained by the head coach.
8. Failure to comply may result in disciplinary action by the Rules and Reg.

C. Parent and Spectator Code of Conduct

1. Parents are expected to be a positive role model by treating all players, coaches, officials and fellow spectators with respect and support.
2. The game will be stopped by game officials when parents/ spectators displaying inappropriate and disruptive behavior interferes with other spectators or the game. The game officials will identify violators to the coaches for the purpose of removing parents/ spectators from the spectator's viewing and game area. Once removed, play will resume. Lost time will not be replaced, and violators may be subject to further disciplinary action by the local governing body. This inappropriate and disruptive behavior shall include:
 - 1) Use of obscene, profane or abusive language to anyone at any time.
 4. Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence.
 5. Throwing of any object in the spectators viewing area, players bench, penalty box or on ice surface, directed in any manner as to create a safety hazard.

6. Spectators may be asked to leave by any one of the Board of Directors and/or Team Manager, for the remainder of the day.
7. Removal or attempted removal of any spectator will be submitted to Rules and Regs Director.
8. It is recommended that these penalties be imposed in a progressive manner; however, any penalty may be imposed at any time depending on the severity of the violation.
 - i. Removal for remainder of day.
 - ii. Removal for one week
 - iii. Removal for one month.
 - iv. Referral to review committee.

D. Team Splitting

- i. Travel teams will be selected by a committee appointed by the Board of Directors. This committee shall be newly appointed with each team split and recommended to the board by the Athletic Director of the age/gender appropriate level, Director of Hockey, and Vice President.
- ii. All team splits must be approved by the Board of Directors.
- iii. All team splits must be overseen by the Director of Hockey, Vice President, and Athletic Directors of the age/gender appropriate level.
- iv. Travel teams will be comprised of a minimum of ten (10) players per team. Any exceptions to team size must be presented to the Board of Directors by the Director of Hockey and Vice President and approved by the Board of Directors.
- v. Players may only be selected to play on teams comprised of players in their own respective age groups. Any exceptions to this must be presented to the Board of Directors by the Director of Hockey and Vice President and approved by the Board of Directors.

E. Tryout Policy – Squirt, Peewee, and Bantam Levels: In the event there are enough players to form more than one team, these guidelines will be followed to ensure the developmental placement of players on the to appropriate teams. Teams will be divided into A, B, and C levels based upon team skill.

- vi. Teams will be selected by a committee appointed by the Board of Directors.
- vii. This committee shall be newly appointed with each team split and recommended to the board by the Athletic Directors of the age/gender appropriate level, Director of Hockey, and the Vice President.
- viii. Tryout practices will likely occur on at least two occasions ideally, but subject to ice and personnel availability.
- ix. The Rules and Regulations Director will issue a roster with no names to the evaluators. The roster will consist of jersey color and a number. The Rules and Regulations Director will have a “master copy” showing the name of the player that coincides with the jersey color and number. Tryout practices will likely occur on at least two occasions ideally, but subject to ice and personnel availability. Player age will be added to the evaluation roster for the last tryout to help evaluators tiebreak.
- x. Evaluators will assess each player based on their overall skills and abilities. Example criteria are as follows: Skating (forward, backward, balance, agility) speed, puck handling, shooting, passing, team play, hockey sense, players attitude, and coachability. A coach will run the tryout practice touching on as many aspects of criteria as possible.

- xi. Teams will be made of comparable skill. Usually teams will be split evenly, however but may depend on skill, siblings, etc. Any skater that does not attend the tryout will be ineligible for the “Top” team. Exemptions from this rule would be for valid reasons (medical, injury, illness, etc) must be approved by the Board of Directors. Players approved for exemption can be evaluated later.
- xii. Final team selection must be approved by the Board of Directors.
- xiii. Teams will be comprised of a minimum of ten (10) players per team. Any exceptions to team size must be presented to the Board of Directors by the Director of Hockey and Vice President and approved by the Board of Directors.

Playing Up Policy

It is the policy of the MMAYHA that each registered skater will play in his/her age level as set forth by USA Hockey rules. The Board of Directors agree with USA Hockey that the overall make up of a player, including emotional, social, and physical development is best served by having the player progress normally through the established age classifications.

Returning skaters must initially register at the proper age level. However, there will be from time to time, requests for skaters to play up an age level. These requests to play up will be an exception to the norm and will be evaluated by the Director of Hockey, Athletic Director of the age/gender appropriate level, and coaches from the teams affected and/or Board of Directors on a case-by-case basis.

The Association’s needs (i.e. teams) shall take precedence over individual desires. For example, there may be a need to fill the roster of a higher age level team to field a team at that level and there may be a few skaters who would be prepared to play up to assist the Association’s/team’s needs. Additionally, there may be rare exceptions where playing up is in the best interest of a skater’s hockey development, although this must not come at the expense of severely weakening or not being able to field a team at the lower age level.

The requirements are as follows:

- **MMAYHA Requested:** If the number of skaters at a certain age level warrant, the Board of Directors may request skaters to play at a level higher than their current age level to accommodate reasonable team sizes. The request of skaters will be made after registration when the number of skaters at any given level will be known. The skater’s placement will be based upon criteria set forth in the skater requested policy. Final decisions as to which skater(s) play up will be made based upon on-ice skater evaluations. Board of Director requests are on a voluntary basis only and require consent of the Director of Hockey, Athletic Director of the age/gender appropriate level team coaches, the skater, and the parent(s) or guardian(s) with approval of the Board. If the skater changes age level at the request of the MMAYHA, the family **IS NOT** responsible for the difference in registration fees.
- **Skater/Parent Requested:** A parent or guardian of an Association skater may request, an age level change (Mite to Squirt, Squirt to Pee Wee, etc...). The Director of Hockey will review the request and forward a recommendation to the Board of Directors, which will then act on the request and recommendation. All requests will be reviewed and evaluated on merit with consideration of the following criteria:
 1. Will the team the skater is leaving have enough players remaining?
 2. Does the Coach of the team the skater requested to join need or want/need an additional skater?

3. The skater must only be one year away from moving to the level requested. For example, a first year Squirt would not be allowed to play up at PeeWee.
4. Does the skater's ability fit the level requested?
5. Is the player physically able to handle playing at a higher level?
6. How would the change of teams effect the team chemistry of both teams?
7. Is this request to assure better convenience for the family?

Requests will be handled in the order they are received.

As a rule, all requests need to be submitted to the Director of Hockey within two weeks after evaluations and initial team formation. Players moving up at the parent's request will have to be rostered on the lowest of that team's level. If a skater's request to play up is granted, the parent or guardian making the request **WILL BE** responsible for the difference in registration fees. Board of Directors must approve all requests.

In all cases 8U-10U move ups will follow WAHA policy as outlined in their current year guidebook.

Double Roster Policy

Each year, a determination will be made on the appropriateness for a team to include skaters on its roster from a lower age level. In general, double rostering is done to address a critical shortage of skaters (less than 10 skaters and/or 1 goalie available for a game) and/or to help in the creation of two teams at a level if there are more than 18 skaters on a team. Double rostering is not intended to give the opportunity for a skater to "double-up" on ice time by routinely practicing or playing games for multiple teams. All roster decisions must follow USA Hockey and WAHA rules. MMAYHA rules and guidelines for double rostering are as follows:

1. A skater may be double rostered on a team at a level immediately above their age-appropriate level. For example, a skater on a Squirt team could be double rostered on a Pee Wee team.
2. A skater may not be double rostered on more than one team at any age level. For example, a skater may not be rostered on a Squirt A and a Squirt B team.
3. If the need for double rostered skaters is identified for a given team, the skaters to be included will be determined as follows:
 - a. The Head Coach from the team in need of double rostered players will meet with the Athletic Director of the age/gender appropriate level and the Head Coach of the lower age level team to identify which players are eligible for double rostering. Both must agree that a particular skater is an appropriate choice, keeping player safety, skill, maturity, and size as primary considerations.
 - b. After the players are identified, the Athletic Director of the age/gender appropriate level and Coaches will meet with the skater and their parents or guardians to review the policy and seek consent.
 - c. Upon obtaining consent from the skater and parents or guardians, the skater's name will be submitted to the Board of Directors for approval. If approved by the Board of Directors, the Registrar will be directed to double roster the skater.
4. Rosters, including double rostered skaters, must be finalized by the WAHA deadline. After the WAHA deadline, a skater is not permitted to participate on a given team unless the skater is on that team's roster, or unless a special dispensation is granted by WAHA.

5. A player must play at least 5 games with a team between December 15th and the first Playdown game to be eligible to play for that team in Playdowns and/or at the State Tournament should that team qualify.
6. A double rostered skater's main obligation is to their primary team. A skater should not compete for the older level team if it will adversely affect their primary team, unless agreed to by the Head Coaches of both affected teams.
7. The intent of the double roster is not to give a skater additional ice time on a permanent basis, but to assist teams with a critical shortage of skaters. Therefore, a double rostered skater should routinely practice with their primary team. They should not routinely practice with the team for which they are double rostered.
8. Playing up as a double rostered skater:
 - a. The need for a skater to play up must be determined based on a critical shortage or on the need to have the skater play 5 games for the team in order to be eligible for Playdowns and/or the State Tournament. Playing up of double rostered skaters will not be permitted for any other reason.
 - b. Permission to play up must be obtained through consensus agreement of the Head Coaches of the affected teams and the parent/guardian of the skater.
 - c. Every effort should be made to provide a reasonable amount of lead time when requesting a double rostered skater to play up. This will allow time for the player to attend a maximum of one practice with their double rostered team in the week leading up to the game in which they are needed.
 - d. If more than one player is double rostered for a given team, every effort should be made to provide equal opportunity for them to play up, such as establishment of a rotation.

G.

- ix. A double rostered player may play for the secondary team if
 1. The secondary team has a tournament game, the primary team does not have a tournament game, and the player's absence does not reduce the primary team's roster to under ten (10) players for that day.
 2. The secondary team head coach requests the primary team's head coach to allow the player to play for the secondary team for a day and both the primary coach and Athletic Director(s) approve.
- x. Appeals may be made to the Board of Directors for any decisions regarding dual rostering of players.
- xi. Violations of the above listed conditions could result in the removal of the player from the nonpriority team's roster at the discretion of the Board of Directors.

Playing Down Policy

It is the policy of the MMAYHA that each registered player will play in his/her age level as set forth by USA Hockey rules. MMAYHA must follow strict maximum age classifications at the Squirt/10U, Pee Wees/12U and Bantam/14U levels. The Board of Directors has no authority to make such changes. Any request must be made through the Wisconsin Amateur Hockey Association (WAHA). The Board of Directors has no control over any provisions that might be included in the WAHA approvals, i.e., players may not be eligible to play in play downs or participate in any State tournament with his or her team.

Listed below are the steps that will be followed in case of a parent/player move-down request.

1. A request for player to move down will need to be in writing from the player's parents to the Board of Directors no later than October 1st of the upcoming hockey season beginning in

October/November. This letter will include, but not limited to: reasons for the request of moving your player and any comments from the player's prior year head coach.

2. Provide a letter from the player's doctor identifying and physical reasons in support of the request. At a minimum age, height, and weight must be included in the letter.
3. The President will draft a letter to the WAHA registrar detailing the request.
4. WAHA will approve or disapprove the request, and the President will inform the family of WAHA's decision.
5. The player will then try out at the level of play which has been approved for the player.

I. Game and Practice Ice Time

- i. All players shall, during equal playing strength situations, obtain reasonably equal ice time in every regular season game, provided effort, attitude, and attendance of the player at practice is satisfactory. Every coach shall have sole discretion with regard to the use of players in penalty killing and power play situations, during which the reasonably equal ice time rule shall not apply. During tournaments, each player must obtain some ice time in each game, the amount of which is at the discretion of the coaches, based upon the circumstances at the time. Exceptions to these playing time requirements may be made by the coach for disciplinary reasons.
- ii. All teams, X-Ice – Midget/U19, shall have a minimum of two (2) hours of on-ice practice time per week.
- iii. Players shall practice with their respective age level. If a double roster, dual roster, or move up are approved for a player, then a practice plan shall be approved by the primary coach, secondary coach, and Athletic Director(s).

J. Tournaments

- iv. The Association will create a budget for away invitational tournament entry fees for Squirt/U10-Midget/U19 teams equal to double the cost of their levels WAHA State Tournament entry fee. For example, this year WAHA set an entry fee at \$700 for Squirt/U10 level so the Squirt/U10 level will have a budget of \$1400. This budget is in addition to the state tournament, which the Association will cover if the team makes state and can go toward registering for one or two away tournaments. If tournament registration fees exceed the team's budget, the team families need to cover the cost. The Association will fund two Mite (U8) level tournaments per team, with reasonable registration fees.
- i.
 1. Midget/U19 Girls shall not schedule games and will be expected to help with X-Ice Jamboree
 2. Any player wishing to play with their double/dual rostered teams must be approved by the Athletic Director.

K. Enforcement

24 Hour Rule

Each year 2.5 million people volunteer their time to help coach kids. These coaches are the vehicle that provides organized youth athletics an existence. As parents/guardians we will not always agree with a coach's decision. However, it is important to recognize that a coaches role is to make decisions for the team

first and player second. Often, we tend to recognize our coaching staff's decisions through our player first and team second. Also, we need to understand that most players are not aware of any problems until we, as parents/guardians, bring it to their attention.

Many sports throughout the United States have adopted the 24 hour rule in an effort to address significant concerns, while attempting to remove the emotional concerns, particularly in the presence of the youth athlete. The SHL subscribes to the 24 Hour Rule. Briefly, this means that parents/guardians are not allowed to confront a coach, team or league official to discuss any "negative" game or practice situation with the coaching and management staff until at least 24 hours has passed from the completion of the game or practice.

A confrontation shall consist of any conversation, which is elevated from a normal speaking tone and demeanor to one which involves yelling, profanity or derogatory comments toward said coach, team or league official.

After 24 hours have elapsed, the parent/guardian may address their concern with the coach, team or league official however the following protocol must be followed at all times:

1. The parent/guardian will contact the team manager and report their issue or concerns to be addressed; the Team Manager is responsible to document the complaint.
2. If the parent/guardian feels the issue of concern remains and has not been appropriately addressed, the parent/guardian should follow the Code of Conduct complaint procedure as described in the MMAYHA Code of Conduct policy.

Please respect the significance of the 24 Hour Rule Policy. If we all honor this concept, concerns will be moved away from an audience with our children, a possible ill-timed discussion, and issues will be viewed in the proper perspective.

- i. Reporting of Violations: Any violations of the MMAYHA rules and regulations are to be reported to the Rules & Regulations Director in writing for initial enforcement action, or modification consideration, by the Review Board. The Rules & Regulations Director shall have the power to step in anytime to enforce all MMAYHA, WAHA, USA Hockey, and any league rules, when prompt decisions are necessary.
- ii. Investigation of Reported Violations: The Rules and Regulations Director must investigate and report their findings to the Review Committee for action, as soon as is reasonably practical, but in any event within 5 days of receiving written notice of a violation. Upon receipt of this report, the Review Committee must take its enforcement action within 3 days. Any penalty previously imposed by a coach or assistant coach shall stand when no action is taken by the Review Committee.
- iii. Disciplinary Action/Suspensions:
 1. Disciplinary action may be taken by the coach, assistant coach or the Rules & Regulations Director as deemed necessary and appropriate; however, the Rules & Regulations Director may only impose a penalty when prompt action is necessary. Disciplinary action, other than

suspensions, should be reported to the Rules and Regulations Director promptly, but no later than two (2) days from the incident.

2. Any suspension or penalty imposed by the coach on a weekend will commence being served that weekend. A weekend is defined as from noon on Friday until noon on Monday, any additional penalties/suspensions imposed by the Review Committee will not start until after noon on Monday.
3. The Review Committee can modify or overturn any penalty/suspension imposed by a coach – except those served on weekends. This must be done promptly, but in any event within three (3) days after its receipt of the report from the Rules and Regulations Director. If the penalty/suspension is not modified within this three (3) day period, the original penalty/suspension will stand.
4. All players who receive a suspension need only be present for home games. The player must sit in the area designated by the coach. If the player is not present for the home game, then the game/day will not be credited towards their suspension.

iv. Review Committee

1. The Review Committee shall consist of the following persons:
 - a. Rules & Regulations Director
 - b. Director of Hockey
 - c. President
2. In the event of the temporary unavailability of any Review Committee members or if a member of the Committee holds more than one of the above positions, the member shall be replaced by one of the following people, who shall be selected in the order listed based upon their availability:
 - a. Vice President
 - b. Athletic Director of age/gender appropriate level
 - c. Available board member

v. Appeals

1. A player/parent wishing to appeal any penalty that is imposed hereunder must do so, in writing, within two (2) days of the imposition of the penalty.
2. The process shall follow the corporation chain of command. The following shall be the order that a penalty/suspension follow for appeal. All decisions by the Board of Directors are final.
 - a. Coach/Assistant Coach/Rules and Regulations Director
 - b. Review Committee
 - c. Board of Directors
3. All appeals must be timely submitted, but in any case, no less than two (2) days from the imposition of the penalty, in writing, to the Rules and Regulations Director (for appeals to be handled by the Review Committee), or to the Secretary (for appeals to be handled by the Board of Directors).

L. Grievance Procedure:

- i. Any member with a grievance that pertains to his/her team shall submit, in writing, the grievance to their Team Manager, following 24 Hour Rule guidelines. If the grievance does not pertain to their team, then they should submit their grievance, in writing, to the Rules and Regulations Director (if the grievance does not pertain to their team, proceed to iii.).

- ii. Upon receipt of the grievance, the Team Manager shall first attempt to resolve the complaint informally. If they cannot reach a resolution informally, then the Team Manager shall immediately inform the Rules and Regulations Director and perform an investigation. The Team Manager should report their findings no later than five (5) days from notification to the Rules and Regulations Director.
- iii. The Rules & Regulations Director shall further investigate the matter and resolve the grievances within ten (10) days from notification by the Team Manager and notify each party, in writing, of their findings and resolution.
- iv. Any affected person not satisfied with the decision of the Rules & Regulations Director may appeal that decision to the Board of Directors by submitting an appeal, in writing, within five (5) days of the Rules & Regulations Director's decision to the Secretary of the board and the Rules and Regulations Director.
- v. The Board of Directors shall have fifteen (15) days from receiving the appeal to affirm, modify or set aside the decision of the Rules & Regulations Director. This can be done with/or without a hearing at the discretion of the Board of Directors. The decision of the Board of directors should be given, in writing, to the involved parties including the Rules and Regulations Director. The decision of the Board of Directors is final.
- vi. Should a grievance be made by or against anyone involved in the grievance resolution process, that person shall not take part in the resolution process, but rather shall be replaced by the following:
 1. Team Manager replaced by the Rules & Regulations Director
 2. Rules & Regulations Director replaced by the President
 - a. If any of the replacements are themselves involved with the grievance, they shall be replaced by the following in the following order:
 - Director of Hockey
 - Athletic Director
 - Vice President
 - President

M. Amendments:

- i. All requests for rules and regulations changes must be presented, in writing, at a regular Board Meeting.
- ii. Upon presentation, the proposed change is to be reviewed by the Rules & Regulations Director to ensure compliance with WAHA, USA-Hockey, any affiliated league rules, and corporation bylaws. The Rules and Regulations Director may consult an attorney's opinion to ensure compliance with bylaws and articles of incorporation. This review should be done promptly, but in any event, prior to the next regularly scheduled board meeting.
- iii. At the next regularly scheduled board meeting, the Rules and Regulations Director will present the rule change to the board along with their findings. The board may then approve the amendment to the policy manual with a vote of the majority of members appointed and serving the board. iv. Periodically, it may be deemed necessary to make technical corrections to policies that have already been adopted through normal procedures. These technical corrections may include statutory references, scrivener's errors, renumbering that does not change the order of the sections or

subsections, grammatical corrections or additions including punctuation or typographical errors, as well as alterations and omissions not affecting the construction or meaning of any sections, subsections, chapters, titles, or policies.

N. Coaching Selection Process:

- i. The coaching selection committee shall consist of the following:
 1. President
 2. Vice President
 3. Athletic Director of age/gender appropriate level
 4. Director of Hockey
 5. Rules and Regulations Director
 6. If one of the above people hold more than one of the above positions or one of the above persons applied for the position themselves, the position will be filled by the following in the following order:
 - a. Other person as appointed by the board (must not have any conflict of interest: i.e., spouse, parent, child, brother, sister, aunt, uncle, niece, nephew, grandparent, grandchild and including step-relatives of these above relations)
- ii. Coaching applications and letters of recommendation shall be submitted to the Athletic Director by May 25th of each year.
- iii. Once applications and letters of recommendation have been submitted, the Athletic Directors shall facilitate a meeting of the committee and present the applications and letter of recommendations to the committee.
 1. If there is only one applicant for any position, the committee may choose to recommend to the Board of Directors to appoint the applicant, interview the applicant before making a recommendation, or recommend to the Board of Directors the position be reposted.
 2. If an incumbent coach does not apply for the head coach position of their respective level, then the committee must interview all applicants (unless there is only one (1) applicant, then refer to 1. above) and then make a recommendation to the Board of Directors.
 3. If an incumbent coach applies for a position with other applicants, then the committee may choose to either recommend to the Board of Directors to appoint the incumbent without any interview or interview all applicants and then make a recommendation to the Board of Directors.
 4. In any scenario, the committee may recommend to the Board of Directors to repost the position after the interview process.
 - a. iv. The Athletic Director of age/gender appropriate level shall then set dates to host interviews based on the availability of the committee. The Athletic Directors will then notify the applications of their interview date, time, and location.
- v. All interviews must remain confidential to the committee. Only if the committee and all applicants agree, can interview content be shared with the Board of Directors at the request of the Board of Directors. If this situation exists, this information shall only be shared in closed session.
- vi. At the board meeting following the committee's completion of the selection process, the committee will present its recommendations to the board for approval.

V. ASSOCIATION POSITIONS AND RESPONSIBILITIES

A. Athletic Director (Girls & Youth)

- i. Basic Function: Oversees their individual hockey program. Responsible for developing practice schedules, special workshops, and other duties assigned by the Board of Directors, working in conjunction with their counterpart. Supervised by the Director of Hockey. This is a non-voting position.
- ii. Appointed by the Board for a period of one (1) year.
- iii. Responsibilities:
 1. Supervises and assists their program's coaches.
 2. Works in conjunction with the Association's Director of Hockey to communicate/instruct coaching education, within USA Hockey's American Development Model (ADM).
 3. Evaluate practice sessions and provides feedback to coaches to improve the coaching capability of local association coaches, in conjunction with the Director of Hockey.
 4. Oversees the team splitting process, in conjunction with the Director of Hockey.
 5. Enforces compliance for coaching certification requirements.
 6. Appoints and supervises their program's Scheduler.
 7. Works with their program's Scheduler in developing the tournament schedule.
 8. Assists in the selection of their program's Tournament Directors.
 9. Assists families in submitting USA Hockey insurance claims, when requested.
 10. Serves on the Review Committee in all matters relating to their program.
 11. May dismiss a coach with Board of Director approval.
 12. Submits a year-end report to the Board of Directors.
 13. Carries out other duties as assigned by the Board of Directors.

B. Coaches (Girls & Youth)

- i. Basic Function: To instruct and develop players in all aspects of ice hockey. This position is supervised by the Athletic Director. This is a nonvoting position.
- ii. Term of Position: Approved by MMAYHA Board for a period of one (1) year.
- iii. Responsibilities:
 1. Extends to each team member the environment to learn, enjoy, practice, and develop sportsmanship, leadership, camaraderie, fairness, and consistency.
 2. Knows, adheres to, and ensures that all players abide by the playing rules governing the sport of ice hockey as set forth by USA-Hockey, WAHA, MMAYHA, , etc., as well as the rules of all other associations where the team may play.
 3. Allots fair ice time for all players in accordance with the rules of the association.
 4. Makes certain that locker rooms are left clean and undamaged when team vacates.
 5. Sets an appropriate standard of behavior both in locker room and on the ice.
 6. Submits practice plans to the Athletic Director when requested.
 7. Has the authority to establish a team dress code.
 8. Must follow all procedures set forth in the MMAYHA Rules and Regulations.
 9. The following expenses will be reimbursed for parent coaches upon request.
 - i Coaches Certification, Classes, Modules, and Registration expenses associated with coaching certification through USA Hockey.

10. The following expenses will be reimbursed for non-parent coaches upon request:

- i Coaches Certification, Classes, Modules, and Registration expenses associated with coaching certification through USA Hockey.
- ii MMAYHA will reimburse lodging expenses for non-parent coaches attending an away tournament for their team.

11. Carries out other duties as assigned by the Athletic Director.

C. Concession Chairperson

- i. Basic Function: Plans, controls, and directs the activities of the concession stand in accordance with the policies, goals, and objectives established by the MMAYHA Board of Directors. This person is supervised by the Treasurer, this is a non-voting position.
- ii. Term of Position: Appointed by the Treasurer for a period of one (1) year.
- iii. Responsibilities:
 1. Recommends a price schedule to be approved by Treasurer at least annually.
 2. Assures that the money is accounted for monthly and submits a monthly profit and loss report to the Treasurer prior to each month's board meeting.
 3. Submits a year-end report to the Treasurer.
 4. Obtains sources of supplies and establishes delivery times.
 5. Manages any association owned vending machines.
 6. Ensures concessions is fully staffed during the hockey season and for events in coordination with Team Manager, volunteer hours, and Fundraising Chairpersons.
 7. Carries out other duties as assigned by the Treasurer.

D. Volunteer Hours Chairperson

- i. Basic Function: Maintains a record of the hours accumulated by each family registered with the MMAYHA. This position is supervised by Treasurer. This is a non-voting position.
- ii. Term of Position: Appointed by the Treasurer for a period of one (1) year.
- iii. Responsibilities:
 1. Obtains and records the number of hours accumulated by each family monthly.
 2. Keeps the Treasurer reasonably informed of all family hour delinquencies.
 3. Submits any objections received from a family concerning their accumulated hours to the Treasurer for Board of Directors review.
 4. Works with Concessions, and Fundraising Chairpersons during the hockey season and for events to ensure dibs are available to fill.
 5. Submits a year-end report to the Treasurer.
 6. Carries out other duties as assigned by the Treasurer.

E. Director of Hockey (See corporation Bylaws for complete duties)

- i. Basic Function: Support the efforts of the USA Hockey American Development Model (ADM) by assisting head and assistant coaches within the association to successfully implement ADM best practices. This is a voting position.
- ii. Responsibilities:
 1. Help coaches implement the ADM.
 2. Serve as a liaison between WAHA Coach in Chief, WAHA Grass Roots Committee, and local association coaches.

3. Regular communication with local association coaches.
4. Know and understand the ADM framework grounded within the principles of Long-Term Athlete Development (LTAD) and be able to effectively articulate LTAD principles to youth hockey administrators, coaches, parents, and league administrators.
5. Assist WAHA Coach in Chief in arranging clinics, demonstrations, and seminars
6. Understand and help disseminate resources and support materials from the WAHA website and USA Hockey website.
7. Authorizes goalie practices independent of or within existing team practice schedules as needed to facilitate goalie development.
8. Authorizes 2nd year players to participate in next level practices as the situation allows.
9. Make recommendations on new resources and information needed to drive the acceptance and success of hockey development at the association level.
10. Carries out other duties as assigned by the Board of Directors.

F. Equipment Manager

- i. Basic Function: Orders, maintains, issues, collects, stores, and otherwise accounts for all MMAYHA equipment. Ensures that sufficient equipment is on hand. This position is supervised by the Facilities Director. This is a non-voting position.
- ii. Term of Position: Appointed by the Facilities Director for a period of one year.
- iii. Responsibilities:
 1. Maintains an accurate inventory of game uniforms and association equipment, including equipment available for rental.
 2. Provides an adequate supply of game and practice pucks.
 3. Distributes game uniforms and provides rental services when rental equipment is available.
 4. Assigns equipment on loan/rental and collects any required deposit/payment and promptly remits the same to the MMAYHA Treasurer. Assures that a record of loaned/rented equipment is adequately kept.
 5. Collects all equipment by March 31st.
 6. Cleans and repairs all equipment before the start of the next season.
 7. Submits a year-end report to the Facilities Director regarding the status of the equipment inventory, the condition of the equipment, and the replacement/new equipment needs of the Association.
 8. Carries out other duties as assigned by the Facilities Director.

G. Facilities Director

- i. Basic Function: Ensures that all physical equipment of the Association is maintained in good working order and is sufficient to meet the Association's needs. Supervised by the Board. This is a non-voting position.
- ii. Appointed by the Board for a period of one (1) year.
- iii. Responsibilities:
 1. Arranges for off-season storage for all physical assets of the Association, i.e. — records, supplies, concession equipment, uniforms, player equipment, goalie equipment, player, penalty, and goal judge boxes, etc.
 2. Submits a year-end report to the Board of Directors.
 3. Appoints and supervises the Equipment Manager.
 4. Responsible for the installation and removal of all signs at the ice rink.

5. Maintains all physical assets owned by MMAYHA.
6. Carries out other duties as assigned by the Board of Directors.

H. Fundraiser Chairperson

- i. Basic Function: Coordinates and implements MMAYHA fund raising activities, including events, to generate sufficient income to meet all operating expenses of the Association. This position is supervised by the Treasurer. This is a non-voting position.
- ii. Term of Position: Appointed by the Treasurer for a period of one (1) year.
- iii. Responsibilities:
 1. Manages fundraisers and events as assigned by the Treasurer.
 2. Notifies Team Parents of team member requirements for each fundraiser or event.
 3. Is responsible for all aspects of each fundraiser and/or event in coordination with MMAYHA Board, Treasurer, volunteer hours, and Concessions Chairperson.
 4. Turns all money over to the Treasurer not later than five (5) days after the conclusion of each fundraiser.
 5. The Fundraiser Chairperson may appoint and supervise an assistant to run each fundraiser.
 6. Submits a year-end report to the Treasurer before the annual meeting.
 7. Carries out other duties as assigned by the Treasurer.

I. Initiation Program (IP) Director

- i. Basic Function: Oversees the entire Hockey Initiation Program (HIP). Plans, recruits, controls, and directs the activities of the HIP in accordance with the policies, goals, and objectives established by the MMAYHA Board of Directors. Supervised by the Director of Hockey. This is a non-voting position.
- ii. Appointed by the MMAYHA Board for a period of one (1) year.
- iii. Responsibilities:
 1. Provides and annual orientation program prior to the start of the hockey season.
 2. Schedules all games for HIP teams.
 3. Submits a year-end report to the Board of Directors.
 4. Responsible for ordering awards and trophies for their program.
 5. Assists families in submitting USA Hockey insurance claims, when requested.
 6. Supervises their program's coaches and has the authority to dismiss any coach with Board of Director approval.
 7. Carries out any other duties as assigned by the Director of Hockey.

J. Sponsorship Chairperson

- i. Basic Function: Conducts the sale of Corporate Sponsorships and Sign rentals at the local ice facility for the MMAYHA. Supervised by the Treasurer. This is a non-voting position.
- ii. Term of Position: Appointed by the Treasurer for a period of one (1) year.
- iii. Responsibilities:
 1. Sends annual invoices to current sponsors with checks to be mailed to the MMAYHA PO Box for renewal prior to September 1st.
 2. Solicit new sponsors on an annual basis prior to September 1st.
 3. Works with Facilities Director to assure all sponsorship is properly displayed.
 4. Submit a year-end report to the Treasurer.

5. Carries out other duties as assigned by the Treasurer.

K. Master Scheduler

- i. **Basic Function:** Schedules games and tournaments in accordance with MMAYHA rules. Supervised by the Athletic Directors. This is a non-voting position.
- ii. **Term of Office:** Appointed by the Athletic Directors for a period of one (1) year.
- iii. **Responsibilities:**
 1. Schedules games in conjunction with the team schedulers so that the following maximum number of games, including State Tournament games, are not exceeded:
 - a. U8/X-Ice 15 game days
 - b. U10/Squirt & Older 36 Games
 2. Posts all practice times and game schedules on the MMAYHA website and keeps it up to date.
 3. Submits a year-end report to the Board of Directors.
 4. Communicates schedule with Referee in Chief for scheduling of referees.
 5. Carries out other duties as assigned by the Athletic Director

L. Membership Chairperson (Registrar)

- i. **Basic Function:** Promotes interest, awareness, and enrollment in the MMAYHA program. This position is supervised by the Secretary. This is a non-voting position.
- ii. **Term of Position:** Appointed by the Secretary for a period of one (1) year.
- iii. **Responsibilities:**
 1. Attempts to enroll as many participants as possible.
 2. Conducts registration per Board of Director directive.
 3. Communicate certification requirements to coaches and ensure compliance with WAHA & USA Hockey.
 4. Communicate to the Athletic Directors any discrepancy in a coach's certification.
 5. Promotes MMAYHA in the tri-cities through Schools, Civic organizations, Chamber of Commerce, Churches, etc.
 6. Takes applications for MMAYHA Scholarships.
 7. Submits a year-end report to the Secretary.
 8. Carries out other duties as assigned by the Secretary.

M. President (see corporation bylaws for complete duties)

- i. **Basic Function:** Responsible for the day-to-day management of the Association. Executes all legal and/or binding documents on behalf of the Association. Provide general oversight of all Association activities. This is a voting position.
- ii. **Responsibilities:**
 1. Presides over all Association meetings.
 2. Prepares Board meeting agendas.
 3. Negotiates and signs all contracts in conjunction with the Vice President.
 4. Appoints WAHA Representative.
 5. Keeps the MMAYHA Board informed of all activities and events relating to the association.
 6. Insures that MMAYHA objectives are being met.

N. Referee-in-Chief:

- i. **Basic Function:** Oversees the referee functions of the MMAYHA and assures that there are competent and properly certified on-ice officials scheduled to work all home games played by all teams under MMAYHA's facility use agreement. Supervised by the Rules and Regulations Director. This is a non-voting position.
- ii. **Term of Position:** Appointed by the Rules and Regulations Director for a period of one (1) year.
- iii. **Responsibilities:**
 1. Must have a sound working knowledge of all the rules and regulations of USA Hockey, WAHA, and any leagues that the Association teams may belong to or be affiliated with.
 2. Schedules and manages all on-ice officials.
 3. Works with Fox River Ice Hockey Officials Association (FRIHOA) and Wisconsin Hockey Officials Association (WHOA) to enhance the MMAYHA officiating program.
 4. Attend monthly FRIHOA official's meetings, when reasonably possible.
 5. Conducts informational clinics on refereeing and the playing rules for parents, players, coaches, and other interested members as deemed necessary, or upon the request of groups numbering more than twenty-five people.
 6. Carries out other duties as assigned by the Rules and Regulations Director

O. Rules and Regulations Director

- i. **Basic Function:** Ensures that all rules and regulations of the MMAYHA, USA-Hockey, WAHA, and any other affiliate organization or association are fully complied with and that all necessary and proper penalties are imposed and enforced. Supervised by the Board. This is a non-voting position. This position is also called Culture Education Liaison/Leader within the WAHA handbook and is responsible for all activities within that handbook.
- ii. **Appointed by the Board for a period of one (1) year.**
- iii. **Responsibilities:**
 1. Ensures that policies and rules are uniformly understood and consistently administered.
 2. Obtains and keeps a current file of all suspensions imposed upon any player and/or Association member, for any reason, and conducts any necessary Review Committee hearing in accordance with Association policy.
 3. Reviews and handles rule change proposals in accordance with Association.
 4. Updates MMAYHA Policy Manual after any rules change(s) approved by the Board.
 5. Supervises team representatives and appoints successor team representatives should any vacancy occur during the current term.
 6. Appoints and supervises the Referee-in-Chief.
 7. Submits a year-end report to the Board of Directors.
 8. Carries out other duties as assigned by the Board of Directors.

P. Secretary (see corporation bylaws for complete duties)

- i. **Basic Function:** Takes, prepares, and posts minutes of all Association meetings. This is a voting position.
- ii. **Responsibilities:**
 1. Attends, takes minutes of, and keeps records of all MMAYHA meetings.
 2. Posts all minutes promptly after meetings on MMAYHA website.

3. Maintains a current file of all correspondence.
4. Submits a year-end report to the Board of Directors.
5. Carries out other duties as assigned by the Board of Directors

Q. State Tournament Director

- i. Basic Function: Plans and directs the operation of the team's state tournament, within the approved tournament budget. Supervised by the Director of Hockey. This is a non-voting position.
- ii. Term of Position: Appointed by the Director of Hockey.
- iii. Responsibilities:
 1. Submits a budget to the Director of Hockey by February 1st. The budget will be presented by the Director of Hockey to the board for approval.
 2. Appoints and supervises volunteers for various positions determined by the State Tournament Director, as needed for the tournament.
 3. Organizes and distributes tournament information to the Director of Hockey by February 1st.
 4. Posts all game scores and team bracket placement in the ice facility at the conclusion of each game and reports to anyone else per WAHA instruction.
 5. Assigns locker rooms and makes name plates (signs) for locker room.
 6. Presents trophies and awards earned to each team per WAHA instruction.
 7. Submits a list of facility needs to the Facility Manager at least four (4) weeks prior to the tournament.
 8. Carries out any duties outlined in WAHA's State Tournament Handbook.
 9. Carries out any other duties as assigned by the Director of Hockey and/or other WAHA official.

R. Team Manager

- i. Basic Function: Serves as a liaison between the Board of Directors and the team being represented. Is the initial contact person for team members, parents, and coaches. Supervised by the Rules and Regulations Director. Serves as the team's coordinator for all games and work projects. Supervised by Rules and Regulations Director and age/gender appropriate level Athletic Director . This is a non-voting position.
- ii. Term of Position: Appointed by the Coach of the team for a period of one (1) year.
- iii. Responsibilities:
 1. Notifies players/parents of practice and game schedules and any changes to these schedules.
 2. Coordinates all off-ice team activities.
 3. Makes travel arrangements/room reservations for overnight trips, tournaments, etc.
 4. Responsible for providing volunteer workers: scorekeepers, timekeepers, and penalty box attendants for all home games.
 5. Responsible for ensuring concessions is staffed for all home games.
 6. Assists the team representative in soliciting team member involvement concerning all MMAYHA work projects and fund raisers.
- i. Basic Function:
 1. Submits a short verbal report at each monthly Board of Directors meeting informing as to all team activities since the last Board of Directors meeting.
 2. Keeps team members informed of any updates/communications from the Board of Directors.

3. Responsible for getting a representative(s) from their team to partake in the planning and implementation of all MMAYHA fundraisers/events.
4. MUST attend all Board of Directors meetings from November through April. An alternate, chosen by the team representative must be sent if the team representative is unable to personally attend any such meeting.
5. Confirms all scheduled games in advance and notifies the team of any special arrangements.
6. Submits a verbal year-end report to the Board of Directors.
7. Carries out other duties as assigned by the Rules and Regulations Director

T. Tournament Director

- i. **Basic Function:** Plans and directs the operation of the individual tournament appointed for, within the approved tournament budget. Supervised by the Athletic Director. This is a non-voting position.
- ii. **Term of Position:** Appointed by the Head Coach in consultation with/and approved by the Athletic Director for a period of one (1) year.
- iii. **Responsibilities:**
 1. Submits a budget for approval to the Athletic Director five (5) weeks in advance. The budget will be presented by the Athletic Director to the board for approval.
 2. Appoints and supervises volunteers for various positions determined by the Tournament Director, as needed for the tournament.
 3. Organizes and distributes tournament information to the Athletic Director at least five (5) weeks in advance of the tournament.
 4. Attempts to secure a minimum of eight (8) teams, five (5) weeks prior to the tournament.
 5. Creates the game times and team brackets for the tournament at least five (5) weeks prior to the tournament and submits to the Athletic Director for approval.
 6. Submits team rosters and sponsor information, as well as other pertinent information, to be included in the tournament program, to the printer at least three (3) weeks prior to the tournament.
 7. Orders awards and trophies for the tournament.
 8. Posts all game scores in the ice facility at the conclusion of each game.
 9. Assigns locker rooms and makes name plates (signs) for locker room.
 10. Presents trophies and awards earned to each team at the end of their last game.
 11. Reviews birth certificates, and determines appropriate playing age, of all players prior to the first game of each team, if any discrepancies occur, the Athletic Director or Director of Hockey should be notified.
 12. Submits a list of facility needs to the Facility Director three (3) weeks prior to the tournament.
 13. Carries out other duties as directed by the Head Coach.

U. Treasurer (see corporation bylaws for complete duties)

- i. **Basic Function:** Oversees the Association treasury activities, including the care and custody of funds and other financial assets, and supervises the banking, credit, and insurance functions of the Association. Supervised by the President. This is a voting position.
- ii. **Responsibilities:**
 1. Maintains custody of, and is accountable for, all funds and financial assets of the Association.

2. Reviews the financial position of the Association and submits an updated, written income and expense report to the Board of Directors at each of its monthly meetings,
3. Plans for the solvency of the Association and the meeting of all outstanding and planned financial commitments in conjunction with the President.
4. Appoints and supervises the Concession Chairperson, Fund Raiser Chairperson, Marketing Chairperson, and volunteer hours Chairperson.
5. Develops the proposed annual and monthly budgets based on, and supported by, the previous year's budget, and submits them to the Board of Directors for approval.
6. Keyholder for Corporation P.O. Box and any lockboxes in the facility. Regularly checks, screens, and distributes items from each box to the appropriate person.
7. Assures conformance to the approved budgets.
8. Submits a year-end report to the Board of Directors.
9. Responsible for filing all necessary Association tax returns and/or other tax related documents.
10. Carries out other duties as directed by the Board of Directors.

V. Vice President (see corporation bylaws for complete duties)

- i. Basic Function: Assists the President in the development of future goals, objectives, policies, and rules necessary for the administration of the Association. This is a voting position.
- ii. Responsibilities:
 1. Assists President in implementation of policies and rules.
 2. Ensures that the Association's assets are properly cared for.
 3. Submits State Tournament Applications to WAHA as directed by the Board of Directors.
 4. Obtains certificate of insurance for the season.
 5. Maintains high level of working relationship with Treasurer and Secretary.
 6. Submits a year-end report to the Board of Directors.
 7. Carries out other duties as directed by the Board of Directors.

W. WAHA Representative

- i. Basic Function: Acts as a liaison between WAHA and MMAYHA. Supervised by the President. This is a non-voting position.
- ii. Term of Position: Appointed by the President for a period of one (1) year, or, in the absence of any appointment, the President shall act as the WAHA representative.
- iii. Responsibilities:
 1. Attends all WAHA meetings.
 2. Keeps all pertinent positions informed of any updates from WAHA.
 3. Liaison for any business between WAHA and MMAYHA.
 4. Keeps the Board of Directors informed of all activities and events of WAHA and USA-Hockey.
 5. Submits a year-end report to the President.
 6. Carries out other duties as directed by the President.