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Altoona Youth Hockey Association

Altoona, Wisconsin

By-Laws

Revised: (04/2022)

**Our Philosophy:**

The Altoona Youth Hockey Associations goal is to introduce the youth of our area communities to the great game of ice hockey, such that every child, through their participation in the program, can enjoy a positive, character-building sports experience while creating a passion for the game.

AYHA believes that through the development of every individual, the collective team benefits from the resulting depth, diversity, and cohesion. This produces a level of confidence that brings success in the competitive hockey environment.

Emphasis will always be placed upon education, personal development, teamwork, and sportsmanship. The individual conduct of board members, coaches, players, and parents will be maintained to ensure a positive culture in which all can honor the sport and exemplify an organization in which to be proud of.

AYHA will not discriminate against any person or organization based on race, color, religion, sex, national origin, or sexual preference.

And, above all else…. “It’s always about the kids”.

**Mission Statement:**

It is the mission of Altoona Youth Hockey Association to promote and foster a positive skating experience for area youth that can be applied in all aspects of life.

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Altoona Youth Hockey Association Bylaws

# Article I: Membership

## Section 1:

Any person 18 years of age or older is eligible for membership. “Member” is defined as a parent or legal guardian of a player or players in the Altoona Youth Hockey Association, and those persons or entities described in section 7 below.

## Section 2:

Membership in this organization is granted immediately upon payment of annual dues. Annual membership des shall be established each year by the Board of Directors. The dues for the following year shall be announced prior to registration and shall remain in effect for one year. The membership year is October 1st to September 30th of the following year. Exemptions from the membership fee may be considered by the Board on a case-by-case basis, and that membership may be terminated by the Board at any time.

## Section 3:

Any Registration received after the registration deadline must be approved by the Board of Directors.

## Section 4:

All members shall be granted one vote per skater registered at the Annual Meeting and the right to hold office.

## Section 5:

After four years of active membership, a person shall be considered a lifelong member. A lifelong member constitutes a membership with the right to hold office but excludes voting privileges at the Annual Meeting.

## Section 6:

Proof of age by a certified birth certificate shall be required at registration. Birth facts will be abstracted from the certified copy onto a form provided by the WI Register of Deeds which will then be kept on file by the Association if the player continues to skate in the AYHA; the certified copy of the birth certificate will be returned to the parent or guardian. The age classifications are published annually in the WAHA “Records, Bylaws, Rules & Regulations” guide.

## Section 7:

An entity, or person who does not have a child in AYHA, may become a member by approval of the Board of Directors and a payment of an annual membership fee. Such entities or persons shall be granted one vote. Exemptions from the membership fee may be considered by the Board of volunteers on a case-by-case basis, and that membership may be terminated by the Board at any time.

# Article II: AYHA Board of Directors

## Section 1

While the AYHA’s Board is ultimately responsible for managing the business and affairs of the Association, their day-to-day focus shall be on managing the business of youth playing hockey. All contracts executed on behalf of the Association shall be authorized by the AYHA Board of as delegated.

## Section 2

They AYHA shall be governed by a Board of Directors consisting of the following seven elected officials:

1. President
2. Vice President of Hockey Operations
3. Fundraising and Finance Director
4. Secretary
5. Treasurer
6. Tournament Director
7. Director

The following positions will be appointment by the Board and will not have a vote at the Board Meetings. They will oversee committees in their areas and report to the board as needed.

1. Scheduler
2. Supervisor of Officials
3. Equipment Manager
4. Facility Manager
5. Safe Sport Coordinator
6. Tournament Director Assistant
7. Concession Manager
8. Website Manager
9. Registrar
10. Head Coach
11. Team Representative

## Section 3

Elections shall be held each year in the spring. Nominations for Board positions are accepted up to one week prior to the election. Refer to the membership section for voting eligibility.

## Section 4

AYHA will hold regular Board of Director meetings once each month. A quorum of at least 50% of the Board of Directors must be present and voting before any official action can be taken by said Board members at any Board meeting.

## Section 5

Duties and Responsibilities of:

1. **President**:
   1. The President shall preside over all meetings of the Board of Directors and the Association
   2. Shall be an ex-officio member of all committees of the corporation
   3. Shall select individuals for appointed positions to be approved by the BOD
   4. Shall have the general powers and duties usually associated with the office of president, including but not limited to powers allowed by law to conduct the business for the corporation when the board is not in session, to sign certificates, contracts and other instruments of the corporation which are authorized by the Board.
   5. The President will vote for tie breakers only.
2. **Vice President of Hockey Operations**:
   1. Will serve as an assistant to the President, while learning the responsibilities of the office of President.
   2. Will preside over meetings in the absence of the President and will temporarily fill any board positions vacant due to resignation until a suitable replacement can be appointed.
   3. Will be responsible for coordinating the activities of the following officials.
      1. Facility Manager
      2. Supervisor of Officials
      3. Scheduler
   4. Will perform any other duties as assigned by the President.
3. **Fundraising and Finance Director**:
   1. Will serve as an advisor with fundraising being the ultimate responsibility of the position.
   2. Will coordinate all fundraisers and appoint all fundraising committee personnel.
4. **Secretary**:
   1. Shall be responsible for keeping the minutes of all meetings.
   2. Maintain and preserve up to date records of all ongoing activities.
   3. Distributing Board meeting minutes to all members of the Board and others required to receive Board meeting minutes.
   4. Perform other duties as the President and Board of Directors may direct.
   5. Will give notice of all meetings, as directed by the President
   6. Shall oversee the work hour processes.
5. **Treasurer**:
   1. Responsible for keeping complete and up-to-date records of all money transaction within the Association.
   2. Provide Board of Directors an accurate financial statement each month, including year to date and month to date activity.
   3. Shall provide when needed or requested any analysis of expense vs. income on any programs, utilities or any other areas of interest or concern.
   4. Make timely and accurate payments of all invoices billed to AYHA
   5. Will invoice advertising and ice usage in coordination with the Scheduler(s), etc.
   6. Will seek proper approval of any invoices if necessary.
   7. Will close books and submit them for audit at the close of each hockey season. This must be completed in time to be presented at the Annual Meeting.
   8. Will perform any other duties as the President and Board of Directors may direct.
6. **Tournament Director**:
   1. Will work to schedule, plan, promote, and coordinate all tournaments of AYHA
   2. Will work with appointed parents of each home team to plan and facilitate successful tournaments.
   3. General needs of all tournaments will be coordinated by the tournament Director. Including, but not limited to:
      1. Selecting and ordering the year’s tournament patches and awards
      2. Coordinate T-Shirt Vendors
      3. Listed as contact persons for all tournaments
      4. Responsible for providing team rosters
      5. Responsible for providing all-tournament team reps with specific instructions on the coordination of their tournament
      6. Be present at home tournaments (or coordinate with another BOD to be present)
      7. To be responsible for all other duties, not specifically listed here, that are required for successful tournaments.
      8. Specific/individual team tournament responsibilities will be coordinated by the tournament Team Rep with the assistance of the Tournament Director.
7. **Director**:
   1. Will assist the Fundraising and Finance Director and lead functions when needed.
   2. Will also oversee Public Relations and Publicity.
   3. Will work to plan and facilitate new programs and increase participation in existing programs.
   4. Shall oversee and manage the Team Reps.
   5. Perform any other duties as assigned by the President and the Board of Directors.

Appointed Position Responsibilities:

1. **Scheduler**: Responsible for the marketing and sale of available ice time at rates determined by the board. Schedule all ice time for the Association, ensuring that all teams are given equal consideration for ice time. Shall post ice schedules to the website and provide schedules to coaches, supervisor of officials, and the facility manager. Scheduler will make all necessary schedule changes and notify all people involved in such changes. Will work with the Tournament Director to schedule and facilitate tournaments throughout the year. All coaches and /or team reps must notify the scheduler(s) of any schedule changes. Reports the status of sales and commitment of ice to the board in writing monthly.
2. **Supervisor of Officials**: Will recruit and maintain an ample number of qualified referees to officiate all games held in the Altoona Youth Hockey Rink. Will have appropriate level of referees scheduled for all games. Will be responsible for implementing those policies to register, control, evaluate and establish standards of conduct for all officials within the jurisdiction of AYHA. Act as a liaison between AYHA and the WAHA Referee-in-Chief and other designated officials. Coordinate with Tournament Director and be responsible to assign qualified officials to all AYHA sponsored games. Will be responsible for collecting all referee time sheets and submitting them to the treasurer for payment in a timely manner.
3. **Equipment Manager**: Shall keep an inventory of association equipment. Shall issue equipment and collect fees as directed by the Board. A written record shall be kept of such issuing. Shall recommend the need for new equipment to the Board and procure additional equipment as directed by the Board. Shall perform other duties as the President and Board of Directors may direct.
4. **Facility Manager**: Shall oversee maintaining the building and equipment in good order and be responsible for facility security. Shall ensure proper preventative maintenance and repair of same. Shall provide a well-prepared facility for use as determined by AYHA, which includes energy conservation, key control, facility appearance, cleanliness, and rink set-up/tear down. The Facility Manager will coordinate the personnel with the Board to meet the commitments of AHYA and will perform any other duties as the President and Board of Directors may direct. Coverage of the Facility Manager duties will include a presence for the WAHA Play Downs, State Tournament, and annual Sisko Tournament.
5. **Safe Sport Coordinator**: Point of contact for membership for compliance with USA Hockey SafeSport Handbook.
6. **Tournament of Director Assistant**: Assist the Tournament Director to ensure successful tournaments.
7. **Concession Manager**: Responsible for the operations and management of the concession stand for AYHA. This includes maintaining the inventory of the concession stand and setting the schedule for concession coverage during the hockey season. Will ensure that the kitchen is kept appropriately cleaned and maintained throughout the year.
8. **Website Manager**: Maintain and up-to-date website for AYHA, including team rosters, schedules, bylaws, BOD minutes, etc.
9. **Registrar**: Will handle all fall registration of teams, players, coaches, and managers; keep records of all registration and membership; “certify” those registered member teams’ eligibility for State Tournaments; implement procedures to coordinate registration activities with WAHA and USA Hockey; in general, perform all duties as the President or BOD may direct.
10. **Head Coach**: Head coaches will be selected prior to the start of each season by the BOD. Head coaches will have at least one assistant coach. The Assistant Coach must be approved by the BOD. Head Coaches shall be responsible for coaching all skaters on their teams, on an equal basis. Head Coaches shall be responsible for equipment issued to them, for their teams, and keep necessary records to ensure all equipment is returned immediately following the end of the season, no later than April 1st. Head Coaches shall inform the Scheduler(s) as to all time changes in games and practices.
11. **Team Representative**: There shall be one Team Rep for each team in the Association. Team Reps shall be selected by each team and shall serve until the selection of a new Team Rep. This is to be completed by November 15th each year. Team Reps shall be responsible for communication of the actions and functions of the Association to the members of the team.

## Section 6

Terms of the Board of Directors shall be for two (2) years.

## Section 7

No compensation shall be paid to Board Members for their services rendered to the corporation. However, reimbursement may be made to Board Members for necessary, authorized expenses.

## Section 8

A member of the Board of Directors may resign at any time filing his/her resignation with the President of the Board of Directors thirty (30) days prior to any meeting of the corporation.

## Section 9

A member of the Board of Directors, or members appointed by the BOD, may be removed for cause at any meeting of the Board where a majority of Board members are present, by the affirmative vote of two thirds (2/3) of the Board Members present. The board of Directors may provide for carrying on the duties of any suspended officer of may fill a vacancy in any office resulting from the removal of the incumbent.

## Section 10

In the event a member of the Board of Directors departs during the year, the Board of Directors will appoint a member to carry out the balance of the term for the vacated position.

# Article III: Executive Committee

## Section 1

The Executive Committee shall function for the Board between meetings of the Board. The Executive Committee shall have full authority to act on ordinary business on behalf of the Board and the Corporation between meetings of the Board.

## Section 2

The Executive Committee shall consist of the President, VP of Hockey Operations, Secretary, and Treasurer of the corporation.

## Section 3

If an Executive Committee position becomes vacant during said term, the Board shall appoint a successor to fill the position for the remainder of the term.

## Section 4

Meetings of the Executive Committee shall be held at a time, place and date selected by the members. Special meetings of the Executive Committee shall be called by the President as needed, or a telephone conference call may be counted as a legal meeting of the Executive Committee with the approval of the majority of Executive Committee members.

## Section 5

A simple majority of the filled seats of the executive committee shall constitute a quorum at any regular or special meetings of the Executive Committee.

# Article IV: Player Participation

## Section 1

All youth hockey players who reside within the geographical boundaries of the Altoona School District will skate on AYHA teams unless formally released by AYHA.

## Section 2

Players who reside outside the Altoona School District boundaries and whose community does not have a youth hockey association may participate on AYHA teams without further approval.

## Section 3

Players who reside in communities that have hockey programs may participate with AYHA teams only after receiving written approval from their home association and approval of the Board of Directors of AYHA.

## Section 4

AYHA and subsequently its youth hockey players are bound and will abide by WAHA, Inc. rules governing age and other classifications.

## Section 5

All youth hockey players participating in any AYHA sanctioned event will be properly registered with USA Hockey, WAHA Inc., and AYHA through the AYHA registration process.

## Section 6

All youth hockey players will wear the required and approved safety equipment when participating in AYHA sponsored or sanctioned events.

## Section 7

AYHA events (games/scrimmages/practice) will be in accordance with WAHA and USA Hockey rules at all times.

## Section 8

All players will play in their respective age group classification unless recommended by the Head Coach(es) and approved by the Board of Directors prior to final placement.

# Article V: Coaches and Referees

## Section 1

All potential AYHA coaches will be subject to a background check.

## Section 2

All AYHA approved coaches must register with USA Hockey prior to taking the ice as a AYHA coach and must obtain the appropriate USA Hockey coaching certification level by December 31st of each season for the level they will be coaching.

## Section 3

All coaches are required to be members of AYHA unless otherwise waived by the Board of Directors.

## Section 4

Coaches will accordance with the philosophy and practice of the AYHA and USA Hockey.

## Section 5

Coaching disciplinary issues will be referred to the Board President for initial review. They will have the option to resolve the issue or forward the compliant for further action by the Board of Directors. Disciplinary recommendations to the Board will require a majority vote for approval.

## Section 6

Written, formal complaints, citing violated USA Hockey, AYHA and/or WAHA codes of conduct will be required to initiate any disciplinary review of a coach.

# Article VI: Sportsmanship

## Section 1

All AYHA members and players will abide by the USA Hockey and WAHA, Inc. rules of conduct and sportsmanship always.

## Section 2

All AYHA players, coaches, parents, and board members will review and sign the AYHA Code of Conduct agreement at the start of each season.

## Section 3

AYHA players, coaches, parents, or board members who violate the signed Code of Conduct will be subject to disciplinary action by the Board of Directors. All violations are to be reported in a formal, written statement citing specific violation(s) of the Code of Conduct. The violation will be reviewed by the Board of Directors in a closed session.

# Article VII: Deposits, Property Dissolution

## Section 1

No indebtedness for borrowed money shall be contracted on behalf of the Association and no evidence of such indebtedness shall be issued in its name unless authorized by or under the authority of a resolution of the Board of Directors. Such authorization may be general or confined to specific instances. Unless otherwise stated in such authorization, all such loans shall be signed by the President and the Secretary.

## Section 2

All checks, drafts, or other orders of payment of money, notes, or other evidence of indebtedness issued in the name of the Association shall be signed by such officer or officers or approved staff member of the corporation in such manner as shall from time to time be determined by or under the authority of a resolution of the member of the corporation. Bonding or insurance protection shall be provided to those eligible to disburse funds.

## Section 3

The corporate powers, property, funds, and affairs of the corporation, except as may be otherwise provided by law, the Articles of Incorporation, or the By-Laws, shall be vested in, exercised, and controlled by the Board of Directors. The association shall have all powers permitted by law.

## Section 4

Upon dissolution of the association for any cause, the properties then in possession of the association shall be turned over to any such successor organization, as the Board shall determine. In no event shall any property of the corporation inure to the benefit of any individual member or the benefit of any individual member or the benefit of any organization which does not qualify as a tax-exempt organization under the pertinent provisions of the Internal Revenue Code as provided by the Articles of Incorporation.

# Article VIII: Conflict of Interest

No director, officer or employee of the Association shall have or acquire any interest, direct of indirect, in any project which the Association is operating or promoting, or in any contract relating to any such project which the Association is operating or promoting, or in any contract relating to any such project of the Association without making written disclosure to the Association of the nature and extent of his/her interest. No director who has had such interest shall vote on any matter relating to it.

# Article IX: Work Hour Reconciliation

Work hours are required, and the total hours required per family will be shared at registration. The hours required are based on the athlete’s level of playing. Opportunities to work these hours will be offered during the season. Work hours will need to be tracked and submitted by the family during the season. At the end of the season, all documented work hours will be reconciled. Invoices will be submitted for payment due if required work hours are not met. Not working the required hours, and failing to pay the balance due, will impact the child’s ability to register for future seasons.

# Article X: Policies

## Positive Conflict Resolution Policy

It is the policy of Altoona Youth Hockey Association (AYHA) to respond to and assist with resolution of concerns brought forward by AYHA membership and/or association partners to include Altoona High School, the City of Altoona and the Altoona Parks and Rec Department. In all cases, issues shall be brought forward in a respectable fashion.

Procedure:

1. A suggestion, question or concern shall be brought forward in one of the following ways:
   1. Written Concern: The board, executive committee or board designee will review written concerns within 10 days of receipt if possible. A written or verbal response will be issued.
   2. Audience with the Board: At the start of every AYHA Board Meeting there will be time set aside to hear membership comments. Anyone wishing to address the board may do so by attending the meeting and signing in. Speakers will go in the order they sign in.
2. The AYHA Board feels an obligation to respond to and assist with resolution of concerns ONLY if the following apply:
   1. The issue is presented constructively
      1. Free of name calling
      2. Offers a plausible solution
      3. Willingness to assist with the solution
   2. The issue is owned- i.e.: signed by the author
   3. The person bringing forward the issue is willing to participate in the solution.

This policy was issued by the Executive Committee and approved by the AYHA Board on September 13th, 2010.

## Moving Up Policy

The Altoona Youth Hockey Association (AYHA) has established specific guidelines regarding ‘moving’ skaters up.

If the Board determines that more players are needed at a higher age level, and it will not adversely affect team sizes at their age level, then the following process will take place to ‘move’ skaters up:

* At a parent, or start-of-the-year meeting, the numbers issue will be communicated to everyone.
* The Board will request that skaters interested in a pre-tryout sign up at that time.
* The pre-tryout date will be communicated to those who sign up.
* During the pre-tryout session (approximately 1 hour ice time) it will be determined, by an impartial panel of judges, which kids will be asked to tryout at a higher level. Those not requested to try out at a higher level will tryout at their age level.
* The skaters who choose to try out at a higher level are trying out for the ‘A’ or ‘B’ team, if they do not make the ‘A’ team, the skater is on the ‘B’ team. They can NOT move back down to their age level.
  + Example: if we need two skaters in the Mite division then we would like to have four or five of the top Mini-Mites do the pre-tryouts to participate in the tryouts for those Mite positions.
* A player may only be allowed to move one age level classification (this includes either the ‘A’ or ‘B’ team).

Final approval, under any circumstances, will be required from the Board.

## Tryout and Team Assignments Policy

The Altoona Youth Hockey Association (AYHA) is a member of the Wisconsin Amateur Hockey Association (WAHA) and seeks to manage our programs according to WAHA guidelines as implemented by the AYHA Board of Directors and its committees.

1. Both boys and girls are invited to participate in the AYHA program.
2. Team registration is based on a child’s age as of December 31st
   1. Mites- 8 years and under
   2. Squirts- 10 years and under
   3. Peewee- 12 years and under
   4. Bantam- 14 years and under
   5. U8 Girls- 8 years and under
   6. U10 Girls- 10 years and under
   7. U12 Girls- 12 years and under
   8. U14 Girls- 14 years and under
   9. U16 Girls- 16 years and under
   10. U19 Girls- 19 years and under
   11. High School- Enrolled in high school (varsity program is governed by the athletic code of the WIAA)
3. Our Beginner program(s) are designed to offer instruction to the youngest skaters and to all skaters up to age 10 if they have not participated in organized hockey previously. We encourage families to make use of Open Skate time for these younger skaters.

The WAHA assigns local member hockey organizations to a level based on organization size and competitive history. Generally, organizations begin at the lowest division and then move up to higher divisions when reviewed periodically. These designations control state tournament play and may be used as guidelines for other tournaments. Each local hockey organization must register a team at its highest level before it can register another team at a lower level. AYHA is in Division 3. Generally, we seek to have two teams at each level- a ‘3A’ team and a ‘3B’ team. These teams are selected through a tryout process. Players are ranked by a panel of judges during the tryouts to from an ‘A’ team and a ‘B’ team at each level.

AYHA currently uses the services of at least three locals, or out of town individuals, who are experienced hockey players as its tryout panel of judges as approved by the Board.

Jerseys, with numbers only, will be provided for tryouts. NO parent of any skater shall be involved in his/her child’s process. No parent will be a judge or be an on-ice leader of his/her child. A parent can participate in the tryout process of other age group tryouts.

i.e.: A parent of a Mite will NOT have anything to do with the tryout process at the Mite level. However, if this parent is qualified to help in the tryout process for the Bantam level, he/she can do so. Spectators are allowed; however, spectators are restricted to the bleachers or concession area.

1. Prior to tryouts, the AYHA Board will meet in open session to review the number of skaters registered at each level to discuss team size for the upcoming season. Coaches and parents are invited to this meeting to provide suggestions and observations concerning issues which may affect the relative size of teams at each level. This will include a discussion of the number of goalies available at each level. Considerations for team size may be bother quantitative and qualitative.
2. Following the open meeting, the Board wills et target numbers for team size at each level. The committee shall base its considerations on the number of skaters who are fully registered. As mentioned previously, we generally seek to have two teams at each age level. Additional considerations may include skaters waived for emergency reasons or goalies who may wish to try out as skaters as well.
3. Evaluation forms and drills to be used at tryouts will be available in hard-copy, or online, for review by skaters and parents, prior to tryouts.
4. Tryout activities may take place during, in conjunction with, or after, the first of the year “in-house” practices. If possible, or if necessary, goalie tryouts should include some observation of goalies during scrimmage activities away from official tryouts. This is to assure that goalies are not selected solely based on drills. When necessary, to give goalies an opportunity to try out as skaters during the rest of the weekend, we’ll seek to conclude goalie tryouts and inform goalies of their rankings before the team tryouts.
5. Due to the special role and preparation of goalies, the Association periodically may make exceptions to its team assignment rules to assure that each team is provided with a goalie. Goalies may be allowed to “play up” at a higher age level with the approval of their parents/guardians and the AYHA Board, if the Board believes it is in the best interest of the Association to permit this movement.
6. Any skater unable to attend tryouts due to extraordinary emergency reasons must contact the Board prior to the beginning of the tryouts. The Board will decide when attendance may be waived. During the tryouts, the Board will review the excused skater’s past performance and previous team assignments. If these factors overwhelmingly indicate placement on the A team, the Board may assign the excused skater accordingly. No assignment to the ‘B’ team may be made at this time unless requested by the family, and no automatic “opening” if left on the ‘A’ team. If no assignment is made at this time, the Board will meet with the ‘A’ and ‘B’ coaches at that level. They will review the skater’s progress and abilities and decide as to placement on the ‘A’ team or the ‘B’ team. In the vent a skater is not able to return to the ice by the time State rosters are due, the skater will be placed on the ‘B’ team roster for state tournament play.
7. All high school players attending a school within the WIAA district may try out for the HS Varsity team. However, if they are not selected for the varsity team and have remaining Bantam level eligibility, they may play at the Bantam level.
8. Some skaters prefer to be assigned to the ‘B’ team at their level. All registered skaters are welcome to participate in the tryouts, even if they do not want to be considered for the ‘A’ team. In that event however, families must notify the Board before team assignments are made or the skater will be considered for the ‘A’ team placement.
9. Immediately following the conclusion of each team level tryout, the panel will present its rankings and team assignments to the association President and team Coaches. Results of the tryouts will be given to the Coaches who will then contact players on their roster. Results of the tryouts will be posted after everyone has been notified of their team assignment.
10. AYHA understands that there can be controversy when children are required to try out for any team. It is possible that you may be dissatisfied with the outcome of tryouts; tryouts are done fairly with great care and supervision. After the evaluations are done and teams are determined, the evaluation forms can ONLY be viewed by the skaters’ parents. Parents are NOT allowed to see other skaters’ evaluations. Anyone has the right to disagree with the results; however, if the evaluations are done in good faith, they will be final.
11. The AYHA Board will review items not covered in this tryout process.

# Article XI: Committees

Committees can be approved by the Board of Directors