

# SHAKOPEE YOUTH HOCKEY ASSOCIATION BYLAWS

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## SUBJECT Page #

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### MISSION STATEMENT

As Players, Parents, Coaches and Board Members, we will dedicate ourselves to the game of hockey and competitive athletic development. We will enhance the development of our athletes and the overall growth of Shakopee Hockey by promoting sportsmanship, parent involvement, volunteerism, community involvement and teamwork on and off the ice.



## Article I - Membership

### **Section 1 – Qualification**

Any parent or guardian who has paid a player's registration fee and is current with regard to payment on his/her child(ren)'s ice fees shall be considered a member of this Association. Members who are not current with their ice fees shall be considered members in good standing if appropriate arrangements for payment have been made.

### **Section 2 – Membership**

The annual membership period shall commence on the date of hockey registration for the current season and shall terminate on the next season's registration date. The number of members shall be unlimited with efforts made each year to increase the Association membership.

### **Section 3 – Rights of Membership**

Each member, as defined in Section 1, shall be entitled to one vote per issue voted upon at all general meetings of the Association, including the Annual Meeting, provided such member is at least eighteen years of age. This excludes monthly Board of Directors meetings.

### **Section 4 – Meetings**

There shall be an Annual Meeting of the Association Membership each year scheduled between March 1<sup>st</sup> and April 30<sup>th</sup> unless extenuating circumstances prevent such meeting from occurring. In this case, the Board will reschedule the Annual Meeting or choose to conduct the meeting (and any voting set to occur) in a virtual format or via online polling. The President shall at his/her option, either via E-mail and on the Association's Website or by U.S. First Class Mail, announce the date, time, place and agenda of the meeting ten days prior to the meeting. Directors shall be elected at the Annual Meeting and other business transacted as may properly come before the Membership.

A special meeting of the members of the Association may be called at any time for any purpose by a majority of the Board of Directors or pursuant to a petition signed by one-third of the Membership. Notice of such special meeting shall be provided either via E-mail and on the Association's Website or by U.S. First Class Mail at least ten days prior to such meeting.

### **Section 5 – Quorum Voting**

The members present at any general meeting shall constitute a quorum. All issues voted upon shall be decided by a majority of the votes cast. Each fully qualified member present (in person or virtually if it is determined by the Board of Directors to conduct the meeting and voting process virtually) shall be entitled to cast one vote on each issue or election. No proxy votes will be recognized or counted.

## Article II – Officers

### **Section 1 – Officers**

Officers of the Board of Directors shall consist of the President, Vice President, Secretary and Treasurer. These officers shall be members of the Board of Directors.

### **Section 2 – Election of Officers**

The Board of Directors shall elect Officers at the first meeting of the new Board following the Annual Meeting of the Association.<sup>7</sup>

### **Section 3 – Vacancies**

The Board of Directors shall fill any vacancy. Replacement Officers shall serve for the balance of the term of the office vacated.

### **Section 4 – Duties of the Officers**

- A. President** – The President shall preside at all membership meetings and meetings of the Board of Directors. The President shall take direct charge and assume responsibility in the supervision of the business of the Association and may delegate such duties as may be necessary to execute his/her responsibilities. In addition, he/she may appoint Committee Chairpersons with the consent of the Board of Directors. The President may co-sign legal documents of the Association along with one other officer. The President will assume any additional responsibilities as delegated by the Board of Directors.
- B. Vice President** – The Vice-President shall preside in the absence of the President and at such times perform the duties of the office of the President. He/she may also co-sign legal documents along with one other officer. The Vice President will assume additional responsibilities as delegated by the President and/or the Board of Directors.
- C. Secretary** – The Secretary shall keep an accurate record of the proceedings of all meetings including any regular Board meetings, special meetings and grievance proceedings. The Secretary shall hold the official papers of the Association, including the Operating Manual, By-Laws, and a file of all Association meetings. He/she may also co-sign legal documents along with one other officer. The Secretary is responsible for notifying all Board members of meeting schedules and any changes in the regular schedule. The Secretary shall also provide a copy of the meeting's agenda for all members present at the meeting. He/she will assume additional responsibilities as delegated by the President and/or the Board of Directors.
- D. Treasurer** – The Treasurer shall have custody of all funds of the Association, shall keep a record of receipts and disbursements and shall pay out funds as authorized by the Board of Directors. All expenditures over \$100 must be approved by the Board of Directors prior to payment. He/she shall make an oral and/or written report of the receipts and disbursements and current fund balances at each Director meeting and at membership meetings at the request of the President. The Treasurer shall be responsible for the timely filing of all government reports,

including reports required by the Internal Revenue Service. He/she may also co-sign legal documents along with one other officer. He/she will assume additional responsibilities as delegated by the President and/or Board of Directors.

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#### **Section 4 –Term**

Officers shall serve for the period of one year beginning immediately after adjournment of the meeting at which they were elected.

### **Article III –Board of Directors**

#### **Section 1 – Board Structure**

The Board of Directors shall be composed of the four Executive officers named in Article II and five additional members. Three of the nine elected members of the Board of Directors shall be elected each year at the Annual meeting, subject to Board approval. The past President shall reside as Senior Advisor, non-voting, for one year. In the event of a vacancy on the Board of Directors due to resignation or other occurrences, the Board of Directors will fill such vacancy until the next annual meeting election.

#### **Section 2 – Nominations**

Any Association member in good standing is eligible to be nominated to serve as a board member and such nomination shall be approved by the Board of Directors and voted upon by the membership at the Annual Meeting either in person, via online polling or in a virtual format as determined by the Board.

#### **Section 3 – Powers and Duties**

The Board of Directors shall be the general governing body of the Association. It shall approve the budget and require reports from officers as are necessary to efficiently direct the business of the Association. In addition, the Directors shall approve Committee Chairperson appointments made by the President.

During intervals between the general meetings of the members of the Association, The Board of Directors shall have, and may exercise all of the powers of the Association in the management of the business affairs of the Association, in such manner as the Board shall deem to be in the best interest of the Association and its members.

#### **Section 4 – Meetings**

The Board of Directors shall hold monthly meetings and additional meetings as may be called by the President or upon request by any three members of the Board (either in person or virtual format as determined by the President). Notice of time and place of the meeting of the Board must be given to each Board member at least 24 hours prior to the proposed meeting.

### **Section 5 – Quorum**

A majority of the members of Directors in office shall constitute a quorum for the transaction of the business at any meeting of the Board of Directors.

### **Section 6 – Term**

Directors shall serve for a three-year term beginning immediately after the Annual Meeting at which they have been elected.

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## **Article IV – Committees**

### **Section 1 – Standing Committees**

There shall be eight standing committees with a Chairperson being appointed by the Board of Directors to serve on each of the committees. Such Chairperson shall report to the Board of Directors as requested. Committee members are to be recruited by the Committee Chair. Such Committee Chairperson and the committee members may be a member of the Board of Directors or a general membership volunteer. Each member of the Board of Directors will be assigned as an overseer to one or more standing committees.

The standing committees are as follows:

FUNDRAISING  
SPONSORSHIPS  
ICE PROCUREMENT AND SCHEDULING  
REGISTRATION  
PUBLIC RELATIONS AND COMMUNICATIONS  
EQUIPMENT MANAGEMENT  
COACHING AND HOCKEY DEVELOPMENT  
TOURNAMENTS  
APPAREL

### **Section 2 – Duties of the Committees**

Standing committees shall have the following duties:

- A. Fundraising.** This committee shall assume responsibility for the development, communication and coordination of all fundraising activities sponsored by the Association.
- B. Sponsorships.** This committee shall assume responsibility for the solicitation of team and Association sponsors, including the preparation of a sponsor program which shall be subject to approval by the Board of Directors, direct solicitation of potential sponsors and the collection and reporting of sponsor pledges. This committee shall also be responsible for any publicity offered to the sponsors including the maintenance of team banners and public acknowledgements. Sponsorship lists for the upcoming season should be presented to the Board of

Directors no later than May 15<sup>th</sup> of each year.

- C. Ice Procurement and Scheduling.** This committee shall be responsible for obtaining ice time for the Association and allocating such hours to the various teams. Such allocation shall be subject to Board of Directors approval.
- D. Registration.** This committee shall be responsible for the scheduling, communication of and coordination of the annual registration for the Association, including the collection and reconciliation of registration forms and registration fees collected.
- E. Public Relations and Communications.** This committee shall be responsible for promotion of the Shakopee Youth Hockey program, which encourages overall growth of the Association, including media coordination, SYHA social media, regular newsletter communications and participant surveys, subject to approval by the Board of Directors.
- F. Equipment Management.** This committee shall be responsible for the request to purchase, repairing, storing and issuance of Association owned hockey equipment including goalie equipment and jerseys. The committee shall also present an equipment budget for the upcoming season to the Board of Directors for approval no later than

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July 15<sup>th</sup> of each year.

- G. Coaching and Hockey Development.** This committee will assume responsibility for the recruitment and selection of qualified hockey coaches for the approval of the Board of Directors; sponsoring coaches clinics; development, maintenance and distribution of a coaches guide; appointment of level coordinators for each level of team play; establishing and maintaining tryout guidelines and procedures for the selection of players for teams. Every effort should be made by this committee to recruit player evaluators from outside of the Association to insure a fair and objective process. At no time shall an evaluator be appointed who has a child playing at the level to be evaluated. Final selection of all coaches, coordinators and teams shall be subject to approval by the Board of Directors.
- H. Tournaments.** This committee shall be responsible for the overall coordination of tournaments sponsored by the Association. The duties of the committee shall include scheduling and coordinating ice procurement, advertising, coordination of volunteers, referees, trophies, and overall tournament management. Upon completion of scheduled tournaments, a full financial statement will be completed and submitted to the Board of Directors within 14 days of completed tournament. Any additional ideas or requests for tournament changes will be subject to approval by the Board of Directors.
- I. Apparel:** This committee shall be responsible for organizing vendor selection and brand consistency for Shakopee Hockey merchandise, subject to approval by the Board of Directors.

## Article V – Hockey Rules

### Section 1 – Hockey Rules

Minnesota Hockey (an affiliate of USA Hockey) shall govern all play except as modified by the Board of Directors.

### Section 2 - Player Discipline

#### **1. Code of Conduct Enforcement**

- Reinforce that all members (players, parents, coaches, and board members) must adhere to the SYHA **Code of Conduct**.
- Violations will be subject to disciplinary action based on the severity of the offense.

#### **2. Three-Tier Disciplinary System**

- Establish a structured disciplinary system with **three levels of offenses**, ensuring fairness and consistency:
  1. **Minor Infractions (Handled by Coach/Team Manager)**
    - Examples: tardiness, failure to follow practice rules, mild unsportsmanlike behavior.
    - Actions: Verbal warning, extra drills, written warning to parents if behavior persists.
  2. **Major Infractions (Reviewed by Disciplinary Committee)**
    - Examples: repeated unsportsmanlike conduct, missing practices/games without excuse, disrespecting officials.
    - Actions: Possible suspension, parent/player meeting with the Disciplinary Committee.
  3. **Severe Infractions (Reviewed by Board of Directors)**
    - Examples: physical altercations, substance use, harassment, bullying.
    - Actions: Suspension for multiple games or removal from the association

### Section 3 - Grievances/Appeals

- Any **grievance** (e.g., coaching decisions, unfair treatment, inappropriate behavior) must follow this **escalation process**:
  1. **Step 1:** The complaint is first addressed with the team coach or team manager within 48 hours of the incident ("24-hour rule" to prevent emotional responses).
  2. **Step 2:** If unresolved, the issue is submitted in writing to the SYHA Disciplinary & Grievance Committee.
  3. **Step 3:** The committee reviews, conducts necessary investigations (including speaking with witnesses), and makes a formal ruling within 7 days.
  4. **Step 4:** If unsatisfied, an appeal can be made to the SYHA Board of Directors, whose decision is final.

## **Section 4 - Player Movement**

**SYHA recognizes that, in certain situations, it may be beneficial for a player's development to participate at a higher age level. Requests for such a move will be considered under the following conditions:**

- **Eligibility Criteria:**

- Peer group/Age Movement**

- **A formal, written request must be submitted by the player's parent or guardian to the SYHA Board by August 31st.**
    - **The player must have a birth date within three months following the cutoff date for the desired level.**
    - **The player must be in the school grade corresponding to the desired level.**
    - **Players may only request to play 1 level up. For example: a 1<sup>st</sup> year Squirt may not request to play at the Pee wee Level.**

- Skill Based Movement**

- **A formal, written request must be submitted by the player's parent or guardian to the SYHA Board by August 31st.**
    - **Players must Tryout at the desired level**
    - **The Players skills MUST place them on the top team of the level they have requested to play. If players do not achieve the top team they will be placed at their appropriate level by the player development committee.**
  - **Evaluation Process:**
    - **The Coaching and Hockey Development Committee will assess the players' skills, as well as physical and emotional readiness, to ensure they can safely and competitively participate at a higher level.**
    - **The committee will consider the impact of the move on both the higher and current age-level teams.**
  - **Approval:**
    - **The SYHA Board will review the committee's recommendations and reserve the discretion to make the final decision.**
    - **Approved players must remain at the higher level for the entire season.**
    - **The player movement authorization is valid for only 1 season.**

## **Playing Down**

**SYHA adheres to Minnesota Hockey's policy on playing down, which permits it only under specific circumstances, typically involving documented physical or mental disabilities. Such requests must include a physician's recommendation and are subject to approval by the SYHA Board and Minnesota Hockey. [minnesotahockey.org](http://minnesotahockey.org)**



## **Team Composition Adjustments**

In situations where team sizes at a particular level are not optimal, SYHA may consider moving players between levels to balance team rosters. This will be done with careful consideration of the players' development, safety, and consent from the players and their guardians. The Coaching and Hockey Development Committee will make recommendations, subject to Board approval.

## **Section 5 - Player Suspension & Appeals Process**

- Any suspension longer than one game requires a formal hearing with the Disciplinary & Grievance Committee.
- Players/parents may submit a written appeal within 48 hours of receiving a suspension.
- The Board of Directors will review the appeals and issue a final decision within 72 hours.

## **Section 6 - Zero Tolerance for Abuse & Harassment**

- Adopt a zero-tolerance policy for physical or verbal abuse, harassment, or bullying.
- Any incident must be reported immediately and reviewed under SafeSport guidelines.
- Violators may face immediate expulsion depending on their severity.

## **Section 7 - Grievance & Disciplinary Committee Composition**

- The **committee will consist of 4 members**, including:
  - Minimum One Board Member (Must be an officer)
  - One Coach
  - One Parent Representative
- **Recusal Policy:** Any committee member with a direct conflict of interest (e.g., their child is involved) must recuse themselves from the case.

## **Section 8 - Communication & Transparency**

- The final decision on any grievance or disciplinary issue will be documented and communicated to all parties involved.
- Any severe disciplinary action (suspensions over 3 games or dismissals) will be reported to Minnesota Hockey for record-keeping.

## **Article VI - Procedures**

### **Section 1 – Rules**

Roberts Rules of Parliamentary Law shall be the authority in the deliberations of this association.

## **Section 2 – Voting**

The Board may decide to conduct voting virtually, via online polling or in person. Voting may be by voice vote or a show of hands for in person voting or by digital format if voting is conducted virtually. A ballot must be provided if requested by any one Director at a Director's meeting or any ten members voting at a meeting of the general membership.

## **Article VII – Amendments**

### **Section 1 – Amendments**

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These By-Laws may be altered or amended at any regular or special meeting of the membership of the Association by a majority vote of the membership attending such meeting of the general membership either in person or virtually as determined by the Board.

## **Article VIII – Conflict Resolution Mechanism**

### **1. Purpose**

This section establishes a formal Conflict Resolution Process to address disputes between players, parents, coaches, board members, or volunteers within SYHA. The goal is to promote open communication, fairness, and transparency while minimizing disruptions to the association's activities.

### **2. Conflict Resolution Process**

To resolve conflicts efficiently and at the lowest possible level, the following three-step process must be followed:

#### **Step 1: Informal Resolution (Direct Discussion)**

- The parties involved should make a good-faith effort to resolve the issue informally through direct communication.
- If the conflict involves a coach's decision, the 24-hour rule applies—waiting at least 24 hours before discussing the matter to ensure productive conversations.
- If the conflict is not resolved, the complainant may proceed to Step 2.

## **Step 2: Mediation with Association Representative**

- If informal discussions fail, the complaint must be submitted in writing to the SYHA Conflict Resolution Committee (CRC) within 5 days of the dispute.
- The CRC, composed of a neutral board member, a parent representative, and a coach, will schedule a mediation meeting within 7 days.
- The mediation will focus on finding a mutually agreeable solution.
- If mediation fails, the issue moves to Step 3.

## **Step 3: Formal Hearing & Board Review**

- If no resolution is reached, the complainant may request a formal hearing with the Board of Directors within 48 hours of mediation failure.
  - A hearing will be scheduled within 7 days, where both parties present their case.
  - The Board will issue a final written decision within 72 hours after the hearing.
  - The Board's decision is final, and further appeals may be directed to Minnesota Hockey if applicable.
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## **3. Conflict Resolution Committee (CRC) Structure**

The **CRC** will consist of:

- ✓ **A minimum of 1 Board Member (Neutral)**
- ✓ **One Parent Representative (Non-Coach, No Conflict of Interest)**
- ✓ **One Coach (Not Involved in the Dispute)**

- If a committee member has a conflict of interest, they must recuse themselves, and a substitute member will be appointed by the Board.
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## **4. Code of Conduct Violations**

- If a conflict involves a violation of SYHA's Code of Conduct (e.g., bullying, harassment, abuse), it will immediately be escalated to the Disciplinary Committee for review.
  - Severe cases (e.g., physical altercations, discrimination) will follow SafeSport guidelines and be reported to Minnesota Hockey.
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## **5. Confidentiality & Documentation**

- All conflicts, mediation discussions, and Board hearings will be documented and stored for at least two years.

All parties involved must maintain confidentiality throughout the process.

