

# **BY-LAWS of the AVON CANTON FARMINGTON YOUTH HOCKEY ASSOCIATION, INC.**

## **DEFINITIONS**

ACFYHA: Avon Canton Farmington Youth Hockey Association

BOD: Board of Directors

CHC: Connecticut Hockey Conference

Members: Any active participant or parent with at least one child in the current program

## **MISSION STATEMENT**

Avon Canton Farmington Youth Hockey Association (ACFYHA) is a non-profit youth hockey association open to all youths eighteen (18) and under in the Farmington Valley region.

ACFYHA is organized to provide youths with a recreational amateur hockey development program implemented through skill development and competition. ACFYHA recognizes a broad range of ability and commitment among its participants and strives to provide appropriate instruction and competition within the constraints of cost and ice time. ACFYHA does not discriminate on the basis of gender, race, national origin or religious affiliations and seeks to place youths (boys and girls) with similar desires and judged abilities together on teams or in similar groups to maximize enjoyment for all participants.

## **1.0 MAJOR OBJECTIVES**

In that the game of hockey is a team sport that provides a means for bringing people together in a healthy atmosphere of competition, the objectives of the Avon Canton Farmington Youth Hockey Association (ACFYHA) shall be:

- Promote hockey as a means of providing an enjoyable and rewarding learning experience for players and participants
- Cultivate and develop player skills and abilities.
- Teach and embrace sportsmanship, fair play, pride, and achievement through involvement.
- Foster an environment where each player has equal opportunity to participate and develop.
- Recognize and address the needs of player development for both recreational and competitive purposes.
- Support the maturity of players towards being responsible adults that our community can be proud to have as ambassadors.
- Maintain affiliation and abide by the constitution and by-laws of the: Avon Canton Farmington Youth Hockey Association (ACFYHA), Connecticut Hockey Conference (CHC), and USA Hockey
- While travelling, to abide by the policies and regulations of those tournaments in which ACFYHA teams participate, providing these in no way contravene the preceding outlined governing bodies.

## **2.0 AFFILIATIONS**

### Connecticut Hockey Conference (CHC)

The Connecticut Hockey Conference (CHC) is the governing body for USA Hockey in Connecticut. CHC consists of 40 (approx.) youth hockey organizations throughout Connecticut. CHC provides the structure and the means for boys and girls aged 4 to 19 to learn the necessary skills to play the sport of hockey. In order to ensure the development of our players, CHC also provides training for coaches and officials.

To foster the competitive spirit, CHC provides year-end tournaments. These tournaments give many of our young hockey players a taste of tournament play and fosters the desire to strive for the next level.

### USA Hockey - Youth Hockey

USA Hockey, Inc. is the national governing body for the sport of hockey in the United States. As such, its mission is to promote the growth of hockey in America and to provide the best possible experience for all participants by encouraging, developing, advancing and administering the sport.

## **2.1 ACFYHA BOARD OF DIRECTORS POWERS AND DUTIES**

### Policy

The Board of Directors (BOD) shall ensure that the business and affairs of Avon Canton Farmington Youth Hockey Association are conducted in accordance with the ACFYHA By-Laws. In general, the BOD supports a position of open access to ACFYHA members and shall give full consideration to the affairs brought to its attention by any member.

### Guidelines

The BOD shall:

- Determine the general policies with respect to the organization, administration and operation of Avon Canton Farmington Youth Hockey at all levels.
- Provide for the development of players, coaches, referees, and officials where applicable.
- Consider questions brought in written form before it with dispatch and with due consideration of the opinions of the petitioner.
- Have the power to fill by appointment any office of vacancy which may occur between annual general meetings or as a result of the failure of an annual general meeting to elect a full slate.
- Have the power to suspend or discipline any player, team official, league representative, team follower, parent, or ACFYHA member for conduct in contravention of ACFYHA policies and procedures, as well as CHC and USA Hockey, or league associations which govern rules of play.
- Members of the BOD shall hold office until their successors are duly elected or appointed.
- Have the power to rescind, alter or add to its main Policies and Procedures Manual at routine or special meetings. Such a resolution must be passed by a majority of not less than two-thirds (2/3) of the ACFYHA BOD, given that a minimum of ten (10) days notice has been provided concerning the nature of changes.

## **2.2 MEMBERSHIP**

To hold player or coaching membership in the ACFYHA, one must complete and submit all valid ACFYHA registration forms in a timely manner that allows the ACFYHA Registrar sufficient time to process and submit all appropriate forms to the CHC and USA Hockey.

The membership shall consist of those youths who participate directly in the youth hockey program and their immediate parent(s)/guardian(s), team coaches, committee members, and designated team and league volunteers.

## **3.0 ADMINISTRATION**

### **3.1 FINANCIAL**

#### Financial Report

The ACFYHA President shall be responsible to oversee the completion of the annual financial report. The annual financial report is to be presented to the Board of Directors after the conclusion of each regular season and prior to the start of the next.

In addition to the Treasurer, the following must be involved in the financial report procedure:

- President
- Vice President
- Finance Committee (if applicable)
- And/or one substitute from the BOD at large

#### Accounting and Auditing

The Treasurer and the ACFYHA President shall work together to prepare and administer an adequate system which shall, in accordance with approved accounting procedures, assure correct measurement and control of revenues and expenditures of ACFYHA operations.

The funds of the ACFYHA shall be deposited in such banks or depositories as the Board of Directors shall designate, and such deposits shall be made in the name of the ACFYHA. Monies shall be withdrawn either upon check or order signed by the Treasurer or another officer if so authorized.

On a monthly basis, the Treasurer shall prepare and report the financial status, reporting variations to the BOD as deemed appropriate. Explanations and contingencies backed by the approval of the BOD will be required to assure the organization remains solvent.

Extraordinary items dealing with revenues/expenditures, including ACFYHA BOD expenses, must be discussed and approved in the form of a resolution approved by the BOD during regular or special meetings. Expenditures more than \$1,000 outside of the planned budget require a BOD vote of a majority.

The books, accounts, and records of the ACFYHA as they pertain to the association shall be audited at least once a year. Subsequently a tax return must be submitted annually.

A year-end report should be presented at the Annual General Meeting and made available upon request to any BOD member.

The fiscal year of the Association shall commence July first and end June thirty. The annual budget of the Association shall be approved by the Board of Directors prior to the start of the season.

### **3.2 SPONSORSHIP**

ACFYHA shall encourage corporations, businesses, and organizations to become sponsors of the Avon Canton Farmington Youth Hockey program.

### **3.3 MEETINGS**

Any form of video or audio recording is not permitted at any Board of Directors meeting or at the Annual General Meeting.

#### Regular BOD Meetings

Meetings of ACFYHA BOD shall be held as often as necessary. Unless cancelled for summer recess, they shall take place within the first week of each month. Meetings may be moved to accommodate holidays, meeting space, and conflicting hockey events. Meetings are open to BOD & committee members. The BOD may permit members to join a meeting if requested or for special topics.

In the event that a Board member is unable to attend a Board of Directors (BOD) meeting, he/she may submit to another BOD member a Proxy vote prior to the commencement of the meeting. Said vote shall be in writing (or email) and contain a YES or NO vote on a specific issue or issues. Blank or undefined votes will not be allowed or recognized.

#### Special Meetings

A special meeting may be called on the instructions of the President or any three (3) BOD members, providing all BOD members have been duly informed by either phone, email, or voicemail. No official business can be conducted unless there is a quorum of Board of Directors in attendance.

#### Quorum

A majority number of filled BOD positions will constitute a quorum at any Regular or Special Meeting of Avon Canton Farmington Youth Hockey Association.

### Annual General Meeting

ACFYHA shall hold an Annual General Meeting open to the general membership before the start of an upcoming season. Notice of the Annual General Meeting of the Association, and any special meetings of the Association shall be given to all member families by email or via a posting on the Association website at least ten (10) days in advance of such meetings.

The agenda for the Annual General Meeting will be finalized at least seven (7) days prior to the meeting. ACFYHA Board of Directors shall receive the agenda with information made available via the association web site for the general public.

ACFYHA should use the Annual General Meeting to respond to concerns and report details as to their ideas, initiatives, and policy changes in relation to the operations of the hockey program.

An annual report from all Directors and Division Directors is to be made available and filed with the minutes of the Annual General Meeting.

## **3.4 CONDUCT OF MEETINGS**

### Order of Business

The order of business at any regular meeting shall be as follows so far as is practicable:

- Review and approval of minutes of previous meeting
- Presidents Report
- Treasurers Report
- Officers and Division Director Reports
- New Business
- Adjournment

### Minutes

The minutes of ACFYHA meetings shall include a record of those in attendance, motions considered and their disposition, and reports received either explicitly or as attachments.

The minutes shall be distributed to BOD members prior to the onset of the next regular meeting. Copies of the meeting minutes shall be kept on file with the league Secretary.

### Voting

Each member shall have the privilege of proposing motions for consideration by the BOD with a requirement of a seconder. Every BOD member present shall vote on every matter unless excluded from voting by reason of perceived conflict of interest.

On any question, members shall observe parliamentary courtesy. The proposer of any motion shall have the right to open and close debate, however, closure shall not take place until every member choosing to speak has had the opportunity to do so.

Each member has the right to propose amendments to the motion, providing it enhances the intent of the original motion and is accepted by the proposer. A proposer has the right to withdraw a motion at any time.

## **4.0 BOARD OF DIRECTOR POSITIONS**

### **4.1 MEMBERSHIP**

The Board of Directors shall consist of not less than six (6) and no more than twenty (20) members who meet the qualifications for membership in the Association. Five positions comprise the Officers of the BOD. The Officers consist of President, Vice President, Secretary, Treasurer, and Coaching Director.

A separate document, titled ACFYHA Roles & Responsibilities, will be maintained and will provide a basic understanding of what each role involves.

### **4.2 ELECTION / APPOINTMENT**

The election for open positions shall be held at the Annual General Meeting of the Association upon nomination. The Directors so elected shall hold office for three (3) years or until successors are elected, appointed, and installed. Terms are based on the position, not the person.

ACFYHA shall hold elections for BOD positions at the Annual General Meeting. The elected Board of Directors should then lead ACFYHA until successors are elected, appointed, and installed. Only ACFYHA board members in good standing are eligible to vote. Board members have the privilege of standing for or nominating a representative for election for each position.

Nominations for open BOD seats are made through any existing BOD member or via the Board Secretary directly. Additional positions may be created by BOD or Committee members (examples: Division Directors, Equipment Manager, CHC Representative...) The term of such additional members shall expire on May 31st of each year.

## **5.0 HOCKEY TEAMS/PERSONNEL**

### **5.1 SELECTION**

- Selection of team personnel, including head coach, assistant coach(es), managers, trainers, etc. is overseen by ACFYHA BOD.
- All individuals desiring team coaching positions must apply for that position by submitting an application to the Coaching Director.
- A Coaching Selection Committee consisting of at least the President, the Vice President, Coaching Director and applicable Division Director will review the applications and make coaching selections.

- While the Head Coach will make the final selection of supporting personnel (assistant coach(es), manager, etc. ) they must submit and receive endorsement from the ACFYHA BOD, Coaching Director and/or Division Directors for their choices.
- The Coaching Selection Committee must, at first opportunity, present the coaching slate selections at an ACFYHA BOD meeting or via email where they must be ratified by a simple majority vote.

## **5.2 ACCREDITATION**

ACFYHA teams are required to adhere to the standards of accreditation as set by CHC and USA Hockey to insure eligibility for State play, and the development and safety of our Minor Hockey Program.

## **5.3 TEAM SELECTION**

### Annual Tryouts

The Coaching Director and Division Director will schedule sufficient time for team tryouts when scheduling ice time. Each Division shall select players for each team at annual tryouts which shall be open to all players of appropriate age. Tryouts are not optional. Any player that does not attend tryouts must notify the Coaching Director and/or Registrar in advance and will be placed on a team at the discretion of the Coaching Director in conjunction with the Division Director and, if applicable, prior head coach. Any player that registers after the tryout dates will be evaluated during a practice(s) within the age-appropriate division.

At the discretion of the Coaching Director and Tryout Committee, tryouts may include a warm-up night. Please note that the designated warm-up night is just that. Players will be run through the drills for the following tryout and no review or selection will be made.

### Selection Criteria

Tryouts shall consist of skill evaluation in the areas of skating, passing and receiving, stick handling, shooting, play making, stamina, and checking (if applicable). In addition, Goaltenders will also be evaluated based on skill evaluation in the areas of skating, movement, angling, making saves, and puck control. Players will also be evaluated in scrimmage or game situations to determine positional play and competitiveness. Players will be evaluated by the adults knowledgeable in the game of hockey appointed by the Coaching Director ("Tryout Evaluation Committee"). Final selections will be made by the Coaching Director in consultation with the Tryout Evaluation Committee, Division Directors, prior head coach assessment and, if known, the head coach of the respective teams.

### Tryout Procedure

Every effort will be made to provide a fair and consistent approach to the tryout process. Players will be evaluated on the above Selection Criteria skill areas and weighting on individual skills will be dependent on division groups as defined by the USA Hockey and ACFYHA Division Skill Level guidelines for Mite, Squirt, PeeWee, Bantam, and Midget. Tryouts staff will be selected by the Coaching Director and President.

During the tryout sessions and where deemed necessary, the Coaching Director along with the Tryout Evaluation Committee may elect to identify players to move between sessions. This process allows the Tryout Evaluation Committee to better evaluate the players.

#### Announcement of Team Selection

Players will be notified via phone or email. Subsequent changes to the team after Tryouts are subject to approval by the ACFYHA Board of Directors. Questions should be directed to the Coaching Director.

Every effort will be made to provide a fair and equitable tryout process of all players involved. The selection process is based on input from the Coaching Director in consultation with the Tryout Evaluation Committee, Division Director, prior head coach assessment and, if known, the head coach of the respective team. In some cases, the selection committee may vary between respective division tryouts.

### **5.5 TEAM COMPOSITION**

#### Program Definitions

ACFYHA is a non-profit youth hockey association open to all individual girls and boys nineteen (19) years of age and under. Player team placement and eligibility is determined by their respective date of birth as of December 31st of the current hockey season. This is determined by the USA Hockey age classifications as posted on the USA Hockey website.

Within each division both travel and/or in-house programs will be offered. The number of travel and developmental teams will be determined by the Board of Directors after consulting with the Division Directors based on the enrollment and the skills of each player within each division. In addition to the above five divisions, ACFYHA will also offer a developmental and In-House program providing sufficient participants are available within each enrollment season.

#### Philosophies and Guidelines for ACFYHA Playing Levels

All Levels:

The philosophy for all teams and programs in the ACFYHA is to help our players to become self-confident, team-oriented people using ice hockey as a means to support individual character development. The goal of ACFYHA is to enable all players to develop as people through participation in the team sport of ice hockey. With a foundation of self-confidence built on the ice, the players will gain a true love for the sport. This love will allow participation in hockey for many years to come, as players, administrators, referees and coaches. The ice rink is a place where they should experience fun, good sportsmanship and excitement.

While developing a competitive spirit is important to player character, the ACFYHA Board of Directors will continue to stress the importance of team and player development first, leaving winning and individual success as a secondary priority. Every attempt will be made to find well-qualified coaches who embody the spirit of this philosophy and recognize the impact they have on the players under their direction. Everyone associated with ACFYHA should look forward to their involvement with youth ice hockey, feeling good that they are involved with the "Coolest Game on Earth."



### A Levels

At the A level, teams will be organized in line with the USA Hockey competitive team model. Coaches qualified to teach higher level skill development to players who have the desire and ability for a competitive experience will be sought. The preference of AFCYHA is to select non-parent coaches for A level teams. Where this is not possible, a parent coach will be selected. A balance of teamwork, sportsmanship, development of self-esteem and winning is stressed. Travel for competition should be reasonable but may include tournaments several hours away. An objective is to become competitive with the top teams in the State of Connecticut.

**Playing Time:** There will usually be between thirteen and fifteen skaters, and one or two goalies per "A" team. The maximum number of players (including goalies) is twenty. Playing time will be earned by the players at practice and determined at the coach's discretion.

**Player Fees:** A standard fee will be set by age level.

### B Levels

At the B level, teams will be organized in line with the USA Hockey recreational team model. Recreational hockey is the backbone of youth hockey in the USA. This program is designed to provide opportunities to play for enjoyment, fitness, relaxation and fellowship. Teamwork, sportsmanship, skill development and the development of self-esteem are stressed; winning games is of lower priority, it is not the top priority. The League may also at times field an A1 team which will operate with this "B" Philosophy.

**Playing Time:** There will usually be between thirteen and fifteen skaters, and one or two goalies per B team. The maximum number of players (including goalies) is twenty. Playing time for all players will be similar, if players are attending practices and conforming to team rules and requirements. In the period of a close game or during special teams play, playing time will be determined at the coach's discretion.

**Player Fees:** A standard fee will be set by age level.

### C Levels

At the C level, teams will be organized in line with the USA Hockey recreational team model. Recreational hockey is the backbone of youth hockey in the USA. This program is designed to provide opportunities to play for enjoyment, fitness, relaxation and fellowship. Skill development is of the utmost importance. Teamwork, sportsmanship, and the development of self-esteem are stressed. Winning games is of lower priority.

**Playing Time:** There will usually be between thirteen to fifteen skaters, and one or two goalies per C team. The maximum number of players (including goalies) is twenty. Playing time for all players will be similar, if players are attending practices and conforming to team rules and requirements.

**Player Fees:** A standard fee will be set by age level.

### In-House / Limited Travel Programs

The in-house programs will be organized to give every boy and girl interested in ice hockey a chance to participate. This program is designed to provide opportunities to play for enjoyment, fitness, relaxation and fellowship. Skill development is of the utmost importance. Teamwork, sportsmanship, and the development of self-esteem are stressed, compared to winning games.

Tryouts: There will be no tryout for in-house programs. Players who are not participating at the A, B or C level can successfully participate in the in-house program. Attendance at tryouts for an A, B or C team is not required to participate in the in-house program.

Travel: Minimal and mostly local. Tournaments if any would be local to CT.

Playing Time: Playing time for all players will be similar.

Player Fees: A standard fee will be set for in-house programs.

ACFYHA reserves the right to not provide an In-House program. The Association also reserves the right to field multiple "C" level teams in place of an In-House program.

### Developmental and Learn-To-Skate

In addition to the above programs ACFYHA will offer a Learn-To-Skate and Developmental program providing sufficient registration at the beginning of each hockey season.

#### Learn-To-Skate (LTS)

The LTS program is for children 4 years of age and older who are interested in learning the fine art of skating. This program will consist of 3 separate on-ice sessions with the primary focus being that of developing an interest in on-ice activities with the possible future migration into an organized ice hockey program. Very little if any hockey skills will be introduced within this program. Following the LTS program session the players can either move up to the Developmental Program or return back to the next available LTS program. Annual cost for this program will be determined at the start of each hockey season and may vary from year to year depending on the changes in the included equipment cost.

#### Developmental Program | Mite In House

The Developmental program is for all young boys and girls interested in improving their skating skills and developing hockey fundamentals. This program will emphasize a format designed to provide player development through a combination of practice, in-squad games and possible games with other developmental programs in the immediate area. For games against other programs, equal time will be provided to all players regardless of individual skill levels. Individual lines consisting of players of comparable age and skill will be coordinated as best as possible for all situations.

As the season progresses, those skaters that develop the necessary skills may be allowed to move up into the In-house recreational programs or the applicable "C" travel team. All such moves are subject to final approval by the appropriate Division Directors, Coaching Director and respective team coach.

## **5.6 TEAM RULES AND GUIDELINES**

The following rules and guidelines have been adopted to ensure that all players benefit from their hockey experiences, to provide adequate direction for members, parents, coaches and Directors, and to ensure that the Association operates consistently with the requirements of its governing Association (CHC and USA hockey). All players, parents, coaches, and spectators are expected to conduct themselves as civilized human beings without profanity, heckling, other verbal abuses and/or gestures. Violations of this rule will be subject to penalties as required by governing associations and/or as the ACFYHA Board of Directors deems appropriate.

- No player will be allowed to participate in any on-ice activities without full and proper equipment as required by our insurance policies. Players must wear a neck guard for all practices and games.
- All players and coaches are subject to CHC and USA hockey rules where applicable. It is the responsibility of Coaches and Directors to know the rules and inform players and parents.
- Only those players whose team has been assigned the allotted time should be on the ice during practice. Coaches may, however, use players from other teams to assist in demonstrating skills.
- When a substitute player is required, a coach may select a player from the next lower level within that age division. The player selected shall be chosen based on the need identified by the coach. Prior to notifying the player's parents/guardians, the coach must confirm with the coach of the lower team, the Division Director, and the Coaching Director. If a conflict between schedules exists, the decision as to which team the player will play with rests with the Coaching Director. No player will be required to play at a higher level without their consent. CHC and USA Hockey rules may limit the number of games a player can play with an upper level or older age team and still maintain eligibility on their current team. The Coaching Director and/or Registrar will notify the player's parents, coaches, and Division Directors of any eligibility issues prior to the player playing up.
- During the regular season (September 1st through March 31st) no team will be allowed to purchase additional ice time without the approval of the Division Director.
- Individual statistics may be maintained for A Level teams, however team accomplishments should be released to players and parents with care to ensure appropriate credit to all players and team contributors. No individual statistics should be distributed for any B and C Level teams.
- Individual player accomplishments should not be posted to a public website or other public forum that includes any full disclosure of player's name, age, address, picture or other related information. All of this should be done with the utmost care in maintaining the safety and security of the player and family.
- The Division Directors are responsible for scheduling all practice sessions and games.

## **5.7 UNIFORMS AND EQUIPMENT**

Players are responsible for paying the costs associated with their team uniform (team jerseys and socks, home and away). Players are responsible for ordering their team uniform through an ACFYHA-designated website. These uniforms are to be used for all league, playoff and exhibition games. Only jerseys

purchased through the ACFYHA website will be allowed. ACFYHA will not be responsible for costs associated with re-ordering of jerseys not purchased through the ACFYHA website.

Players are responsible for purchasing the rest of their equipment. ACFYHA recommends that players wear navy blue helmets, blue hockey pants or black pants and a blue shell.

Any equipment assigned to the team will be assigned to each coach in accordance with established procedures. The Coach is responsible for in season care and return at season's end. Any needs or concerns regarding equipment/uniforms are to be brought to the attention of the Equipment Director

The official association colors are predominantly Green and Blue and White. While style and supplier are optional, any team jacket, sweaters, etc. should utilize this color scheme.

**Jersey Numbers** - The program recognizes that players usually prefer to select their own jersey number, and to retain the same number throughout his/her years of participation in the ACFYHA. ACFYHA recognizes that conflicts could arise when two (or more) players with the same jersey number are selected to play on the same team. In order to avoid jersey number conflicts, the process for number selection is as follows:

- The ACFYHA Registrar will manage jersey number assignments. The Registrar will establish methods for assigning jersey numbers and, as necessary, resolve jersey number conflicts.
- In a player's first year of a competition and before purchasing a jersey the player will inform the Registrar of his/her preferred number. The Registrar will assign numbers according to the following rules:
  - Returning players assigned to the same team – the player with the most consecutive years of participation on ACFYHA travel teams will retain his/her jersey number. If all returning players have the same number of consecutive years of participation on ACFYHA travel teams, and the players cannot resolve the conflict amongst themselves, number selection will be made by a method determined by the Registrar.

## **5.8 IMPORTS**

While ACFYHA operates programs for local residents, there are conditions for which ACFYHA policies and procedures allow the registration of non-local residents.

Membership in the Association is open to players subject to restrictions as the Board of Directors may impose to ensure that adequate services are provided to the membership. The Association may not accept as a new member, any player at the PeeWee level or above unless that player is considered capable by the Division Director, Coaching Director and coach, if playing on a travel team. The BOD reserves the right to not provide services for any division where there is not sufficient membership (coaching or players) to support a competitive team at any level.

## **6.0 CODE OF CONDUCT**

### **6.1 ACFYHA BOD CODE OF ETHICS IN RELATION TO CHC MINOR HOCKEY ASSOCIATION**

- Members adhere to Board of Director policy and seek to change policy through the proper channels of the BOD.
- Members maintain the integrity of the BOD at all times, and do not initiate or participate in any activity, which will place the BOD in ill repute.
- Members honor commitments made on behalf of the BOD.
- Members do not divulge to the general public any item which may cause personal embarrassment.
- Members resign from their position immediately when they become unable to fulfil the duties or obligations of their position.

### **6.2 ACFYHA BOD CODE OF ETHICS IN RELATION TO COLLEAGUES (other members)**

- Members do not criticize the sphere of operation of another member except to that member or the President. Criticism or reports to the President shall only be made after the member has been made aware of the nature of the criticism to be levelled.
- Members do not comment, render opinions or decisions with respect to operations not under their control to the general public.
- Members refer to appropriate BOD members' issues arising in the community with respect to their sphere of operation.
- Members do not undermine the confidence of the general public in other members.

### **6.3 IN RELATION TO THE AVON CANTON FARMINGTON YOUTH HOCKEY ASSOCIATION MEMBERSHIP**

- Members fulfil the duties and obligations of their position to the best of their ability, always serving the best interests of ALL players registered with ACFYHA.
- Members treat the general public with dignity and respect and are considerate of their circumstances.
- Members do not use their position for personal profit, or for the profit of immediate family.
- Members do not use their position to influence the placement of any player.
- Members do not use their position to influence the selection of any coach or team official.

### **6.4 PARENTS' CODE OF ETHICS**

- There can be only one coach on the team and that person is assigned by ACFYHA. Do not attempt to be the invisible coach for your child. It will only confuse them, and this confusion will result in frustration for you and your child.

- Be supportive of your child. Praise not just scoreboard success, but attitudinal changes, cooperation with teammates, toleration and forgiveness of mistakes, team play, and even discipline.
- If a dispute between you and team officials or administration occurs, handle it with dignity and through proper channels. Gossip, infighting, grudges, etc. are not examples of mature behavior.
- Handle disappointment, whether it occurs through disputes, your child's skill, officials and their decisions, placement on a team, etc. with dignity, maturity and common sense.
- Undesirable conduct or deliberate infractions of rules can result in disciplinary action, which may lead to the revoking of your membership in this organization.

## **6.5 PLAYERS' CODE OF ETHICS**

- Always strive to give your best.
- Never battle or condemn another player, coach or referee.
- Do not use foul language.
- Fighting will result in disciplinary action.
- Be on time for your games and practices.

## **6.6 COACHES' CODE OF ETHICS**

- The good coach believes that their job is to teach hockey, to develop their players, and to put a team that displays good sportsmanship on the ice for every game. The keys to successful coaching are leadership and example. The coach points out what is right and wrong, fair or unfair. The coach stresses cooperation with authority and respect for it. How the coach acts is more important than what is said. A coach who is fair, who respects authority and the efforts of their players will have a team that works hard for them.
- The coach tries to give their team the will to win. The coach wants them to know the pride of winning, as individuals and as members of the team. But, they must also know how to lose like good sports.
- Our coaches must be capable of administering discipline fairly, to the superstar as well as the developing player.
- Our coaches must be responsible for their own behavior. They are leaders and teachers and their actions reflect upon our total program.
- Our coaches must be well organized and prepared, both on and off the ice
- No abuse by our coaches to referees will be tolerated. Yelling, screaming, or physical abuse is not the solution to a problem.
- A coach or team official that is reported as being inebriated while in his or her official capacity with the team may be suspended for the remainder of the year.

## **7.0 PROGRAM DETAILS**

### **7.1 DIVISION/LEVEL**

Avon Canton Farmington Youth Hockey Association provides programs for players aged four (4) to nineteen (19) in the following divisions:

- Learn To Skate: Open to all first year players up to eight (8) years of age until January 1st of the current season. Anyone over the age of six (6) should consult with the Coaching Director prior to signing up for the season to ensure appropriate placement.
- Developmental / Mite In-House: Open to players up to eight (8) years of age until January 1st of the current season. Players over age 8 may be allowed based on approval of the Hockey Development Director.
- Mite: Open to players up to eight (8) years of age until January 1st of the current season.
- Squirt: Open to players 9 & 10 years of age until January 1st of the current season.
- PeeWee: Open to players 11 & 12 years of age until January 1st of the current season.
- Bantam: Open to players 13 & 14 years of age until January 1st of the current season.
- Midget: Open to players 15 through 19 years of age until January 1st of the current season.

### **7.2 ELIGIBILITY**

An eligible player shall be one who:

- Has a current membership.
- Resides in Avon, Canton, Farmington and contiguous towns.
- Is a non-resident who is an approved import as determined by ACFYHA.
- Is the correct age for the division.
- Has not been suspended.
- Has been correctly registered and has paid the designated fees.

Association members who leave the program after September 1st then wish to return may re-register provided approval of BOD and there is space in the program.

No player will be allowed to register until fees outstanding from previous seasons have been paid or alternate arrangements have been made with and approved by the BOD.

#### **7.2.1 PLAY-UP POLICY**

ACFYHA strongly recommends that all players participate within the age groups recommended by USA Hockey. However, playing up in ACFYHA will be allowed in very rare circumstances based on the following guidelines:

- The parent(s) of the player requesting to play up must initiate the action by notifying the Coaching Director in writing at least thirty (30) days in advance of the tryout dates of their interest in moving their player up to the next age level.
- The Coaching Director will discuss the request with the player's most recent head coach as well as the Division Directors of both impacted age levels. The Coaching Director will present the request to the Board for approval through a secret ballot process. Factors that will be considering in making a decision include, but are not limited to, the following:
  - The player's ability, skill level and versatility would be compelling reasons for that player to be with the older age level.
  - The player is physically and socially ready and has the appropriate maturity for the older age level.
  - The impact to the teams at both the younger and older age levels.
  - The need of players at both age levels to solidify teams.
  - If approved and the player elects to play-up, the player will go through the tryout process for the older age level and will be placed on the appropriate older age team. The player must participate at the older age level and will forfeit all rights to play in the younger age level. Also, the parent(s) must sign an agreement/waiver acknowledging that the transfer is in the player's best interest and there is a possibility of an increase in risk of injury.
  - Any request to play-up from PeeWee to Bantam will not be allowed because of the body-checking aspects associated with the Bantam division.
  - In general, over-age players are not permitted in any level, unless special circumstances warrant consideration by ACFYHA in accordance with CHC and USA Hockey specific league rules, whose decision shall be final.

## **7.2.2 BOUNDARIES**

As defined by the governing rules of CHC.

## **7.3 NON-RESIDENT (IMPORT) PLAYER**

Non-Connecticut residents (import) players are ineligible to play on any CHC sanction program.

## **7.4 INELIGIBILITY**

Those players who do not meet the qualifications as set out in Article 7.2

## **7.5 REGISTRATION**

### **7.5.1 REGISTRATION TIMELINE**

The registration process will be determined by the Registrar and communicated through the ACFYHA website. The process and timing will depend on dates for tryouts. In general, for travel teams, registration will occur in March/April for a spring tryout and August for a fall tryout (if applicable). Registration for the



developmental programs will occur in October with an additional registration in November for the second Learn to Skate program.

Late Registration for a travel team is any registration request received after tryouts are completed.

- Players will need to contact the Registrar who will notify the coaching and level director for eligibility and team placement.
- The Registrar and/or Coaching Director will notify the player of placement on a travel team. If an on-ice evaluation is needed then the player will need to complete appropriate forms prior.
- If a player is placed on a travel team, the Registrar will contact CHC office to advise of the late registrant.
- Players must complete appropriate forms as applicable (registration forms, player verification, releases, insurance).
- Players must pay appropriate fees as determined by the Registrar and/or Treasurer to ACFYHA.
- No registrations will be accepted after January 1st of the current season unless approved by the BOD.
- Registrar will need to receive player verification form back from CHC to determine eligibility for player to play with ACFYHA.

### **Registration Fees:**

ACFYHA will consider current and projected operating costs and prepare a fee schedule for the upcoming season. The fee schedule may include, but is not limited to, a tryout fee, commitment fee, registration fee and fundraising fee. This information will be distributed to all members through the ACFYHA website.

### **Procedure:**

Until players are registered, they will not be allowed to participate in any program activities unless other arrangements have been made with the Registrar. If necessary, special payment plans may be worked out on an individual basis with the Registrar and approved by the BOD.

Appropriate forms must be used and completed in full. A parent's signature is required on the registration forms wherever possible. All players are required to complete all required registration forms. All players can obtain a copy of ACFYHA registration forms through the ACFYHA website.

### **7.5.2 REGISTRATION AFTER SEASON HAS BEGUN**

If the hockey season has begun the registration fee will be prorated by the number of months remaining. All other fees (including, but not limited to, CHC Membership fee, USA Hockey fee, tryout fee, commitment fee, fundraising fee and any applicable late registration fees) will be required to be paid in full.

### **7.5.3 PAYMENT**

Payment of all fees shall be made payable to the ACFYHA by check or credit card. The date of payment should be the same as the date of registration unless arrangements have been made with the Registrar.

A payment plan is available and has a nominal processing fee that will be specified each program year.

The Split Season Midget team, Developmental Program and Learn-to-Skate programs are not subject to the payment plan. Payment in full is expected at time of registration.

Skating privileges of your child may be suspended if any balance is still outstanding as of December 30th of the program year and will resume only when the Treasurer receives payment in full.

All checks returned from the bank will be levied a \$20.00 surcharge as per ACFYHA policy, and should be cleared up as soon as possible. Players will not be permitted to play if the balance remains outstanding for longer than two (2) weeks.

#### **7.5.4 REFUNDS**

Once a player/parent signs the Letter of Commitment, there will be no refunds as per the Letter of Commitment listed below:

- We agree to pay in a timely manner the full season financial obligation for the program and team made. We understand and agree that **there are no refunds** and that the fees for the entire season are due and payable in accordance with ACFYHA's Payment Policy & Fee Schedule upon signing the Letter of Commitment.
- We understand and agree that if the player refuses to participate with ACFYHA after signing this agreement that the named player is ineligible to participate with any other CHC member program and must sit out the remainder of the season except as set forth below.
- We understand and agree that a player who sits out due to refusal to participate remains obligated to satisfy any outstanding financial obligation due to ACFYHA for the season.
- We understand and agree that a player who sits out all or a portion of the season is not entitled to any partial or full refund or forgiveness of program fees or expenses.

Crossbar offers Registration Insurance that provides users the option to insure their non-refundable season registration, in case of injury, illness, or other covered claims. This insurance is wholly separate from ACFYHA, and if a covered event occurs, the registering user will file a claim with the insurance provider directly to recoup funds.

#### **Exceptions to the Letter of Commitment are as follows:**

We ACFYHA understand and agree that if a player is accepted to play on and commits to a Tier 1 CHC program by May 1st, that this contract will be voided and the ACFYHA commitment fee will be returned in full. One-time costs, such as the tryout fee or swag package is nonrefundable.

In cases where reasons beyond the control of the participant require them to leave the program, ACFYHA may authorize a refund based on the percentage of time left in the regular season upon written request.

### **7.5.5 PLAYER MOVEMENT**

#### **Transfers:**

The fee assessed to a player transferring from one team to another after registration has been submitted to CHC will be the regular registration fee as outlined at the beginning of the season less any fees already paid. An additional processing fee may apply. If the player and /or parent request the move, they are responsible for any additional fees that CHC may impose. If an ACFYHA requests the move, then the ACFYHA will be responsible for any additional fees that CHC may impose.

#### **Bantams:**

As per the Letter of Commitment, if a Bantam player in ninth (9th) grade leaves to play high school hockey, they have broken their commitment and cannot return to their Bantam team. No refund will be provided by ACFYHA.

### **7.5.6 TRYOUTS**

The tryout fees (if implemented) are non-refundable after the start of tryouts.

### **7.6 TEAM FUNDRAISING**

ACFYHA recognizes that fund raising may be an integral part of the team and program success moving forward and as such has set the following policy that teams will follow. All funds raised are the property of ACFYHA, a 501(c)3 charitable non-profit association. Member families will have no claim to any fundraising proceeds.

Any fundraising done by team participation (i.e. bottle/can drive, 50/50's, chuck a puck, tournament profits) is to be considered team funds and need to be allocated equally to each player.

#### **Employer Contribution/Donation**

Any funds made available by Employers shall be credited and used to support the entire team.

#### **Player Movement**

Players that move during the season to another team or program shall forfeit their share of any team funds raised.

### **7.7 REFEREE(S)**

All referees, either male or female, must be registered with USA Hockey and pass all applicable testing to be certified for the current hockey season. In order to be considered for referee assignments at ACFYHA home games, officials must also be registered with the Ice Hockey Officials of Northern Connecticut (IHONC). The website IHONC.com provides the details required for those interested in being a certified referee.

Game assignments will be determined by the IHONC Referee Assigner and are based on the referee's level of accreditation, reliability, and the game circumstances. That notwithstanding, the Allocations will be as fair as possible in terms of distributing work assignments.

All ACFYHA games requiring referees will be submitted by the ACFYHA Coaching Director directly to IHONC Referee Assigner.

## **7.8 DISCIPLINE**

### **General:**

Avon Canton Farmington Youth Hockey Association will follow and uphold the minimum requirements as stated by the following guidelines, CHC and USA Hockey.

ACFYHA may increase any suspension at their discretion.

### **Policy:**

ACFYHA expects BOD members, team officials and membership participants to exhibit qualities of good sportsmanship and decorum consistent with levels of propriety towards executive members, game officials, opponents and spectators.

As such, standards of behavior consistent with ACFYHA, CHC, USA Hockey and league policies shall be maintained throughout the season, within a climate of mutual respect. It is recognized that, from time to time, sanctions may be necessary for behavior, which transgresses acceptable standards. Such sanctions may be applied to any player, team official, parent or BOD members and may take the form of:

- A verbal reprimand
- A written reprimand
- A suspension
- An expulsion
- A combination of the above

ACFYHA, through its elected or appointed Board of Directors, have the authority to discipline any player, team official, and parent or BOD member. The President shall ensure that each disciplinary incident is:

- Dealt with by a committee of not less than three people
- Treated fairly and the consistency is maintained across levels
- The right of appeal is extended
- Handled in such a way that the integrity and stature of game
- Officials are respected

**Standard Suspensions:**

Where the CHC, USA Hockey or ACFYHA league policies dictate a suspension of team officials for a rule transgression and game officials determine, by write-up, that such a transgression took place, the suspension will be implemented by the Coach in consultation with the Level Director as a matter of routine.

**Non-Standard Suspensions:**

When incidents occur, which contravene ACFYHA policy and procedures and are not covered by CHC, USA Hockey, league policy, game officials; coaches and team officials may report the incident to the Level Director, who will bring it to the attention of the disciplinary committee for their dispensation. Incidents should be reported as soon as possible.

**7.9 INSURANCE**

The association carries both a comprehensive accident policy and liability policy for skaters, coaches and officials. This coverage is provided by a combination of policies obtained by the Association through USA Hockey and independent carriers. Parents and/or guardians should carefully read the release statements on the Association registration application and the USA Hockey player registration forms.

Parents/guardians should also be aware that insurance coverage is dependent on the players wearing proper protective equipment as required by the association, CHC and USA Hockey. The accident policy provides EXCESS coverage for those participating in program activities.

Prior to submitting a claim for excess medical claims, the individual should first process a claim through their personal insurance carrier. Then a claim may be made for excess coverage by obtaining a form from the ACFYHA treasurer and filing it directly with the prescribed carrier.

Liability, Indemnity and Accidental Death and Disability Insurance is mandatory for all ACFYHA players, teams, coaches, managers, referees, BOD members and minor officials performing under the umbrella of ACFYHA and CHC who are members of USA hockey and in accordance with USA Hockey Regulations and Bylaws.

**Policy:**

All annual registrations will henceforth include an assessment to cover the cost of the CHC/USA Hockey insurance premiums. Funds collected will assure coverage within terms and extent of the CHC/USA Hockey policy limits for all ACFYHA Members.

No players will be allowed to participate in any Avon Canton Farmington Youth Hockey Association program unless they are registered with both ACFYHA and CHC.

## **8.0 GENERAL**

### **8.1 LOCAL TOURNAMENT (HOSTING)**

ACFYHA reserves the right to expropriate any teams scheduled ice slot for the purposes of hosting one of our local or State level tournaments which ACFYHA agrees to host. All reasonable accommodations will be made to reschedule appropriate ice times where and when available.

### **8.2 ALCOHOL (TRANSPORTATION & TOURNAMENTS)**

ACFYHA does not allow the consumption of alcohol by any person, player or adult, on or in any vehicle transporting ACFYHA players. Coaches and all carded coaching staff and team managers are responsible for upholding this policy. Avon Canton Farmington Youth Hockey Association adopts a no-tolerance policy. ACFYHA will form a discipline committee within seven days of receiving a signed letter/email of complaint. The consequences for the offending party may involve removal from an appointed position, a suspension or expulsion. The purchase of a liquor license will not exempt coaches, carded coaching staff or team managers from the consequences of the no-tolerance policy.

### **8.3 ACFYHA FALL SPORTS AND ATTENDANCE PHILOSOPHY**

Avon Hockey, along with USA Hockey, encourages all children to participate in multiple sports to develop additional athletic skills. We advocate for players to participate in a fall sport, and expect open and honest communication between coaches and parents.

During the fall season, beginning of school to October 31, a participant will be excused from hockey practice if it conflicts with a fall sport. Once games start in mid-October, it is expected that a player makes every effort to attend games up to October 31st. Coaches can use their discretion to reduce playing time.

If a participant chooses to play a recreational winter sport (basketball, wrestling, ski team, etc.), and chooses that recreational sport over hockey practice or a game, a Coach can use their discretion to reduce playing time, or penalize a player by other means as they deem fit.

Unless previously approved by the ACFYHA BOD, players above the Mite Level are not permitted to double roster.

Outside commitments which do not involve other sports (school activities, religious commitments, etc.) or sickness should be communicated promptly and will not be subject to any penalties.

### **8.4 INDEMNIFICATION OF DIRECTORS, OFFICERS AND VOLUNTEERS**

The Association shall indemnify each person formerly, now or hereafter elected or appointed a Director, Officer or Volunteer of the Association against all expenses reasonably incurred or paid by the individual in connection with the defense or disposition of any actual or threatened claim, action, suit, or proceeding (civil, criminal, or other, including appeals) in which such person may be involved as a party or otherwise by reason of having served in any such capacity, or by reason of any action or omission or alleged action or omission (including those ante-dating the adoption of this article) while serving in any such capacity; except

for the expense incurred or paid by (i) with respect to any matter as to which such person shall have been adjudicated in any proceeding not to have acted in the reasonable belief that the action was in best interest of the Association, or (ii) with respect to any matter as to which such person shall agree or be ordered by any court of competent jurisdiction to make payment to the Association, or (iii) against which the Association shall be prohibited by law or by order of any court of competent jurisdiction from indemnifying such person.

The disposition of any matter by settlement, compromise, or the entry of a consent decree, a judgment of conviction or the entry of any plea in a criminal proceeding shall not of itself be deemed an adjudication of not having acted in the reasonable belief that the action taken or omitted was in the best interest of the corporation. The term "expense" shall include, without limitation, settlements, attorney's fees, costs, judgments, fines, penalties and other payments. The right of indemnification herein provided for shall be in addition to any other right which any such person who has ceased to be such director, trustee, officer, employee, or agent and shall insure to the benefit of the heirs and personal representatives of any such person.

## **8.5 USA HOCKEY PREEMINENCE**

The Avon Canton Farmington Youth Hockey Association (ACFYHA), an Affiliate Association of USA Hockey, Inc., shall abide by and act in accord with the Articles of Incorporation, By-Laws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of USA Hockey, and such documents and decisions shall take precedence over and supersede all similar governing documents and/or decisions of the ACFYHA. Further, the ACFYHA (i) shall assist USA Hockey in the administration and enforcement of the provisions of the By-Laws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of USA Hockey, within and upon its members and/or within its jurisdiction and (ii) agrees to be guided by USA Hockey core values.

## **8.6 INDEMNITY**

ACFYHA, an Affiliate Association of USA Hockey, Inc., shall indemnify and hold harmless USA Hockey, the Board of Directors of USA Hockey and each member thereof, the Executive Committee of USA Hockey and each member thereof, the councils and committees of USA Hockey and each member thereof, and all other elected, appointed, employed or volunteer representatives of USA Hockey from any and all claims, liability, judgments, costs, attorneys' fees charges and expenses whatsoever, arising from the acts and omissions of ACFYHA, except to the extent (i) that USA Hockey or its aforescribed representatives caused such claims, liability, judgments, costs, attorneys' fees, charges or expenses by their own intentional neglect or default or (ii) that such acts or omissions were the direct result of compliance with the Articles of Incorporation, By-Laws, Rules and Regulations, Playing Rules or decisions of the Board of Directors of USA Hockey. Further, ACFYHA understands and acknowledges that USA Hockey and its aforescribed representatives have assumed such assignment, function, office or capacity upon the express understanding, agreement and condition that they be so indemnified and held harmless to the extent described in this by-law.

## **8.7 AMENDMENTS**

These By-Laws may be amended by vote of two-thirds of the Member families present at any Annual General Meeting of the Association or at a special meeting of the Association called by the President for this stated purpose, provided any such amendment shall have been approved by two-thirds of all rostered Board of Directors and notice given to membership and posted conspicuously on the Association's web site at least ten days previous to such a meeting.

By-Laws adopted Tuesday, September 2nd, 2025 by unanimous vote of the Board of Directors