

BY-LAWS

GREATER NEW HAVEN SHORELINE YOUTH HOCKEY ASSOCIATION, INC.

ARTICLE I

MEMBERSHIP

The Corporation shall have no voting members but may have such classes of non-voting associates as the Board of Directors may, from time to time, determine. No such associate shall be entitled to vote at meetings of the Corporation or on any matters relating to the Corporation or take part in the management or operation of the Corporation.

ARTICLE II

CORPORATE STATUS, PURPOSES *AND BOARD OF TRUSTEE*

SECTION 1. CORPORATE STATUS. The Corporation shall be a nonstock, nonprofit corporation within the meaning of the Nonstock Corporation Act, Connecticut General Statutes Section 33-419, et. seg. The Corporation shall have no voting members or stockholders. The Corporation shall be organized and operated exclusively for charitable and educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1954, as amended, and the Regulations promulgated

thereunder and, notwithstanding any other provision of these By-Laws to the contrary, the Corporation shall have no power or authority to engage in any actions inconsistent with or in contravention of the terms of said Section 501 (c)(3) and the Regulations thereunder.

SECTION 2. CORPORATION PURPOSES. The purpose of the Corporation is to teach all youngsters, regardless of gender, race, color or religion, the fundamentals of the game of hockey; to foster and nourish good sportsmanship among said youngsters; to form teams; to teach team spirit; to operate a league in which said teams might compete; to hire all necessary officials and personnel to accomplish said purposes; to acquire the necessary funds to perform all of these activities; to take property of any description or interest therein by gift, devise or bequest; to conduct lawful fund-raising activities; to make donations for the public welfare; to invest its funds not currently needed in its affairs; to hire, lease, buy, accept, inherit or otherwise acquire real or personal property exclusively for the charitable and educational purposes of the Corporation; and to rent, sell or otherwise manage such property for the benefit of the Corporation and in the furtherance of its purposes. In general, the purpose of the Corporation is to encourage and abet the game of hockey among all youngsters, and in connection therewith, to have and to exercise any and all such rights, powers, privileges and franchises available to any corporation organized under the laws of the State of Connecticut regulating corporations without capital stock.

SECTION 3. BOARD OF TRUSTEE. POWER, DUTIES AND TERM OF OFFICE.. The Board of Trustees shall be responsible for oversight and audit of the Corporation to ensure that the Corporation Purposes specified in Article II, Section 2. are fulfilled by the Board of Directors. The Board of Trustees initially shall be comprised of those members of the Board of Directors incumbent on August

12, 1998, who have completed the maximum term of office specified in Article III, Section 4. No such member of the Board of Directors shall be eligible for membership on the Board of Trustees unless and until he no longer is a member or officer of the Board of Directors. Once eligible for the Board of Trustees, such members shall serve terms of 20 (twenty) years. The Board of Trustees shall thereafter be comprised additionally by those members of the Board of Directors who have completed the maximum term of office specified in Article III, Section 4. and who no longer are members of the Board of Directors, provided that no such member of the Board of Directors who has been removed pursuant to Article III, Section 6, shall be eligible for membership on the Board of Trustees. Such additional members of the Board of Trustees shall serve terms of three (3) years upon the affirmative vote of two-thirds of the incumbent Board of Trustees. The maximum number of members elected to the Board of Trustees shall be two (2) per year. The Board of Trustees shall be comprised of a maximum of eleven (11) members. The Board of Trustees so constituted shall have the authority of the corporation, upon a majority vote, to overrule any action of the Board of Directors, or any member or officer of the Board of Directors, which is determined by the Board of Trustees to be contrary to the Corporation Purposes specified in Article II, Section 2, and shall further have the authority to take such additional action, by a majority vote, as is necessary to preserve the interests of the Corporation pursuant to its fiduciary responsibility. Two(2) members of the Board of Trustees, assigned by the Board of Trustee, shall be signatory to all League Accounts.

ARTICLE III

BOARD OF DIRECTORS

SECTION 1. POWERS, DUTIES. The Board of Directors shall have the general management and control of the property, business and affairs of the Corporation, and may exercise all the powers that may be exercised or performed by this Corporation, under the laws of the State of Connecticut, its Certificate of Incorporation, and these By-Laws.

SECTION 2. NUMBER. The Corporation shall have a Board *of Directors* of fifteen (15) Directors, unless a non-Director is elected as an Officer as provided for in Article V, Section 2 of these By-Laws.

SECTION 3. ELECTIONS. Directors will be elected at the annual meeting of the Corporation to be held each April. Any Board *of Directors* member or non-Board *of Directors* member can nominate himself or any other person, provided the nominee has attended three (3) Board of Directors meetings over the prior twelve (12) months. Nominations must be made in written form to and recorded by the Secretary of the Corporation at any time within the thirty (30) days prior to, or at the start of, the annual meeting. Once a slate of nominees has been assembled by the Secretary and identified to the existing Directors present at the annual meeting, each such existing Board of Directors member present at the annual meeting may vote for fifteen (15) Directors by written ballot. The fifteen (15) nominees who receive the greatest number of votes will constitute the new Board of Directors, effective immediately upon tabulation of the votes. There shall be no cumulative of absentee voting.

SECTION 4. TERM OF OFFICE. All fifteen (15) Directors shall serve one (1) year terms, holding

office until a new Board of Directors is duly elected at the next annual meeting, except that a Director shall cease to hold office upon his death, resignation or removal. No person may be elected to more than six (6) consecutive terms as Director of the Corporation, but may serve as Director for a maximum of an additional three (3) consecutive years if elected as an Officer as provided for in Article V, Section 2 of these By-Laws. In no event may a person serve as a Director of the Corporation for more than nine (9) consecutive years. *Exceptions: Previous Service years as either a Board of Directors Member and/or officer prior to the 1998-1999 term of office will not be included under the six (6) consecutive year limitation.*

SECTION 5. VACANCIES. Any vacancies in the Board of Directors by reason of death, resignation or removal, shall be filled for the unexpired portion of the term by the concurring vote of the majority of the remaining Directors in office. Nominations for such vacancy shall be made only by existing Directors, subject to the qualifications for Directors set forth above.

SECTION 6. REMOVAL OF DIRECTORS. Any Director absent from four (4) consecutive regular monthly meetings without cause shall have the office declared vacant at the discretion of the Board of Directors who may appoint a successor.

SECTION 7. REGULAR MEETINGS. The Board of Directors shall hold an annual meeting for the election of Directors and Officers, and the transaction of any other business that may properly come before such meeting, on the *fourth* Wednesday in April, or as soon thereafter as is convenient, at the place designated therefor. Additionally, the Board of Directors will hold a meeting *the fourth* Wednesday of each month, or as soon thereafter as is convenient, at the place designated therefor. Any

regularly scheduled meeting of the Board of Directors shall be open to the public. No notice of regular meetings of the Board of Directors shall be required; notice of any regular meeting held other than on the *fourth* Wednesday of any month shall be deemed a special meeting for purposes of the notice requirements.

SECTION 8. SPECIAL MEETINGS. Special meetings of the Board of Directors may be called by order of the President or by any two of the Directors. The Secretary shall give notice of the time, place and purpose of each special meeting by mailing the same to each Director at least seven (7) days before the meeting, or by telephoning each Director at least three (3) days before the meeting. Special meetings of the Board of Directors may be called without open forum.

SECTION 9. WAIVER OF NOTICE. Notice of any special Directors meeting may be waived, in writing, by any or all Directors and, if any Director present at a Directors' meeting does not protest at the commencement of the meeting to the lack of proper notice, he shall be deemed to have waived notice of such meeting.

SECTION 10. DIRECTORS' CONSENT. If all the Directors severally or collectively consent in writing to any action to be taken by the Corporation without a meeting, such action shall be as valid corporate action as though it had authorized at a meeting of the Board of Directors. The Secretary shall file such consents with the minutes of the meetings of the Board of Directors.

SECTION 11. QUORUM. The holders of six (6) of the Directorships shall constitute a quorum for the transaction of business at all meetings of the Board of Directors, but less than a quorum may adjourn

any meeting from time to time until a quorum shall be present, whereupon the meeting may be held, as adjourned, without further notice.

SECTION 12. VOTING. At all meetings of the Board of Directors, each Director is to have one (1) vote. The act of a majority of the Directors present at a meeting at which a quorum is present at the time of the act shall be the act of the Board of Directors.

SECTION 13. CHANGE IN BY-LAWS. The By-Laws of the Corporation may be changed by a vote of the majority of the Board of Directors, currently in force, except where such changes would conflict with the laws of the State of Connecticut. "Any meeting of the Directors at which an amendment of the By-Laws or Certificate of Incorporation is to be considered shall be deemed a special meeting for which written notice of the time, place and purpose must be given at least seven days before the meeting." *All changes to the By-Laws shall be discussed at a special meeting and voted on at a subsequent special meeting, to take place 30 days after the By-Law change(s) is discussed. By-Laws changes shall take effect September 1 of the following season. The intent is that the By-Laws in effect at the beginning of the season shall govern through out the season.*

SECTION 14. COMPENSATION OF DIRECTORS. The Directors shall receive no compensation for their services as Directors or as members of any committee appointed by the Board of Directors. However, the Directors may be reimbursed by the Corporation for ordinary and reasonable expenses actually incurred in the performance of their duties.

ARTICLE IV

COMMITTEES

SECTION 1. FINANCE COMMITTEE. There shall be a Finance Committee consisting of the Vice-President of the Corporation, the Treasurer, and one (1) other Board of Directors member to be elected annually by the Board of Directors. The Finance Committee shall prepare the annual budget and shall recommend ways and means for providing adequate income to meet the budget; it shall review the Corporation's finances monthly and review the Treasurer's monthly financial report; it shall review and be responsible for delinquent registrations; it shall be responsible for investing endowment funds, subject to the approval of the Board of Directors; it shall annually arrange for the audit of the Treasurer's books; and it shall review and submit to the Board of Directors a final annual report.

SECTION 2. RULES COMMITTEE. There shall be a Rules Committee consisting of three (3) Directors and two (2) non-Directors. The Board of Directors shall make every effort that at least one (1) Rules Committee member shall be, or have been, a coach in the hockey league. The Rules Committee shall prepare guidelines for the operation of a hockey league for youngsters and it shall be primarily responsible for making amendments thereto. The guidelines promulgated by the Rules Committee shall be subject to approval by a majority of the Board of Directors and shall be in a format suitable for an informative presentation to the general public. The Rules Committee shall also be responsible for interpretation of the guidelines, including resolution of all philosophical matters. All decision by a majority vote of the Rules Committee interpreting such guidelines shall be *approved by the Board of Directors. The Rules Committee shall be chaired by an officer of the Board of Directors as appointed by the President.*

SECTION 3. OTHER COMMITTEES. The Board of Directors may appoint such other committees which it deems necessary for the conduct of the affairs of the Corporation.

ARTICLE V

OFFICERS

SECTION 1. NUMBER. The Officers of the Corporation shall be a President, a Vice President, a Secretary, a Treasurer and such other Officers as the Board of Directors shall decide. No two offices, except those of Secretary and Treasurer, shall be held by the same person. The duties of Officers of the Corporation shall be such as are prescribed by these By-Laws and as may be prescribed by the Directors.

SECTION 2. ELECTION. Nominations for Officers shall be made by the new Board of Directors members, at the annual meeting immediately following their own election or at the adjournment of such meeting. Nominees must currently be, or have been, members of the Board of Directors. Once a slate of nominees has been assembled by the acting Secretary and identified to the new Directors present at such meeting, each Board of Directors member may cast one vote for each office by written ballot. The nominee receiving the greatest number of votes shall be elected to the respective office. If a person is elected as an Officer of the Corporation, but is not currently a member of the Board of Directors, that Officer shall be automatically added to the Board of Directors as an additional Director, in which case the six consecutive year rule for Directors, as provided in Article III, Section 4 of these By-Laws, shall be waived. The six (6) consecutive year Officer rule, as provided for in Article V, Section 3, shall not

be waived in any event.

SECTION 3. TERM OF OFFICE. All Officers are elected to one-year terms, to serve until a successor is duly elected at the next annual meeting of the Corporation. No person may hold office of Secretary, Treasurer, Vice-President or President for more than six (6) consecutive years. *Exceptions: Previous Service years as an officer prior to the 1998-1999 term of office will not be included under the six (6) consecutive year limitation.*

SECTION 4. PRESIDENT. It shall be the duty of the President to preside at all meetings of the Board of Directors, to have general supervision of the affairs of the Corporation and to execute all papers and documents on behalf of the Corporation as authorized by the Board of Directors.

SECTION 5. VICE PRESIDENT. The Vice -President shall act as the Chairman of the Finance Committee, as provided for in Article IV, Section 1 of these By-Laws. Additionally, it shall be the duty of the Vice-President to perform all duties of the President during the absence or incapacity of the president.

SECTION 6. SECRETARY. The Secretary shall keep a meetings calendar and announce meeting dates, give notice of and keep the minutes of all meetings of the Board of Directors, have custody of the seal of the Corporation, carry on such correspondence for the Corporation as the President of the Board of Directors shall request, retain a copy of each and every league communication, and perform such other duties as may be required by the Board of Directors. *The Secretary shall keep the original set of By-Laws and shall make them available to any league member upon written request.*

SECTION 7. TREASURER. The Treasurer shall be the custodian of funds and assets of the Corporation under the direction of the Board of Directors, shall sit on the Finance Committee, shall collect and receive all contributions to the Corporation, shall keep a record of the names of contributors, shall collect such funds as may accrue from investments from other sources, shall pay all bills within the annual budget or as directed by the Board of Directors, shall submit an annual budget, a report at each regular monthly meeting of the Board of Directors and a full report of all receipts, expenditures and assets on hand at the annual meeting of the Corporation shall sign any papers for the Corporation as required by the Board of Directors, and shall have such other powers and duties as generally pertain to the office.

SECTION 8. COMPENSATION OF OFFICERS. The Officers shall receive no compensation for their services as Officers or as members of any committee appointed by the Board of Directors. However, the Officers may be reimbursed by the Corporation for ordinary and reasonable expenses actually incurred in the performance of their duties.

SECTION 9. DISQUALIFICATION. No Coach or Assistant Coach shall also serve as an Officer of the Corporation.

ARTICLE VI

CORPORATE SEAL

The Board of Directors shall provide a suitable Corporate Seal containing the name of the Corporation, which Seal shall be in the charge of the Secretary. If so directed by the Board of Directors, a duplicate Seal may be kept and used by the Treasurer or assistant Secretary or assistant treasurer.

ARTICLE VII

BILLS, NOTES, INDEMNIFICATION

SECTION 1. HOW MADE. All bills payable, notes, checks, or other negotiable instruments of the Corporation, shall be made in the name of the Corporation, and shall be signed by the President or the Secretary, or the treasurer, or such other Officers of the Corporation as the Directors may from time to time designate. No Officer or agent of the Corporation, either singly or jointly with others, shall have the power to make any bill payable, note check, draft, or warrent, or other negotiable instrument, or endorse the same in the name of the Corporation, or contract, or cause to be contracted, any debt or liability in the name or on behalf on the Corporation, except as herein expressly prescribed an provided.

SECTION 2. FIDELITY BOND. The Board of Directors may require that the Treasurer having custody or control of Corporate funds have an adequate Fidelity Bond.

SECTION 3. INDEMNIFICATION. Each Officer, Director or Employee of the Corporation shall be indemnified by the Corporation against expenses incurred by him in connection with any action, suit or proceeding to which he may be a party by reason of his being, or having been, an Officer, a Director or Employee of the Corporation, except in relation to matters as to which he shall have been derelict in the performance of his duties as Officer or Director or Employee.

SECTION 4. TAX YEAR. For purpose of preparation of federal income tax and internal accounting the tax year will end on April 30 of each respective year.

ARTICLE VIII

DISSOLUTION

In the event that the Corporation shall be dissolved by action of the Board of Directors, the assets of the Corporation, reduced by the amount of any liabilities owed by the Corporation, shall be paid to charitable institutions selected by the Board of Directors, as provided in the Certificate of Incorporation, and which are exempt from Federal Income taxation by virtue of Section 501 (c)(3) of the Internal Revenue Code. Under no circumstances shall assets of the corporation be paid to any organization which is not so exempt.

Adopted November 12, 1986

Amended February 1987

Amended July 1987

Amended August 12, 1998

Amended March 11, 1999

Amended July 12, 2000

The following represents the individuals who are eligible for the Board of Trustee of the Greater New Haven Shoreline Youth Hockey Organization, Inc., as formed at the August 12, 1998 meeting: Paul Puglisi (President), Greg Buonocore (Vice President), Noel M. Pagan (Secretary), Nick Fantano (Treasurer), Greg Juliano, Dean McGlynn and Nate D'Amato.

These By-Laws have been amended in accordance to all the respective motions made at the Special Meeting July 12, 2000

Prepared By:  Date Aug. 12, 2000
Noel M. Pagan, Rules Committee Chairperson

Notary _____ Date _____

Organization

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The structure of GNHSYHA is set forth in the BY LAWS and includes the purpose, aims and objectives; the membership; the executive officers as explained in Article V, sections IV - VII; and the terms of office for Board members.

The Directors who are not executive officers chair the following committees:

- **Banquet and Team Representative Chairman** - responsible for year-end banquet and Coordinating efforts of Team Representatives
- **Director of Coaches** - responsible for coaches; their selection, subject to approval by the Board; their conduct, as limited in the BY LAWS and GUIDELINES; their coordination and supervision; and as a part of the dispute resolution process
- **CHC Representative** - to represent GNHSYHA at Connecticut Hockey Conference (CHC) meetings; and report and vote, following Board directives, on issues presented
- **Equipment Manager** - to inventory, purchase, distribute and repair GNHSYHA equipment
- **Fund Raising Chairman** - to propose, organize, and supervise fund raising activities to supplement league income
- **Ice Director** - to purchase ice and schedule ice, games, practices, exhibitions and referees for league use
- **Mini Clinic Chairman** - to establish and operate the "Learn to Play Hockey" program
- **Publicity Chairman** - to publicize league activities and notices to league members
- **Sponsors Chairman** - to secure sponsors to supplement league income

The **Board of Directors** of GNHSYHA should be:

- » Thoroughly acquainted with league BY LAWS and GUIDELINES
- » Up to date with current youth hockey information
- » Plan sufficient meetings to provide a continuing level of communication and the transaction of regular business
- » Program the work load and delegate responsibility
- » Provide for careful screening of coaching candidates before making selections
- » Held accountable for actions and obligations of their office, position and/or committee by fellow Board members and other members of the league

GNHSYHA is incorporated under the laws of the state of Connecticut as a nonprofit organization. It is a member of the USA HOCKEY and its state chapter, Connecticut Hockey Conference (CHC).

Regularly scheduled Board of Directors meetings are held, in accordance with Robert's Rules of Order, once a month, the evening after the CHC meetings and are open to all league members. A Board of Directors and executive officers are elected at the annual meeting held in April. To be eligible for election to the Board, a league member must have attended at least three meetings over the prior twelve months. Coaches are elected by a majority of a quorum of the Board of Directors. Assistant Coaches are selected by the respective Coaches with the approval of the Board of Directors.

USA HOCKEY is the governing body for amateur hockey in the United States. USA HOCKEY provides an organization in which youth players have the opportunity to learn and play hockey. USA HOCKEY provides

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guidance and instruction for participants, a structure to form leagues and schedule games and to prescribe rules and regulations which result in safe, enjoyable and fair competition.

CHC is an authorized affiliate of USA HOCKEY. USA HOCKEY rules and regulations, supplemented by CHC rules and regulations, govern the conduct and administration of amateur and youth hockey in Connecticut. Major areas governed include: competition, registration and eligibility. The CHC State Registrar works cooperatively with the USA HOCKEY District Registrar in registering players, teams and programs in Connecticut. A District Commissioner supervises the conditions of competition and is responsible for the enforcement of rules. He can suspend, for violation of USA HOCKEY or CHC playing rules, any player, coach, official or team. He receives reports of penalties or suspensions from referees and other officials. He hears cases and reports his rulings and reviews score sheets. His decisions may be appealed.

As a member of CHC and USA HOCKEY, GNHSYHA participates under their rules and protection. League teams are thus eligible to participate in area, state regional and national tournaments, benefits and awards.

Philosophy

The goal of our program is to provide the opportunity to play hockey for all youths, regardless of their abilities. Maximum satisfaction for youths, coaches and parents is achieved by organizing competition on the basis of ability. For example, our league provides Traveling Teams for participants with relatively high ability and desire to dedicate time and effort to the game. B, C, Instructional, Clinic and House Teams are for other players who compete on a less competitive and/or dedicated basis.

If a sufficient number of players are available our league will have a range of levels in each age group - A, B, C, Instructional, Clinic, and House Teams based upon ability. Prior to the start of each season an objective evaluation will be completed for each player which will determine the appropriate level of competition for said player. The Board of Directors will determine the level of competition for each team, the number of players on each team and the number of teams that GNHSYHA will field for each hockey season. When extenuating circumstances arise and a player requests to skate at a higher level above that designated by USA HOCKEY and/or CHC, that request must be submitted in writing to the Board of Directors prior to the September Board meeting of the coming hockey season.

Emphasis at all levels should be on participation, which means that the coach must assume equal ice time for all players. Winning is always the objective of any game, but, in emphasizing participation it is a case of trying to win while using ALL players rather than just the best.

It is the hope of GNHSYHA that each child has the opportunity and desire to progress from level to level within the program.

Coaching

The position of a Coach in the GNHSYHA is an important and challenging responsibility. The Coach is in direct contact with the players. The ultimate success of the league will be determined by our ability to select and properly guide our Coaches. Coaches must be Certified in conformance to CHC/USA Hockey requirements.

It should be remembered that our basic purpose is to provide an opportunity for many to participate, develop ability and have fun. There can be too much coaching and not enough playing. Leadership, setting a good example and understanding are as important a criteria for a good Coach as knowledge of the game.

One of the first things a Coach should do when calling the players together is to talk about the game, the fun of it, sportsmanship and the necessity for teamwork. The importance of skating well must also be stressed.

The Coach should have a preseason Parent-Coach orientation meeting where the Coach can state his/her objectives and outline the program for the coming season. The Parent can present thoughts, concerns and feelings as well. A Father Manager, Team Mother, timekeeper and scorekeeper should be chosen at this time. It is suggested that the following topics be covered:

» Coaching philosophy

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- » Game and practice schedules
- » Equipment needed
- » Report time for games and practices
- » Program cost
- » Travel arrangements
- » First aid
- » Locker rooms and showers
- » Nutrition
- » Off-ice training
- » Code of ethics for parents and players
- » What emphasis is placed on winning
- » Review of some of the basic playing rules

It is essential that each Coach establishes control over the players at the beginning of the season and maintains that control. The Coach should be firm and point out to players that misbehavior may result in reduced playing time and possible expulsion from the league.

Coaches can prepare themselves to do a good job by reviewing approaches, drills, positions and patterns. Each Coach should work out an individual style.

The Coach has a responsibility to GNHSYHA, the team, the players and the parents. Without this responsibility, the GNHSYHA will not attain the success it is seeking in developing young players.

Coaching a GNHSYHA team is a privilege extended by the Director of Coaches and the Board of Directors of GNHSYHA for one hockey season. Because of the nature and consequences attendant to this responsibility, the right is reserved to cancel this privilege, based on facts and evidence, which reveal improper conduct or failure to observe league BY LAWS and/or GUIDELINES. Improper conduct is defined as behavior detrimental to the philosophy and objectives of GNHSYHA, as well as action, which produces results detrimental to any team or individual player in the league.

Coaches are responsible for the implementation of the BY LAWS and GUIDELINES of the league and are required to take CHC coaching certificate course(s) appropriate to their level of coaching; level 2 - Midgets, Bantams and Pee Wees; level 1 - Squirrels and Mites (recommended) as well as First Aid training. When questions and problems arise, Coaches should consult with the Father Manager first; if unresolved the Director of Coaches; then to the Rules Committee and finally the Board of Directors.

Coaches are responsible for various administrative duties. It is strongly advised that the following examples be delegated to or shared with the Assistant Coaches, Father Manager and/or Team Mother:

- » Distribution of equipment
- » Preparation of final team roster
- » Immediate notification to the players of game cancellations, makeup dates of any scheduled games
- » Return of all equipment and instructional material which is the property of GNHSYHA
- » Reports of any player with an extended absence due to injury, vacation or lack of interest

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Coaches must also be responsible for all on-ice and off-ice activities and behavior of their team. They are expected to be present and monitor their team 30 minutes before each game or practice. They are responsible until all players leave the locker room following each game or practice. This includes pregame locker room or chalk-talk sessions, bench behavior during a game or non-ice behavior and activities during pregame instruction.

Practices are an important aspect of the total coaching program. The objective of the practices is to develop fundamental hockey skills through a programmed series of demonstrations and drills. This is accomplished in a fun-to-learn environment, free from the pressures of winning, and concentration on individual development, based on the coaching staff's understanding of basic hockey skills and adolescent needs.

At the start of the season, the Director of Coaches should prepare an outline, which lists, by weekly schedule, the logic and skills to be covered during the pregame session.

A typical 60 minute practice can be broken down into three, 20-minute segments:

- » The first 20 minutes should be devoted to one of the basic hockey skills (either skating, passing, stick-handling or shooting)
- » The middle segment can be a demonstration and exercise in some aspect of team play
- » The remaining 20 minutes can be used for a controlled scrimmage designed to teach game condition reaction

Team Representatives Checklist

The duties and responsibilities of the Coaching Staff, Father Manager (Parent Manager) and Team Mother (Parent Manager) are almost limitless during the course of a season. Most of these are listed below:

- ☐ Monitors conduct of the Coach, players and any other personnel connected directly with the team during all practices and games
- ☐ Resolves disputes and problems involving the team (reported to the Father Manager)
- ☐ Secures equipment (from GNHSYHA under the supervision, care and responsibility of the Coach)

Preseason Responsibilities

- ☐ Obtains schedule for tryouts, practice times and exhibition games (Coach)
- ☐ Compiles team lists for player selection (Coach is assisted by Director of Coaches)
- ☐ Requests equipment (Coach submits to Equipment Director, including First Aid supplies)
- ☐ Thoroughly acquainted with GNHSYHA By Laws and Guidelines, the proper procedure for filing game reports and solving disputes and problems
- ☐ Establish lines of communication between referees and timekeepers & scorekeepers
- ☐ Have sufficient game evaluation forms for the season
- ☐ Arranges for team meetings to go over objectives, expectation, time and cost for the season ahead (Coach)
- ☐ Compile a directory of player's names, telephone, medical insurance numbers and parents and notes any physical problems such as allergies, diabetes, etc., on a special form.. (The GNHSYHA recommends that each player have an annual physical examination by their family physician.)
- ☐ Has knowledge in the care and treatment of First Aid (Coach)

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Practice Time Responsibilities

- ☐ Advise all players of practice times and locations. (All players should be at the practice location at least one half hour prior to the start. Give players as much notice as possible.)
- ☐ Arranges for dressing room upon arrival at rink and be responsible for securing the room (Father Manager)
- ☐ Ensures all equipment for practice (pucks, first aid, tape, chalkboard, etc.) is present (Coach)
- ☐ Ensures all players are ready prior to the time set for pre-ice instruction (Coach)
- ☐ Once the players take the ice, the team is in the complete charge of the Coach
- ☐ Advise the Father Manager what help will be needed during the practice (Coach)

Games/Scrimmages/Exhibitions

- » **Home** - arranges for timekeepers and scorers, home and visiting dressing rooms (Father Manager)
- » **Away** - provides directions to rink and provide assistance as necessary to ensure all players attendance (Father Manager)
- ☐ Makes needs known to Ice Director who will arrange for ice, opposition and referees (Coach)
- ☐ Has players at the game site at least one-half hour before that game. Ensures all players are dressed and ready to go prior to the coach's instructions (Father Manager)
- ☐ Submits a proper roster to the timekeeper and scorekeeper (Father Manager)
- ☐ Secures the dressing room when players take the ice (Father Manager)

During the Game

Coaching, line changes, etc., are the complete responsibility of the Coach. The Father Manager confers with the Coach as to what assistance is required on the bench including: statistics, opening and closing bench gate and First Aid.

All comments regarding the progress of each player are handled by the Coach.

After the Game

- ☐ The Coach should have players line up and shake hands
- ☐ Opens dressing rooms for Coaches and Players and secures it when they leave (Father Manager)

The Coach and/or Father Manager ensures the score sheet is completed correctly and signed by referees and timekeeper. The winning Coach retains white and yellow copies and sends white original to appropriate CHC representative within 72 hours. Losing Coach receives pink copy. All score sheets must include League Name, age, bracket, level of competition and name, signature and number of USA HOCKEY certifying official. Father Manager retains copy.

- ☐ Advise players of the next game, practice or exhibition game (Coach and Father Manager)

The Parent Manager shall provide the Board Member in charge of the Newsletter a game summary in a format and in

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a timely manner as approved by the Board.

Officials

The first year official begins at the Approved referee classification and can referee USA HOCKEY games only at Squirt level and below. Accredited Officials can officiate USA HOCKEY games up through the Bantam age group. Certified referees can officiate at any age level. Each USA HOCKEY official should have an Officials Card, serving as proof of the official's qualifications. All Coaches must ensure that each official is properly certified by USA HOCKEY for all games, exhibitions and practice games.

Players

Players must wear the proper equipment for each practice and game. The Coaching Staff will determine if the player is properly equipped and if not, the player will not be allowed in the ice.

Hockey equipment required includes: skates, gloves, stick, pants, USA HOCKEY approved helmet and face mask, shin guards, elbow pads, shoulder pads, protective cup, and mouth guard (required for Pee Wee level and above and recommended for lower levels), neck guard (recommended for all levels) and other equipment deemed necessary for the player's positions.

The GNHSYHA has available for loan some goalkeeper equipment. The well equipped hockey player should have the following which conformance to applicable CHC/USA Hockey Requirements:

- ☐ Sharp, tight fitting skates
- ☐ Sticks, properly taped and given the correct lie; never cracked or broken (for younger Players, cut to proper length)
- ☐ Well-fitted shin pads (not flapping or sliding)
- ☐ Elbow pads
- ☐ Shoulder pads for defensemen (special lightweight pads for forwards)
- ☐ Approved USA HOCKEY helmets and face masks
- ☐ Colored mouth guard required for all levels
- ☐ Neck Guard required for all levels, except Learn-to-Skate
- ☐ Stockings
- ☐ Pants with built-in protection, including thigh pads and particularly, tail bone pads (Protective cup for boys)

Purchasing hockey equipment for youth players is similar to buying any other important article of clothing - get the products of a reputable manufacturer from a reputable supplier.

Registration

Players registered with GNHSYHA may not participate in any other program that is USA HOCKEY and/or CHC registered. A Player from GNHSYHA seeking a release to another league must obtain a form from the President of the GNHSYHA.

Birth certificates are required at the time of initial registration in the GNHSYHA.

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A Player entering from another league must present a certified release form at the time of registration. All releases shall be presented to the Board of Directors for approval.

GNHSYHA abides by established USA HOCKEY and CHC rules and regulations regarding releases and the number of eligible released players per team.

Players are required to wear game jerseys in accordance with established league colors and logos to include wearing of team sponsors on game jerseys.

Conduct

If a Player's conduct requiring disciplinary action by the Coach is not resolved between the Coach and Player, then the Father Manager and Parents will attempt to resolve the problem. If it is still unresolved, then the Director of Coaches is the next step, then the Rules Committee and finally the Board of Directors. In all cases USA HOCKEY and CHC rules and referee jurisdiction will be abided by GNHSYHA.

Players are NOT to:

- ☐ Argue with referees over any calls
- ☐ "Mouth off" to opponents during the game or postgame handshake
- ☐ criticize other players

Parents

The object of Parent participation is twofold. The first is to secure parental support, and, second, to be understanding and enthusiastic. If a Parent disagrees with, or doesn't like something that is happening on their team or with their child, it should be discussed with the Father Manager who will bring it to the attention of the Coach. If the problem is not resolved, then it is brought before the Director of Coaches, then the Rules Committee and then the Board of Directors.

Parents can provide ideas for the development and direction of GNHSYHA. To be successful, our league must have the help of Parents. They are encouraged to present comments, questions and criticisms to the Board of Directors and to volunteer their services to work and improve the program and participate in our activities.

The more Parents participate, the more they will come to practices and games, and the more they will develop an objective viewpoint. The more our Coaches, Directors and Officers of GNHSYHA can talk with them, point out and explain what is going on in terms of the team, the better the opportunity for objectivity. Parents are strongly encouraged to know the GUIDELINES and By LAWS of the GNHSYHA and the rules of youth hockey.

Parents are requested to have all players at the ice rink at least 30 minutes prior to ice time unless requested otherwise by the Coaching Staff and/or Father Manager. The Parent must contact the Coach or Father Manager as far ahead of time as possible if a Player is going to miss a game or practice.

If issues with Parents, whose behavior or attitude is detrimental to the league, cannot be resolved through the dispute resolution process and if the Parent continues to act in a manner detrimental to the best interests of the league, the Parent and Player membership in GNHSYHA will be terminated.

Financial

If GNHSYHA incurs a surplus during a fiscal year, as a nonprofit organization, it carries over to the next year. If the league incurs a deficit, an additional fee can be charged to all Players to balance the budget. Players pay fees to play in the GNHSYHA for expenses such as game officials, ice, some team equipment, membership in USA HOCKEY and CHC and insurance, etc. These costs are subsidized by fund-raising activities which require Parental participation and sponsorship of the league and/or individual teams. Payment of Player fees (registration) are due as follows: the first payment (1/2 of the total fee) shall be made on or

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before the first practice after team selection and the second and final payment shall be made on or before November 15, with a deposit required at the time of registration (usually August). Arrangements must be made and approved in advance if this schedule cannot be met. Failure to meet the payment schedule will result in the Player's removal from participation.

Additional team fees are required for participation in practices, games, tournaments, etc., that are above and beyond that team's season as approved by GNHSYHA.

All refunds shall be subject to Board review.

The Board of Directors, the Coaches and the Team Representative volunteer their time and receive no compensation.

Guidelines and By-Laws

The League Guidelines and By-Laws in effect September 1 shall govern for the entire respective season.

League Documents

Copies of League Guidelines, By-Laws, Meetings, Etc. are available to all league members upon written request to the League Secretary.

These Guidelines have been prepared in accordance to all the respective motions made at the Special Meetings held on August 12, 1998 and on March 11, 1999.

Prepared By:


Noel M. Pagan, Committee Chairperson

Date

Aug 12, 2000

Notary _____ Date _____