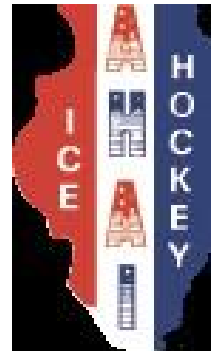




# Organizational By-Laws



## **ARTICLE I – ORGANIZATION**

### **Section 1: Name**

The name of this corporation shall be Danville Youth Hockey (“DYH” or “the Association”).

### **Section 2: ACRONYM**

The association may be officially abbreviated as DYH.

### **Section 3: Address**

The registered address of DYH shall be 100 West Main St, PO Box 1431, Danville, IL 61832. The association may have a PO Box to ensure timely delivery of items.

## **ARTICLE II- ASSOCIATION STATUS**

### **Section 1: Non-Profit Status**

This corporation is organized as a State of Illinois non-profit public benefit corporation upon a non-stock membership basis, not involving pecuniary gain or profit for any of its members, for a term of perpetual existence. The Federal Tax ID number for this non-profit corporation is: 37-1219901. USA Hockey No. ILH0238.

### **Section 2: Exempt Status**

This corporation is organized and shall apply and be operated exclusively as an exempt organization under the provisions of Section 501(c)(3), or as amended from time to time, of the Internal Revenue Code of 1954, as amended and as may be amended in the future.

### **Section 3: Use of Funds**

All funds and property of this corporation shall be used and distributed exclusively for carrying out the purposes of the corporation as set forth in Article II.

### **Section 4: Fiscal Year**

The fiscal year of the corporation shall begin August 1st and end on July 31st of the following year.

### **Section 5: Annual Dues**

Members’ annual dues and dates of payment shall be established by the Board of Directors and may be changed at the discretion of the Board of Directors. All dues must be paid in full by March 1st following the start of the season.

### **Section 6: Financial Statements**

The Treasurer and Registrar shall prepare a true statement of the assets and liabilities of the corporation for each meeting. The statement shall be available to any member on their request in a shared format.

## **Section 7: Dissolution**

Upon the dissolution of the organization, the Board shall, after paying or making provisions for the payment of all the liabilities of the organization, dispose of all the assets of the organization exclusively for the purposes of the organization in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time, qualify as exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law, as the Board shall determine.

Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations as said court shall determine which is organized and operated exclusively for such purposes.

## **ARTICLE III – PURPOSE**

DYH shall be a not-for-profit corporation operating youth hockey programs and youth activities for the benefit of the people in the greater Vermilion County area.

Notwithstanding the purpose clause of the Articles of Incorporation, the purposes of the corporation are:

1. To develop character, sportsmanship, and physical fitness among the youth of the greater Vermilion County area;
2. To promote, encourage, and improve the standard of amateur hockey;
3. To associate with other ice hockey associations;
4. To conduct an amateur hockey program consistent with the rules and regulations of AHA and USA Hockey;
5. To perform or participate in other activities that will aid in reaching these objectives; and
6. To perform all other duties and have all powers deemed necessary by the Board of Directors.

## **ARTICLE IV– MEMBERSHIP**

### **Section 1: Active Member**

An active member is: (1) a parent or legal guardian of youth athlete(s) or (2) nonplayer coach/volunteer that has participated in the most recent regular season program. The active member must also be in good standing defined as:

1. Current with payment of all dues and fees with no outstanding financial obligation to the Association;
2. One who is not subject to any disciplinary action;
3. In compliance with member districting guidelines by USA Hockey; and
4. Have a current code of conduct on file.

The term of membership is the fiscal year of the Association. Funds contributed to DYH

as part of a fund-raising activity do not entitle the contributor to the benefits of memberships.

## **Section 2: Voting Rights**

Each active member in good standing shall be entitled to one vote per family, regardless of multiple registered youth athlete(s) participating in the Association. No cumulative voting shall be permitted. The vote shall be by secret ballot. The Vice-President shall make available an absentee ballot for those active members unable to attend the annual meeting. Any active member(s) not in good standing forfeit their right to vote and participate in Association business.

## **Section 3: Right to Hold Office**

Any active member, in good standing, is entitled to run for a position on the Board of Directors under the procedures established herein by these By-Laws.

## **Section 4: Activities Fund**

Any person, association, partnership, corporation or estate may establish or participate in any activities fund administered by the Board of Directors or its designate, to further the purposes of the Association. Participation in such a fund shall carry with it no voting rights or other privileges of membership in the Association.

## **Section 5: Financial Responsibilities**

Annual fees will be announced by the Board no later than the Annual Board meeting to be set at the President's discretion. All fees for season dues will be announced and available in writing 30days prior to registration.

1. Payment Schedule:
  - a. Registration - deposit will be paid at the time of early registration.
  - b. Payments may be made in full prior to the first practice of the season.
  - c. If payment installments are preferred, they may be made through Crossbar. All processing fees associated with monthly installment plans, will be the responsibility of the player(s). Monthly installments will be initiated 30days after registration.
2. Delinquency: Parents and/or legal guardians of the participating players shall be notified by the Treasurer of the amount of delinquency and past due date. Association membership for the entire family will be terminated if overdue fees are unpaid 15 days after notification, absent approval of the Board. Coaches will be informed by the Treasurer to terminate ice privileges and participation in Association activities until all fees of the player are paid in full.

## **Section 6: Code of Conduct**

In order to maintain active membership, you must have a signed code of conduct from each player and the player's parent/legal guardian. All nonplayer and nonparent coach/volunteer members must complete a code of conduct as well. Please see the Association website or Crossbar to obtain a copy.

## **Section 7: Complaint & Grievance Procedure**

Step 1. Any differences or concerns should be taken to the team's Coordinator. The coordinator will then discuss with the Head Coach.

Step 2. If problems still exist, a meeting between the Coordinator, Head Coach and complaining party should take place.

Step 3. Any unresolved issues should be brought to the attention of the Disciplinary Committee.

If the Disciplinary Committee is unable to resolve the issue(s), the Grievance Procedure may be initiated. If a parent is uncomfortable approaching the coordinator in this situation, they may speak directly with a member of the Board of Directors. In the event of a problem or grievance, the parent or legal guardian of the player(s) must state in writing the nature of the problem or grievance within 30 days of occurrence. Written notification must be sent via email or letter to a board member.

## **Section 8: Volunteer Program**

Parents are expected to help support the Association whenever possible. Volunteering to help coaches, players, coordinators, and your fellow parents is expected; it is all up to the parents to help make a great season.

Each active member, regardless of multiple registered youth athlete(s) participating in the Association, is required to work at least eight hours during the season. A deposit is required during evaluations and/or registration and will be refunded to the active member once the Board has recognized and verified the hours worked for that active member. The active member will forfeit their deposit if the required eight hours volunteer time during the timeframe indicated above is not met. Activities eligible for volunteer hours will be approved by the board and made available in advance via Crossbar.

Those athletes awarded scholarship funds will be required to work at least 15 hours during the season as a condition of the scholarship. Failure to complete the required hours may result in the immediate suspension of the athlete's scholarship award and playing rights within DYH.

## **ARTICLE V – BOARD OF DIRECTORS**

### **Section 1: Board of Directors**

A Board of Directors shall manage the property and affairs of Danville Youth Hockey. The Board of Directors must do its best to include representatives from each age group represented in the organization. In the event that there is not enough interest

from all age groups, the Board of Directors may extend an invitation to the unrepresented age group coach and/or team administrator to participate in discussions during regular meetings as a guest attendee. The guest will not have voting privileges; however, will be granted the opportunity to join discussions.

## **Section 2: Number of Directors and Election of Directors**

1. The Association will be managed by a ten Director Board elected by the active members of the Association. By resolution, the number of Directors may be increased/decreased by the Board by amendment of these bylaws.
2. Those eligible active members wanting to place a name into nomination for election to the Board of Directors must supply in writing the name and contact information of the nominated individual to the Vice President or President 15 days prior to the date of the Meeting in which elections are to be held. No names may be nominated after this time deadline for that year's election.
3. A Director may succeed himself or herself.
4. When a position is vacant due to resignation or expulsion of an officer or Director, the Board of Directors shall vote and appoint a member to serve the remainder of the term. An affirmative appointment requires a majority of all current directors must vote in favor of the candidate.
5. If the President steps down, the Vice President will assume all duties until the position has been appointed, he/she will resume their duties as Vice President.
6. If a Director prefers to change positions, he/she will be required to vacate their existing position in order to run for election of a new Director seat. The vacated Director position will be added to the ballot for partial term.

## **Section 3: Terms of Office**

Except as provided in Article IV or Article VI Section 2, Directors elected at the Annual Meeting shall serve for a period of two years with alternating years as follows:

1. President, Registrar, Secretary, Treasurer and Equipment Coordinator being elected in even years.
2. Vice President, Marketing, Ice Scheduler, Fundraising Coordinator and Coaching Director elected in odd years.

## **Section 4: Duties of the Board of Directors**

The duties of the Board of Directors shall include:

1. To elect the officers of the Association from within the Board of Directors;
2. To manage the business, property, and affairs of the Association;
3. To formulate the policies and determine the overall conduct and standards of the hockey program which shall be administered by the officers;
4. To establish a budget and set fees for the hockey program;
5. To study for approval proposals to amend or revise the Association's By-Laws, rules or regulations;

6. To review and act upon any temporary decisions by the President;
7. To hear and rule on appeals and grievances;
8. All board members must sign a confidentiality agreement; and
9. To establish and appoint, for each fiscal year, up to five non-voting positions (known as “organizers”) to assist with specific aspects of the management of the business, property and affairs of the Association. Each organizer will report to a specifically designated Board member.

### **Section 5: Regular Meetings**

Regular meetings and place of meetings of the Board of Directors shall be determined by the President. The President shall notify all members of the Board and Association membership of the date, time, and place of each meeting via the Association website or other means available. The Association will hold regular monthly meetings, no fewer than 4 meetings per fiscal year. All approved meeting minutes will be posted to the Association website prior to the following monthly meeting.

### **Section 6: Special Meetings**

Special meetings of the Board of Directors may be called by the President, or at the written request, to the President, of at least five members of the Board. The President or Secretary shall notify members of the Board and Association membership of the date, time and place of the meeting. Unless circumstances prevent advanced notice, notice will be given to members at least five days in advance.

### **Section 7: Executive Meetings**

An executive meeting of the Board of Directors may be called by the President, or at the written request, to the President, of at least five members of the Board to address sensitive information. The purpose of an executive meeting must be included in notification to the Board of Directors such as delinquent membership fees, membership violations, consult legal counsel, etc. An executive meeting will be closed to membership; therefore, notification will not be given to membership.

### **Section 8: Quorum**

A majority of Directors, excluding the President, being present at any meeting shall establish a Quorum. An act of the Board will require a majority vote of those Directors present at the meeting. The President shall not have the right to vote as a Director except in the event of a tie vote.

### **Section 9: Election of Officers**

Unless otherwise determined by a special date, elections will be held at a meeting or special meeting of the Board of Directors during the 4<sup>th</sup> quarter of the fiscal year. The newly elected Directors will assume roles upon the beginning of the new fiscal year on August 1.

### **Section 10: Order of Business**

The order of business for meetings of the Board of Directors shall be as follows. Meetings will be conducted according to parliamentary procedure as set forth in the latest edition of Robert's Rules of Order.

1. Roll Call of the Board of Directors
2. Approval of Minutes of the Previous Meetings
3. Committee Reports
4. Old Business
5. New Business
6. Comments from Membership
7. Closed Session (if needed)
8. Adjournment

### **Section 11: Limited Liability**

No Director shall be personally liable in any manner for any debts or obligations of the Association and shall not be subject to any manner of assessment by virtue of his/her membership. The Board may obtain insurance protection of the Association, Members, Board and/or its Officers as it determines in its discretion is necessary.

### **Section 12: Resignation of Board Member**

Any member of the Board of Directors may resign from the Board at any time, it's requested to provide 30 days written notice of his/her desire to do so to be delivered to the President of Association. In the event the President resigns, a 30 day written notice of his/her desire to do so is delivered to the Vice President of the Association. Upon resignation of a Board Member, the remaining Board shall appoint a new Board Member to fill the remaining term of the Board Member that resigned. Vacant positions shall be filled within a reasonable time frame. All DYH info is required to be handed over at the time of resignation. No DYH property, intellectual or otherwise, will be deleted or modified. Failure to comply may result in loss of good standing.

### **Section 13: Removal from Board**

Any Director will be removed upon:

1. Recorded 2 unexcused absences, as determined by the President, of Board meetings within a fiscal year;
2. For failure to discharge the normal duties of a Board member;
3. For vote of nonconfidence;
4. For failure to report and/or act on misconduct they become aware of; or
5. For conduct unbecoming to the Association.

The President shall provide at least ten days' notice to the person to be removed and to the members of the Board prior to the regular or special meeting at which the matter is to be resolved. The person shall be offered an opportunity to be heard at the meeting and to present others to testify on his/her behalf, prior to any final disposition by the



Board. Removal is final after due notice and opportunity for a hearing and by a vote of two-thirds of the Board of Directors at any regular or special meeting.

#### **Section 14: Indemnification**

The Board shall indemnify any Director from liability and the cost of defense for any act arising out of their position as Director or Officer of the Association. This indemnification shall apply to all current and former Director or Officer who acted in good faith in carrying out his/her duties while a Director for the Association. Good faith shall be defined for the purposes of this section as all acts that are devoid of malice or deviant acts. This indemnification shall be provided irrespective of insurance coverage that may have been purchased, but coverage denied. The indemnification shall include the amount of the judgment and all associated costs related to the defense of the action.

#### **Section 15: Organizers**

The Board shall appoint Organizers to a specified position or duty for one year at a time. A person may be appointed for any Organizer position in successive years but may only hold one position at a time in a given fiscal year. The specific duties of the Organizers may vary from year to year depending on specific need but shall never exceed a total number of five in any fiscal year. The most relevant Board Director shall serve as liaison to each Organizer, providing direction and communication, to, and from, the Board. Organizers should not be expected to attend meetings of the Board unless specifically requested by their designated Board member, the President, or any five members of the Board.

### **ARTICLE V – DISCIPLINE COMMITTEE**

A Board-appointed Disciplinary Committee shall be created to review and act upon all disputes regarding infractions of DYH, AHAI, and/or USAH rules and regulations. Rules and Disciplinary Committee decisions shall become final upon approval of the Board at its regular monthly or special meeting. The Board may overrule the Disciplinary Committee by a two-thirds vote. Specific policies which must be followed include:

1. Zero Tolerance Policy
  - a. Prohibits discrimination on the basis of race, color, religion, age, sex, or National origin.
  - b. Prohibits abuse (including but not limited to ethnic, racial, sexual, physical, or mental) of another person or player.
2. Conduct Policy
  - a. Any person (including players, coaches, officials, and spectators) associated with Danville Youth Hockey will promote sportsmanship at all times. This sportsmanship-like behavior will be adhered to during any event of Danville Youth Hockey including prior to, during, and after practices and games as well as any event of Danville Youth Hockey on or off the ice.

## Danville Youth Hockey

### i. Players

- 1) Will not openly dispute or argue any decisions made by an official, coach, or any other person of authority at any event of Danville Youth Hockey.
- 2) Will not use obscene or vulgar language, including any swearing, even if it is not directed at a particular person.
- 3) Will not visually demonstrate any sign of dissatisfaction with any decision of a Danville Youth Hockey official, coach, any person of authority, or with any person's skills or abilities.
- 4) Will not be involved in any fisticuffs (fighting) by openly displaying any unjustified act of aggression or retaliation towards another player, coach, or any other person. This rule should not include a player who is merely defending him/herself in a reasonable and just manner.

### ii. Coaches

- 1) Will not openly discuss or argue any decisions made by an official, another coach, or any person of authority at any event of Danville Youth Hockey.
- 2) Will not use obscene or vulgar language, including any swearing, even if it is not directed at a particular person.
- 3) Will not visually demonstrate any sign of dissatisfaction with any decision of a Danville Youth Hockey official, coach, any person of authority, or with any person's skills or abilities.

### iii. Officials

- 1) Officials are required to conduct themselves in a business-like, sportsman-like, impartial, and constructive manner at all times. This will include "on ice" and "off ice" officials.
- 2) The actions of the official must be above reproach. Actions such as "baiting" or inciting players or coaches is strictly prohibited.

### iv. Parents/Spectators

- 1) Are prohibited from displaying inappropriate and disruptive behavior that interferes with a game, or even of Danville Youth Hockey, which results in a stoppage of the event by an on-ice official or a person in a position of authority. The parent or spectator can be removed from the event viewing area and/or the arena entirely.

## Danville Youth Hockey

- 2) The following behavior shall be included but not limited to:
  - a) The use of obscene or vulgar language in a boisterous manner at anyone at any time.
  - b) The taunting of players, coaches, officials, or other spectators by means of baiting, ridiculing, threat of physical force, or physical violence.
  - c) Throwing any objects in the spectator viewing area, at the players' benches, or penalty box and the throwing of objects on the ice surface, which is directed as to create a safety hazard.
  - d) Act in any manner that does not promote good sportsmanship, incites players, coaches, and other spectators in a manner that is detrimental to the sport of hockey.

### 3. Violations of the Conduct Policy

- a. Violations of the Conduct Policy can and will be subject to sanctions by the Danville Youth Hockey Board and/or Committees designated by the Danville Youth Hockey Board in such matters. The Danville Youth Hockey policy for sanctions include:
  - i. First offense: Verbal reprimand or warning will be given by the Danville Youth Hockey Board and the warning will be documented, signed by the party/parties involved, and signed by the Board President.
  - ii. Second Offense: Written reprimand and notice of offense(s) with the possibility of suspension of playing/attendance privileges for the party or parties involved. This offense could result in a suspension of at least one practice and a game or more as deemed necessary by the Danville Youth Hockey Board and the Disciplinary Committee as well as AHA, USA Hockey, and other agencies of hockey that might be required.
  - iii. Third Offense: Possible termination of all privileges or participation in Danville Youth Hockey events as well as the forfeiture of the player's dues for that season up to that point. This can also be in addition to the possibility of permanently barring any future privileges or participation with Danville Youth Hockey and a Notice of the barring to AHA, USA Hockey, and other agencies of hockey that might be required.
  - iv. Any person in violation of the Conduct Policy and/or Zero Tolerance Policy and/or Danville Youth Hockey sanctions is not allowed at any event of Danville Youth Hockey. This includes the ice arena or place of event in which Danville Youth Hockey is being held.

## Danville Youth Hockey

Violators can, and will, be removed from the event.

- v. Any person in violation of the Conduct Policy and/or Zero Tolerance Policy having been banned or removed from Danville Youth Hockey events, who refuses to leave and/or returns to a Danville Youth Hockey event, can also be subject to possible legal charges.
  - vi. Any player, coach, or Danville Youth Hockey member that allows a person who is sanctioned into an event of Danville Youth Hockey, or advocates such person to attend or enter the event, can/will be subject to disciplinary actions under the Conduct and/or Zero Tolerance Policy.
  - vii. All violations of the Conduct and/or Zero Tolerance Policy will be reviewed on an individual basis and sanctions imposed after review by the Danville Youth Hockey Board and the Disciplinary Committee.
4. Sanctions without hearings
- a. Sanctions may be imposed where there is no dispute and the party does not request a hearing and where the Danville Youth Hockey board or Disciplinary Committee determines that the conduct is such that immediate sanctions are necessary in the best interest of hockey and/or Danville Youth Hockey. Some examples of conduct that may require immediate sanctions include:
    - i. Physical, sexual, or mental abuse of a player or person;
    - ii. Unwanted or unjustified physical contact of a player or person;
    - iii. Physical striking or assault of a player or person, fighting, or causing a fight;
    - iv. The use, sale, possession, or offering of any prescription or non-prescription medication and/or any type of mind-altering substances.

## ARTICLE VI- SCHOLARSHIP COMMITTEE

A Board-appointed Scholarship Committee shall be created to award the sponsorship funding available, each fiscal year. The committee will be chaired by the DYH Treasurer and include at least two additional members in good standing. The committee decisions shall become final upon approval of the Board at its regular monthly or special meeting, conducted in closed session to maintain confidentiality. The Board may decline the committee's recommendation by a two-thirds vote.

1. The committee will be responsible for review of all scholarship applications submitted by October 1 in order to make a recommendation for awards to the Board.
2. All scholarship funding will be awarded no later than November 1.
  - a. If additional scholarship funding is made available after the award date, the

- committee will review applicants for consideration of the additional funding.
3. See Scholarship Policy for full details.

## **ARTICLE VII – DUTIES OF DIRECTORS / OFFICERS**

### **Section 1: President**

The duties of the President shall include, but not be limited to, the following:

1. Supervise and carry out the day-to-day operations of the Association;
2. Will become Safesport certified on a yearly basis;
3. Presides over and calls meetings of the Association of the Board;
4. Makes decisions on questions not provided for in the By-Laws or rules until the next meeting of the Board of Directors;
5. Represents, or designates suitable representation for, this Association, subject to approval of the Board of Directors;
6. Appoints and monitors the activities of chairpersons of standing committees of the Association;
7. Serves as an ex officio member of all committees;
8. Notifies or delegates to the Secretary and all members of the Board of all regular and special meetings of the Association; and
9. Performs other duties as specifically assigned by the Board of Directors.

### **Section 2: Vice President**

The duties of the Vice President shall include, but not be limited to, the following:

1. Assumes the duties and powers of the President in his absence;
2. Will become Safesport certified on a yearly basis;
3. Oversees and conducts the elections of Directors and Officers;
4. Serves as Chairperson of the Rules and Disciplinary Committee;
5. Represents the Association, or designates a suitable replacement, as primary liaison to external organizations;
6. Oversees AHAI Rules and Ethics; and
7. Performs other duties as specifically assigned by the Board of Directors.

### **Section 3: Registrar**

The duties of the Registrar shall include, but not be limited to, the following:

1. Receives and registers all members of the Association;
2. Will be Safesport certified on a yearly basis;
3. Accurately documents payments received from membership in relation to season dues coordinated with Treasurer;
4. Oversees the registration of teams, coaches and players with USA Hockey and AHAI; and
  - a. Ensure all coaches/volunteers are fully certified as required by USA Hockey.
5. Performs other duties as specifically assigned by the Board of Directors.

### **Section 4: Treasurer**

The duties of the Treasurer shall include, but not be limited to, the following:

1. Will be Safesport certified on a yearly basis;

## Danville Youth Hockey

2. Pays rightful obligations of the Association, as approved by the Board of Directors;
3. Keeps and maintains ledgers and the books of account;
4. Prepares an annual tax return;
5. Receives funds for the Association;
6. Serves as Chairperson of the Sponsorship Committee;
7. Provide monthly statements via Crossbar or E-mail to all participants; and
8. Performs other duties as specifically assigned by the Board of Directors.

### **Section 5: Secretary**

The duties of the Secretary shall include, but not be limited to, the following:

1. Serves as Secretary to the Association;
2. Will be Safesport certified on a yearly basis;
3. Receives and manages all communications with the membership;
4. Records the attendance and minutes of all meetings of the Board or the membership making available via DYH Website/Crossbar;
5. Notifies the Association's membership of date, time and location of the Annual Meeting; and
6. Performs other duties as specifically assigned by the Board of Directors.

### **Section 6: Director of Marketing**

The duties of the Director of Marketing shall include, but not be limited to, the following:

1. Will be Safesport certified on a yearly basis;
2. Designs, implements, and facilitates annual marketing plan for the Association;
3. Oversees all communications activities with external organizations to include advertising media such as radio, newspaper, etc;
4. Oversees development of Association website, Facebook and other Social Media; and
5. Performs other duties as specifically assigned by the Board of Directors.

### **Section 7: Ice Scheduler**

The duties of the Ice Scheduler shall include, but not be limited to, the following:

1. Will be Safesport certified on a yearly basis;
2. Implements and facilitates ice scheduling for the Association;
3. Works with all Coaches/Team Admins to schedule and facilitate games/tournaments;
4. Reports the status of scheduling and commitment of ice to the Board monthly; and
5. Performs other duties as specifically assigned by the Board of Directors.

### **Section 8: Coaching/Player Development Coordinator**

The duties of the Coaching/Player Development Coordinator shall include, but not be limited to, the following:

1. Will be Safesport certified on a yearly basis;
2. Familiarize themselves with USA Hockey player development programs and guidelines;

## Danville Youth Hockey

3. Work within USA Hockey guidelines to develop coaches;
4. Work within USA Hockey guidelines to develop programs that improve player skills;
5. Coordinates coaching meetings at his/her discretion to include coaching evaluations with feedback;
6. Approves Coach recommendations for athlete advancement from Learn to Skate Program to house/travel team; and
7. Performs other duties as specifically assigned by the Board of Directors.

### **Section 9: Equipment Coordinator**

The duties of the Equipment Coordinator shall include, but not be limited to, the following:

1. Will be Safesport certified on a yearly basis;
2. Shall keep an inventory of Association equipment;
3. Shall issue equipment as directed by the board to include apparel or accessories (neck guards, mouth pieces, etc);
4. Keeps a record of all equipment rentals for usage throughout the season
5. Recommends the need for new equipment to the Board;
6. Is primarily responsible for managing the Association's physical assets; and
7. Performs other duties as specifically assigned by the Board of Directors.

### **Section 10: Fundraising Coordinator**

The duties of the Fundraising Coordinator shall include, but not be limited to, the following:

1. Will be Safesport certified on a yearly basis;
2. Formulate fundraising ideas and present them to the Board of Directors for approval;
3. Oversees all fundraising events;
4. Maintain a list of sponsors, addresses, telephone numbers, and contact names;
  - a. Responsible for providing sponsors with a Thank You letter indicating monies donated to the organization and provide them with necessary tax exemption paperwork.
5. Apparel – Ensure a team store is implemented twice per season using a company that donates a percentage back to DYH; and
6. Performs other duties as specifically assigned by the Board of Directors.

### **Section 11: Team Admins**

The duties of the Team Admins shall include, but not be limited to, the following:

1. Facilitate an annual team meeting at the beginning of the season with all parents/guardians of players to include Board Representative(s). Additional

## Danville Youth Hockey

- meetings to be scheduled as needed;
2. Will be SafeSport certified on a yearly basis;
  3. Coordinate volunteers, document member volunteer hours and arrange for all games and tournaments to be adequately staffed;
  4. Assists coaches with communication through Crossbar or other preferred means of communication;
  5. Collect all game sheets at the end of every game, maintain copies all season, and submit to the Registrar following each game for submission to USA Hockey;
  6. Help gather volunteers from their respective team for any DYH events and/or fundraising events;
  7. Block hotel rooms for the entire team for away games. Will ensure the hotel is clean, safe, comfortable, and affordable (within reason due to time and location of booking) for all DYH families on respective team;
  8. Manage calendar function for practices and games through Crossbar; and
  9. Serve as liaison between the team and the Association.

## **ARTICLE VIII- COACHES**

### **Section 1: Responsibilities and Standards**

1. Coaches of all levels shall maintain a current USA Hockey coaching certification card for the appropriate level of coaching.
2. Will be SafeSport certified on a yearly basis.
3. Ensure team is following SafeSport guidelines.
4. Teach the fundamentals of the game of ice hockey within the boundaries or context of good sportsmanship.
  - a. Stick Handling
  - b. Skating
  - c. Positioning
  - d. Passing
  - e. Shooting
  - f. Goalie Skills **and**
  - g. Other age appropriate skills as determined by the athlete themselves and the Board of Directors.
5. Responsible for the conduct and well-being of all players while representing DYH.
6. Oversee the day to day operations of their team.
7. Display professionalism in duties that are carried out.
8. Responsible for any equipment that belongs to DYH.
9. Ensure all rules and guidelines are followed by the team.
10. Attend coaches meetings and/or clinics required by Board of Directors
11. Instill teamwork, self-control, and discipline within the team.
12. Be a positive role model by treating all players, coaches, officials, fellow spectators with respect and support.
13. Understand and follow USA Hockey's Zero Tolerance Policy.

## **ARTICLE IX– ATHLETES/PARENTS/GUARDIANS**

### **Section 1: Responsibilities and Standards**

1. Attend team activities.



## Danville Youth Hockey

2. Arrive on time.
3. Have all equipment and be ready to play.
4. Communicate if you or your athlete will not be in attendance.
5. Support your athlete.
6. Be a good representative of DYH at all associated activities.
7. Be a positive role model by treating all players, coaches, officials, and fellow spectators with respect and support.
8. Understand and follow USA Hockey's Zero Tolerance Policy.

### **ARTICLE X – FINANCE**

#### **Section 1: General Fund**

The general fund shall consist of the income from the receipts of fees from all categories of members, interest on bank deposits and investments of general funds, all Board approved fundraising activities and any other funds received by grant, gift, bequest, or any other device or transfer.

Execution of Documents: All contracts, leases, or other instruments executed on behalf of the Association shall be signed by the Secretary and counter-signed by the President.

#### **Section 2: Receipts and Disbursements – General Fund**

1. The Treasurer, President, Registrar, and Fundraising Coordinator shall receive and deposit in a designated bank all monies designated for the general fund.
2. All funds shall be deposited in a timely manner in the bank account of the Association.
3. All checks, drafts or orders for payment of money, notes or other evidence of debt in the name of the association shall be signed in a manner designated by the Board of Directors.
4. All funds disbursed over \$20.00 shall be disbursed either by debit card, payment app, or check.
5. All transactions must be accompanied by a receipt regardless of the size.
6. All Association expenses, not pre-approved within the Annual Budget, will be reviewed by the Board for approval to be paid by the Treasurer.

#### **Section 3: Annual Budget**

1. The annual budget of DYH shall be prepared by the President for presentation to the Board of Directors.
2. The adoption of a budget, including any amendments thereto, shall be presented at the second meeting of the fiscal year once registration has closed.

#### **Section 4: Financial Reports**

1. An annual report of the general fund, including income and expenditures of the current fiscal year, shall be prepared by the Treasurer.
2. An annual audit of the funds of DYH may be made by an independent auditing agency appointed by the Board of Directors.
3. An annual audit of all assets may be conducted by an independent auditing agency appointed by the Board of Directors, upon election of each new Treasurer.
4. The board, at its March meeting, shall ensure that the Treasurer has retained a competent accounting firm to prepare the association's annual IRS Form 990 which must be filed by September 15<sup>th</sup> of the current year.

**Section 5: Grants**

The board of Directors may accept, on behalf of DYH a gift, bequest, or devise for general purposes or for any special purpose of DYH provided it is communicated and documented in the secretary notes at the next meeting.

**Section 6: Books and Records**

The association shall keep correct and complete books and records of accounts and shall also keep accurate minutes of the proceedings of its members, Board of Directors and committees having authority of the Board of Directors.

**ARTICLE XI- AMENDMENTS TO THE BY-LAWS**

**Section 1: Amendment Requirements**

These By-Laws may be amended after notice at the Annual Meeting or a Special Meeting and having the Board vote on the amendment by secret ballot at the Annual Meeting or a Special Meeting. The amendment shall pass upon a vote of two-thirds of the Board members.

Danville Youth Hockey

NOW THEREFORE these amendment(s) to the By-Laws were duly voted upon, approved and adopted by the following:

**Date:** 08/13/2025

X s/Shane Hagler  
**President**

X \_\_\_\_\_  
**Vice-President**

X s/Cassie Williams  
**Registrar**

X s/Kendra Kinney  
**Treasurer**

X s/Rachael Nelson  
**Secretary**

X \_\_\_\_\_  
**Director of Marketing**

X s/Jamie Wallace  
**Ice Scheduler**

X \_\_\_\_\_  
**Coaching/Player Development Coordinator**

X \_\_\_\_\_  
**Equipment Coordinator**

X s/Liz Watson  
**Fundraising Coordinator**