



ATHENS YOUTH HOCKEY ASSOCIATION

# BYLAWS

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## PURPOSE OF THE AYHA BYLAWS

For many years, knowledge of how to implement a youth hockey program has been passed verbally from parent volunteer to volunteer. Unfortunately, during periods of high turnover within the Board of Directors, or when parents' players age-out of youth hockey, a significant portion of institutional knowledge gained by years of experience is lost. New parents who volunteer to manage even basic operations of the Association, such as setting up registration, scheduling referees, or establishing a budget for the coming season, can find themselves at a loss when the more experienced parents graduate with their youth players.

To alleviate this periodic knowledge gap, the AYHA Bylaws have been reorganized and updated to provide clear provisions for managing and regulating the internal affairs of the Association. The Bylaws also are the written rules that establish the Association's management structure and governance procedures so that the AYHA can be run in a consistent manner from season to season. The Bylaws are the culmination of many, many years of experience from innumerable parent volunteers who have made each season work for our youth hockey players.

It is the intent of the Bylaws to function as the binding rules that outline how the Association will operate. If the AYHA Handbook is a more detailed guide of "how" parents, players, and coaches make the Association work, the Bylaws are the "why" and the "who" of the organization's policies and procedures. Should there be an unintentional discrepancy between the information in the Association's Bylaws and Handbook, the Bylaws shall take precedence over the Handbook at all times. Modifications to the Bylaws shall be per the Board of Directors only and as set forth in the Bylaws procedures.

## STAY UP TO DATE

The AYHA utilizes its website, [www.athenshockey.com](http://www.athenshockey.com), as one of its most effective communication tools for major Association events and practice schedules. Please utilize the website routinely for a variety of Association updates and notifications. Additionally, get to know your team coaches, team manager, and current Board of Directors so you can stay in touch with what's going on and how you can assist the Association make youth hockey even better each year.

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## REVISION HISTORY

- **Approved October 2, 2023**  
Reorganization of the applicable sections of the prior bylaws and handbook into a single document that is easier to read and addresses inconsistencies with information and terminology.



## ARTICLE I

### **NAME, PURPOSE, AUTHORITY, & NON-PROFIT STATUS**

- 1) Name
  - a) The name of this organization shall be the Athens Youth Hockey Association, hereinafter referred to as the "Association".
- 2) Purpose
  - a) The Association is a volunteer-driven group chartered to organize and coach ice hockey teams for all ages in Southeast Ohio. Our primary mission is to teach fundamental hockey skills, teamwork skills, and sportsmanship through competition, and to promote and further the development of ice hockey in Athens and the surrounding areas. AYHA supports the development of both self-discipline and an inclusive teamwork ethic to foster team success at the highest possible competitive level.
- 3) Authority
  - a) The Association is affiliated with USA Hockey and will comply with the constitution of USA Hockey.
  - b) The Association is affiliated with the Mid American District (Mid Am) Hockey and will comply with its governance and rules.
- 4) Non-Profit Status
  - a) The Association is organized as a charitable organization and subject to the State of Ohio Revised Code, which dictates the behavior and requirements of charitable organizations.
  - b) All assets of the Association shall not benefit any member, officer, or person, individually or collectively.
  - c) Should this Association disband, the assets of the Association shall be contributed to an area non-profit youth sports association as chosen by the Board of Directors.



## ARTICLE II

### DEFINITIONS AND AMENDMENTS TO THE BYLAWS & HANDBOOK

#### 1) Definitions

- a) Association Member – the parent(s) or legal guardian(s) of a youth hockey player that is registered for the current season.
- b) Board of Directors – the governing body of the AYHA that administers the youth hockey Association and votes on key issues. The Board of Directors includes officials in the Executive Committee elected by the Association members as well as positions appointed by the Executive Committee.
- c) Bylaws - rules adopted by the Association chiefly for the government of its members and the regulations of its affairs. Bylaws relate to more overarching Association objectives, obligations, and directives.
- d) Conflict of Interest – a situation in which a person or persons involved in a decision-making or policy-making process of the Association makes such decisions in order to derive personal benefit or benefit to a family member.
- e) Executive Committee – Voting members of the Board of Directors that include the President, Vice-President, Secretary, Treasurer, and Past President.
- f) Handbook - the detailed operational instructions capable of being used by the Association's members as a ready reference. Handbooks relate to more specific administrative recommendations on how various requirements of the Bylaws should be practically implemented.
- g) May – term referring to actions, activities, or obligations of the Association that are optional and subject to the discretion of the Association.
- h) Shall - referring to actions, activities, or obligations of the Association that are mandatory.

#### 2) Amendments to the Bylaws and Handbook

- a) Proposed changes to the Bylaws and the Handbook, including adoption, amendment, or repeal, shall be presented to the Board of Directors, setting forth in detail the subject of the proposed amendment.
- b) Upon receipt of a proposed amendment to the Bylaws or Handbook at a scheduled meeting of the Board of Directors, the amendment shall be publicized to the Association members via an email or other electronic notification, and the amendment shall be published on the Association website as an article immediately for a review period of no less than three calendar weeks after its receipt. The Association members shall have the three-calendar week period to review the proposed amendment and provide feedback for the Board of Directors' consideration at the next regularly scheduled Board of Directors meeting. At the next regularly scheduled Board of Directors meeting, the Board of Directors may vote to modify the proposed amendment per Association feedback, vote on the proposed amendment, or table the proposed amendment for future discussion.

- c) Proposed amendments to the Bylaws and the Handbook shall be voted on by the Board of Directors at the next regularly scheduled meeting after the three-week Association member review period has ended. A two-thirds majority vote of the Board of Directors shall be required to approve an amendment. The approval of an amendment shall be published on the Association website as a news article for no less than four calendar weeks from the date of the vote to approve.
- d) If the Board of Directors does not approve a proposed amendment, the Association members may approve the proposed amendment by a simple majority vote of the total number of current Association members. In order to initiate an Association member vote on an amendment, no less than 25% of the current year's total number of Association members must provide a written vote request to the Board of Directors. Each parent or legal guardian with a registered player in the current season may have a single vote for or against the proposed amendment. Parents or legal guardians with more than one registered player in the current season shall still have only a single vote for or against the proposed amendment. Member votes may be taken in one of two ways, but not a combination thereof:
- i) At an Open Meeting of the Board of Directors or other Association Function: the Association members may vote on a proposed amendment at a regularly scheduled open meeting of the Board of Directors or other open Association function, with one exception: no voting shall be permitted during the end-of-season player banquet. Voting shall be per hand ballot and tallied by the Board of Directors. The Board of Directors shall report the results of the vote to the Association members and amend the Bylaws and/or Handbook if a simple majority of Association member votes has been reached.
  - ii) By Ballot Box at Bird Ice Arena: the Board of Directors shall arrange for a ballot box to be present at all practices for a continuous week (Monday through Friday) in the lobby at Bird Ice Arena. Each Association member may vote on the amendment by printing and signing their name, printing the name of their youth player, and voting yay or nay on the amendment before placing their vote in the ballot box. Text of the full amendment shall be clearly visible next to the ballot box for all Association members to read, and the Board of Directors shall ensure that the individual votes of each Association member remain confidential. The Board of Directors shall report the results of the vote to the Association members and amend the Bylaws and/or Handbook if a simple majority of Association member votes has been reached.
- e) In the event that the Association members desire to veto an amendment that the Board of Directors has voted to approve, no less than 25% of the current year's total number of Association members must provide a written veto request to the Board of Directors. The voting process to veto an amendment shall be per section 2.d of this Article.



## ARTICLE III

### ASSOCIATION PARTICIPATION AND MEMBERSHIP

#### 1) Association Participation

- a) The Association is open to all area boys and girls who have complied with the registration requirements of the Association. Participation is also subject to the applicable rules of any league(s) within which Association teams participate.

#### 2) Association Membership

- a) The parent(s) or immediate legal guardian(s) of a registered player(s) in the current season year shall be Association members.
- b) The parent(s) or legal guardian(s) of former Association youth players may also be recognized by the Board of Directors as Association members for specific roles within the Association during the current season. The roles for parents or legal guardians of former players shall be non-voting in nature, and those roles may include Board of Directors appointed coordinators, coaches, team volunteers, Director of Hockey, or other special positions.
- c) Alumni players no longer participating in the Association may also be recognized by the Board of Directors as Association members for specific roles within the Association during the current season. The roles for alumni players shall be non-voting in nature, and those roles may include Board of Directors appointed coordinators, coaches, team volunteers, or Director of Hockey, or other special positions.
- d) University staff, students, or other community members may also be recognized by the Board of Directors as Association members for specific roles within the Association during the current season. The roles for university staff, students, or other community members shall be non-voting in nature, and those roles may include Board of Directors appointed coordinators, coaches, team volunteers, or Director of Hockey, other special positions.





## ARTICLE IV

### **GOVERNING BODY AND DUTIES OF THE BOARD OF DIRECTORS, COACHES & TEAM MANAGERS**

#### 1) Governing Body

- a) The governing body of the Association shall be its Board of Directors. The Board of Directors shall be responsible for operation of the hockey program and its associated activities.
- b) To protect the integrity of the Association, no related members shall be on the Executive Committee of the Board of Directors during the same season (e.g., husband/wife or brother/sister, etc.). A member of the Executive Committee may be related to another voting member of the Board of Directors. Any member of the Board of Directors, including the Executive Committee, may be related to another member in a non-voting coordinator role or other special position (e.g., coordinator, fundraiser, committee member, etc.).
- c) The following elected officers shall be voting members of the Board of Directors: President, Vice President, Secretary, and Treasurer. In addition, the immediate Past President shall be a voting member of the Board of Directors. These five officers shall comprise the Executive Committee of the Board of Directors. To ensure as broad a representation of the Board of Directors as possible, head coaches and assistant coaches shall not be eligible to concurrently hold an Executive Committee position. While it is permissible for team managers to hold an Executive Committee position, team managers should consider if they have sufficient availability to support a hockey team and hold an Executive Committee position at the same time.
- d) A Referee Scheduler, Registrar, and Rink Scheduler will be appointed by the Executive Committee, and each position shall serve as voting member of the Board of Directors. To ensure as broad of representation on the Board as possible, head coaches, assistant coaches, team managers, and members of the Executive Committee shall not be eligible to concurrently hold an appointed Board position. While it is preferred that each of these appointed positions be held by separate individuals, the Board of Directors may vote to allow the Referee-in-Chief and Rink Scheduler positions to be held by the same individual concurrently, due to the synergies between the two positions. If one individual holds both positions, they shall only have one vote in any Board of Directors matters.
- e) A League Representative for the BTHL and a League Representative for the OSHL shall be appointed by the Board of Directors by the beginning of May, and each league representative shall serve as a voting member of the Board of Directors. This position shall only have one vote per individual representative, even if they represent more than one league. To ensure as broad representation on the Board of Directors as possible, head coaches, assistant coaches, team managers, and other voting members of the Board of Directors shall not be eligible to be a league representative.
- f) A Team Representative to the Board of Directors shall be nominated and voted on by a majority of parents of registered players for each team at the beginning of the season, subject to Board of Directors approval. Each team representative shall serve as a voting member of the Board of Directors. If there

is more than one team within an age division, the parents of the registered players on the second team shall have a separate vote for their team representative, and that second team representative shall also serve as a voting member of the Board of Directors. It is permissible for two teams in any of the age divisions to have the same individual serve as team representative, but only with the prior approval of the Executive Committee of the Board of Directors. To ensure as broad of representation on the Board possible, head coaches, assistant coaches, and team managers shall not be eligible to be the team representative.

- g) A Director of Hockey shall be nominated and voted on by the Board of Directors at the beginning of the season. The Director of Hockey shall be a member of the Board of Directors and have the ability to vote on Board issues, but the Director of Hockey shall not be eligible to be a member of the Executive Committee of the Board of Directors. If the Director of Hockey is a head coach as well, the Director shall recuse themselves from a vote when there is a conflict of interest. The Director of Hockey shall provide a monthly update to the Board of Directors on any on-ice issues, player evaluations, and on-ice training, or other hockey related matters.

## 2) General Duties of the Board of Directors

- a) The Board of Directors shall at all times strive to advance the interests and well-being of the Association, its members, and its players above the personal interests of any individual member of the Board.
- b) The Board of Directors shall abide by and assist in the enforcement of the Code of Conduct and/or sanctions levied by the Association's Conduct Committee.
- c) The Board of Directors shall create policies and regulations as it sees fit to assure the effective operation of the Association's programs. The Board of Directors shall interpret and enforce the policies and regulations of the Association, and shall operate within the by-laws of the Association, the rules and bylaws of USA Hockey, the rules and bylaws of Mid Am Hockey, and the rules of any league with which the Association is affiliated.
- d) At the discretion of the Board of Directors, the Board of Directors may annually appoint coordinators to special positions that the Board deems necessary to conduct Association business. Examples of special positions may include, but are not limited to, website coordinator, fundraising coordinators, AYHA tournament coordinators, player and coach development coordinators, etc. Coordinators do not need to have youth players currently in the Association, and they shall not be voting members of the Board of Directors.
- e) The Board of Directors shall be responsible for determining registration fees, conducting fundraising activities, and administering all Association funds.
- f) The Board of Directors shall appoint sub-committees from the members of the Association as necessary to accomplish tasks which cannot be readily managed by the Board of Directors. At least one Board of Directors member shall be a part of any sub-committee.

### 3) Duties of the Executive Committee of the Board of Directors

- a) The President shall uphold and enforce the Association bylaws and policies as well as the bylaws, rules, and policies of USA Hockey and Mid Am Hockey. The President shall preside over all AYHA Board of Directors meetings, shall act as ex officio member of all Association committees, shall serve on the Executive Committee, and shall represent the Association in all matters with outside organizations. Records of the Association shall be maintained by the President, and the President shall be responsible for checks and balances for other positions as applicable.
- b) The Vice President shall assume the duties of the President in his or her absence or disability and shall fulfill the President's term if the President is unable to do so. The Vice President shall serve as chair of the Conduct Committee. In this capacity, it is the responsibility of the Vice President to meet with Team Managers and Coaches prior to the first game(s) being played to explain their roles and responsibilities with regard to the Code of Conduct. The Vice President will meet with all players' parents to explain the Code of Conduct, including enforcement of USA Hockey SafeSport and enforcement of the locker room policy. The Vice President shall maintain the Association's Handbook of policies and regulations. The Vice-President shall be responsible for checks and balances for other positions as applicable.
- c) The Secretary shall record the minutes of all meetings of the Board of Directors, provide them for all Board members, and post them for the benefit of all Association members in a manner as provided for in Article VI of these Bylaws. The Secretary shall be responsible for any mailings to the Association members or participants. The Secretary shall be responsible for checks and balances for other positions as applicable.
- d) The Treasurer shall control all funds of the Association and make disbursements for payment of any obligation authorized by the Board of Directors. The Treasurer shall maintain a suitable set of books and report on the financial status of the Association at each regularly scheduled Board meeting. The prior season's outgoing Treasurer shall submit to the Board of Directors an annual accounting of income and expenditures to the Board of Directors by April 15th of each year in a manner as provided for in Article VII of these bylaws. The Treasurer shall provide a budget for the upcoming fiscal year for approval of the Board of Directors no later than the first regularly scheduled Board meeting in May of each year and shall also file tax returns as may be required by law. The Treasurer shall be responsible for checks and balances for other positions as applicable. The Treasurer shall distribute payment to referees by the 10<sup>th</sup> of each month for officiating games during the prior month.
- e) The Immediate Past President shall chair the Nominating Committee, serve on the Conduct Committee, and serve on the Executive Committee.

### 4) Duties of Appointed Members of the Board of Directors

- a) The Registrar shall coordinate the annual registration of participants. The Registrar manage the registrations of all youth players, coaches, and parents participating in off-ice duties that involve player interaction as well as keep account of the status of all unpaid and partially paid fees. The Registrar shall coordinate with the Treasurer to ensure the proper accounting and classification of registration fees deposited. The Registrar shall submit team, player, and coach registrations and rosters to USA Hockey and shall serve as liaison to USA Hockey on all matters related to registration. The Registrar

shall maintain the current listings of Association players and members and may recommend to the Board of Directors the denial of skating privileges to any participant who has not paid registration fees or made satisfactory arrangements for their payment by the deadline set forth by the Board of Directors. The Registrar shall also be responsible for maintaining the registration and official rosters for all BTHL and OSHL teams, including double-roster players, as well as providing rosters to individual teams participating in non-league, USA Hockey sanctioned tournaments.

- b) The Referee Scheduler shall be responsible for coordinating with USA Hockey on any matter involving officiating and shall bring to the Board of Directors any action by a player, coach, or member that is reported by on-ice officials that could result in disciplinary action. The Referee Scheduler shall present all reported protests to the Board of Directors for action. The Referee Scheduler shall be intimately familiar with all playing rules applicable to the Association and shall be prepared to support his or her knowledge with written rules when necessary. The Referee Scheduler shall be responsible for recruiting and developing new referees as needed, for scheduling referees in coordination with the Rink Scheduler, and for maintaining referee certifications as required by USA Hockey. The Referee Scheduler shall submit invoices to the Treasurer by the first of each month for payments referees for officiating games during the prior month.
  - c) The Rink Scheduler shall be responsible for scheduling practices, tournaments, games, and other use of home ice outside of normal practice times. The Rink Scheduler shall coordinate with Bird Ice Arena management prior to the start of each season and thereafter as necessary to ensure ice time is consistently available for practices, tournaments, and games.
  - d) The Director of Hockey shall be responsible for the oversight of on-ice activities at Bird Ice Arena, including team practices, management of coaches, management of on-ice equipment, and making recommendations for new equipment. The Director of Hockey shall also provide or otherwise arrange for unbiased player assessments, assist coaches with team formation and player management, and consult with coaches at their request on questions of skill development or any other on-ice concerns.
  - e) League representatives shall represent the Association at all meetings with the BTHL and OSHL and report to the Board of Directors all decisions, issues, or other matters pertaining to the participation of the Association in either league as required. With the exception of the current President, no other member of the Board of Directors or Association member shall be permitted to contact either the BTHL or OSHL in regard to team formation, rosters, games, questions of rules interpretation, disputes, etc., without the express permission of the President and the league representative. The league representatives shall be required to participate in the administration of either league as required by either league's current bylaws.
  - f) Coordinators shall be responsible for specific duties as determined by the Board of Directors.
- 5) Coaches and Team Managers
- a) Coaches and Assistant Coaches shall apply to and be approved by the Executive Committee of the Board of Directors. Coaches and Assistant Coaches may be members of the Board of Directors, but they may not be members of the Executive Board of Directors. Coaches shall be responsible for providing overall leadership and instruction to all players on their team, regardless of skill level.

Coaches shall also be responsible for adhering to the Association's requirements and expectations for the position as detailed in the Handbook.

- b) Team Managers for 8U, 10U, 12U, 14U, and High School age divisions shall be nominated and voted on by a majority of parents of registered players for each team at the beginning of the season. If there is more than one team within an age division, the parents of registered players on the second team shall have a separate vote for a team manager. It is permissible for the same team manager to represent both teams within an age division, but it is generally recommended for logistical purposes that the two teams have different managers. A team manager shall not represent two teams in different age divisions. Team managers shall be responsible for scheduling both in-league and out-of-league games for the duration of the season, including additional tournaments beyond the end-of-year league tournament. The team manager shall also provide team rosters for each game and promptly submit scoresheets to the BTHL, OSHL, or other recipients as required. The Team Manager shall arrange an electronic phone application as a central place for communication to all families of players, coaches, and other team volunteers during the season.



## ARTICLE V

### ELECTIONS, TERMS OF OFFICE, VACANICIES, AND REMOVAL OF BOARD MEMBERS

#### 1) Elections

- a) The Board of Directors shall appoint a Nominating Committee to present candidates to the Association members for offices of the Association. The nominating committee shall be chaired by the Past President of the Association and shall include two additional members.
- b) An election shall be held annually by the Association to elect officers to the Board of Directors, which election shall be held at the annual meeting of the Association, prior to May 1.
- c) In addition to nominations presented by the Nominating Committee, nominations shall be accepted from the floor at the annual meeting.
- d) Elections shall be by hand ballot at the annual meeting. If an election results in a tie, a run-off election shall be employed to break the tie.
- e) Each member of the Association shall have one vote. Membership and voting privileges shall be extended to any adult or legal guardian who has a child or children registered with the Association.

#### 2) Terms of Office

- a) All elected terms of office shall begin May 1, following the election at the annual association meeting to be set by the Board.
- b) The elected officers shall serve terms of one year each.
- c) The President shall not serve more than two consecutive terms. Other members of the Board of Directors may serve unlimited consecutive terms.
- d) All appointments of the Board of Directors shall be for one year, from May 1 to April 30.
- e) All appointed BTHL and OSHL League representatives shall be appointed by the Board of Trustees as soon as possible after May 1 to ensure the Association has representation in the Leagues, and they shall serve to April 30 of the following year.
- f) All elected Team Representatives shall serve terms of a partial year from September 1 (or as soon as possible thereafter) to April 30 of the following year.

#### 3) Board of Director Vacancies

- a) In the event that a member of the Board of Directors resigns or is not able to finish his or her term of office, the Board of Directors shall notify the Association members of the vacancy and accept nominations to appoint a member within 30 days to fill the vacancy and finish the unexpired term of the vacating Board member.

#### 4) Removal of Board Members

- a) Failure of a member of the Board of Directors to fulfill his or her responsibilities, in the majority opinion of the other Board members, shall result in his or her reassignment or expulsion from the Board of Directors.
- b) Members of the Executive Committee of the Board of Directors may only be removed from office by a unanimous vote of the other Executive Committee members. Members of the Executive Committee being considered for removal from the Board of Directors may not partake in a vote for his/her removal from office. Members of the Executive Committee shall not abstain from a yea or nay vote. Votes shall be by ballot, yea or nay, and the voting member of the Executive Committee is not required to identify their name on the ballot.
- c) Any other member of the Board of Directors may be removed by a majority vote of the Board of Directors whenever the best interest of the organization would be compromised by that individual being detrimental to the growth, reputation, or overall benefit of the organization. Voting procedures shall be the same as removing a member of the Executive Committee.
- d) Board of Directors members missing three meetings in any fiscal year without an excused absence from the President are subject to suspension and/or removal from the Board of Directors by a simple majority vote of the Board of Directors. Said Board member will be notified in writing of the removal vote.



## ARTICLE VI

### BOARD MEETINGS AND VOTING

#### 1) Board of Directors Meetings

- a) The Board of Directors shall hold regular monthly meetings that conform to pertinent sections of Robert's Rules of Order as detailed in the Association Handbook. Meetings shall be open to all active members of the Association. All Association members may participate in discussion and bring business before the Board of Directors without restriction or needing to previously be on the agenda. However, only members of the Board of Directors are granted voting privileges.
- b) The Board of Directors shall hold an annual meeting prior to the end of season banquet as well as any other special meetings as called by the President or any two members of the Board of Directors. In order to conduct business, at least one-third of the members of the Board must be present. The annual meeting and other special meetings of the Board of Directors shall be open to Association members, players, and invited guests.

#### 2) Conduct of Meetings

- a) Regular monthly meetings as well as the annual meeting or any other special meeting, shall conform to the pertinent sections of Robert's Rules of Order as detailed in the Association Handbook.

#### 3) Voting

- a) The Board of Directors shall vote on all issues of significance to the organization. This includes establishing budgets, approving major expenditures, reviewing team structures, and any other issue where decision-making authority is appropriate. In order to commence a vote, at a minimum three of five members of the Executive Committee shall be present for the vote, and at least three other voting members of the remaining Board of Directors shall be present for the vote.
- b) It is permissible for motions to be entertained that relinquish voting matters to the Executive Committee. Such motions must be approved by a majority of eligible voting Board members who are present at the given meeting. In the case of a tied vote, the vote shall move to the Executive Committee vote. In the case of a tied vote among the Executive Committee, the AYHA President shall cast the deciding ballot.
- c) If a member of the Board of Directors has a conflict of interest with a vote, that Board member shall abstain from the vote and all discussion related to the vote.





## ARTICLE VII

### ACCOUNTING AND RECORD KEEPING

Consistent and accurate accounting and financial recordkeeping is essential for the Association to meet its organizational obligations and maintain its nonprofit status. Additionally, there are mandatory obligations such as the yearly Marazon Tournament that the Association must comply with to maintain its nonprofit status. The role of the Treasurer is to ensure that the accuracy of the accounts and records are maintained and distributed as required below as well as coordinate with other Board positions to ensure accurate data is collected each month during the fiscal year.

#### 1) Accounting

- a) Fiscal Year – the Association’s fiscal year shall begin on June 1<sup>st</sup> of each year and conclude on May 30<sup>th</sup> of the following year.
- b) The Treasurer shall coordinate with the Association’s certified public accountant for all necessary submissions related to taxes, non-profit status, or other budget requirements as necessary.
- c) Management Software – the Treasurer shall utilize Quicken or other suitable software to track monthly income and expenditures to the Association’s account(s).
- d) Annual Operating Budget
  - i) The Treasurer shall provide an annual operating budget to the Board of Directors no later than the first regularly scheduled Board of Directors meeting in May of each year for consideration with the goal of having registration for the upcoming season open June 1<sup>st</sup> after the budget has been approved. The primary purpose of the budget is to provide an estimation of monthly cash flows for the fiscal year so that registration fees for the current season established for player registration to open by June 1<sup>st</sup>.
  - ii) The annual operating budget shall include monthly estimates for as many categories as possible as described in Section 1.e of this article. Income from registration fees shall be based on a reasonable estimation of the number of players anticipated for each age division, while other fund sources and expenses shall be based on reasonable averages from the prior two seasons or the best information available at the time the budget is created.
- e) Typical Income and Expense Categories - Utilizing Quicken or other software package suitable for tracking The Treasurer shall maintain a monthly general ledger, which shall include at a minimum the following itemized income categories:

- i) The Treasurer shall provide at least 48 hours in advance of a regularly scheduled Board of Directors meeting a detailed balance sheet of all of the income and expense categories and provide a net income balance for the prior month. For example, at the November Board meeting, the Treasurer

<b>Income Categories</b>	<b>Expense Categories</b>
Player Registration Fees	Active and Website Registrations
Grants, Fund Raising, and Donations	Insurance Fees
Concessions or Other Sale Income	Bird Ice Arena Facility Payments
Association Tournaments, Clinics, & Camps	Gifts and Awards
	Playerships
	Salaries, Officiating Wages, and Per Diems
	Uniforms and Equipment
	League and Tournament Registrations

shall provide the balance sheet for October.

- ii) The annual budget and monthly budget updates shall sent to the Board shall be provided in PDF format and distributed to Board members via email.
- f) Annual Financial Report
- i) The Treasurer shall provide an annual financial report for the prior fiscal year for Board approval no later than April 15<sup>th</sup> of each year. The report shall include at minimum a balance sheet summary by month that includes a summary of incomes and expenses by category, and an overall Association positive balance or shortfall amount.
- 2) Record Keeping
- a) Retention of Association records shall be per the Charitable Law Records Retention Schedule, which is published by the Ohio Attorney General's Office for charities that are subject to the requirements of the Ohio Revised Code. In general, records related to the Association's tax information, financial reports, income, deposits, payments, refunds, and other expenses shall be kept electronically for a period of five (5) full fiscal years. After five fiscal years, older records shall be deleted or otherwise destroyed upon the approval of the Board of Directors.
- b) Electronic records shall be kept on a secure third-party data host, with access available to the current Executive Committee of the Board. The Treasurer shall be responsible for coordinating the monthly upload and storage of accounting records, receipts, and other appropriate documents.
- c) The Executive Committee shall have access to all records maintained by the Treasurer at all times.
- d) The President shall have joint access with the Treasurer to the Association accounts and credit card and be authorized to make purchases and endorse checks in the event the Treasurer is unable to do so.



## ARTICLE VIII

### MANDATORY AND NON-MANDATORY ASSOCIATION PROGRAMS

- 1) Mandatory Association Programs: the following programs are mandatory on a yearly basis, and their implementation shall be administered by the Board of Directors.
  - a) Columbus Blue Jackets Foundation Grant Application
    - i) Description: each year, the CBJ Foundation uses its resources to raise funds for local non-profits that focus on the wellness and health of children, and their grant is a significant component to the Association's ability to offer playerships and maintain a balanced budget.
    - ii) Requirement: the Executive Board shall be responsible for completing, or delegating to a Coordinator or other Board member, the grant application and submitting it each year. In a typical year, the CBJ Foundation grant application is due by the end of April.
    - iii) Record Keeping: the grant application and documentation of grant award shall be maintained per Article VII, Section 2 of these bylaws.
  - b) Travel Leagues
    - i) Description: each season, the Association shall provide the opportunity for 10U, 12U, and 14U to participate in a travel league within the Buckeye Travel Hockey League (BTHL); the 8U team has the option to participate in the BTHL 8U Division to play in jamborees depending on whether there is sufficient interest and commitment from current year 8U Association families to form a travel team. To provide a competitive environment and maximize player development, creation of a travel team in each of these age divisions shall be prioritized over a zero-travel or practice-only team.
    - ii) Rostering Two Teams: in the event there are more than twenty (20) players registered for an age division, the Association may, at the approval of the Executive Committee of the Board of Directors and the rules of the BTHL, establish a second travel team, subject to the rules and requirements of the BTHL and recommendations and requirements of the Association Handbook. If there are twenty or fewer registered players for an age division, the Association may, at the approval of the Executive Committee of the Board of Directors and rules of the BTHL, establish a second travel team as well.
    - iii) Requirement: at the direction of the Executive Committee of the Board, the Association's BTHL League Representative shall be responsible for submitting all applications and other information as necessary to the BTHL. The Association's BTHL League Representative, and the Association President, Vice President, and Registrar as necessary, shall be the sole points of contact with the BTHL; no other Board Members, coaches, coordinators, or team managers shall contact the BTHL independently. Team managers may submit scoresheets to the BTHL as necessary.
    - iv) Record Keeping: applications to the BTHL for each age division shall be maintained per Article VII, Section 2 of these bylaws.

- c) Zero-Travel Leagues
  - i) Description: each season the Association shall provide players in the 6U/8U age division an opportunity to participate on a zero-travel team.
  - ii) Requirement: the purpose of the zero-travel team shall be to focus on fundamental development skills and small area games per the USA Hockey American Development Model.
  - iii) Games: Due to the absence of an 8U age division within the BTHL as well as the wide spectrum of player abilities within this age division, establishing a full roster for a travel team with guaranteed games is typically not feasible. However, within the 6U/8U zero-travel age division, the head coach and team manager may schedule home and away tournaments, jamborees, or individual games with other 6U/8U teams, subject to the requirements and recommendations set forth in the AYHA Handbook. The Association shall not be responsible for paying fees for tournaments or games, except for the Marazon Tournament and the Newark Invitational.
- d) Learn to Play Hockey
  - i) Description: the learn to play program is typically offered for children who have never participated aged 4 to 10, and it is sponsored by the Columbus Blue Jackets, and the program has consistently been contributor of players and families that join a league within the Association.
  - ii) Requirement: the Executive Committee, or its designated coordinator, shall contact the CBJ learn to play staff in the summer between seasons to establish the registration dates for each learn to play session. The Association shall provide at least one eight-week session and endeavor to provide a second eight-week session per season, and the Executive Committee shall be responsible for selecting a coordinator to run each session, including gathering Association coaches, parents, and University volunteers to support the program per the requirements and recommendations set forth in the AYHA Handbook.
- e) Marazon & 10U Tournaments
  - i) Description: the Marazon Memorial 8U Tournament and the 10U Tournament are Association sponsored events each year.
  - ii) Requirement: the Executive Committee shall inform the 6U/8U and 10U team head coaches and team managers of their respective requirements to coordinate and execute the successful implementation of Marazon Memorial Tournament and the 10U Tournament. Implementation of the tournaments is a requirement of accepting of a position as head coach and team manager for each team and subject to the tournament requirements and recommendations set forth in the Association Handbook.
- f) Referee Training
  - i) Description: there is typically a shortage of qualified referees across Ohio, and there is a critical shortage within Southeast Ohio where games have been in danger of being cancelled due to no officials being available.

- ii) Requirement: the Referee Scheduler shall work with USA Hockey's regional officiating staff to schedule an Officiating Classroom Seminar at the earliest rink availability at Bird Ice Arena to ensure there are sufficient local officials of various levels to referee games for all age divisions. Guidance and recommendations for training new and experienced officials are set forth in the Association Handbook.
- g) End of Season Association Banquet
  - i) Description: at the end of each season, the Executive Committee and its designated coordinator shall have an Association-wide banquet for all players and families of all age divisions and their guests.
  - ii) Requirement: the Executive Committee and its designated coordinator shall organize the banquet, including reservation of a suitable facility, awards, and any other required logistics. The banquet should be scheduled as soon as possible during the season so families can plan on attending around their other activities. Guidance and recommendations for a typical end of season banquet are set forth in the Association Handbook.
- 2) Non-Mandatory Association Programs: the following programs are not mandatory on a yearly basis, and their implementation is encouraged and shall be administered by the Board of Directors.
  - a) Blue Puck Drop-In
    - i) Description: blue puck drop-in sessions are intended to provide new first-year youth players aged 10 and under additional ice time throughout the season. These are non-structured ice times where a volunteer on-ice coach observes activities, but allows individual players to work at their own pace. Blue puck drop-in also serves as an additional on-ice activity for players who have completed a learn to play hockey session and are still considering joining a team mid-season.
    - ii) Requirement: the Board of Directors, or its designated coordinator, shall work with the Rink Scheduler to identify times and dates suitable for blue puck drop-in sessions per the guidance and recommendations of the AYHA Handbook.
  - b) Stick & Puck Sessions
    - i) Description: stick and puck session are intended to allow experienced players at the 10U, 12U, and 14U age divisions additional ice time through the season to work on individual skills at their own pace. These are non-structured ice times where a volunteer on-ice coach observes activities, but allows individual players to work at their own pace. Stick and puck sessions also serve as an additional on-ice activity for players who have completed a learn to play hockey session and are still considering joining a team mid-season.
    - ii) Requirement: the Board of Directors, or its designated coordinator, shall work with the Rink Scheduler to identify times and dates suitable for stick and pucks sessions per the guidance and recommendations of the AYHA Handbook.

c) Player Development Camps

- i) Description: as a volunteer youth sports organization, the Association is well-served to take advantage of the hockey expertise available from Ohio University's hockey team staff as well as hockey resources in the Columbus area to provide single or multi-day development sessions. As there are already learn to play sessions primarily targeting 6U/8U players each year, player development camps sessions should be targeted primarily for 10U, 12U, and 14U players.
- ii) Requirement: the Board of Directors, its designated coordinator shall develop contacts within the Ohio University hockey team staff and coordinate with the Rink Scheduler to identify times and dates suitable for player development camps per the guidance and recommendations of the AYHA Handbook.

d) Coach Camps & Seminars

- i) Description: while USA Hockey online training is required for coaches each year, the Association is well-served to take advantage of the hockey expertise available from Ohio University's hockey team staff as well as hockey resources in the Columbus area to provide single or multi-day development sessions for its coaches.
- ii) Requirement: the Board of Directors, its designated coordinator shall develop contacts within the Ohio University hockey team staff and coordinate with the Rink Scheduler to identify times and dates suitable for player development camps per the guidance and recommendations of the AYHA Handbook.



## ARTICLE IX

### POLICIES AND POLICY MODIFICATIONS

- 1) Policy Modifications: modifications to the policies, including routine updates due to changes by the State of Ohio, USA Hockey, Mid Am Hockey, and/or the BTHL in this section shall only be published after a vote by the Board of Directors to approve such modifications. All policies from this article shall be placed in the AYHA Handbook as well as publicized on the Association website. In the event that a policy statement in the Bylaws conflicts with the Handbook, the policy in the Bylaws shall take precedence.
- 2) State of Ohio Policies: the Executive Committee shall designate a Board of Directors member or coordinator to review and update as necessary prior to the start of registration for each season the following State of Ohio sponsored policies.
  - a) Concussion Education: the Ohio Revised Code 3313.539 or 3314.03 requires that all youth sports organizations educate participants and their families about the risk of concussion and enforce return-to-play policies. The Ohio Department of Health and USA Hockey maintain concussion resources.
  - b) Sudden Cardiac Arrest: Ohio Revised Code 3313.5310, 3707.58 and 3707.59 (Lindsay's Law) requires all youth sports organizations to provide information to families regarding sudden cardiac arrest.
- 3) USA Hockey Policies: the Executive Committee shall designate a Board of Directors member or coordinator to review and update as necessary prior to the start of registration for each season the following USA Hockey sponsored policies.
  - a) SafeSport Program: USA Hockey requires all coaches, team managers, officials, and other team volunteers to receive training to recognize and prevent abuse or misconduct, which may include physical abuse, sexual abuse, hazing, and other forms of harassment. The program also outlines codes of conduct for coaches, officials, parents, players, spectators, and administrators.
  - b) Locker Rooms: USA Hockey requires each youth association to develop a locker room policy for players, coaches, and parents for all home and away games, and other AYHA sponsored events.
  - c) One-on-One Interactions: per USA Hockey guidance, the Association has developed a comprehensive locker room policy for players, coaches, and parents to ensure player safety.
  - d) Social Media & Electronic Communications: the Association utilizes USA Hockey's SafeSport policy for all social media and other electronic communications among youth players, coaches, officials, and all other association members to ensure player safety.
- 4) AYHA Policies: the Executive Committee shall designate a Board of Directors member or coordinator to review and update as necessary the following AYHA sponsored policies prior to the start of registration for each season.

- a) Winter Weather: Association activities, both on-ice and off, are governed by Ohio University's operational status and Athens County Sheriff's snow emergency level.
- b) Double Rostering in a Different Age Division That Has a Single Team (for BTHL Travel Teams)
  - i) When there are an insufficient number of players within an age division to fill a minimum acceptable team roster (13 players per team is considered a minimum acceptable roster for an entire season, taking into account players who may be absent for games due to illness, family obligations, etc.), the Board of Directors may opt to offer an opportunity for a select number of players from the next younger age division to double roster on the older team to ensure that the older team can have a competitive hockey experience during the season.
  - ii) The need to double roster up to an older age division shall be requested by the older team's coach to the Board of Directors and planned per current Mid AM and BTHL guidelines and the AYHA Handbook policy on Double Rostering in a Different Age Division.
  - iii) With the transition from competitive contact in the 12U age division to full body checking in 14U, the Association shall take extreme caution in allowing 12U players to double roster on the 14U team.
  - iv) The head coach of the older team shall finalize the team roster with the double rostered players by the BTHL deadline. The younger player(s) selected for the double roster shall be expected to practice with both their primary team and the older team as well as attend games for both teams. In the event of a game schedule conflict, the double roster player(s) shall attend their primary team's game.
  - v) As the double roster player(s) are assisting the older team to be more competitive, those players shall not be required to pay additional registration fees or BTHL league fees to practice and play with the older team. The double roster player(s) shall be required to pay registration fees to participate in any non-Association activities (such as tournaments) as scheduled by the older team.
  - vi) The Association Handbook shall provide detailed guidance on how Double Rostering in a Different Age Division will be implemented.
- c) Double Rostering within the Same Age Division That Has Two Teams (for BTHL Travel Teams)
  - i) When there are more players within an age division than can practically be rostered on a single team without significantly limiting average playing time in a game for the individual youth hockey players, the Board of Directors may opt to create two teams within the same age division to ensure that game time for all players within the age division is maximized.
  - ii) If two teams are formed, all players on those teams shall practice together for the entire season and the coaches strive to formulate practices that challenge each player to their highest potential, regardless of their current skill level.
  - iii) In such instances where there are too many players than can be practically rostered on a single team, and where the formation of two teams within the same age division is being considered, there may also be an insufficient number of players within the age division to fill two minimum acceptable team rosters (13 players per team is considered a minimum acceptable roster for an entire season,



- taking into account players who may be absent for games due to illness, family obligations, etc.). In such instances the Board of Directors may permit select players from their primary team to double roster on the second team. Double rostering within the same age division shall be per current Mid AM and BTHL guidelines and the AYHA Handbook policy on Double Rostering within the Same Age Division.
- iv) In the event of a game schedule conflict, those players who have been selected to double roster shall participate in the game of their primary team.
  - v) The Association Handbook shall provide detailed guidance on how Double Rostering in a the Same Age Division That Has Two Teams will be implemented.
- d) Double Roster in Different Age Divisions (for 14U Players Eligible for the High School Team)
- i) Players who are registered on a 14U team and also enrolled for the same year in high school are automatically eligible to be double rostered on both the 14U team and the high school team. Players on the 14U team shall be permitted to play on the high school team at the discretion of the high school coaches and the Director of Hockey based on the player's skill level, emotional maturity, and physical abilities necessary to be successful on the high school team as well as the need for additional players on the high school team fill a minimally sized roster. In the event that a 14U game and high school game are scheduled at the same time, the 14U player shall participate in the 14U game.
- e) Player Movement to a Different Age Division (Playing Up)
- i) It is the policy of Mid Am for players to play on a team within their age division as established by USA Hockey. Mid Am recognizes there are some situations where a player may be needed in the next higher age division in order to form a balanced team with enough number of players to form a minimally acceptable roster. In such instances, the requirements of Section 4.b of this article, *Double Rostering in a Different Age Division That Has a Single Team*, shall govern.
  - ii) Mid Am recognizes that in some instances, there are exceptional players who would be better served by playing in the next, higher age division. **In such instances, the local association, in this case the AYHA, must have a well-defined, written policy that addresses the procedures for identifying a potential player as well as determining the player's skill level, emotional maturity, and physical abilities necessary to be successful on the higher age division team.** The policy must also assess the impact the move may have on the team the player would play on in their current birth-year age division as well as the higher age division team that player might play on.
  - iii) In general, the Association considers it a rare occasion when a player has the ability and skill to significantly benefit from playing up. There is no evidence within the USA Hockey American Development Model to suggest that a player will benefit from skipping a season of skill development within their current age division, and the majority of players will not have the combination of skill, emotional maturity, mental acuity, and physical ability to be ready for a higher age division. Additionally, there can be social disadvantages for a player who joins an older age division team are not in the best interests of the player's development. As such, the Board of Directors shall consider

any request to “play up” on a case-by-case basis per Mid AM guidelines and the AYHA Handbook policy on Playing Up.

- iv) The Association Handbook shall provide detailed guidance on how Player Movement to a Different Age Division will be implemented.