

SOUTHGATE HOCKEY ASSOCIATION BY-LAWS

I. PURPOSE OF THE ASSOCIATION:

- A. To aid and assist the Southgate Department of Recreation in promoting the established Youth Hockey Program and endeavor to extend the benefits of participating in hockey to all participants in the community.
- B. To assemble and maintain an adequate supply of competent adults to serve as coaches of the Southgate Hockey Association.
- C. To supply limited financial aid to the Southgate Hockey Program.
- D. To operate within the governing policies of the Southgate Department of Parks and Recreation and all rules and regulations of MAHA, USA Hockey and inclusive of any other league rules that may apply.

II. MEMBERSHIP AND VOTING RIGHTS:

- A. All voting members must be within the legal age of 18.
- B. All coaches in good standing and affiliated with a team is a member of the Association and entitled to vote.
- C. The Director of Southgate Parks and Recreation Department shall automatically be a member and entitled to one (1) vote.
- D. The Chairman of Southgate Recreation Commission shall automatically be a member and entitled to one (1) vote.
- E. A participants' parents or guardians are automatically members of the Association with the registration fee and entitled to one (1) vote, limited to a maximum of two (2) votes. The membership year will be September 1st - August 31st.

III. ELECTION OF OFFICERS AND TERM OF OFFICE:

A. Elected Officers shall be:

- 1. President
- 2. Vice President
- 3. Secretary
- 4. Treasurer
- 5. Risk Manager
- 6. Equipment Manager
- 7. Executive Vice President (will be out going past President elected for one year only by the membership on election night).

- B. Only Coaches and Board Members of the Association are allowed to vote for Division Directors of each division.
- C. The election of Association Officers will be by secret written ballot at the regularly scheduled March general membership meeting. Nominations of the Association Officers will be made at the January and February meetings, both being general membership meetings, no coaches meeting.
- D. Any member in good standing will be allowed to hold a position in the Southgate Hockey Association and also the Recreation Commission.
- E. Absentee ballots may be requested in writing to the Hockey Association up to one week prior to the election. All outstanding absentee ballots must be returned or postmarked three days prior to election night.
- F. Officers to be elected by plurality vote of members.
- G. Term of Office: One year commencing with May meeting and ending with April meeting with month overlap (with both new and old board members).

IV. TRUSTEES - ADDITIONAL OFFICES:

- A. The Director of the Southgate Parks and Recreation Department is automatically a member of the Executive Board.
- B. The Chairman of the Southgate Recreation Commission is automatically a member of the Executive Board.

V. FINANCES:

- A. All Financing methods employed by this Association must be approved by plurality vote of the members at a regularly scheduled meeting. No other financial plan or plans shall be valid. Unsolicited voluntary contributions may be accepted by the officers.
- B. The Treasurer and at least one of the following officers must sign all checks: President, Vice President, or Secretary.
- C. The Executive Board has the authority for any expenditure, not to exceed \$200.00 for any Association expense it may vote necessary. If the allocation is over \$200.00, it must be approved by a plurality vote of the members present at any scheduled meeting.
- D. Any individual team financing and fund-raising methods must be approved by the Executive Board.

- E. The Treasurer must furnish a detailed, written report of receipts, expenditures and current financial balances at each scheduled meeting. All bank statements must be authenticated by a minimum of two (2) board members of the Executive Board. All financial reports of the Association shall be open for inspection by any member at any regularly scheduled meeting.
- F. Bank accounts must be opened in team name, parents/guardians should be writing checks directly to the team and not to the team manager.
- G. Team managers must be denied or terminated by the Executive Board (majority vote) if there is or has been questionable practices or mishandling of funds.
- H. Monthly financial statements turned into the board must have the signatures of two (2) non-coaching parents/guardians from the team.
- I. The Treasurer will have the authority to audit any team finances/records; etc. when an issue is raised questioning possible mismanagement of member funds.

VI. LOSS OF MEMBERSHIP:

- A. Shall be automatic upon proof of conversion to personal use whether on a temporary or permanent basis if any moneys, equipment, or material supplies belonging to the Southgate Hockey Association or the Southgate Department of Parks and Recreation.
- B. Shall be automatic upon proof that any member or members collected or attempted to collect financial aid for the Association using a method not approved by the Southgate Hockey Association.
- C. In the event of a complaint to the Executive Board and Division Directors, a member of the Southgate Hockey Association or the Southgate Recreation Department, a hearing on the complaint is found valid and is of such importance as to warrant possible dismissal of the individual, a plurality vote of the Board Members, Division Directors and Coaches of Southgate Hockey Association at a special or regularly scheduled board meeting shall be sufficient for dismissal.
- D. Shall be automatic upon refusal to follow rules relating to the Associations Fundraiser.

VII: MEETINGS:

- A. The Southgate Hockey Association Coaches meeting and general membership meeting will be held on the second Monday of each month. General membership meeting at 6:30pm and the Coaches meeting at 7:30pm.
- B. Meetings must be held a minimum of once a month each calendar month. There will be one combined meeting for June, July and August the second Monday of August.
- C. Special meetings can be called by any of the seven elected officers or the Director of the Southgate Parks and Recreation Department.
- D. Meetings to be held at the Southgate Civic Center or some other public building.
- E. A minimum of four (4) officers must be present in order for the meeting to be official.
- F. In any month in which a meeting is not held, the elected officers of this Association shall be considered to have removed themselves from office and the Director of the Southgate Parks and Recreation Department is authorized to immediately call for a new election of officers.

VIII. DUTIES OF ELECTED OFFICERS:

- A. President
 1. Preside as chairman at all regularly scheduled meetings and specially called meetings.
 2. Appoint necessary committees (i.e. Photo Insurance, Fund-raising, Christmas Tournaments, etc.).
 3. Plan agenda for meeting.
 4. Call Officers meeting
 5. Appoint a temporary Officer in the event an Officer resigns his/her position. Vacancy to be filled by a special election at the next regularly scheduled meeting.
 6. Act as recreation Commission liaison and attend all meetings when possible.
 7. Attend or send a designated person to all MAHA general monthly meetings or special meetings pertaining to Southgate Hockey Association.
- B. Vice President
 1. Assume the duties of President in his/her absence.

2. Keep all hockey players records, rosters, birth certificates, registrations, etc., with the assistance of the Division Directors.
 3. Act as Association Registrar.
- C. Secretary
1. Keep minutes of all meetings.
 2. Assume duties of all necessary correspondence.
 3. Assume duties of the President and/or Vice President in the absence of either.
 4. Make available typed copies at the meeting following any By-Law or policy change after membership approval.
 5. Keep updated files on all SHA coaches. Any information be added to said files be approved by the Executive Board.
- D. Treasurer
1. Act as custodian of all funds and be responsible for rendering the detailed financial reports monthly.
 2. Assume the duties of the President in the absence of the Vice President and Secretary.
 3. Bond anyone responsible for signing checks.
- E. Equipment Manager
1. Maintain order in all meeting and special meetings.
 2. Keep updated inventory of all equipment.
- F. Executive Vice President
1. To advise and assist the President in all Association business.
- G. Risk manager
1. To aid and assist any questions regarding insurance policy.
 2. Advise Board and Coaches of any risks or improper practices.
 3. Make routine visits during team practices to assure proper safety, conduct and rules are being adhered to.
- H. Division Directors
1. Direct Arbitrator of each division in regard to practice times and player problems.
 2. Coaches selection committee.
 3. Aid and assist in all tryouts and registration procedures.

XI. INTERPRETATION AND AMENDMENT OF BY-LAWS:

- A. Final interpretation as to the exact meaning of the By-Laws shall rest with the majority opinion of the Officers and Division Directors present at a regularly scheduled meeting or special meeting.
- B. These By-Laws can be altered or amended at any regular or special called meeting by a majority vote, provided the intended amendment is presented in writing and read at one general membership meeting. (Two (2) meetings required with one (1) of the two (2) being a general membership meeting).

X. COACHES SELECTION COMMITTEE:

- A. Purpose
 - 1. To assign adults to coaching positions.
- B. Members of the Committee
 - 1. Executive Board
 - 2. Division Directors
 - 3. ACE Coordinator
- C. Authority
 - 1. To assign adults based on qualifications evaluated by the Committee with the major factor being what the committee thinks is best for the Southgate Hockey Association.

XI. DISCIPLINARY COMMITTEE:

- A. Purpose
 - 1. To evaluate all disciplinary action for all Southgate Hockey Association members using the guidelines of MAHA, USA Hockey and Southgate Hockey Association By-Laws and policies.
- B. Members of Committee
 - 1. Executive Board Members
 - 2. Division Directors
 - 3. ACE Coordinator
- C. Authority
 - 1. To rule all direct action brought up during the season and to take proper action in the best interest of the Association. The decision of this committee is final.

XII. MEETING ORDER OF PROCEDURE:

- A. Call to order.
- B. Reading of minutes of previous meeting.
- C. Announce agenda.
- D. Financial Reports.
- E. Old Business (includes reports from appointed committees).
- F. New Business.
- G. Adjournment.

XIII. DISSOLUTION OF SOUTHGATE HOCKEY ASSOCIATION:

- A. In the event of the dissolution of Southgate Hockey Association, the assets will be given to the Southgate Recreation Department for recreation purposes for the City of youth programs only.

SOUTHGATE HOCKEY ASSOCIATION

GENERAL POLICY INFORMATION

GENERAL MEMBERSHIP MEETINGS

A general membership meeting shall be held the second Monday of every month. The meeting is to start at 6:30pm. The meetings are held in the Civic Center Conference Room or the Annex. Everyone who is a registered member of the Southgate Hockey Association is welcome to come to the general membership meeting and voice their opinion.

COACHES MEETINGS

A Coaches meeting shall be held the second Monday of each month immediately after the general meeting if necessary. The meeting is held in the Civic Center Conference Room or the Annex. All Head Coaches, Assistant Coaches and/or Managers are asked to attend these meetings.

HOCKEY REGISTRATION

Registration fees for all players to be determined by the Executive Board.

TRYOUTS

Tryout schedules will be sent out or posted prior to tryouts. A player is required to attend a minimum of one (1) out of two (2) tryouts or notify the Head Coach prior to tryouts. The player will be required to pay the cost of both tryout skates upon being placed on a team.

DRAFT SKATES

For initial selections of openings on teams, a player is required to attend a minimum of one (1) out of two (2) skates or notify the Head Coach or Division Director prior to the skates. Players joining after the draft skates are conducted will be placed on a waiting list and placed on a team when an opening becomes available based on time player submitted request. The player will be required to pay the cost of both draft skates upon being placed on a team.

DRAFT RULES

The draft will be conducted according to Southgate Hockey Association rules. Teams may carry up to twenty (20) players on a team. Players will be selected from the sign in sheet from the draft skates. In the event there are more than twenty (20) players for a team, Southgate residents will be taken first then as players signed in until the twentieth (20th) player is reached. A player who has played the previous season will be considered as resident status. The sign in sheet will be the waiting list for players not selected. Residents joining after the draft will move to the top of the list if non-residents are before them. Residents cannot bump players already selected for a team after the draft has taken place.

REFUNDS

Refunds will be given ONLY if a player has never practiced or played with the team, excluding the tryouts or draft skates.

GOALIE

A team will be issued a complete set of goalie equipment, ONLY if necessary, by the Southgate Hockey Association. It shall include the following: Shoulder and Arm Pads, Leg Pads, Deflector Glove, Chest Protector and Catching Glove. For ANY additional equipment or replacement, coaches should contact the Recreation Department during regular business hours, or the Equipment Manager.

UNIFORMS

The Equipment Manager will take care of issuing all uniforms (only to registered teams); obtaining bids to obtain new equipment and any other matters regarding equipment. He will contact each team as to when they are to pick up or turn in their uniforms. Each team will be issued an adequate supply necessary to accommodate registered and rostered players to meet Southgate Hockey Association Uniform requirements:

- Two (2) sets of Jerseys for all teams, Jersey bag for each set and one (1) pair of socks per registered player.

Beginning with the 1997/1998 season, a refundable \$200.00 team equipment fee is required to be paid before equipment is issued. Each Coach is responsible for their team's equipment. Jerseys are to be collected after each game by the Coach. A parent may be selected to take care of the jerseys and keep them clean.

Uniforms issued by the Southgate Hockey Association are for games ONLY! They are not to be worn for practices. The jerseys must be cleaned before they are turned in for storage. The Equipment Manager will notify you of a time and place for returning equipment. Any equipment or uniform not returned in satisfactory condition based on Equipment Manager's discretion will be assessed a charge for the repair or replacement cost. Cost of repair or replacement will be deducted from the \$200.00 deposit and remainder will be re-funded upon proof of payment of final ice bill.

TEAM MEMBERSHIP FEE AND SPONSORS POLICY

All teams are encouraged to solicit for sponsors. All money donated by sponsors MUST go through the Treasurer and the Executive Board to preserve the amateur status of the player. It should be understood that all equipment bought with sponsor money is property of the Southgate Hockey Association.

1. ALL teams are required to pay an Association fee by November 30th. No later than the December general membership meeting. If the Association fee is not paid by the December meeting, those

eligible for Districts will forfeit reimbursement by the Southgate Hockey Association. Those teams which are not eligible for Districts will forfeit any Tournament reimbursement by the Southgate Hockey Association. The fee is \$300.00 for Squirts and up, House and Travel. \$150.00 Mites.

2. A sponsor shall assume no liabilities.
3. The Association reserves the right to refuse any sponsorship that creates any adverse image that would not be in the best interest of this Association. Any pre-paid money refused will be returned to the non-sponsor.

FULL SPONSOR RECEIVES

1. Letter of appreciation
2. Tax Exempt Letter
3. Name on Team Sponsor Plaque in Arena

PARTIAL SPONSOR RECEIVES

1. Letter of Appreciation
2. Tax Exempt Letter

COACH REQUIREMENT

1. All Coaches and Assistant Coaches must be adult as stated in our By-Laws, at least 18 years of age and have a CEP certification as required by USA Hockey.
2. Meetings: Head Coaches must attend all meetings or send a representative (Assistant Coach or Manager). If a Coach or their representative misses two (2) meetings in a row, they will be contacted by their Division Director or a member of the Executive Board for an explanation.
3. Maintain team discipline on the ice and in the locker room. Coaches or someone of authority should remain in the locker room or vicinity of the locker room as long as your team is using the facility.
4. Teach fundamentals of the game of hockey for the purpose of insuring their abilities to play on a competitive level.
5. Act as liaison for parents, team and individual players in regard to all information that affects any and all parties. (Information for SHA meetings, concerning schedules, moneys owed, up coming events etc.).
6. Head Coaches are responsible to see that ALL moneys owed by the team or individuals are paid on a timely basis. Division Directors are to be informed

if you are having any problems in this area. Failure to comply will be addressed by the Executive Board for disciplinary action.

7. Supply copies of any and all add-on's to your MAHA Roster to the Registrar within three (3) days of any change. Registration fees to be paid at that time also, if necessary.
8. Provide financial report to each player in writing every month and provide the same forms to the Executive Board.
9. Coaches will conduct themselves in a manner that will represent himself/herself in the best interest of SHA.
10. Equipment: Each Coach is responsible for his teams equipment (see section related to equipment).
11. Consent and Waiver forms are filled out and carried with you at all times.
12. Players bench and Penalty Box Rules: Although there may be more than three (3) Coaches on the MAHA roster, only three (3) Coaches are allowed on the players bench during a game. There will be one (1) Assistant Coach or Manager allowed in the penalty box during a game.

PLAYERS REQUIREMENT

1. Must be registered with the Southgate Hockey Association before first practice or game.
2. Responsible for proper use of the Southgate Hockey Association/City equipment and jerseys.
3. Players will conduct themselves in a manner that will represent himself/herself in the best interest of SHA.
4. MUST wear full protective equipment at all times when on the ice. All divisions are required to wear mouth guards and neck guards.
5. Each player on a team should pay his/her fair share of all ice time that the team incurs. The Coach or Manager should generally give the teams parents some idea of the ice costs per player at the beginning of the season. This can be estimated by knowing the approximate number of games to be played and the number of practices. It should be noted that each player must pay his/her share and it is a good idea to give receipts for all money collected.

MEMBER REQUIREMENTS

Each member of the Association is required to participate in Association fund-raisers. Type and conditions of fund-raiser will be determined prior to start of season by majority opinion at regularly scheduled meeting or special meeting.

GAME PROCEDURES

1. The Home team is responsible for providing the score sheet and filling it out first. Goalies are listed first and designated with a "G". All other players can be listed in any order with their respective number.
2. Locker rooms will be available approximately sixty (60) minutes prior to game time. You must leave a set of keys in exchange for the locker room key. Make sure the locker rooms are neat and clean when the game is over. Locker rooms must be supervised at all times.
3. Games shall be conducted in strict accordance with the Association and League rules or the Head Coach will face disciplinary action by the Executive Board.
4. Coaches shall understand that we are trying to teach our young players good sportsmanship and Coaches should act accordingly. Do not harass the referees, scorekeepers, and/or other Coaches.

PROTESTS

The judgment of a referee cannot be protested. Only an infraction or misinterpretation of rules may be protested. League rules usually outline protest procedures but basically the Coach should notify the opposing Coach, referee and scorekeeper at the time of the infraction that the game is being played under protest. The protest should be written out on the back of the scoresheet and \$50.00 submitted to the Protest Review Board, which shall be returned if protest is upheld. Coaches should try to resolve all protest situations before they actually occur.

DISCIPLINARY POLICY

CHAIN OF COMMAND

If any Coach or parent has a problem that cannot be resolved with the team, the Division Director shall be contacted for assistance. If resolution cannot be made, a letter detailing the problem should be submitted to the Executive Board for review.

Do not penalize the player or team by yourself.

DECISION OF THE EXECUTIVE BOARD

Each and every problem that arises will be different (no two problems are ever the same), so the Executive Board will handle each problem according to its seriousness.

The decision of the Executive Board will be final. Anyone not abiding to the decision shall be disciplined by the Executive Board.

If you are still in dispute with the decision of the Executive Board, your opinion along with the Executive Board's ruling is to be written and submitted to MAHA for further and final decision.

POSSIBLE INFARCTIONS FOR DISCIPLINARY ACTION

- *Misconduct of ANY kind
- *Late or non-payment of ice bills
- *Non-representation at SHA general Coaches meetings
- *Failure to perform tournament responsibilities
- *Equal ice not observed for all teams
- *Failure to return or maintain SHA equipment
- **Please note that the above actions are not the only infractions that can occur**

POSSIBLE ACTIONS OF THE BOARD, IN CASE OF FAULT FOUND

- *Verbal or written reprimand
- *Probationary status
- *Additional reporting requirements
- *Non-renewal of Coach or Manager
- *Suspension or expulsion of Coach, Manager and/or Player.
- **Please note that the above actions are not the only actions that can be applied to the infractions**

EQUAL ICE RULE

Violation of the equal ice rule will result in this manner:

1. 1st infraction will be written warning to the Head Coach that if his next game is played without equal ice to every player, his game will be forfeited.
2. 2nd infraction will be the automatic forfeit of the game played at that time.
3. 3rd infraction will be suspension of the Head Coach for the remaining part of the season and forfeit of that game.
4. After the 3rd infraction, every game played without following the equal ice rule will be automatic forfeits.