

**Wilbraham Twin**

**Meadows Youth**

**Hockey Bi-Laws**



**WILBRAHAM TWIN MEADOWS HOCKEY ASSOCIATION, INC.  
BY-LAWS**

**ARTICLE I  
GENERAL PROVISIONS**

Section 1

*Name.* The name of the corporation shall be WILBRAHAM TWIN MEADOWS HOCKEY ASSOCIATION, INC.

Section 2

*Location.* The principal office of the corporation shall be WTM, P.O. Box 836, East Longmeadow, MA 01028. The Directors may establish other offices and places of business in Massachusetts or elsewhere.

Section 3

*Fiscal Year.* Except as from time to time otherwise determined by the directors, the fiscal year of the corporation shall end on the 31<sup>st</sup> day of May each year.

**ARTICLE II  
MEMBERS**

Section 1

*Members.* The Members of the corporation shall be the directors of the corporation then in office, parents and/or guardians of youths who participate in the organization's program, coaches and any other volunteers. However, in matters where the Organization permits members to vote, only one vote shall be allotted per family unit regardless of the number of children or adults from a family unit who participate in the Organization. In order to vote, all members must be in good standing with dues and fees fully paid.

Section 2

*Meetings.* Meetings of the Board of Directors shall be held as often as deemed necessary by a majority of the Board, but at least four meetings per year shall be held. Meetings are open to all members of the program. Special meetings of members may be called at any time by the president or the board of directors and shall be called by the secretary upon written request of six or more members. Notice of the annual meeting and any special meeting, setting forth the date, time and place of any such meeting shall be emailed to all Directors of the Corporation not less than seven (7) days prior to the date thereof, such notice, in the case of any such special meeting, shall contain a description of the general nature of the business to be transacted. All meetings shall be conducted in accordance with generally accepted parliamentary procedures.

Section 3

*Action of Members at Board Meetings.* At all meetings of the Board of Directors the vote of each member of the Board must be cast in person unless the Board of Directors shall determine that proxies shall be solicited with respect to particular meeting, in which event Directors may vote either in person or by written proxy dated not more than one month before the meeting named therein. Proxies shall be filed with the Secretary of the meeting, or of any such resumed meeting, before being voted. Except as otherwise limited therein, proxies shall entitle the member of the Board named therein to vote at any resumed meeting but not be valid after the final adjournment of such meeting. A proxy purporting to be executed by or on behalf of a member of the Board shall be deemed valid unless challenged at or prior to its exercise, in which event the burden of proving validity shall rest on the challenger. Fifty (50) percent of all Directors shall constitute a quorum, but a lesser number may without further notice adjourn the meeting to another time. At any meeting at which a quorum is present, the vote of the majority of those present or represented by proxy shall decide any matter, unless a different vote is specified by law, the articles of organization or these By-Laws. Any Member of the

Organization present at a Board of Directors meeting is entitled to vote in the election of Directors, but for all other matters coming before the Board of Directors, Members may be allowed to participate in the discussion but shall not have a vote.

### **ARTICLE III DIRECTORS**

#### Section 1

*Powers.* The business and property of the corporation shall be managed by a Board of Directors who may exercise all the powers of the corporation which are not expressly reserved to the members by law, the Articles of Organization or these By-Laws.

#### Section 2

*Election.* A Board of Directors of such number, not less than nine (7) nor more than twelve (14), as shall be fixed by the directors shall be elected by the members at the annual meeting or at a special meeting in lieu of the annual meeting. Each director shall be elected for a term of a two (2) year term with the capability of being reelected. Any vacancy in the Board may be filled by the directors. The Directors shall consist of individuals, at least 20% of whom have children actively skating with the Organization.

#### Section 3

*Resignation and Removal.* Any Director may resign by delivering his written or verbal resignation to the corporation at its principal office or to the President or Secretary and such resignation shall be effective upon receipt. Upon resignation all access to pertinent information, including but not limited to, financial statements, bank accounts, and or future WTM busines. Any Director may be removed from office by the affirmative vote of the majority of its members present at any special meeting of the Directors called for this purpose at which a quorum of directors entitled to vote is present.

#### Section 4

*Meetings.* Subject to the provisions of Article II, Section 2, regular meetings of the directors may be held without call or notice at such places and times as the directors may from time to time determine, provided that any director who is absent when such determination is made shall be given notice thereof. A regular meeting of the directors shall be held at the same place as the annual meeting of the members or the special meeting held in lieu thereof (unless another place is mutually agreed upon) following such meeting of the members. Special meetings of the directors may be held at any time and place designated in a call by the President, and the Treasurer or six (6) or more directors.

#### Section 5

*Notice of Special Meetings.* Notice of all special meetings of the directors shall be given to each director by the secretary or, in case of death, absence, incapacity or refusal of the secretary, by the officer or one of the directors calling the meeting. Such notice shall be given to each director in person, by email or electronic message or by telephone at least twenty four (24) in advance of the meeting. Except as required by law and these by-laws as a condition to the removal of a director, notice of a special meeting need not be given to any director if a written Waiver of Notice, executed by him before or after he meeting, is filed with the records of the meeting, or to any director who attends the meeting without protesting, prior to or at its commencement, the lack of notice to him. A notice or waiver of notice need not specify the purpose of any special meeting unless such purpose is the removal of a director or officer.

## Section 6

*Quorum.* At any meeting of the directors, fifty (50) percent of total number of directors shall constitute a quorum for the transaction of business, but a lesser number without further notice adjourn the meeting to another time.

## Section 7

*Action at Meetings.* At any meeting of the directors at which a quorum is present, the vote of a majority of those present shall decide any matter, unless a different vote is specified by law, the Articles of Organization or these By-Laws.

## Section 8

*Action by consent.* Any action by the directors may be taken without a meeting if a written consent thereto is signed by all the directors and filed with the records of the meetings of the directors. Such consent shall be treated for all purposes as a vote at a meeting.

## Section 9

*Committees.* The directors may appoint such committees from among its members for such purposes as may deemed necessary or desirable to enhance or assist the directors in carrying out their duties and furthering the purposes of the corporation. All committees shall be chaired by an officer or director of the corporation who shall preside over all committee meetings. All committees shall have only such power as is expressly delegated by their By-Laws or duly recorded vote of the Board of Directors.

## Section 10

*Delegation of Duties.* The directors may delegate certain duties or tasks to be performed by certain individuals. The duties or tasks shall be expressly stated in writing and shall be subject to review and supervision by the President and Board of Directors. The following positions shall have the duties and tasks described unless changed by the Board of Directors.

### *Ice Coordinator:*

Shall be responsible for negotiating contracts for ice time with area rinks for use by WTM hockey teams from September through March. The Ice Coordinator shall be responsible for scheduling ice time for WTM team practices on an equal basis and for scheduling games through G.S.A.H.L. The Ice Coordinator shall at times comply with rules or directives established by the Board of Directors.

### *Coaches Coordinator:*

Shall be responsible for recruiting, training, and, developing hockey coaches for WTM teams. The Coaches Coordinator shall hold regular meetings as required with WTM coaches for the purpose of sharing information, improving coaching techniques and monitoring problems that may develop during the hockey season. The Coaches Coordinator shall report regularly to the Board of Directors on coaching issues and shall at all times comply with the rules or directives of the Board of Directors.

### *Equipment Manager:*

Shall be responsible for the maintenance, distribution, storage, and use of all WTM owned equipment. The Equipment Manager shall also report to the Board of Directors regarding the need for new or additional equipment and shall comply with all rules and directives of the Board of Directors.

The individuals serving in the positions stated above shall serve without compensation on a voluntary basis and shall not have the authority to contractually bind the corporation. Said individuals may be removed without cause by a majority vote of the Board of Directors.

## **ARTICLE IV OFFICERS**

### Section 1

*Officers.* The officers of the corporation shall consist of a President, two Vice Presidents, Treasurer, Secretary, and such other officers as the directors may determine.

### Section 2

*Election.* The Board of Directors at the annual meeting shall elect the President, Vice Presidents, Treasurer, and Secretary annually for the next succeeding year. Any other officers determined necessary or desirable by the directors may also be elected at that time. The Secretary shall be resident agent for the service of process appointed in the manner prescribed by law. All Officers shall hold office until the first regular meeting of the directors following the next succeeding annual meeting of the members and thereafter until their respective successors are elected and qualified.

### Section 3

*Resignation and Removal.* Any officer may resign by delivering his written or verbal resignation to the corporation at its principal office or the President or Secretary, and such resignation shall be effective upon receipt. Upon resignation all access to pertinent information, including but not limited to, financial statements, bank accounts, and or future WTM business. The directors may remove any officer with or without cause by a majority of the directors then in office, provided that an officer may be removed for cause only after reasonable notice and opportunity to be heard by the Board of Directors, and said notice shall contain a statement of the causes assigned for such proposed removal.

### Section 4

*President.* The President shall, subject to the direction and control of the Board of Directors, preside when present at all meetings of the members and directors. The President shall have such other powers and duties as are usually incident to his/her office and as may be vested in him/her by these By-Laws or by the Directors. The President shall not vote at any membership or Directors meetings unless a vote is required to break a tie.

### Section 4a

*Vice Presidents.* The Vice Presidents shall exercise the power and duties of the President when the President is absent or unavailable. If there are two or more Vice Presidents, the Vice President with the longest tenure as a director shall preside at all meetings if present unless agreed otherwise by the directors.

### Section 5

*Treasurer.* The Treasurer shall, subject to the direction and control of the Board of Directors, have general charge of the financial affairs of the corporation and shall keep full and accurate books of account. The Treasurer shall have custody of all funds, securities and valuable documents of the corporation, except as the directors may otherwise provide. The Treasurer shall, at least once each year at the annual meeting, or at the request of the Board of Directors, present a written financial report of the corporation for the most recent year. The Treasurer shall have such powers and duties as are usually incident to his/her office and as may be vested in him/her by these By-Laws or from time to time designated by the directors.

## Section 6

*Secretary.* The Secretary shall give such notice of meetings of members and directors as are required by these By-laws and shall keep a record of all the meetings of members and directors. The Secretary shall have such other powers and duties as are usually incident to his/her office and as may be vested in him/her by these By-Laws or by the directors. In the absence of the Secretary from any meeting of the members or directors, a Temporary Secretary designated by the person presiding at the meeting shall perform the duties of the Secretary.

## **ARTICLE V INDEMNIFICATION OF DIRECTORS AND OFFICERS**

### Section 1

*Indemnification.* The corporation shall indemnify each director, officer, and other agent and each person who formerly served in such capacity against all expenses and liabilities, including counsel fees, reasonably incurred by or imposed upon him in connection with any action, suit or proceeding to which he may be a party, or in which he may become involved, by reason of his/her being or having been a director, officer or other agent of the corporation, whether or not the director is still serving in such capacity of the time of incurring such expenses or liabilities, except in respect to matters as to which he/she shall be finally adjudged in such action, suit or proceeding not to have acted in good faith in the reasonable belief that his/her actions was in the best interests of the corporation, or to be liable for gross negligence or willful malfeasance; provided, that in the event of a settlement of any such action, suit or proceeding, indemnification shall be provided in only connection with such matters covered by the settlement as to which the corporation is advised by written opinion of independent legal counsel that the directors, officer, employee, or other agent to be involved did not commit a breach of duty owed to the corporation and only if a majority of disinterested directors approves the settlement and indemnification being in the best interest of the corporation. Such indemnification may include payment by the corporation of expenses incurred in defending a civil or criminal action or proceeding in advance of the final disposition of such action or proceeding, upon receipt by the corporation of an undertaking by the person indemnified to repay such payment if he/she shall be adjudicated to be not entitled to indemnification hereunder. The foregoing right of indemnification shall be in addition to and not exclusive of any other rights to which any person indemnified pursuant to this section may be entitled under any agreement or pursuant to any vote of the Board of Directors or otherwise.

## **ARTICLE VI PROGRAM**

### Section 1

WTM will organize and encourage the improvements of hockey through five programs:

- (a) Practice sessions
- (b) Team competition
- (c) Goalie clinics
- (d) Tournament competition
- (e) Learn to Skate

### Section 2

*Teams.* The Board of Directors will determine the number of teams and players per team based on the number of registrations in each division, coaches, equipment, and ice time available.

### Section 3

Any exceptions to the age requirements set forth by USA Hockey shall be addressed by the Board of Directors who shall review the request and make a recommendation to USA Hockey to determine the player's status for the following year. WTM's policy is that players play in the age bracket set forth by USA Hockey.

#### Section 4

Ice fees will be based on a charge decided upon annually by the Board of Directors. The ice fees are due the first of every month. Practices (whether full or split) and games share equal weight. All skaters are expected to pay the total ice fee charge whether he/she is in attendance or not at each scheduled skate for his/her team. High school hockey players that cannot make their scheduled practices or games because of a high school conflict may make a request to the Board of Directors to be charged a predetermined fee per skate until the high school hockey season has ended. Full ice practice will be more frequent for the older teams than the younger teams. Younger teams will usually receive earlier ice times.

#### Section 5

The Board of Directors may waive ice fees due to extended illness or financial hardships. In the event of a prolonged illness or injury, or if a financial hardship is incurred, the Board of Directors shall have the right to waive or adjust financial obligation. At no time shall any individual Board Member or Officer indicate that an extension or waiver of a player's financial obligation will be enacted. All such extensions and or payment plans shall be voted on with a majority ruling by the Board. A waiver for financial assistance will be written and emailed to the Board and its Directors for consideration.

#### Section 6

The Board of Directors shall also have the power to establish written rules of conduct, which shall be binding on players and coaches. These rules shall be distributed to the players and coaches. The directors shall also have the power to discipline players and coaches for the violations of these rules for conduct that is detrimental to the organization including suspension or expulsion. The Progressive Discipline Policy is as follows:

### **PROGRESSIVE DISCIPLINE POLICY**

#### **Purpose**

To provide a common, uniform basis for disciplinary practices across WTM Hockey Association. This policy supports and further defines Article VI, Section 6 of the WTM By-Laws and Articles of Organization.

#### **Scope**

This policy applies to:

- All players currently registered in WTM Hockey Association
- All coaches of teams in WTM Hockey Association

While not within the specific scope of this policy, all parents/spouses of players' parents registered in WTM Hockey Association are expected to act in the spirit of good sportsmanship as outlined in the "Parents Code of Conduct". Parents/Spouses of parents will be required to sign the "Parents Code of Conduct" at the time of player registration and will be held accountable for behavior that is not consistent with the described.

This policy is intended to address disciplinary issued internal to WTM Hockey Association. As such it does not consider within its scope any situation where GSAJHL or USA Hockey rules

take precedent, such as game misconduct/suspension imposed by the league or governing organizations.

Enforcement of this policy may be overruled by USA Hockey through appealing WTM's decision to USA Hockey, by the process described.

### **DISCIPLINARY COMMITTEE**

WTM Hockey Association will establish a Disciplinary Committee. This committee will consist of members from the Board of Directors, Team Managers, and Head Coaches. The role of the Disciplinary Committee is to hear the explanation behind repeat incidences and rule on the player's possible return to active play.

#### **First incident: WARNING – Verbal or Written**

Issued by the head coach of the involved player's team. Parent of the player must also be notified that a warning was issued to the player. The purpose of the warning is to clearly explain the situation to the player and parents of the player and why it will not be tolerated. Coach should document the incident.

#### **Second Incident: DISCIPLINARY ACTION**

The player(s) involved will be disciplined by not being allowed to play the next scheduled game of the team. The player will be expected to attend that game but will not dress. Situation is to be clearly explained to the player and parents. The Coaches Coordinator will inform the Board of Directors at the next Board meeting of the players' status/suspension.

#### **Third Incident: STRONGER DISCIPLINARY ACTION**

The player(s) involved is **SUSPENDED UNTIL FURTHER NOTICE**. The Disciplinary Committee will schedule a meeting expeditiously (usually within ten (10) days of the incident). The player and parent(s) must appear before the Committee to explain the players' behavior. If the Disciplinary Committee believes the player is truly sorry for his/her actions and the incident is not likely to re-occur, the player may be allowed to return to the team after an extended suspension from play, usually fifteen to thirty (15-30) days from the date of the incident. Coach must notify the Coaches Coordinator and provide a summary of the incident. Coaches Coordinator will inform the Board of Directors at the next Board meeting.

#### **Fourth Incident: SUSPENSION FROM THE ORGANIZATION**

If a fourth incident occurs, that player will be suspended for the remainder of the WTM/GSAJHL season. Neither the Disciplinary Committee nor WTM Hockey Association will be involved in an appeal process. Rather, if the player/parents of the player wish to appeal this action, they must do so through USA Hockey. The player/parent must contact the USA Hockey representative of Massachusetts Hockey District 6 to request the appeal. Unless the decision of that appeal hearing overrules WTM's decision, the player will not be allowed to return to active play.

### **NOTIFICATION PROCEDURE**

- (I) Players/Parents will receive a copy of this policy and "Parents Code of Conduct" at the time of registration.
- (II) All WTM Coached will review this policy with their players and parents at the beginning of the season.
- (III) Head Coaches will be responsible for applying this policy fairly and equitably to their respective teams.



- (IV) WTM Coaches are accountable for their actions and behavior to the Board of Directors. This will be explained at the first coaches meeting of the season.

## **ARTICLE VII MISCELLANEOUS PROVISIONS**

### Section 1

*Execution of Instruments.* All contracts, deeds, leases, bonds, notes, checks, and other instruments authorized to be executed by an officer of the corporation in its behalf shall be signed by the President or the Treasurer except as the directors may generally, or in particular cases, otherwise determine.

### Section 2

*Definitions.* All references in these By-Laws to the articles of Organization and to these By-Laws shall be deemed to refer, respectively, in the Articles of Organization and the By-Laws of the corporation as amended and in effect from time to time.

### Section 3

All meetings of the organization, including meetings of Board of Directors, shall be governed by the Roberts' Rules of Order, except to the extent said rules conflict with these By-Laws.

### Section 4

The Board of Directors may amend these By-Laws by presenting the amendment, in writing, at a regular or special meeting of the Board, and voting on the amendment at a subsequent regular or special meeting of the Board. The approval of two-thirds of the members of the Board of Directors shall be required to pass any amendment to these By-Laws.

### **General Guidelines for Coaches and Teams**

Coach and teammates should treat each other fairly and honestly within the team concept. Teamwork is essential to the success of the team. Be considerate to one another. All Players should be treated equally.



All players should receive an equal amount of playing time. The only exception is the last two minutes of a close game (tied or down by 1 goal). In the case of a close game, the coach has the discretion to use players they think will perform best under the high-pressure situation.

A shift should be 45 seconds to 1½ minutes long.

All Coaches and players should be at the rink at least 30 minutes prior to each game. This will allow time for the coach to make-up the game lines, review any game plans, as well as adhere to league requirements.

All players should be dressed and ready to go 15 minutes prior to each practice. This will allow the coach to review the practice plan with the players.

The coach(s) should have a practice plan prior to each practice. This plan should be reviewed and explained to the players in order to maximize the use of the ice. During this review, the coach should explain the purpose of each drill (i.e., crossovers, puck movement, passing, lateral movement, positioning, zone coverage, skating fundamentals) as well as answer any questions.

During a practice session, only WTM rostered players and official coaches are allowed on the ice or on the bench.

Each team shall have a maximum of three coaches on the ice at any given practice, unless special circumstances prevail.

If a coach is unable to attend a practice or a game, they should make arrangements for a replacement to be present.

If a player is unable to make a game or practice, they should provide the coach with one week's notice, so an alternate can be planned.

Foul, vulgar, or abusive language is not acceptable in our program by anybody (coaches, players, parents).

No players are allowed on the ice without a coach present. A coach shall be present in order to assume responsibility and to assure order is maintained.

All Pee wee and Bantam players are required to wear a mouthpiece when on the ice during either a practice or a game. These rules shall be followed or the player will not be allowed on the ice. (NO EXCEPTIONS)

The goalies to be used have been identified for the various levels. These goalies identified should be used throughout the season.

Unfortunately coaching can also be grueling, difficult and problematic. When faced with difficult issues concerning those involved during a game or practice, each situation should be resolved quickly and properly. The problems we all face can be minimized, and in some cases turned into a positive experience, if we all follow a few guidelines. Problems should not be ignored; they should be addressed immediately with the player and/or parents. If a coach has a problem with a player's attitude or behavior, the coach should seek a meeting between the player and his/her parents before the next practice or game in order to resolve any issues. The coach should identify the problem as they see it and suggest what is acceptable for the player on his/her team. The coach should notify the Coaches Coordinator as each incident arises. A written explanation of each incident, with parental involvement, shall be provided to the Coaches Coordinator. If more than 1 incident with parental involvement is encountered, the coach can suspend the player from a game or practice. However, if the situation arises that a player is suspended, the Coaches Coordinator, as well as the WTM President shall be notified with a written explanation of the situation.

If a parent has a problem with a coach, the parent should speak to the coach directly, in a non-hostile environment, off the ice and away from the players, in order to explain their concerns. If the parent is not satisfied with any action or non-action taken, a written explanation of the

problem should be directed to the Coaches Coordinator. The Coaches Coordinator will then keep a copy of the written problem and forward a copy to the WTM President who may or may not choose further action.

For all parents, your child is officially rostered on one team only. His or her team comes first in lieu of other activities. Your child has a responsibility to his or her teammates. We realize that many of you have very busy schedules and it is only reasonable to assume that conflicts may arise with your child's hockey schedule. It is important, however, that your coach be notified in advance of your child's expected absence. The coach has an overall responsibility to the team to be well prepared for both practice sessions and games. "No shows" significantly impact the coach's ability to do so. It should be understood that we would support a coach's decision to institute reduced playing time for a player in response to non-excused absences. It only takes a phone call to avoid this situation from ever happening, so please try to make sure that you give your coach enough notice.

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**Tryout Evaluation:** Evaluations and team selections are based upon try-outs held at the beginning of the season, starting in September. Age divisions with large numbers of players will be divided into two groups alphabetically, both groups skating different sessions. Emphasis will be placed on ensuring each player is judged by the same criteria as other players, regardless of the session they are assigned. A series of skating, stick handling and aggressiveness drills have been constructed for each child to be evaluated upon. Players are also evaluated on their skills and hockey sense during actual game conditions with a series of scrimmages, such as 5 on 5, 4 on 4, 3 on 3, and so on. A numeric scoring system will be utilized. A rating system of 5 to 1 will be used with five (5) being the highest or best score. All participating players will be evaluated and scored on the various elements of the tryout. Players scores will be confidential. The scores will be used to establish a player ranking that will be used in the selection of teams. Goalies shall be evaluated or scored in a manner similar to that listed above. The only exception is that there will be a different set of criteria and drills in both scrimmage and skills competition. Goalies will be evaluated or ranked amongst each other in each given age bracket.