

Prep By <b>John Kerney</b>	Hetland Youth Hockey Association d.b.a. Southcoast Panthers Youth Hockey Association Organization By Laws	REV								Sheet 1 Of 15
Final		H								

# Hetland Panthers Youth Hockey Association d.b.a. Southcoast Panthers Youth Hockey Association

## By Laws



Prep By <b>John Kerney</b>	Hetland Youth Hockey Association d.b.a. Southcoast Panthers Youth Hockey Association Organization By Laws	REV						Sheet 3 Of 15
Final		H						

## ARTICLE I

### General Corporate Provisions

1. **NAME.** The name of the organization is Hetland Panthers Youth Hockey Association d.b.a. Southcoast Panthers Youth Hockey Association (hereinafter referred to as the "Association").
2. **PURPOSE.** The purposes for which the Association is formed are as follows:
  - a. to provide an opportunity for area youth to participate in an organized program of ice hockey;
  - b. to teach and promote ice hockey in the best interests of the participants, emphasizing team play, good sportsmanship, and the competitive spirit;
  - c. to provide guidance, instruction, and coaching to all participants and coordination of adult coaches to the end that youths learn hockey correctly for maximum enjoyment, betterment, and safety;
  - d. to purchase, rent, accept as donations or otherwise acquire ice time and equipment, to solicit and accept all types of contributions, and to participate in fund raising events;
  - e. to provide an organization to conduct the necessary business of the Association;
  - f. to engage in any and all acts which a corporation under Chapter 180 of the Massachusetts General Laws may do or perform; and;
  - g. upon the dissolution or winding up of the Corporation, all of the business, properties, assets and income of the Corporation remaining after payment, or provision for payment, of all debts and liabilities of this Corporation, shall be distributed to a nonprofit fund, association, or corporation which is organized and operated exclusively for tax exempt purposes which are reasonably related to the purposes and goals of this Corporation, as may be determined by the Board of Directors of this Corporation in its sole discretion.
3. These Bylaws shall be posted on the Association bulletin board at the Hetland Rink and/or the Association's website. Copies of these Bylaws shall be made available to Association members upon request.
4. These Bylaws may be altered, amended, or repealed by a general membership meeting of the Association by a two-thirds (2/3) vote of members present, provided that notice of such proposed amendments shall have been included in the written call of the meeting at which such action is to be taken. Such notification should be posted not less than two (2) weeks prior to the meeting in question.
5. For any unforeseen reason, the Association membership may determine by a majority vote of members present at a special meeting that it is necessary to change league affiliations, provided that notice of proposed changes shall have been included in the written call of the meeting at which such action is to be taken. Such notification shall be posted not less than (2) weeks prior to the meeting in question. League affiliation may not be modified by the Board of Directors at an emergency meeting.
6. For any unforeseen reason, the Association membership may determine by a two-thirds (2/3) vote that it is necessary to dissolve or liquidate the Association.

Prep By <b>John Kerney</b>	Hetland Youth Hockey Association d.b.a. Southcoast Panthers Youth Hockey Association Organization By Laws	REV								Sheet 4 Of 15
Final		H								

## ARTICLE II

### Membership

1. Parents or guardians of youths involved in the Association's program or any other individual interested in the welfare or activities of the Association's program may become a member. The Association will seek to build its membership to reflect the economic, social, cultural, and geographic diversity of the area served. The Association will not discriminate on the basis of race, creed, political affiliation, color, sex, sexual orientation, or age.
2. To be a member of the Association, a person must register annually. Parents or guardians of children registered in the Association will be considered registered.
3. The rights of members shall include, but not be limited to the following:
  - a. to attend all special membership meetings and vote on all issues properly brought before the general membership;
  - b. to attend and to participate in a non-voting capacity in Board of Directors general meetings, except when the Board is holding an executive session.
4. The Annual Meeting of the Association shall be held in April of each year.
5. General membership meetings shall be held monthly, at which time the Board of Directors shall meet to conduct Association business. These meetings shall be open to all Association members to attend in a non-voting capacity.
6. Special membership meetings shall be called as needed by the Board of Directors (e.g., to deliberate regarding the removal of a member of the Board of Directors or in regard to proposed amendments to these Bylaws).
7. Notice of the date, time, and location of the Annual Meeting and special meetings shall be posted on the Association's bulletin board at the Hetland Rink and/or Associations' website not less than two (2) weeks before the meeting is to be held, with the exception of emergencies. "Emergency" shall be defined as a sudden, generally unexpected occurrence or set of circumstances demanding immediate action.
8. All members in good standing (i.e., who do not owe overdue fees) are entitled to vote at the Annual Meeting or other special membership meetings of the Association as called by the Board of Directors. The member must be present at the meeting in question. There shall be no vote by proxy.
9. Robert's Rules of Order Revised shall govern the proceedings of Association meetings to the extent to which they are consistent with these Bylaws. The act of a majority of Association members present at any general membership meeting shall be the act of the Association, except where otherwise provided by law or these Bylaws.



Prep By <b>John Kerney</b>	Hetland Youth Hockey Association d.b.a. Southcoast Panthers Youth Hockey Association Organization By Laws	REV							Sheet 6 Of 15
Final		H							

11. Five members of the Board of Directors then serving shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.
12. Each Director present at a meeting of the Board shall be entitled to one (1) vote. There shall be no vote by proxy. In event that the Board needs to meet general business requirements for the Association, the Board will be allowed to vote via e-mail.
13. The act of the majority of Directors present at any meeting at which a quorum of the Directors is present shall be the act of the Board, except where otherwise provided by laws or these Bylaws.
14. Any Association member shall be permitted to attend any Board meetings except as otherwise provided by the following section.
15. The Board may hold an executive session after first convening in an open session for which notice has been given and after a recorded vote has been taken to hold an executive session. Executive sessions may be held only for the following purposes:
  - a. to discuss the reputation, character, physical condition or mental health rather than the professional competence of a Director, coach, or other individual; or
  - b. to consider the discipline or dismissal of, or to hear complaints or charges brought against a Director, coach, or other individual.
16. Executive sessions require three of the five executive members to be present. The executive members are: President, Vice President, Secretary, Finance Director, and Girls Team Director.
17. Directors shall not receive compensation for their services as such, but may be reimbursed for bona fide expenses incurred arising out of items or services purchased.
18. The outgoing President may serve on the Board of Directors in a non-voting advisory capacity of Past President.
19. Any Board member holding a current position on the Hetland Panthers Board of Directors cannot be associated with any other Youth Hockey Organization, except for positions on the Board of the league in which the Association's travel teams participate, the Selects programs in which Association's members may participate, Junior High School, High School, or Junior Hockey teams.

#### ARTICLE IV

##### Special Duties of Directors

1. The President shall:
  - preside at all meetings of the Association;
  - serve as a member of all committees, except the Nomination Committee;
  - appoint committee members and designate the term of office of each committee member and chairperson of each committee, subject to approval by the Board of Directors;
  - be responsible for assuring that the Association's membership is in compliance with all the rules and regulations of USA HOCKEY, and other organizations of which the Association is a member; and
  - perform all other duties usually pertaining to this office, subject to decisions of the Board of Directors.

Prep By <b>John Kerney</b>	Hetland Youth Hockey Association d.b.a. Southcoast Panthers Youth Hockey Association Organization By Laws	REV							Sheet 7 Of 15
Final		H							

2. The Vice President shall:

- Perform the duties of the President in her/his absence;
- Assist the President when called upon;
- Be responsible for recording, reviewing, and reporting to the President and Board of Directors ice time allotments to respective Association teams in order to enable the Board of Directors to make necessary adjustments;
- Serve as the Association's USA HOCKEY representative and the Massachusetts Amateur Hockey Association Representative;
- To act as Co-Chairman of the Evaluation committee with the Coaches Coordinator and the Player Development Director; and
- In general, perform all duties incident to the office of Vice President and such other duties as from time to time may be assigned by the President of the Board of Directors.

3. The Finance Director shall:

- Present a financial report to the Association's membership and to the Board at each monthly Board meeting and the Annual Meeting, including but not limited to, accounts payable activities, accounts receivable activities, and budget tracking
- Maintain the Association's income statement
- Lead tax preparation for the Association and/or assist with the Association's outside accounting service for tax preparation
- Shall nominate for BOD approval an Account Receivable Treasurer to assist the Finance Director with:
  - Deposit all such funds in the name of the Association in such banks, trust companies, or other depositories for the benefit of the Association;
  - Keep and maintain an accurate record of receipts and expenses;
  - Provide a financial statement of the condition of the Association's finances whenever requested by the Board of Directors;
- Present a financial report to the Association's membership at each meeting and the Annual Meeting;
- Receive and give receipt for monies due and payable to the Association upon request;
- May appoint an assistant, as needed, to act as collector;
- Assist the Association with tax preparation and/or the Association's outside accounting service for tax preparation;
- Shall nominate for BOD approval an Account Payable Treasurer to assist the Finance Director with:
  - Pay out all expenditures in accordance with policies established by the Board of Directors;
  - Assist the Association with tax preparation and/or the Association's outside accounting service for tax preparation; and
- In general, perform all duties incident to the office of Finance Director and such other duties as from time to time may be assigned by the President of the Board of Directors.

Prep By <b>John Kerney</b>	Hetland Youth Hockey Association d.b.a. Southcoast Panthers Youth Hockey Association Organization By Laws	REV							Sheet 8 Of 15
Final		H							

4. The Secretary shall:

- Have charge of Association records;
- Maintain a written record of the proceedings of Association meetings;
- Be responsible for all league wide communications, electronic or paper;
- In absence of President and Vice President, preside over Association meetings; and
- In general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President of the Board of Directors.

5. The Coaches Coordinator shall:

- Have responsibility for developing and overseeing the implementation of a hockey curriculum for each division;
- Update the hockey curriculum as needed;
- Provide factual information and expert opinion on programmatic needs as required by the Board of Directors for effective deliberation and decision making;
- Recommend all coaches for appointment by the Board of Directors;
- Provide general supervision of the coaches, including, but not limited to, ensuring, insofar as is practicable, that coaches adhere to the Association's policy that each youth hockey participant shall play roughly an equal amount of time in each game if the participant in question has the physical ability to do so and is not subject to disciplinary action;
- Recommend the removal of a coach for just cause by the Board of Directors;
- Oversee that all coaches within the Association abide by USA Hockey rules, Massachusetts Amateur Hockey Association rules, and any affiliated hockey league rules;
- To act as Co-Chairman of the Evaluation committee with the Vice President and the Player Development Director; and
- In general, perform all duties incident to the office of Coaches Coordinator and such other duties as from time to time may be assigned by the President of the Board of Directors.

6. The Player Development Director shall:

- Shall be responsible for managing the Association's House League program, which shall include the Learn to Skate/Learn to Play Hockey programs and the House League, and act as a liaison between the Association and the Learn to Skate/Learn to Play instructor;
- Assist the Coaches Coordinator when called upon to facilitate the Coaches Coordinators responsibilities;
- Implement the hockey curriculum developed by the Coaches Coordinator;
- Recommend to the Board of Directors all persons who shall be considered for appointment as a House League coach;
- Oversee that all players are abiding by USA Hockey rules, Massachusetts Amateur Hockey Association rules, and any affiliated hockey league rules pertaining to the use of proper protective equipment;
- Be responsible for any equipment owned by the Association being used by any House League skaters (including game jerseys and goalie equipment);



Prep By <b>John Kerney</b>	Hetland Youth Hockey Association d.b.a. Southcoast Panthers Youth Hockey Association Organization By Laws	REV								
Final		H								Sheet 9 Of 15

Develop rosters of an even amount of players for House League teams based upon dividing the players up evenly, with an equal distribution of skill levels;

Create a game schedule for House League teams using the allotted ice time as given by the Association's Scheduler;

Scheduling referees and time keepers for House League games, drawing first from a pool of qualified individuals within the Association;

Assist the Association's Treasurers when called upon to facilitate fiscal matters pertaining to the House League;

Assist the Association's Registrar when called upon to facilitate responsibilities of the Registrar pertaining to the House League;

To act as Co-Chairman of the Evaluation committee with the Vice President and the Coaches Coordinator; and

In general, perform all duties incident to the office of Player Development Director and such other duties as from time to time may be assigned by the President of the Board of Directors.

7. The Code Of Ethics Director shall:

Be responsible for enforcing the Association's Code of Ethics/Conduct for both players and members, as directed by the Board of Directors and as dictated by Mass Hockey and USA Hockey;

Be responsible for amending or re-writing the Code of Ethics/Conduct as warranted or as directed by the Board of Directors, Mass Hockey, or USA Hockey;

Responsible for monitoring the conduct of Association players, coaches and members, and for addressing conduct problems as they arise;

Develop and recommend a written policy for behavior standards of the Association's program participants;

Serve as Association's SafeSport Representative; and

In general, perform all duties incident to the office of Code of Ethics Director and such other duties as from time to time may be assigned by the President of the Board of Directors.

8. The Conference Representative shall:

Represent the Association at all affiliated conference meetings;

Report to Board of Directors all requirements for the Association as result of conference affiliation as warranted;

In consultation with team coaches, will provide recommendation on team level placement in affiliated conference; and

In general, perform all duties incident to the office of Conference Representative and such other duties as from time to time may be assigned by the President of the Board of Directors.

9. The Girls Team Director shall:

Represent all female teams within Association;

Report to Board of Directors any requirements for the Association's female teams; and

Prep By <b>John Kerney</b>	Hetland Youth Hockey Association d.b.a. Southcoast Panthers Youth Hockey Association Organization By Laws	REV							Sheet 10 Of 15
Final		H							

In general, perform all duties incident to the office of Girls Team Representative and such other duties as from time to time may be assigned by the President of the Board of Directors.

10. The Registrar shall:

Oversee the registration of all program participants, including, but not limited to securing signed waivers and releases for players requiring them;

Review all registration forms before first ice time of the hockey season to ensure that such forms are accurate and complete and that registrants' prior financial obligations to the Association have been met;

Notify, in writing, the parent(s) of any registrant whose registration form is not accurate or complete;

Report to the Board of Directors regarding registration;

Be responsible for purging all registration documentation, physical or electronic, and attesting to said purging;

Assist Secretary with all league wide communications, electronic or paper; and

In general, perform all duties incident to the office of Registrar and such other duties as from time to time may be assigned by the President of the Board of Directors.

11. The Marketing Director shall:

Seek to promote and grow the Association's membership;

Publicize Association-sponsored occasions, including, but not limited to, fund-raising events;

Interpret the Association's programs to the media;

Develop an atmosphere of support for the Association's programs within the community at large;

Recommend methods of financing the Association's program to the Board of Directors for approval;

Implement, or cause to be implemented, approved fundraising projects;

Oversee the Association's Team Fundraising, Sponsorship and Individual Scholarship programs, and to handle all the duties responsible therewith; and

In general, perform all duties incident to the office of Marketing Director and such other duties as from time to time may be assigned by the President of the Board of Directors.

Non-voting Positions

1. The Board will be assisted by the following non-voting positions:

2. The Scheduler shall:

Acquire ice time within the budgetary limits established by the Board of Directors;

Coordinate ice time for games, scrimmages, and practices and coordinate time keepers, referees for scrimmage games, and practices in a manner consistent with the Association's budget, policies, and programmatic needs;

Be responsible for collecting Association's home game sheets;

Prep By <b>John Kerney</b>	Hetland Youth Hockey Association d.b.a. Southcoast Panthers Youth Hockey Association Organization By Laws	REV						Sheet 11 Of 15
Final		H						

Be responsible for the training and performance of game time keepers; and

In general, perform all duties incident to the office of Scheduler and such other duties as from time to time may be assigned by the President of the Board of Directors.

3. The Team Parent/Volunteer Coordinator shall:

Establish a system of clear, effective, and timely communication between the Association's Board of Directors, coaches, parents, and/or guardians, and players;

In conjunction with team's head coach, recruit one parent or guardian of a player from each team to serve as Team Parent, whose function shall include, but not be limited to, keeping team parents and/or guardians informed of team scheduling and Association activities and events:

Report name of team parent for each team to the Board of Directors;

Procure volunteerism within the membership and recruit volunteers for Association activities and events;

Maintain continuing helping relationships with those serving as Team Parents; and

In general, perform all duties incident to the office of Team Parent/Volunteer Coordinator and such other duties as from time to time may be assigned by the President of the Board of Directors.

4. Level Directors

Shall be nominated for each level of play from LTS through midgets;

Report to the Board at each monthly meeting, any relevant activities or business for the respective level;

Shall have the responsibility of assisting the Coaching Coordinator and the Player Development director in the duties at the individual levels; and

In general, perform all duties incident to the office of Level Director and such other duties as from time to time may be assigned by the President of the Board of Directors.

ARTICLE V

Committees

1. EVALUATION COMMITTEE. An evaluation committee shall be formed at the September Board of Directors meeting to establish travel teams for the next season. The Evaluation Committee shall;

- a. be co-chaired by the Vice President, the Coaches Coordinator, and the Player Development Director;
- b. Committee Co-Chairpersons shall select an evaluation committee, which shall assist them in establishing the format for evaluations and to assist in the evaluation process. Members of the committee may be comprised of members of the Hetland Youth Hockey d.b.a. Southcoast Panthers Youth Hockey organization and other people who have a thorough knowledge of the game of ice hockey. These people may include, but not necessarily be limited to, high school coaches, college coaches, coaches from other



Prep By <b>John Kerney</b>	Hetland Youth Hockey Association d.b.a. Southcoast Panthers Youth Hockey Association Organization By Laws	REV							Sheet 13 Of 15
Final		H							

6. **FUNDRAISING.** All parents or guardians of Association players will be requested to actively participate in all Association sponsored tournaments and/or fundraising events, with the schedules of work times to be approved by the Board of Directors.
7. **TEAM FUNDRAISING.** All fundraisers for Association teams for any purpose (tournaments, jackets, team outings, etc.) must receive prior approval from the Board of Directors. All funds collected from team fundraising must be submitted to the Finance Director/Accounts Receivable Treasurer for inclusion in the Associations records, with funds set aside for the exclusive use of that team. All funds paid out must be paid by the Finance Director/Accounts Payable Treasurer directly to the vendor or Tournament to which the funds will be going. Any monies left in an account will be placed into the general fund at the beginning of the new fiscal year. All funds raised are non-deductible to donor.

ARTICLE VII  
Team Matters

1. **LEARN TO SKATE/LEARN TO PLAY.** The Association shall establish a "Learn to Skate" program for beginner skaters to learn the basic skating skills associated with the game of ice hockey. The "Learn to Play" program shall be established for those skaters who have developed the sufficient skating skills to learn the fundamentals of game play. The "Learn to Play" program will be limited to players at U12 and younger.
2. **HOUSE LEAGUE.** If the Association shall establish an "in- house" league for beginner players who have advanced from the Learn-to-Skate or other similar program.
  - a. The purpose of the House League shall be to act as an introduction to game play and to further the skills developed in the Learn-to-Skate/Learn-to-Play program.
  - b. Participation in the Association's House League will be limited to beginner players only. Players, who are skating for the Association's "travel-team" or the "travel-team" of another organization, either currently or formerly, will be prohibited from participating in the House League.
  - c. House League team rosters shall be established by the House League Director, and players shall be distributed as evenly as possible by age and ability to create parity among all teams within the League.
3. **TRAVEL TEAMS.** The Association shall establish teams to participate in a more competitive and advanced level of team play. These teams shall be placed within a league made up of similar youth hockey associations, with a focus placed on competitive team play against teams from the other associations participating in the league. Evaluations will take place in the spring (March or April) at end of the season. This will be the only evaluation process where teams and coaches will be selected for the upcoming season. All players who wish to play for a team the following season are required to participate in evaluations conducted in the spring. Players from outside the Southcoast Panthers Youth Hockey Association who wish to play for SCPYHA travel teams are required to attend the Spring Evaluation.

An evaluation committee will be established at the beginning of each season by the Board of Directors. This committee will set the standards for evaluation, the evaluation process, and the logistics/schedule for travel team evaluations each year. These standards and processes will be approved by majority vote of the Board of Directors prior to the Spring Evaluations and posted to the membership at least two (2) weeks prior to the start of the Spring Evaluations.

Prep By <b>John Kerney</b>	Hetland Youth Hockey Association d.b.a. Southcoast Panthers Youth Hockey Association Organization By Laws	REV							Sheet 14 Of 15
Final		H							

Once team rosters have been established, only those players and coaches listed on the official USA Hockey approved roster shall be allowed on the ice during that team's officially scheduled practices or games. Goaltenders are the only players allowed to move to different teams, and only for the purpose of substituting for that team's absent goaltender. Goaltenders are also allowed to move up a level or to another team at the same level. Moving down requires a special waiver from the league and must be obtained from the league director first.

4. Coaches. There shall be a maximum of four (4) and minimum of two (2) coaches listed on the official USA Hockey roster. One coach shall be designated head coach, with the remaining three designated as assistance coaches.
  - a. Any person or persons interested in becoming a head coach or assistant coach must apply through the Coaching Coordinator.
  - b. All coaches both head and assistant will be submitted by the Coaching Coordinator to the Board of Directors for approval by a majority vote.
  - c. All appointed coaches and assistant bench coaches must meet all requirements of the Association as it relates to coaching, including but not limited to any USA and Massachusetts Amateur Hockey Association requirement and any organizations of which the Association is a member.
  - d. Any individual coach who does not comply will no longer coach his/her team, and a new qualified coach will be appointed by a majority vote by the Board of Directors.
  - e. Teams may utilize the help of "volunteers" during practice times. Volunteers must meet all requirements of the Association and be approved by a majority vote by the Board of Directors.

## ARTICLE VIII

### Team Sponsorship Policies

Team Sponsorships: The association will solicit individual or corporate sponsorship for the purpose of defraying the cost of ice time and uniforms for House League and Travel Teams.

Full Team Sponsorship- yearly fee to be set by Board of Directors.

Travel Team named for sponsor

Sponsors name on patch stitched onto back of jersey.

One-quarter page ad in monthly newsletter.

Full-page ad placed in Annual Tournament Book.

Receive 8"x10" team photo.

Receive trophy for team championship.

Partial Team Sponsorship - yearly fee to be set by Board of Directors.

House League team named for sponsor.

Sponsors name on patch stitched onto back of House League jerseys, or if travel team, for half of team jerseys.

One-eighth page ad in monthly newsletter.

Prep By <b>John Kerney</b>	Hetland Youth Hockey Association d.b.a. Southcoast Panthers Youth Hockey Association Organization By Laws	REV						Sheet 15 Of 15
Final		H						

Half page ad placed in Annual Tournament Book.

Receive 8"x10" team photo.

Use of Sponsorship funds Initial team sponsorship fees shall be applied to purchasing team jerseys and sponsor patches. Funds left over after the purchase of jerseys shall be placed into a separate sponsorship account, to be used either toward playoff fees for team or to be absorbed into general fund at the end of the season to lower tuition costs for the following season. Once team jerseys have been purchased, \$200.00 of sponsor fees shall be allocated for playoff fee or HYHA d.b.a. SCPYHA Tournament fee. The remaining funds are to be used either to purchase practice jerseys or to be absorbed into general fund at the end of the season to lower tuition costs for the following season.

SPONSOR-FUNDED JERSEY POLICY. Team sponsors name will be placed on the lower bottom of the team jersey via a patch not to exceed 3" x 10 ". Jerseys shall be purchased by and remain the property of the Association. Individual names will not be placed on the jerseys, and uniform numbers will be selected randomly. Players putting names on jerseys or defacing jerseys in any way will be billed \$50.00, which must be paid before the player is allowed to participate in another team practice or game. The team's head coach will be responsible for the jerseys once the season has started. Coach may either distribute them to players, or shall bring them to and collect them after each game. Coach will be responsible for replacing lost jerseys at the end of each season.