

TRI-COUNTY EAGLES YOUTH HOCKEY, INC
CONSTITUTION AND BY-LAWS

ARTICLE 1

NAME

Section 1.

The name of this organization shall be the Tri-County Eagles Youth Hockey, Inc., herein referred to as the "Corporation".

ARTICLE II

PURPOSE

Section 1.

It is the full intent and purpose of the Corporation to provide a positive experience for youth hockey players and their families in the sport of ice hockey. The league spirit and commitment is reflected in the following objectives: to teach good sportsmanship and fair play; to teach the ideals and skills basic to the game of ice hockey; and to foster a desire in each participant to achieve a level of skills commensurate with his or her abilities regardless of race, creed, sex or national origin.

Section 2.

To accomplish the stated purpose, the Corporation will endeavor to organize, finance, and supervise a season of youth hockey games each year between the months of October and the following March.

ARTICLE III

MEMBERSHIP

Section 1.

Membership is open to any youth within the ages specified under current USA Hockey Rules and Regulations for the divisions included in the organizations that year.

Section 2.

In the House Division, acceptance shall be on a first paid, first served basis, with regard to registration fee deposit, but without regard for player ability, skill, race, sex, or national origin. In the Travel Division, acceptance will be based on ability after evaluation and without regard to player race, creed, sex or national origin.

Section 3.

Membership shall be limited to a number specified by the Executive Board for each divisional age group. That number shall be based on the number of teams being formed in the division multiplied by a practical number of players per team.

Section 4.

The Corporation reserves the right to revoke any membership if during the season the player persists in fighting, displays deliberate attempt to injure another player or officer of the league, or persists in refusal to follow league rules and regulation; and for non-payment of registration fees. Revocation of membership shall be by majority vote of the Executive Board.

Section 5.

Each registered member shall be entitled to one vote on all league matters put to a membership vote. Members 17 years of age and older may exercise that vote themselves. Members 16 years of age and under must delegate that vote to a parent or guardian.

ARTICLE IV

STRUCTURE

Section 1.

The corporation shall be governed by a Board of Directors. Registered players shall be divided into divisions by age and skill as specified under current USA HOCKEY Rules and Regulations. Within each division, players will be further divided into teams. Age and skill as determined after appropriate evaluations will divide travel team.

Section 2.

The Board of directors shall consist of:

a. EXECUTIVE BOARD:

President, Vice President, Secretary, Treasurer, House Commissioner, Travel Commissioner, each to be elected by the membership.

b. DIRECTORS-AT-LARGE:

To be appointed by a majority of the seated board members.

c. HEAD-OF-COACHING:

To be appointed by a majority of the seated board members at the June meeting.

Section 3.

The following team offices will be appointed for each team:

- One Head Coach
- Assistant Coaches
- One Team Manager

ADMINISTRATION

Section 1.

TERMS OF OFFICE

- a. The terms of office for all officers of the league as specified in Article IV, Sections 2 and 3, shall be one year, terminating at the end of "Old Business" at the June meeting.
- b. No limit is placed on the number of successive or repetitive terms for any office.
- c. In the case of resignation or dismissal of an elected officer:
 1. If the vacancy is the office of President, the Vice President will assume the position of President and remaining executive board members will name a Vice President by a majority vote.
 2. Any officer other than President, the remaining executive board members will appoint a person to fill the office by a majority vote.
- d. The nominating committee shall conduct a secret ballot election of general membership for executive board members in February of each year. The results of that election will be announced at the March meeting of each year.
- e. Once the election results are announced, the newly elected officers will immediately commence a transition period through the balance of the previous term.
- f. All candidates for an elected office must have a child registered in the league at the time the nominating committee is named or have majority approval of the Executive Board.
- g. Directors-at-Large will be appointed prior to the beginning of league activities in the fall by the Executive Board. Once appointed, Directors-at-Large may not be removed from office without majority approval of the Executive Board.
- h. Appointment of team officers as specified in Article IV, Section 3, will be done by the Head-of-Coaching, to the Executive Board for approval. Head coaches for the Travel division will be determined prior to Travel tryouts. Head coaches for the House division will be determined at some time prior to, or shortly after evaluations have been completed. Other team officers shall be appointed by the Travel/House commissioner with assistance from the Head coach. Once appointed, team officers may not be removed from office without majority approval of the Executive Board.
- i. The Executive Board may name a person to the Board-of-Directors or as a team officer who does not have a child in the league with majority approval of the Executive Board.

Section 2.

DUTIES OF THE OFFICERS

A. PRESIDENT

1. To preside at all meetings of this organization, following parliamentary procedure (see Roberts' Rules of Order).
2. To serve as chairperson of the Executive Committee and Board of Directors.
3. To call all meetings of this organization and/or any special committees thereof.
4. To have full jurisdiction over all functions of this organization.

DUTIES OF THE OFFICERS continued

B. VICE PRESIDENT

1. To assume the duties of the President in his/her absence.
2. To establish, appoint, and coordinate all necessary committees in conjunction with the organization, subject to approval of the Executive Board.
3. To assume responsibility for public relations and publicity for the organization (unless a Director-at-Large is appointed for the duties).

C. SECRETARY

1. To assume the duties of the President and Vice President in his/her absence.
2. To record and maintain all minutes and records of organization meetings and committees.
3. To conduct all official correspondence.
4. To issue notice of all meetings, events and activities conducted by the organization.
5. To notify necessary area conferences of newly elected board and representatives by April 15th each year in writing.
6. To make monthly meeting highlights available for public access on the organizations website, published newsletters or as requested.

D. TREASURER

1. To assume the duties of the Vice President in his/her absence.
2. To maintain the books of the corporation, to include financial reports, audits and other information pertinent and essential to its operation.
3. To have charge and custody of all funds in such banks as selected by the Executive Board.
4. To report at each meeting the status of the organizational funds including all receipts and disbursements.
5. To execute, on authority of the Executive Board, all contracts and financial obligations incurred by the Corporation.

E. TRAVEL COMMISSIONER

1. To serve as corporate representative in matters involving travel hockey before the WNYAHL, Great Lakes Girls Hockey League, and other jurisdictional bodies.
2. To establish and facilitate a process for Travel Tryouts.
3. Working with the Head of Coaching, facilitate the review of coaching applications and selection of Head Coaches for Travel Teams
4. To act as or appoint an impartial mediator in matters between travel teams. To bring any unresolved matters to the Executive Board.

Section 2.

DUTIES OF OFFICERS continued

F. HOUSE COMMISSIONER

1. To serve as corporate representative in matters involving house hockey before the Empire Amateur Hockey Conference, the Great Lakes Girls Hockey League, and other jurisdictional bodies.
2. Working with Head of Coaching, facilitate the review of coaching applications, and selection of Head coaches for House Teams
3. To act as or appoint an impartial mediator in matters between house teams/divisions. To bring any unresolved matters to the Executive Board.

G. HEAD OF COACHING

1. To recruit coaches with the House and Travel Commissioners.
2. To educate coaches as to what is expected by the league (i.e., rules, regulations and policies).
3. To set up periodic meetings for coaches to discuss concerns strategies, etc.
4. To assist coaches with any problems.
5. To direct any disputes involving coaches to the respective commissioner for resolution.
6. To name independent persons to evaluate players.
7. To set up and conduct pre-season evaluations of all participants relative to their ability and skill with the House and Travel Commissioners.
8. To establish team selection procedures with the House and Travel Commissioners.
9. To submit final team selection procedures, to be used by each division, to the Executive Board for approval.
10. To recommend a head coach for a team, if the team has lost its coach during the season, to the Executive Board for approval.
11. To appoint 2 assistants who can act as his proxy.

H. DIRECTORS-AT-LARGE

12. To perform all duties required in connection with the specific task or tasks for which they are appointed. Examples of such tasks are as follows:
 - a. Sponsorships
 - b. SnackBar Coordinator
 - c. Pictures
 - d. Webmaster
 - e. Uniforms
 - f. Equipment management
 - g. Ice schedules
 - h. Other functions deemed necessary by the Executive Board.

Section 2.

DUTIES OF OFFICERS continued

I. COACHES

1. Coaches from Mites through Midgets shall maintain a current USA Hockey coaching certification card for the appropriate level of coaching.
2. To teach fundamentals of the game of ice hockey (i.e., stick handling, skating, positioning, passing and shooting) within the bounds or context of good sportsmanship.
3. To be responsible for the conduct and well being of players at all times on and off the ice.
4. To supervise the organization of his/her team (i.e., positions, lines, etc.)
5. To conduct himself/herself in a responsible manner on and off the ice as an example to the players.
6. To be responsible for all equipment issued by the league to his/her team.
7. To keep Travel/House Commissioner informed of any problems as they develop.
8. To follow written player skill guidelines approved by the league for each division.
9. To attend coaches meetings as set up by the Head of Coaching.

J. ASSISTANT COACHES

1. To assist in all coaching duties and perform all duties in the absence of the coach.
2. Assistant coaches from Mites through Midgets shall maintain a current USA Hockey coaching certification card for the appropriate level of coaching

K. TEAM MANAGERS

1. To handle all paperwork for the team.
2. To coordinate fund raising or other team events.
3. To communicate all league correspondence to team
4. To abide by all administrative policies and procedures as required by the governing league the team plays in. (WNYAHL, EAHC, GLGHL, etc.)

ARTICLE VI
FINANCIAL POLICY

Section 1.

The organization is incorporated as a Non-Profit Corporation.

Section 2.

Funding shall be acquired from a combination of player registration fees, league fundraising activities, team sponsorships and donations.

Section 3.

Funds will be utilized solely for league expenses directly related to the youth hockey program. These expenses include, but are not limited to the following:

- a. Purchase of ice time.
- b. Purchase of league owned equipment.
- c. Purchase of trophies.
- d. Player liability insurance.

Funds will not be used for private purpose of any member or individual.

Section 4.

The Corporation shall be bound by all duly executed contracts (e.g. ice time rentals).

Section 5.

The Corporation will make liability insurance available for the players.

Section 6.

In the event that the Corporation is dissolved, all remaining league equity, either equipment or monies, shall be donated to another youth hockey league to be named at the time by the then seated Executive Board.

ARTICLE VII
MEETINGS

Section 1.

League meetings will be held monthly on dates specified by the Executive Board.

Section 2.

Executive Board meetings may be called at any time as deemed necessary by any Executive Board member.

ARTICLE VIII

AMENDMENTS

Section 1.

Amendments to this Constitution shall be voted upon in the March meeting. A quorum of more than 50% of the Executive Board must be present for a vote. Amendments must be passed by a 2/3-majority vote of all league members present.

Section 2.

All proposed amendments must be submitted for consideration in a prior meeting to be eligible for vote in the March meeting.

ARTICLE IX

BY-LAWS

Section 1.

The By-Laws of the organization shall be created to define methods and details by which the intent of this Constitution shall be carried out.

Section 2.

By-Laws may be established or rescinded by simple majority approval of the Executive Board, provided a quorum of more than 50% of the Board is present. A vote may be taken at any league meeting or any Executive Board meeting provided at least one week prior notice of the meeting time and date is given to all Board members.

TRI-COUNTY YOUTH HOCKEY, INC.

BY-LAWS

1. LEAGUE REGISTRATION FEE

The magnitude of registration fee and scheduled payment dates for the following year shall be determined by the Executive Board that is in office during the season in which the registrations are held. Fee shall be equal for all members within a general division.

2. REGISTRATION

The Executive Board, at the February meeting of each year will establish league registration dates. Registration will be accepted on first come, first serve basis as outlined in Article III of the Constitution. At registration each member must

- A. Submit a fully completed registration form, including signature of parent or guardian giving permission for the member player to participate
- B. Submit a copy of the player's Birth Certificate if one is not currently in the league file
- C. Submit a non-refundable commitment fee (to be determined by the Executive Board) with a signed commitment to be paid in full by September 1. All outstanding fees from the previous season must also be paid in full
- D. Have parent or guardian sign (or agree to sign if form is not available at registration), the USA Hockey Insurance liability waiver and Tri-County's Code of Conduct form.

No player will take part in any league activity until all of the above is received by the league Treasurer

REFUNDS: All requests for refunds will be reviewed by the Executive Board on a case by case basis. Only written refund requests to the Executive Board will be considered. Examples of potential refunds are: cases of serious illness, injury or family relocation out of the area. \$150.00 registration and insurance fees plus the cost of jerseys and socks are non-refundable. Refunds will be calculated on a prorated basis of the balance, if the Executive Board approves the refund. No refunds will be granted for dual registration with another league or high school. The Executive Board's decision is final.

David Bigelow Memorial Fund

This Memorial fund has been created in the memory of David with the intent of helping children of less fortunate families to learn and enjoy the game of hockey. It's the desire of David's parents, through this memorial fund that no child should be prevented from playing and enjoying hockey for financial reasons. This memorial fund will help to support a child in need through partial assistance in the payment of league registration fees or to provide partial financial assistance in the purchase of the needed equipment. The maximum award is 50% of registration costs and up to \$100 toward the purchase of equipment.

Keeping the Memorial Fund Alive

The memorial fund was started through the generous donations of family, friends, co-workers and teammates of David and his parents. Further contributions to the memorial fund are always accepted and greatly appreciated. Tri-County hosts an annual house hockey tournament, which has been renamed "The David Bigelow Memorial Tournament" in David's honor. A portion of the proceeds from this tournament (minimum of 10%) will be donated to the memorial fund annually.

Application Process

Anyone wishing to receive assistance from this memorial fund should fill out the application form and submit it with their league registration forms. The memorial fund selection committee will review all of the application forms.

Selection Committee

The memorial fund selection committee is made up of two past or present Tri-County board members and one of David's parents (mother in odd years, father in even.) The selection committee will meet prior to the beginning of the season to review all of the applications, which the league has received. The selection committee will base their award decision on the following criteria:

- 1: What are the needs and the amount being requested from the applicant?
- 2: The applicant's ability to pay the remaining balance after the award has been made.
- 3: The applicant must demonstrate what actions are being taken to mitigate the situation that has driven the need for assistance.
- 4: How the Child will benefit from the distribution.
- 5: If the applicant's child is capable a handwritten or typed letter from the child stating why they want to play hockey.

The selection committee will be limited to a total payout not to exceed 10% (a minimum of \$2000.00) of the total fund value each season. All applications will be kept confidential and will only be seen or reviewed by the memorial selection committee.

Fund awards will only be paid out, if the balance of fees due is satisfied. If the balance isn't satisfied by payment deadline, award will not be paid out, and registrant will be responsible for full amount.

3. REPRESENTATIVE/SELECT TEAM FEES

Additional fees may be levied for participation on a divisional representative/select team. The magnitude of this fee will be established by the House Commissioner and approved by the Executive Board. The fee must be published to each potential player prior to their joining the representative/select team.

4. TRAVEL TEAM FEES

The magnitude of registration fees for the Travel Teams for the following year shall be determined by the Executive Board in office prior to Travel Tryouts. Fee shall be equal for all members within a general division.

5. REVOCAION OF MEMBERSHIP

Revocation of membership as by the majority vote of the Executive Board shall be accompanied by a refund of registration fees paid on a tome prorated basis and with consideration for any equipment or material received by the member.

6. UNIFORMS

A. PRE-MITES Through MIDGETS

Full uniform must be worn at all times when a member is on the ice for any league activity. The uniform shall include a helmet, with full face guard, hockey skates, shoulder pads, elbow pads, shin guards, internal mouth guards, hockey pants, athletic supporter with protective cup, hockey jersey (that covers elbow pads), hockey socks, hockey gloves and a neck guard. All equipment must be USA Hockey approved. No equipment will be modified from its intended state of wear. Goalie will also wear neck protectors.

7. MEETING INFORMATION

The league secretary shall provide meeting notifications to all members at least 4 days prior to each league meeting. Notification may be verbal or in writing and may be provided via other

persons such as coaches/managers or selected in advance and published with information at the start of the season.

8. NOTIFICATION OF OFFICER CANDIDATES

A. A Nominating committee shall be secured by the Executive Board, and named at the December Meeting. The committee will be charged with soliciting and securing, from the general membership, candidates for the upcoming Executive Board elections. Attempts should be made by this committee to “nominate a mix” of candidates from the various divisions within the league.

B. Each candidate for office will write a brief summary of his/her philosophy toward youth hockey and his/her goals for the league. These statements will be communicated, by whatever means is currently being used for league communications, at least two weeks before voting begins, to familiarize voters with the candidates.

9. FINANCIAL SUMMARY

Treasurer shall prepare monthly financial statements to be distributed at the General Membership meetings. This report will include all income and expenses by source. Current bank account balances shall also be included.

A fiscal year (July 1 through June 30) financial report shall be prepared by the Treasurer prior to August 31. This report shall be submitted to a CPA for the purpose of filing the league's Income Tax statement. The CPA will be approved by the Executive Board.

10. LEAGUE PURCHASES

All arrangements for league purchases must be jointly approved by the Treasurer and President prior to procurement. Any purchases over \$200.00 must be approved by the Executive Board. Written approval must be obtained from the Treasurer for all purchases. Payment for purchases will not be made to any supplier without the written approval and proper receipts. Reimbursement for miscellaneous expenses will require the appropriate documentation. The ice scheduler will be responsible for checking billed ice hours and authorizing payment.

11. COMPLAINTS, DISPUTES AND PROTESTS

Complaints, disputes and protests by any player, parent or guardian shall be made to the Travel/House Commissioner for that player's division. The Travel/House Commissioner will attempt to resolve the problem via meeting coaches or other persons involved. In the event that he/she is unable to resolve the problem, it shall be brought to the Executive Board at the next meeting. The decision of the Executive Board shall be final.

12. ON ICE PARTICIPATION

No team or player may go on the ice at anytime without a USA Hockey certified coach. In addition no player may go on the ice until the Zamboni machine has left the ice and the Zamboni doors are closed.

13. PLAYER ASSIGNMENT

Players shall normally be assigned to the division specified by USA Hockey rules and regulations for their date of birth.

A player may be assigned in another House or WNYAHL Tier II or Tier III Division of higher age by joint written agreement signed by the Travel/House Commissioner involved and by the player's parent/guardian. Each request for moving a player to the next division will be evaluated by the Executive Board based on the merits of that particular situation.

The Executive Board may reject such player movement, but may not over rule a negative determination by either the Travel/House Commissioner or a parent or guardian.

Decisions by the Executive Board are final.

14. ICE TIME

- A. In the House Division, each player at every level will be provided equal game ice time as nearly as practical at every age level. This by-law does not apply to Representative/Select teams or Travel Division
- B. Ice times stated on the registration form, are approximate hours and are not guaranteed. It is the leagues' intent to provide each team with the stated hours. The ice scheduler will provide a monthly summary of ice hours by team. The ice scheduler will attempt to make the necessary adjustments for any inequities. If it becomes necessary to reduce ice time, it will be done equally amongst all teams.
- C. It is the ultimate responsibility of each teams manager and/or coach to keep track of, and insure the team receives the allotted hours of ice. Any differences noted should be brought to the ice scheduler's attention as soon as possible.
- D. Practice time is essential to the development of the player and the team as a whole, this is where the player will develop, not in games. While still believing in fair game time for all players, those that miss practices on a consistent basis are not helping themselves or their team. Disciplinary action can be taken in the following format for missed practices.

1. 4 missed practices – coach has right to bench for 1 game
2. 8 missed practices – TCYH benches you for 1 game
3. 12 missed practices – meeting between Executive Board and player as to why they should be able to participate in games for the rest of the season.
4. Documented injuries that prevent a player from practicing will not count towards this limit
5. It is up to the coach or manager of the team to inform the board of documented evidence of these missed practices – before and disciplinary action is taken.

15. AUTHORIZED COACHES

Parent, guardians or other volunteers will be allowed to assist in training players during team practices provided the approval of the individual team's coach is obtained

All coaches and on ice assistants need to obtain the appropriate USA Hockey Coaching Certification, Take a background screening check, and complete the Safe Sport training.

16. PLAYER DISCIPLINE

The Travel/House Commissioner shall individually have the authority to suspend any player for the remainder of the game and the entire following game if in his/her judgement, that player displays a deliberate attempt to injure another player or bystander, persists in fighting or persists in refusing to follow league rules and regulations.

Suspensions shall follow in accordance with USA Hockey policy, the policy of the league in which the team/player participates in and the Tri-County Youth Hockey Code of Conduct. Suspensions from all governing bodies shall be applied and served cumulatively.

17. ALTERNATE PLAYERS

To ensure that alternates and substitutes are being utilized in accordance with existing rules and guidelines, the following process should be followed to request that any player be allowed to participate as an alternate on another Tri-County team.

- A. The coach interested in securing a player as an alternate should contact the appropriate Tri-County Commissioner. The Commissioner will investigate the specifics of the case to ensure that the request does not violate any existing rules for the respective league(s).
- B. If no rules violations are encountered, the Commissioner will contact the coaches of the player's primary team and the team they wish to be an alternate for to ensure there are no issues or concerns among the coaching staff. If rule violations are encountered, the request will be denied.

- C. Depending on the situation, the player may be required to pay additional fees for their participation as an alternate. Determination will be made on a case by case basis and may involve consultation with the Tri-County Executive Board. Requests will be characterized into one of two categories;
1. "Emergency" Alternate – In this situation the intention for the alternate player is that he/she be utilized on an "emergency" or "as needed" basis. In this scenario the player would practice either very little, or not at all, with the alternate team unless the need arose. There would be no guarantee that the player ever practice or participated in games with the alternate team. If the determination is that the request for the alternate is of this type, then no additional fees would apply.
 2. "Regular" Alternate – In this situation the intentions is for the alternate to be utilized on a regular basis. The player would practice with the alternate team on an agreed upon schedule, not to exceed 50% of the alternate teams practices. If the determination that the request for alternate is of this type, the player would be required to pay 50% of the registration fee of the alternate team.
- D. If fees are required, approval will not be given to proceed until the fees have been paid.
- E. It is the responsibility of the coaches to monitor ongoing eligibility of the player to ensure the rules governing the use of alternates within their league have not been violated.
- F. The main responsibility of the player will remain with their primary team. In the event a conflict in schedule occurs where the player is asked to participate with both the primary and alternate team, preference will be given to the primary team. This applies whether the alternate was deemed to be an "Emergency" or a "Regular" alternate.
- G. Registering for Multiple Teams
- The alternate process does not apply to situations where a player desires to be registered as a full time player on multiple Tri-County teams. In cases where this is desired, and the rules of the relevant league(s) allow it, the player would be subject to the full registration fee for both teams
- If a player has interest in registering as a full time player on multiple Tri-County teams, they should contact their respective Commissioner to discuss it. Requests will be handled on a case by case basis and will likely involve discussion and approval of the Tri-County Executive Board.

18. TRAVEL PROGRAM GUIDELINES

- A. All travel program tryouts will take place in the spring. Tryouts for Squirt and Pee Wee level teams will be held after the completion of the State and Regional Tournaments at that level. Tryouts for Bantam and above (including Girls) level teams will be held after the completion of the National level tournaments at those levels. Mites are exempt from these restrictions.

- B. A “Commitment Fee” and a “Tryout Fee” are required in order to participate in a Travel tryout and are subject to the following rules;
 1. All players must have paid both fees in full prior to being allowed to take the ice for tryouts.
 2. The Executive Board will set the amount of the fees prior to tryouts.
 3. The “Tryout Fee” is utilized to cover the cost of ice time and is not refundable in whole or part whether the player is selected for a team or not.
 4. The “Commitment Fee” serves as a deposit and to secure a roster spot for those players that are selected for a Travel team.
 5. If a player is cut from a team the full amount of the “Commitment Fee” will be refunded.
 6. If a player makes a team the “Commitment Fee” will be credited towards their TCYH Registration fees for the season.
 7. If after making a team, a player decides not to participate on the team for whatever reason, the full amount of the “Commitment Fee” is forfeited and will not be refunded in whole or in part. This applies regardless of the reason for leaving, including deciding to participate in the TCYH House program.
 8. A player who is unable to attend all of the ice sessions for personal reasons may petition the Executive Board for inclusion in the selection process. The decision of the Executive Board is final in this matter. If approved, full payment of the “Commitment Fee” is also required, prior to tryouts, in order to be included in the selection process.

- C. Players who have a balance from the previous seasons TCYH Registration, or have any outstanding financial commitments to TCYH, be they individual or team, will not be allowed to participate in tryouts until all balances are paid in full.
- D. Players not currently registered with TCYH are required to submit a Player Release Form from their previous Association and a copy of their Birth Certificate to verify their age prior to being allowed to participate in tryouts.
- E. The number of players on each team, the number of teams in each division and a recommendation on the level of play (AA, A, Major, Minor, Etc) will be determined by the Head Coach, Head of Coaching and the Travel Commissioner as part of the selection process. Final declaration and reporting on the level of play for each team will be made by the Travel Commissioner in accordance with the dates established by the league the team participates in. The Executive Board reserves the right to set quotas on the number of players per team and/or number of teams in any division based on the number of players in the age group.
- F. Players will only be allowed to tryout for teams at their age appropriate level. Requests to "play up" a level must be approved by the Executive Board as described in By-Law #13.
- G. Trying out for the travel program does not guarantee placement on a travel team. Players are bound to play for the team once selected and are at that point subject to the rules on Player Movement as defined by the New York State Amateur Hockey Association (NYSAHA).
- H. Coaching/Team Staff
 1. A recommendation on a Head Coach for each team will be jointly made by the Head of Coaching and Travel Commissioner and submitted to the Executive Board for approval.
 2. The Executive Board will publish a list of approved Head Coaches for the travel teams no later than two weeks prior to the tryouts.
 3. Assistant Coaches will be selected by the Head Coach and will be reviewed by the Head of Coaching and Travel Commissioner. Selection of Assistant Coaches does will not be done prior to team selection.

4. The Head Coach will name a Manager for the team following tryouts and player selection. Note that an individual listed on the team roster as a Manager may not also be listed as a Coach.

I. On Ice Evaluation

1. The number of on ice sessions and the specific schedule and location for tryouts will be determined by the Travel Commissioner
2. Only players that are trying out, coaches and approved evaluators are to be allowed on the ice during tryouts.
3. The Head Coach is required to secure at least 2 independent evaluators to be used for player evaluation. An evaluator will be considered independent if they have no direct ties to the players participating in the tryout.
4. The Head Coach will submit a list of individuals they wish to use as evaluators to the Travel Commissioner for approval no later than 2 weeks prior to tryouts.
5. The Head Coach and approved evaluators will conduct the on ice evaluations.
6. The Head Coach is required to attend one pre-tryout meeting, run by the Travel Commissioner, to ensure tryout procedures are understood and all appropriate requirements are met.
7. If the Head Coach desires to have additional individuals on the ice for purposes of running the tryout so that he evaluators may observe from off the ice, a list of individuals should be submitted to the Travel Commissioner for approval

J. Selection Process

1. The Travel Commissioner is responsible for running the tryout sessions and establishing the guidelines, but not the actual player selection.
2. The Head Coach is responsible for final player selection, subject to the rules and guidelines as established by the Travel Commissioner.

3. Players will be selected based on the feedback from the independent evaluators, Travel Commissioner, coaching staff and the Head Coaches assessment of needs for the team being formed.
4. Players will not be selected simply to fill a desired number of players
5. The Head Coach may make preliminary cuts after the first tryout session should it be deemed appropriate. The Travel Commissioner shall be notified of all preliminary cuts prior to the players being notified. A phone call or personal talk by the Head Coach is required for notification after this cut.
6. After the final tryout session, the Head Coach will review the player selections and cuts with the Travel Commissioner prior to player notification.
7. It is the Head Coach's responsibility to notify all player applicants. It is recommended that notification be done in person or via phone, but it is not required. All player applicants must be notified within one week of the completion of the selection process. This is not to conflict with any other TCYH function.

K. Player Release

Any player who is selected for the travel program and subsequently decides not to play in Tri-County is subject to the rules of Player Movement as defined by the NYSAHA. Releases will only be given with the approval of the TCYH Executive Board and the West Section Vice President of the NYSAHA.

19. HOUSE EVALUATIONS AND TEAM SELECTIONS

- A. All House evaluations will take place sometime after one season and prior to the next.
- B. All Skaters must be a current registrant with Tri-County Youth Hockey
- C. All registrants must be paid in full prior to being allowed to take the ice for evaluations. A player who is unable to attend all of the ice sessions must notify the House Commissioner to ensure they are part of the team placement. If no notification is made, an assumption could be made that a player decided not to continue.

- D. Players who have a balance due from the previous season's TCYH Registration, or have any outstanding financial commitments to TCYH, be they individual or team, must be paid in full by Sept. 1st of the new season. Anyone not paid by then will not be allowed to participate in any activities, including evaluations.
- E. Players not currently registered with TCYH are required to submit a Player Release Form from their previous Association and a copy of their Birth Certificate, if this hasn't already been done with registration, to verify their age prior to being allowed to participate in evaluations.
- F. The number of players on each team, the number of teams in each division and a recommendation on the level of play (A or B) will be determined by the Head of Coaching and the House Commissioner after player evaluations are complete. The Executive Board reserves the right to set quotas on the number of players per team and/or number of teams in any division based on the number of players in the age group.
- G. Players will only be allowed to register for teams at their age appropriate level. Requests to "play up" a level must be approved by the Executive Board as described in By-Law #13.
- H. Coaching/Team Staff
 - 1. A recommendation on a Head Coach for each team will be jointly made by the Head of Coaching and House Commissioner and submitted to the Executive Board for approval.
 - 2. Assistant Coaches will be selected by the Head Coach and will be reviewed by the Head of Coaching and House Commissioner.
 - 3. The Head Coach will name a Manager for the team following evaluations and player placements. Note that an individual listed on the team roster as a Manager may not also be listed as a Coach.
- I. On Ice Evaluation
 - 1. The number of on-ice sessions, the specific schedule and location for evaluations shall be determined by the House Commissioner.
 - 2. Only players that are being evaluated, coaches and approved evaluators are to be allowed on the ice during tryouts.

3. The Head of Coaching and the House Commissioner will secure a panel of independent evaluators to be used for player evaluation. An evaluator will be considered independent if they have no direct ties to the players participating in the evaluations.
4. The House Commissioner will identify a coach who will conduct the on ice drills during evaluations
5. The House Commissioner and identified "On Ice Coaches" will work together to plan on ice drills that will ensure effective use of ice time.

J. Selection Process

1. Team Selection procedures (i.e. specific valuation and performance criteria weighting, and actual selection process) will be established by the Head of Coaching, and House Commissioner. These procedures will be submitted to the Executive Board for approval.
2. The House Commissioner should observe the team drafts but should not participate in the actual selections if possible. If "Special Consideration" is noted on registration, i.e. medical or emotional problems, transportation, etc., the House Commissioner should make mention of this, before final team selections are made, and an attempt to accommodate should be made if reasonable.
3. If the area youth hockey conference determines that play in an age division will be of one level of play, and there are more than one representative TCYHL teams, said teams will be drafted as equivalent to each other in talent based on approved team selection procedures.
4. If the area youth hockey conference determines that play in an age division will be of two level of play (A & B), and there are more than one representative TCYHL teams, said teams will be drafted as either major/minor age groups, or as A/B talent as mutually agreed between the House Commissioner, the Coaches, and the Head of Coaching. Team Drafts will be conducted based on approved team selection procedures.
5. It is the Head Coach's responsibility to notify all players drafted to his team. It is recommended that notification be done in person or via phone, but it is not required. All player applicants must be notified within one week of the completion of the selection process.

K. Player Release

Any player who is placed on a house team and subsequently decides not to play in Tri-County is subject to the rules of Player Movement as defined by the NYSAHA. Releases will only be given with the approval of the TCYH Executive Board and the West Section Vice President of the NYSAHA.

20. TEAM MEMBERSHIP

- A. There will be a minimum of 11 registered players on Travel and House Teams.
- B. There will be a maximum of 18 skaters plus 2 goalies on Travel and House Teams.
- C. The Executive Board has the final decision on a team's final roster size. The Executive Boards decision is final