



***Altoona Youth Hockey Association  
Altoona, Wisconsin***

***By-Laws***

***Revised April 2015***

***Our Philosophy:***

The Altoona Youth Hockey Associations goal is to introduce the youth of our area communities to the great game of ice hockey, such that every child, through their participation in the program, can enjoy a positive, character building sports experience while creating a passion for the game.

AYHA believes that through the development of every individual, the collective team benefits from the resulting depth, diversity, and cohesion. This produces a level of confidence that brings success in the competitive hockey environment.

Emphasis will always be placed upon education, personal development, teamwork, and sportsmanship. The individual conduct of board members, coaches, players, and parents will be maintained to ensure a positive culture in which all can honor the sport, and exemplify an organization in which to be proud of.

The AYHA will not discriminate against any person or organization on the basis of race, color, religion, sex, national origin, or sexual preference.

And, above all else... "It's always about the kids".

***Mission Statement:***

It is the mission of the Altoona Youth Hockey Association to promote and foster a positive skating experience for area youth that can be applied in all aspects of life.

## **ARTICLE I**

### **MEMBERSHIP**

#### **SECTION ONE- SUSTAINING MEMBERS**

Any person residing in the Altoona School District may become members by payment of the annual registration fee. Persons living outside the Altoona School District may become members only upon approval of the Board. After 4 years of being a sustaining member, a person shall be considered a lifelong member.

#### **SECTION TWO- DEFINITION OF A MEMBERSHIP**

Each registration constitutes a membership, with the right to vote, and the right to hold office. A lifelong member constitutes a membership with the right to hold office but excludes voting privileges at the Annual meeting.

#### **SECTION THREE- OPERATIONS BOARD OF DIRECTORS**

Any person elected as an officer of the Association shall be a member of this Association, with such powers and duties as are established in the articles and by-laws.

## **ARTICLE II:**

### **AYHA BOARD OF DIRECTORS**

#### **SECTION ONE-GENERAL POWERS**

While the AYHA's Board is ultimately responsible for managing the business and affairs of the Association, their day to day focus shall be on managing the business of youth playing hockey. Any and all contracts executed on behalf of the Association shall be authorized by the AYHA Board or as delegated.

#### **SECTION TWO-QUORUM**

Four members or more of the Board must be present and voting before any official action can be taken by said Board members at any Board meeting.

#### **SECTION THREE-EXECUTIVE COMMITTEE**

The number of voting positions of the Executive Committee shall be seven consisting of a President, Vice President of Hockey Operations, Vice President of Fundraising and Finance, Secretary, Treasurer, Tournament Director, and a Director. The following positions will move to appointed positions as of May 2012, Equipment Manager and Scheduler. The term of an Executive Committee officer shall be two years, beginning on the first day of May in the year they are elected.

## **SECTION FOUR-MEETING FREQUENCY**

Meetings will be once every month on a date determined by the Board.

## **SECTION FIVE- MEETINGS**

AYHA will hold regular meetings once each month. A passing vote will be by a majority of the Executive Committee members present. A minimum of four Executive Committee members must be present to vote. All elected officers shall be members of the Executive Committee. Individual board members will be notified at least one week prior to the meeting date except in the case of a special meeting of the board in which case as much notice as practical shall be given.

## **SECTION SIX-VACANCIES**

The Board vacancies will be filled with a member of the Association. The President shall appoint an officer to be approved by the Executive Committee from the membership.

## **SECTION SEVEN-ELECTIONS**

Elections shall be held each year. Nominations for office are accepted up to one week prior to the election. Refer to the voting policy for procedures.

## **SECTION EIGHT-REMOVAL**

If a Board member fails to adequately perform the duties and responsibilities assigned to them, any other member of the Board may make a motion to remove said officer. The motion must pass with a 2/3 majority vote to be removed from the Board.

## **SECTION NINE-APPOINTED POSITIONS**

Concessions Manager  
Registrar  
ACE Coordinator  
Supervisor of Officials  
Facility Manager  
Scheduler  
Safe Sport Coordinator  
Equipment Manager  
Tournament Director Assistant

Appointed positions shall be appointed by the President and approved by the Executive Committee. Appointments are for a one-year, renewable term. Those holding appointed positions are encouraged to attend monthly board meetings on a regular basis.

## **ARTICLE III**

## **OFFICERS**

### **SECTION ONE- OFFICERS**

The officers of the Association shall be: President (non-voting- votes for tie breaker only), Vice President (Fundraising and Finance), Vice President (Hockey Operations), Secretary, Treasurer, Tournament Director, and a Director. All elected offices are for two year terms. In the event of any resignations, the President shall appoint a replacement for the remainder of the term, with the approval from the Executive Committee. In the event the President should resign, his/her remaining term shall be served by the Vice-President-Hockey Operations. A coach may hold an elected office, while actively coaching. All head coaches and assistant coaches must be approved by the Executive Committee.

### **SECTION TWO- REGISTRATION**

Dates and fees for registration shall be announced each fall. Proof of age by birth certificate shall be required at registration. A certified copy of the player's birth certificate shall be required at registration, birth facts will be abstracted from the certified copy onto a form provided by the WI Register of Deeds which will then be kept on file by the Association as long as the player continues to skate in the AYHA; the certified copy of the birth certificate will be returned to the parent.

Any registration received after the registration deadline must be approved by the Executive Committee.

The age classifications are published annually in the WAHA "Records, Bylaws, Rules, & Regulations" guide.

### **SECTION THREE- JOB DESCRIPTIONS**

#### **PRESIDENT**

The President's ultimate responsibility is to assure that all functions, actions, and decisions within the Association are in keeping with the By-Laws of the Association. The President shall preside over all Executive Committee meetings and the Annual Meeting. The President shall be a non-voting member on the Executive Committee, voting only as a tie breaker. The President shall act as the ex-officio of all committees. The President shall select individuals for appointed positions to be approved by the Executive Committee.

#### **VICE PRESIDENT of Hockey Operations**

The Vice President of Hockey Operations (VPHO) shall serve as an assistant to the President, ready to support the President in his/her duties. If the President office is vacated for any reason, the VPHO shall assume the office of President for the remainder of that term. The Executive Committee shall then appoint a Vice President of Hockey Operations for the remainder of that term. VPHO duties shall include presiding over the Executive Committee meetings and/or the Annual Meeting in the absence of the President. The VPHO will be responsible for coordinating

the activities of the following officials; Coaching Coordinator(s), Building Manager(s), Referee-in-Charge and Scheduler. The VPHO will also carry out any other assignments as given by the President.

#### VICE PRESIDENT of Fund Raising and Finance

The Vice President shall serve as a voting member of the Executive Committee. Fund raising shall be the ultimate responsibility of the Vice President. He/ She will coordinate all fund raisers and appoint all fund raising committee personnel.

#### SECRETARY

The Secretary will be responsible for keeping all written records of the Association. The Secretary will keep the minutes of all regular, and special meetings of the Executive Committee, and the Annual Meeting. The Secretary will give notice of all meetings, as directed by the President and will ensure the minutes are posted to the AYHA website. The Secretary shall oversee the work hour processes. The Secretary will serve as a voting member of the Executive Committee.

#### TREASURER

The Treasurer shall be responsible for keeping complete and up-to-date records of all money transactions within the Association. Treasurer will invoice ice usage in coordination with the Scheduler(s). The Treasurer shall collect and deposit all monies for the Association in a timely manner. The Treasurer shall pay, with approval of the Executive Committee, all bills of the Association. The Treasurer shall close the books, and submit them for audit, at the close of each hockey season. This must be completed in time to be presented at the Annual Meeting. Treasurer shall be a voting member of the Executive Committee. The Treasurer must submit a monthly ledger to the President, for report to the Executive Committee.

#### DIRECTOR

The Director shall assist the VP of Finance and Fundraising and chair the Fundraising committee when the VP is absent. The Director will also be in charge of Public Relations and Publicity, will be head up the task of increasing membership, and shall oversee and manage the Team Reps.

#### TOURNAMENT DIRECTOR

The Tournament Director shall coordinate all tournaments sponsored by the Altoona Youth Hockey Association. The Tournament Director will advise each Tournament Team Rep in the preparation of all facets for running each team's tournament. Overall/ general need of all tournaments will be coordinated by the Tournament Director including:

- Contact with sponsoring hotel to set up tournament dates
- Selecting and ordering the year's tournament patches, and awards

- Coordinate with t-shirt/ sweatshirt vendor
- Listed as contact person for all tournaments in the Let's Play Hockey Magazine and will be responsible for mailing to interested teams
- Responsible for layout and design of tournament program
- Responsible for providing all tournament Team Reps with specific instructions on the coordination of their tournament
- Responsible for all other duties, not specifically listed here, that are required for successful tournaments

Specific/ individual team tournament responsibilities will be coordinated by the tournament Team Rep with the assistance of the Tournament Director.

### TEAM REPS

There shall be one Team Rep for each team in the Association. Team Reps shall be selected by each team and shall serve until the selection of a new Team Rep. This is to be completed by November 15th. Team Reps shall be responsible for communication of the actions and functions of the Association to the members of the Team.

### HEAD COACHES

Head Coaches will be selected prior to the start of each season by the Executive Committee and shall be accountable to the Executive Committee. Head Coaches will have at least one Assistant Coach. The Assistant Coach must be approved by the Executive Committee. Head Coaches will coach their teams in a manner so as to insure all players conform to the expectations of the ACE Coordinator and the Executive Committee. Head Coaches shall be responsible for coaching all skaters on their teams, on an equal basis. Head Coaches shall be responsible for all equipment issued them, for their teams, and keep necessary records so as to ensure all equipment is returned immediately following the end of the season, no later than April 1<sup>st</sup>. Head Coaches shall inform the Scheduler(s) as to all time changes in game, and practices.

### REGISTRAR

The Registrar will: (a) be responsible for the registration of teams, players, coaches and managers, as directed by these By-Laws and the AYHA rules and Regulations, ( b) keep records of all registration and membership, (c) "certify" eligible voting member teams, (d) "certify" those registered member teams eligible for State Tournaments, (e) implement procedures to coordinate registration activities with WAHA and USA Hockey, (f) in general perform all duties incident to the Office of the Registrar and such other duties as from time to time may be assigned him/her by the President of AYHA. Nothing in this By-Law shall relieve any member or its agent, association, team, player, parent or guardian of their responsibility to submit a roster that is true

and correct and complies with USA Hockey requirements, and all of the AYHA By-Laws and the Rules and Regulations.

#### ACE (Association Coaching Education) COORDINATOR

ACE Coordinator will provide skills enhancement to players, coaches and parents. ACE Coordinators are responsible for planning and developing training programs and clinics for players, coaches, and parents. This position will act as a knowledge center for the association in these matters.

SUPERVISOR OF OFFICIALS - The Supervisor of Officials shall be appointed by the Executive Committee. The Supervisor of Officials shall:

1. Be responsible for implementing those policies established by the Executive Committee to register, control, evaluate and establish standards of conduct for all officials within the jurisdiction of AYHA.
2. Act as liaison between AYHA and the WAHA Referee-in-Chief.
3. Act as liaison between AYHA and its designated officials.
4. Act as liaison between AYHA and member amateur hockey programs and/or organizations in matters of officials and/or rule interpretations.
5. Coordinate with the Tournament Director and be responsible to assign qualified officials to all AYHA sponsored games.
7. Perform such other duties as may from time to time be assigned by the President or the Executive Committee.

#### FACILITY MANAGER

Facility Manager will be responsible for facility security, supervision of facility rentals, energy conservation, key control, facility appearance, cleanliness, rink set-up/tear down, and managing AYHA facility employees. The Facility Manager will chair the Facility Committee.

#### CONCESSIONS MANAGER

Concessions Manager is responsible for the operation and management of the concessions stand for AYHA. This includes maintaining the inventory of the concession stand and setting the schedule for concessions coverage during the hockey season.

#### SCHEDULER

The Scheduler(s) will be responsible for scheduling activities at Hobbs, from the first day of ice to the last day of ice. The Schedulers shall set up a schedule for ice ensuring that all teams are

given equal consideration for ice time. The Scheduler(s) will incorporate approved Parks and Rec activities into the schedule. The Scheduler(s) will post ice schedules to the web site, and provide schedules for Coaches, Ref coordinator, and the Facility Manager. The Scheduler(s) will make all necessary schedule changes, and notify all people involved in such changes. All Coaches and/ or Teams Reps must notify the Scheduler(s) of any schedule changes.

#### EQUIPMENT MANAGER

The Equipment Manager shall be responsible for checking in and out, uniforms and players equipment, to the Head Coaches or Team Reps. The Equipment Manager is responsible for maintaining an updated inventory of all Association uniforms, and players' equipment. Any expenditure over \$150 must be approved by the President, or the Executive Committee. All receipts must be turned into the Treasurer within three (3) days from date of purchase.

### **ARTICLE IV**

#### **COMMITTEES**

FUNDRAISING COMMITTEE: This committee shall be chaired by the Vice-President (Fundraising/Finance). The committee is responsible for recommending fundraising activities for the association, coordinating the approved fundraising activities and reporting to the board upon their completion.

FACILITIES COMMITTEE: The committee is chaired by the Facility Manager. It is responsible for monitoring the condition of the playing facility, and recommending needed improvements to the hockey facility. It is also responsible to project future requirements of the hockey facilities.

### **ARTICLE V**

#### **POLICIES**

#### **POSITIVE CONFLICT RESOLUTION**

The AYHA Positive Conflict Resolution policy is contained in attachment 1 and should be referred to when resolving behavior problems with board members, coaches, parents, and players.

#### **AYHA TRYOUT PROCEDURE**

The AYHA Tryout Policy is contained in attachment 2 and should be referred to when conducting annual tryouts.

AYHA MOVE UP POLICY

The AYHA Move Up Policy is contained in attachment 3 and should be referred to when making decisions on move up issues.

AYHA CODE OF CONDUCT FOR COACHES

The AYHA Code of Conduct for coaches is contained in attachment 4 and should be signed by all coaches and referred to when there are code of conduct issues with a coach.

AYHA CODE OF CONDUCT FOR PARENTS

The AYHA Code of Conduct for parents is contained in attachment 5 and should be signed by all parents and referred to when there are code of conduct issues with any parents.

AYHA CODE OF CONDUCT FOR PLAYERS

The AYHA Code of Conduct for players is contained in attachment 6 and should be signed by all players and referred to when there are code of conduct issues with a player.