

Oklahoma City Youth Hockey
Association

Bylaws

OKLAHOMA CITY YOUTH HOCKEY ASSOCIATION BYLAWS

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INTRODUCTION

These bylaws, the Oklahoma City Youth Hockey Association Fiscal Operations and Policy Manual, Travel Program Manual and the House Manuals shall be the governing body of the Oklahoma City Youth Hockey Association (OKCYHA).

ARTICLE I – NAME

Section 1. The name of the organization shall be legally known as the OKLAHOMA CITY YOUTH HOCKEY ASSOCIATION

Section 2. It shall also be known as OKCYHA

Section 3. Principal Office. The principal office for the transaction of the business of the Association is hereby fixed and located at: Blazers Ice Centre, 8000 S I-35 Service Road, Oklahoma City, OK 73149. The Board of Directors is hereby granted full power and authority to change said principal office from one location to another. Any such change shall be noted in the bylaws by the Secretary, opposite this section, or this section may be amended to state the new location.

ARTICLE II – AFFILIATIONS

Section 1. This organization shall be, and is hereby governed by the rules of USA Hockey and Oklahoma Amateur Hockey Association, and other hockey leagues as appropriate, and shall abide by its own rules and procedures as well as those set forth within these leagues.

Section 2. This organization has an affiliation with North Texas Hockey League (NTXHL). OKCYHA is governed by its own bylaws and agrees to work with NTXHL and other leagues as appropriate to promote youth hockey within the Oklahoma City and surrounding area.

Section 3. Eligibility to participate in the OKCYHA is not determined by sex, race, creed, color, or religion. OKCYHA does not discriminate against any person based upon sex, race, creed, color, or religion.

Section 4. Notwithstanding any other provisions of these articles, OKCYHA is organized exclusively for one or more of the purposes as specified in Sec. 501 (C) (3) of the Internal Revenue Code of 1954 and under Chapters 105 and 138 of the General Statutes of Oklahoma, and shall not carry on any activities not permitted to be carried on by a corporation exempt from the Federal income tax under IRC Sec. 501 to (C) (3) or corresponding provisions of any subsequent Federal tax laws.

Section 5. No part of the net earnings of the association shall inure to the benefit of any member, trustee, director, officer, of the association, or any private individual (except that reasonable compensation may be paid for services rendered to or for the association as agreed to by an affirmative Board of Director vote), and no member, trustee, director, officer of the association or any private individual shall be entitled to share in the distribution of any of the association assets on dissolution of the association.

Section 6. In the event of dissolution, all of the remaining assets and property of the association shall, after necessary expenses thereof, be distributed to another organization exempt under IRC Sec. 501 (C) (3) or corresponding provisions of any subsequent federal government, or state, or local government for a public purpose. This distribution must also be consistent with Oklahoma law as determined by the sole discretion of the Board of Directors.

ARTICLE III - PURPOSE

The purpose of this association shall be:

- A. To teach the art of ice hockey skating to all participating in the program. To include but not limited to team leagues, camps and educational clinics to participants within the surrounding Oklahoma City area.
- B. To instruct participating youth in the fundamental skills of ice hockey by providing qualified, certified (as appropriate) coaching at all levels.
- C. To instill the necessary attitudes for team spirit, sportsmanship and fair play through success and cooperative effort.
- D. To provide an environment where each player, regardless of age, race, sex, religion, color, or ethnic background is treated fairly, with respect and in a positive supportive manner.
- E. To foster safety, fairness, and fun.

ARTICLE IV - MEMBERSHIP

Eligibility for membership: Annual membership shall be extended to members who contribute a one-time fee to the association, as approved by The Board of Directors, but not to exceed \$50.00. No Membership or interest in the Association is assignable or transferable to any Member.

Membership shall consist of:

A. The parents or legal guardians of those participants in the OKCYHA program. For purposes of these bylaws, each family with one or more participants in the OKCYHA program shall have one vote at the annual election.

B. Any officer without a child in the OKCYHA program must be accepted by the general membership at the annual meeting or by a majority vote of the Board of Directors.

C. Board members and coaches, regardless of having a child in the program or not, are also allowed to vote.

D. Any Professional Hockey Team in Oklahoma City may have a representative serve as an Ex Officio OKCYHA Board Member. This will be based on agreement by the professional hockey team management and OKCYHA board of directors.

ARTICLE V – GOVERNMENT

Section 1. The fiscal year of OKCYHA shall each year begin July 1st and end on June 30th of the following year.

Section 2. The elected governing body of the program shall be known as the "Board of Directors" and shall consist of the following officers:

EXECUTIVE OFFICERS:

- A. President
- B. Vice-President
- C. Secretary
- D. Director of Finance
- E. Director of Hockey Operations
- F. Director of League
- G. Director of Public Relations

Section 3. There are seven (7) voting members of the board. All "Officers" shall be elected for a term of two (2) years with the President, Secretary, Director of League, and Director of PR being elected together on even years, while the Vice-President, Director of Finance, and Director of Hockey Operations being elected together on odd years. This is to ensure the continuity of the association.

Section 4. All Officers shall have the responsibility to conduct and attend the Board of Directors meetings with full voting rights on all issues and matters that are decided upon at said meetings.

Section 5. A "quorum" of at least 5 of the 7 standing Board members must be present at any Board meeting for valid voting to take place. A vote can only be passed with a quorum present and a 51% voting for the initiative.

Section 6. Once a vote has been passed or dismissed the decision shall stand until the next scheduled Board of Directors meeting or at the time that a 'special meeting' is held. A quorum must be present to readdress the issue.

Section 7. All elected officers shall be determined by a vote of the majority (greatest number of votes) of the eligible vote, of the program membership present and voting.

Section 8. An unscheduled vacancy on the Board of Directors shall be filled, for the remainder of the year, by an appointee that has expressed interest by any solicited or unsolicited means. This appointee must be approved by a majority vote of the Board of Directors present at a meeting where a quorum is present. If a Director is appointed as provided for in this section the newly appointed Director must stand for election during the next election cycle for a two year term unless otherwise voted by the board of Directors. However, if a two year term puts the Director out of pattern with their grouping of Directors as described in Article V section 3, then the Director shall be elected to a one year term to retain the integrity of the pattern established in Article V section 3.

Section 9. When Board May Declare Vacancies. The Board of Directors shall declare vacant the offices of a Director if he/she be declared of unsound mind by an order of court or convicted of a crime, or may do so within sixty (60) days after notice of his/her election if he/she does not accept such office in writing or does not attend a meeting of the Board of Directors.

Section 10. OKCYHA voting board members shall be made up of no less than 50% of those individuals who have children actually skating in the program.

Section 11. The Association shall abide by and act in accord with the Articles of Incorporation, Bylaws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of USA Hockey. Such documents and decisions shall take precedence over and supersede all similar governing documents and/or decisions of the Association. Further, the Association shall assist USA Hockey in the administration and enforcement of the provisions of the Bylaws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of USA Hockey, within and upon its members and/or within its jurisdiction.

Section 12. The Association, an Association of USA Hockey, Inc., shall indemnify and hold harmless USA Hockey, the Board of Directors of USA Hockey and each member thereof, the Executive Committee of USA Hockey and each member thereof, the councils and committees of USA Hockey and each member thereof, and all other elected, appointed, employed or volunteer representatives of USA Hockey from any and all claims, liability, judgments, costs, attorneys' fees charges and expenses whatsoever, arising from the acts and omissions of Association, except to the extent (i) that USA Hockey or its afore described representatives caused such claims, liability, judgments, costs, attorneys' fees, charges or expenses by their own intentional neglect or default

or (ii) that such acts or omissions were the direct result of compliance with the Articles of Incorporation, Bylaws, Rules and Regulations, Playing Rules or decisions of the Board of Directors of USA Hockey. Further, the Association understands and acknowledges that USA Hockey and its afore described representatives have assumed such assignment, function, office or capacity upon the express understanding, agreement and condition that they be so indemnified and held harmless to the extent described in this bylaw.

Section 13. The Association shall comply with the USA Hockey screening and abuse policies and enforce the provisions thereof.

Section 14. In the event a controversy or dispute arises regarding the construction, interpretation, or application of the Bylaws, Rules and Regulations, decisions of the Board, the dispute shall first be submitted to the Dispute Resolution Committee for resolution in accordance with Rules and Regulations governing the appeals process. Such appeal must be submitted in writing to the Association President no later than ten (10) days after a hearing and/or a decision was rendered. The Association Dispute Resolution Committee will review the appeal in no more than thirty (30) days after the appeal was submitted. The written Notice of Appeal shall contain the name, address and telephone number of the party presenting the appeal, a brief statement of the decision or inaction for which the Appeal is made, and be accompanied by any documentary evidence or writings relevant to the appeal. The decision of the Association Dispute Resolution Committee shall be announced orally and in writing within forty-eight (48) hours of the hearing. A copy of such written decision shall be transmitted to the Board and the parties to the Appeal within forty-eight (48) hours of the hearing.

Section 15. The Board will carry Errors and Omissions Insurance for the benefit and protection of Executive Board Members. The premium associated with this insurance shall be encumbered by OKCYHA. The Association will also be responsible for any legal fees incurred in defense of its Board Members.

ARTICLE VI - AMENDMENTS

Section 1. The bylaws may be amended by a majority vote (greatest number of votes) of the members present at any general membership meeting, provided written notice of the proposed action has been made available to each member ten days prior to the time action is to be taken. The bylaws can also be amended by a quorum vote of the Board as the case may arise.

Section 2. Amendments may be proposed in writing by any member to the Board of Directors, who shall notify the membership in accordance with Section 1.

ARTICLE VII - FINANCIAL OBLIGATIONS

Section 1. The Board of Directors shall determine all fees and assessments by a quorum vote.

Section 2. The Board of Directors shall set, at the start of each season, rules regarding payments and payment schedules, and shall see that the rules are posted on the website for public viewing.

Section 3. As a general rule and as stated on the application, no refunds will be given for travel players after acceptance of a rostered position and for house players 48 hours after registration.

Section 4. In the event that a player is to be suspended for non-payment, that player shall be notified per the OKCYHA Fiscal Operations & Policy Manual.

Section 5. The President shall notify all relevant Officers of all pending suspensions, as soon as possible.

Section 6. No program funds shall be used by anyone without the Board of Directors approval and will be made available for review as requested. However, in the case of a pressing concern, the President and the Director of Finance together may disburse amounts less than \$500 for products and services that require immediate funding. However if this privilege is utilized the full board must be notified immediately of the amount of the disbursement and the person or organization it was disbursed to.

Section 7. No special dues schedules or rates shall be set without authorization of the Board of Directors.

Section 8. All finances and financial matters shall be under the control of the Board of Directors as detailed in the OKCYHA Fiscal Operations and Policy Manual.

Section 9. The Board of Directors reserves the right to request an audit and/or agreed upon procedures of all OKCYHA financial accounts as well as any OKCYHA team account.

ARTICLE VIII – ELECTIONS

Section 1. Election of officers shall be through an annual election process or through an optional Annual Membership Meeting.

Section 2. Prior to the election of officers, a report shall be given by the President and the Director of Finance to the other Officers. The Director of Finance's report will reflect the financial condition of the program to the date of the meeting.

Section 3. Voting will be by individual ballot and no member shall cast more than one vote. As provided in article IV, each family shall have one vote. However, more than one adult member of each family shall be eligible for nomination and election to the Board of Directors. However, at no time shall two members of the same family have check signing authority on any OKCYHA account(s).

Section 4. Votes may be collected and counted by an independent 3rd party if so agreed upon by the board of directors. To ensure security and integrity, this may require a small fee to be paid to this independent party to ensure objectivity. Any fee must be agreed to by a vote of the board.

Section 5. Candidates shall be nominated from the nomination ballot form or from the floor during the annual membership meeting (as the case may be) and distributed by various means. Acceptance or refusal of candidacy must be made with within 48 hours of nomination.

Section 6. Officers shall take office at the end of the program season which coincides with the fiscal year of July 1- June 30 the following year.

Section 7. The new, incoming Directors shall attend the May meeting prior to officially taking office in July. This will constitute a "transition" meeting attended by all board officers; incoming, outgoing, and incumbent. The purpose of this meeting will be to insure a smooth transition in those areas where there is a change in officers.

Section 8. Candidates for office shall be members of the Program as defined in Article IV. In order to be eligible to hold office as a board director, the member must be in good standing with the association and USA Hockey, no debt to the association, no outstanding grievance, has not vacated or resigned a previous board position (this is at the Board of Directors discretion) and has attended at minimum three (3) board meetings in the past 12 months.

ARTICLE IX – MEETINGS

Section 1. "General Membership Meetings" and Board of Directors Meetings may be called by any of the Board of Directors, assuming a quorum will be present.

Section 2. Board of Directors meetings shall be scheduled at least once a month during the regular hockey season and shall allow portions of the meetings to be open to the membership. Meeting dates, times, location and agenda shall be posted on the website.

Section 3. The agenda of the General Membership Meetings will be set by the President or any of the Board of Directors at least 3 business days prior to the meeting and shall be posted on the website at least 1 day prior to the meeting.

Section 4. For the purpose of electing officers, the election shall be held each year in the spring toward the end of, or immediately following, the regular hockey season. Under normal circumstances, the nominations shall be completed by April 30 and the elections shall be completed by May 31. This will allow the first meetings with incumbent and new directors to take place in June.

Section 5. Notice of the Annual Membership Meeting and General Membership Notice of the meetings shall be published on the association's website at least one week prior to the meetings.

Section 6. Place of Meetings. All meetings shall be held either at the principal office of the Association or at any other place within the state of Oklahoma as may be designated by the Board of Directors.

Section 7. Action Without Meeting. Any action required or permitted to be taken at a meeting of the Board of Directors may be taken without a meeting if a record or memorandum thereof be made in writing and signed by all Directors. Such record of memorandum shall have the same effect as a meeting of the Board of Directors and shall be filed with the Secretary of the Association and made part of the association record.

Section 8. Proxies. Any member entitled to vote or execute consents shall have the right to do so either in person or by authorized proxy during the annual general membership meeting for the purpose of board of director elections. The appointment of a proxy shall be in writing and signed by the member but shall require no other attestation and shall be filed with the Secretary of the Association at or prior to the meeting. In no event shall a proxy be appointed for a period of more than seven (7) years. The authority of a proxy may be terminated at will. Unless otherwise provided in the appointment, the proxy's authority shall cease three (3) years after the appointment.

Section 9. Telephonic or Email Meetings. Members of the Board of Directors may participate in a meeting of such Board by means of conference telephone or via Email of which all persons in the meeting can participate in a meeting pursuant to this section shall constitute presence in person at such meeting.

ARTICLE X - OUTSIDE REPRESENTATION

The President shall be the official representative of OKCYHA in all areas which come under their jurisdiction. However, the President may appoint another Board member to represent OKCYHA.

ARTICLE XI – COMMITTEES

Section 1. The Board of Directors shall determine the committees deemed proper and necessary to fulfill the object and purpose of the program.

Section 2. All committee chairpersons shall be appointed by the Board of Directors.

Section 3. Committees, as needed, shall be made up of board members and/or association members.

Section 4. Special committees may be appointed by the Board of Directors as needed.

ARTICLE XII - AUTHORITY TO BIND

No member of this program shall contract for or enter into any agreement, or otherwise obligate this program, financially or otherwise, without proper authorization from the Board of Directors. This includes contracting with ice providers and the Central Oklahoma Hockey Officials Association (COHOA). Contracts with rink providers and COHOA will be mandatory. These contracts will be for a specific period of time but will need to be reviewed and approved by the Board of Directors prior to any signature by President or designee.

ARTICLE XIII - RULES OF ORDER

The rules contained in "Robert's Rules of Order" (Newly Revised) shall govern this organization in all cases to which they are applicable, and where they are not inconsistent with the Bylaws of the organization.

ARTICLE XIV - REMOVE FROM OFFICE

Any Officer or Director may be removed from office as a result of failure to fulfill the duties of said office, or for conduct detrimental to the best interests of the Association and/or Program. Under normal circumstances, said removal must follow the following procedures:

A. A petition stating the charge shall be filed with the Board of Directors unless circumstances warrant immediate action as agreed upon by a majority of the Board of Directors. When a petition is filed, it shall be signed by two-thirds of the Board of Directors.

B. The President (or Vice-President) shall notify, in writing, each Board member ten (10) days before the question will be placed on a meeting agenda except as otherwise stated in section A.

C. Said Officer or Director shall be given written notice of the charge at least ten (10) days before the question will be placed on a meeting agenda except as otherwise stated in section A.

D. The petitioners shall present their case first; said Officer or Director shall be heard second; and the vote taken third. A quorum vote of at least 51% of the Board of Directors shall be necessary to remove said Officer or Director from office.

E. Should said Officer or Director be the President, the Vice-President shall preside over the removal proceedings. No removal proceedings shall be based upon the same evidence, more than once.

ARTICLE XV - DUTIES OF BOARD MEMBERS

Board of Directors

The Board of Directors is elected by the membership and is responsible for the governance of the Oklahoma City Youth Hockey Association. Any director if qualified may also serve as the association's webmaster with majority approval of the board of directors.

President

Responsibilities include: Responsible for the overall direction of the OKCYHA activities; Has the authority to act on behalf of the OKCYHA in making commitments and decisions in the best interests of OKCYHA programs; Serves as a member of the Conduct Review Committee and Dispute Resolution Committee; Check signing authority per Fiscal Operations and Policy Manual; Assumes the duties of any Director position in his or her absence, or until the position is filled as a result of resignation. The President is a two (2) year term of office.

Vice-President

Responsibilities include: Assumes the duties of the President in his or her absence, or until the position is filled as a result of resignation; Works with the Director of Coaching to recruit, select, and retain the House & Travel coaching staff; Works with the Director of Coaching to implement and maintain a comprehensive on ice and off-ice training program; Check signing authority per Fiscal Operations and Policy Manual; Serves as a member of the Conduct Review Committee. The Vice-President works with the Conduct Commissioner as well as the Commissioners at each level (Mite – Midget). The Vice-President is a two (2) year term of office.

Secretary

Responsibilities include: Recording and taking minutes of all general membership meetings and Board of Director meetings. Typing and submitting meeting minutes Ten (10) days after said meeting. Once minutes are approved by the board of directors, the secretary will post "highlights of board meeting" to the OKCYHA website; Completes and maintains equipment log for outgoing and incoming equipment such as jerseys, puck bags, goalie equipment, goalie sticks, and the like for each hockey season. The Secretary is responsible for working directly with the webmaster to maintain the content on the home page of the website and creating and maintaining policies for the entire website; Becomes fluent in the functionality and applications of the website; Works with

all team managers to ensure they have knowledge of the functionality of the website. The Secretary is a two (2) year term of office.

Director of Finance

Responsibilities include: Develops an annual detailed budget for the House and Travel program; Responsible for the overall direction of OKCYHA Financial Affairs, including but not limited to Fee Administration, ensuring refund procedures are in place and adhered to, Disbursements, Preparing Financial Information for Board Reviews, Maintaining the Uniform Code of Accounts and directing the preparation of Yearly Tax Returns and any necessary Audits; Has the authority to act on behalf of the OKCYHA in making financial commitments and decisions in the best interests of OKCYHA; On a monthly basis, submits a list to the Board of Directors of all the disbursements made by OKCYHA. In addition at each Board of Directors meeting shall present an income statement and balance sheet that reflects the most current status of OKCYHA finances. Furthermore, additional reports may be required as dictated by the Fiscal Operations and Policy Manual; Chairs the Finance Committee as required; Is a member of the Dispute Resolution Committee and Conduct Review Committee; Check signing authority per Fiscal Operations and Policy Manual; Reviews and accepts applications for payment arrangements for program fees; Assists the President and/or any other director in the Suspension of players for nonpayment of fees and directs further collection action as per the Fiscal Operations and Policy Manual. Approves requests for any payment for products or services for OKCYHA, as per the Fiscal Operations and Policy Manual; Directly manages any Administrator and Bookkeeping positions, contractors or services; Ensures any and all agreed upon financial audit procedures are being followed; Assumes the duties of the President, in his or her absence, if the Vice-President is unavailable, or until the position is filled, as a result of resignation. The Director of Finance is a two (2) year term of office.

Director of Hockey Operations

Responsibilities include: Works with Director of Finance to manage the jersey procurement and distribution process, including recommending vendor selection; Defining the overall direction of the OKCYHA Hockey Programs, including the Mini-mite, Mite, Squirt, Peewee, Junior-Varsity, Bantam, Varsity, and Midget age groups; Acts on the behalf of the OKCYHA in making commitments and decisions in the best interests of those programs; Organization and management of the House evaluation process. This includes working with the Vice-President, Director of Coaching and League Director to recruit volunteers to work the evaluations and ensuring proper staffing is available throughout the process; Management of the team selection and formation process. OKCYHA will strive for parity amongst the house teams; Definition and regulation of OKCYHA policies and procedures; Educating and informing the OKCYHA membership on new developments in the Hockey program; Responsible to ensure coaches adhere to the Standard Practice Plan Structure as determined for the House age groups; Serves as a member of the Dispute Resolution Committee and Conduct Review committee; Chairs the Travel and House Program Advisory Committee. The Director of Hockey Operations is a two (2) Year Term of Office.

Director of League

Responsibilities include: Defining the overall direction of OKCYHA House and Travel Programs, Educates and keeps informed the House and Travel Coaches and Managers on program policies and procedures, and ongoing program developments; Acts on the behalf of the OKCYHA in making commitments and decisions in the best interests of those programs; Serves as a member of the Dispute Resolution Committee and Conduct Review Committee; Maintenance of the OKCYHA Travel Program Manual; On behalf of the Travel Programs, serves as representative to NTXHL and other relevant leagues with the President; Works with the President, Vice-President, Director of Hockey Operations, and Director of Coaching to recruit, select, and retain the Travel and House coaching staff; Organization and management of the Travel tryout process. This includes recruitment of volunteers to work the tryouts and ensuring proper staffing is available throughout the process; Definition and regulation of OKCYHA Travel policies and procedures; Maintenance and oversight of the Travel and House Program pages on the OKCYHA website; Develops specifications for equipment, uniforms, and other materials required for the Travel and House programs, solicits bids, and makes recommendations to the Board of Directors on vendor selections and bid acceptance; Managing vendor relationship for Travel and House program requirements. The Director of League will work closely with President, Vice-President, Director of Hockey Operations and Director of Coaches along with the other members of the Travel and House Program Advisory Committee in fulfilling his/her responsibilities. The Director of League is a two (2) year term of office.

Director of Public Relations

Responsibilities include: Responsible for the overall direction of the OKCYHA Public Relations, fundraising activities; Coordination and delegation of OKCYHA fundraising activities including developing policies, programs and committees for:

1. Corporate and Community Sponsorships
2. Special events – such as golf tournaments, t-shirt sales, raffles and organizes the annual banquet (year end party).
3. Chairs the Scholarship Selection Committee;
4. Communicates OKCYHA expectations and policies to teams regarding fundraising;
5. Maintenance and oversight of the Fund Raising and Sponsorship Page(s) of the OKCYHA website, and other social networking venues such as the OKCYHA Facebook page.

Works with the Directors of Finance to develop a budget for items to promote OKCYHA within the community; The Director of Public Relations is a two (2) year term of office.

Staff Level Positions

The following positions are non-voting non-compensated volunteer positions of the OKCYHA. The Board of Directors reserves the right to add additional (paid or unpaid) staff positions as required.

- ***Director of Coaching***

- **Referee Coordinator**
- **Director of Player Development**
- **Director of Goalie Development**
- **Conduct Commissioner**
- **Ice Allocation Manager**
- **Team Manager Coordinator**
- **Tournament Coordinator**
- **Sponsor Coordinator**
- **Webmaster**
- **Uniform Coordinator**
- **Events Coordinator**
- **Volunteer Coordinator**
- **Legal Advisor**
- **Bookkeeper**
- **Commissioner for each level**

OKCYHA Board of Directors reserves the right to increase or decrease staff level positions as required.

Standing Operational Committees:

Dispute Resolution Committee

Responsible for: financial and administrative dispute resolutions.

Committee consists of the following:

President

Vice-President

Secretary – Record and take hearing minutes

Director of Finance

Director of Hockey Operations

Director of League

Director of Public Relations

Conduct Review Committee

Responsible for: conducting hearings on Match penalties, breach of Code of Conduct, or other offense requiring Board level disciplinary action (player, parent, coach).

Committee consists of the following:

President

Vice-President

Secretary – Record and take hearing minutes

Director of Hockey Operations

Director of League

Director of Public Relations

Depending on the particular offense, the committee may also consist of a representative from the: League officiating association and/or the Central Oklahoma Hockey Officials Association (COHOA) Representative, or NTXHL.

Travel Program Advisory Committee

The Travel Program Advisory Committee will have responsibility for assisting and making recommendations to the: Director of League and the OKCYHA Board in defining OKCYHA Travel Programs.

The Travel Program Advisory Committee will consist of the following members:

President

Vice-President

Director of Hockey Operations

Director of League

Director of Public Relations

The Commissioners from each level

Travel Team Manager Coordinator

The committee will: Be formed at the beginning of each travel season (no later than August of that season) and will remain in- tact through travel tryouts for the following season; Meet on a bi-monthly basis. A standard recurring meeting will be established and agenda set. Establish annual goals for the committee; Serve as advocates for the OKCYHA Programs. Provide input to the Travel Program Manual, and the policies and procedures outlined in the manual.

House Program Advisory Committee

The House Program Advisory Committee will: be responsible for assisting and recommending to the Director of League and OKCYHA Board in defining OKC Youth Hockey House Programs.

The House Committee Program Advisory Committee will consist of the following members:

President

Vice-President

Director of Hockey Operations

Director of League

Director of Public Relations

The Commissioners from each level – Mini Mites, Mite, Squirts, Pee Wee, Junior- Varsity, Bantam, Varsity, Midget.

The committee shall be formed prior to August of each year and remain in-tact through house play-off's of the current season.

Travel Team Manager Committee:

The Travel Team Manager Committee will be responsible for assisting and recommending to the Director of Hockey Operations and the OKCYHA policy and procedures for efficiently managing teams.

Committee Structure

The Team Manager Committee will consist of the following members:

President

Director of Public Relations

Director of Hockey Operations

Director of League

Ice Allocation Manager

Representatives from 2 House teams and 2 Travel Teams (selected by the board)

The committee will: Be formed at the beginning of each season (no later than August of that season) and will remain in- tact through travel tryouts for the following season;

A standard recurring meeting will be established and an agenda set. Establish annual goals for the committee and a Travel Team Manager Handbook. Members will be point people and will be required to train other team managers in their appropriate programs. On an as needed basis, other committees can be formed to proactively address areas of concern or focus.

ARTICLE XVI - GENERAL RULES

Section 1. Complaints, problems or suggestions should be brought to the attention of the Board member responsible for that area.

A. Regarding suspension for financial matters contact the President and Director of Finance.

B. Regarding fund raising, Publicity, Marketing or Website questions or concerns etc. contact the Director of Public Relations, Secretary, Vice-President or the President.

C. Regarding scheduling of ice or out-of-town activities contact the Ice Allocation Manager and the President.

D. Regarding coaching or team player matters contact the appropriate Commissioner and the President (and Director of Coaching for coaching matters).

E. General program information contact the Association's website and/or the appropriate Director.

Section 2. If a member feels that they did not get a satisfactory response to their inquiry, complaint, or suggestion after contacting one of the Board members, they may request to be heard by the Dispute Resolution Committee by writing to any member of the committee and stating their inquiry, complaint or suggestion. The committee chairperson shall then schedule for that member to be heard at the next committee meeting.

Section 3. After an inquiry, complaint, or suggestion has been heard by the Dispute Resolution Committee, and if it is found to be of merit, any action taken shall be by approval by a vote of the Board. If the matter is found to be without merit, or if the Board votes to table or dismiss the issue, the petitioner shall be notified of the outcome, in writing, by the President or the appropriate Board member.

Section 4. Each family with a child playing in OKCYHA shall contribute 5 hours of volunteer time per season, per child that is playing on an OKCYHA team.

Section 5. Any person with any ownership interest in an ice skating rink cannot run for, or be appointed to or assume the Office of President or Director of Finance.

Section 6. Any person with an ownership interest of 5% or greater in an ice skating rink or other vendor must disclose this fact to the Board of Directors and cannot be present during Board Meetings in which Ice Contracts or bids for goods and services are reviewed and discussed.

ARTICLE XVII - SELECTION OF COACHES, ASSISTANT COACHES AND TEAM MANAGERS

Section 1.

A. All prospective coaches must apply for a coaching position to the Director of Coaches, using an official OKCYHA application form, which has been approved by the Board of Directors.

B. All coaches must be appropriately certified according to the USA HOCKEY guidelines and any guideline OKCYHA deems necessary. Coaches must attend a coaching clinic and seminar(s) each year appropriate to their level.

C. All team Head Coaches must be able to adequately demonstrate skating and ice hockey appropriate skills to instruct their players on ice during functions. All head coaches must have no disciplinary issues with USA Hockey, OKCYHA or other league as appropriate.

D. All applicants must be given every opportunity to participate in coaching. If there is more than one applicant for a particular team, the applicants not selected may be given the option to coach a different team or at a different level if there is another coaching slot open.

E. Travel team coaches will be selected by the Director of Coaches, President and Director of Hockey Operations. House team coaches will be selected from the available applicants by the Directors of Coaches, President and Director of League. A head coach may select his/her own assistant coach only if there is a position open without an available applicant. All assistant coaches must also be appropriately certified and have no disciplinary issues with USA Hockey, OKCYHA or other league as appropriate.

F. The Director of Coaches may decide that a certain applicant lacks the proper coaching credentials or attitude to fill a coaching or assistant coaching position. In such cases the Director of Coaches must present his/her reason(s) for rejecting an applicant

to the President for final approval. The board of directors reserves the right to deny an individual to serve as a coach with OKCYHA.

Section 2. All teams must have at least one assistant coach. If a team loses their assistant coaches to the point that there aren't any assistant coaches on the team then it shall be the responsibility of the team coach to select an assistant of his/her choice. If a coach does not select an assistant within seven (7) days of being without one, then the Director of Coaches will assign one.

Section 3. All Team Managers must complete a Team Manager application and be approved by the board of directors. Team coaches shall submit completed OKCYHA Team Manager Applications to the President for approval by the board. Each team must have a Team Manager. If there are no volunteers for Team Manager, the Coach or Assistant Coach will assume those duties. Team manager roles are defined in the Team Manager Handbook. The purpose of this position is to relieve the Coach so that he/she may concentrate on coaching the team and will not have to worry about all of the team players receiving pertinent information.

Section 4. The first Assistant Coach or delegate will act as the Coach in the Coach's absence.

Section 5. In the absence of the Team Manager, the Coach or Assistant Coach(s) may act on behalf of the Team Manager.

ARTICLE XVIII - COACH'S RULES

Section 1.

- A. All house players shall receive equitable ice time in all practices, games, and scrimmages.
- B. No coach will use physical force, abusive language, or publicly chastise any player as a means of discipline.

Section 2.

The team coach shall ensure that his/her team has:

- A. Assistant Coach(s)
- B. Team Manager
- C. First Aid Kit (advisable)
- D. All proper and necessary team equipment. Coach is not responsible for the player's individual equipment.

Section 3. Coaches must publish team rules that are non-conflicting with USA HOCKEY, or OKCYHA with regard to:

- A. Discipline
- B. Practice time
- C. Parents meeting – (not to be scheduled for the same date and time as association meetings)

Section 4. The Team Manager is responsible for informing the appropriate Director of League and Ice Allocation Manager or duly appointed volunteer of all game results, if requested.

ARTICLE XIX - GENERAL ARTICLE

Any circumstance, rule or regulation not covered herein, shall fall under the jurisdiction of the Board of Directors. We, representing at least a quorum of the Executive Officers of the Board of Directors of the Oklahoma City Youth Hockey Association and do hereby attest that the bylaws contained within this document, are the latest revision of the OKLAHOMA CITY YOUTH HOCKEY ASSOCIATION'S Bylaws, as voted by the general membership of the Association. These Bylaws shall supersede all other bylaws established before this date, and shall be the governing bylaws of the Oklahoma City Youth Hockey Association until such time as the general membership of this organization shall elect to alter or amend them.

Addendums:

- A. Code of Conduct Policy
- B. Zero Tolerance Policy
- C. Organizational Chart
- D. 24-Hour Rule