

MAINE COAST SKATERS ASSOCIATION YOUTH HOCKEY CLUB BY-LAWS

October 4, 2007

ARTICLE I. NAME

- Section 1. The name of the club is the “MAINE COAST SKATERS ASSOCIATION YOUTH HOCKEY ”.
- A. It shall also be known as ”MCSA YOUTH HOCKEY”

- Section 2. The teams belonging to the MCSA YOUTH HOCKEY shall be known as the “MAINE COAST STORM” or the “MCSA STORM”.

ARTICLE II. AFFILIATIONS

- Section 1. This organization shall be, and is hereby governed by the rules of USA Hockey, Maine Amateur Hockey Association, and the Corporation of Maine Coast Skaters Association.

ARTICLE III. PURPOSE

- Section 1. The purposes are as written in By-Laws of MAINE COAST SKATERS ASSOCIATION, INC. (April 4, 2001), Article II, sections 2.1 and 2.2.
- Section 2. To promote hockey programs for our district players.
- Section 3. To raise funds and obtain sponsors for hockey teams and acquire equipment necessary for skaters success.

ARTICLE IV. MISSION STATEMENT

- Section 1. Consistent with the Mission of the corporation, the goals of the youth hockey shall be to promote the following aspects of skating in the mid-coast region: fun, sportsmanship, fair play, team play and contribution, proper exercise technique, sports safety, development of skills, discipline, self esteem, cooperation, commitment, and respect.
- Section 2. Support a strong coaching environment which focuses on building self-confidence and strong team interaction by focusing on four primary objectives:
- a. Have fun playing hockey.
 - b. Maximize the individual potential of each player.
 - c. Develop a strong sense of Team spirit.
 - d. Encourage respect for others and develop good sportsmanship by promoting goodwill between players, officials, coaches and parents.

To accomplish section 2d, Maine Coast Storm, shall maintain USA Hockey Codes of Conduct, which players, parents, and coaches shall sign at registration.

ARTICLE V. MEMBERSHIP

- Section 1. Membership shall consist of:
- a. all parents and/or guardians of children playing within the organization.
 - b. Membership shall be open to all sponsors, coaches and other individuals (18 years of age or older) who have volunteered in assisting the organization during the season. Any officer without a child in the program must be accepted by the general membership at the annual meeting.
 - c. Only current members shall be able to vote or run for office. A current member is defined as person in good financial standing in the organization.

ARTICLE VI. GOVERNMENT

Section 1. The elected governing body of the program shall be known as the “Board of Directors

EXECUTIVE OFFICERS

- | | |
|-------------------|-----------------------------|
| A. President | E. Treasurer |
| B. Vice-President | F. Program Director |
| C. Secretary | G. Director of Fund Raising |
| D. Registrar | |

FUNCTIONAL OFFICERS

- | | |
|--------------------------|----------------------------|
| A. Game Scheduler. | F. Publicity Coordinator |
| B. Referee Coordinator | G. Website Coordinator |
| C. Coaching Coordinator | H. Team Parent Coordinator |
| D. A.C.E. Coordinator | I. Tournament Coordinator |
| E. Equipment Coordinator | |

Section 2. All “Officers” shall be elected for a term of one year at the Annual Membership Meeting.

Section 3. All Officers shall have the responsibility to conduct and attend the monthly Board of Directors meetings with full voting rights on all issues and matters that are decided upon at said meetings.

Section 4. A quorum of at least eight (8) officers must be present at any Board meeting for valid voting to take place.

Section 5. All elected officials shall be determined by a vote of the majority (greatest number of votes) of the eligible vote, of the program membership present and voting at the Annual Meeting

Section 6. A vacancy on the Board of Directors shall be filled, for the remainder of the year, by an appointee selected by the President.

ARTICLE VII. AMENDMENTS

Section 1 The by-laws 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 given to each member ten days prior to the time action is to be taken.

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 VIII. ELECTIONS

Section 1. Election of officers shall be at the “Annual Membership Meeting”.

Section 2. Prior to the election of officers, at the “Annual Membership Meeting”, a report shall be given by the President, and Treasurer. The Treasurers report will reflect the financial condition of the program to the date of the meeting.

Section 3. Voting will be by a show of hands. And no member shall cast more than one vote. Proxies or votes in absentia will not be recognized.

Section 4 A Slate/ballot of proposed officers shall be presented.

Section 5. Candidates for offices may be nominated from the floor during the annual meeting. Acceptance or refusal of candidacy may be made by absentee letter.

Section 6. Officers shall take office at the end of the annual meeting. The Program’s fiscal year shall end and begin with the change of officers at the end of the program season

Section 7. The first Board of Directors meeting, after the annual meeting, shall constitute a “transition” meeting attended by all board officers; incoming, outgoing and incumbent. The purpose of this meeting will be to ensure a smooth transition on those areas where there is a change in officers.

Section 8. Candidates for office shall be members of the program as defined in Article V. Membership.

ARTICLE IX. MEETINGS

Section 1. “General Membership Meeting” and Board of Director Meetings may be called by the president or a majority of the Board of Directors.

Section 2. Board of Director Meetings shall be scheduled at least once a month and shall be open to the membership. A Schedule of these meetings will be posted.

Section 3. The agenda of the General meetings will be set by the president or a majority of the Board of Directors.

Section 4. An Annual Membership Meeting, for the purpose of electing officers, shall be held each year during the last week in March.

Section 5. The Board of Directors shall deem the following agenda items specifically for Executive Session (Personnel; Financial; Personal Complaint; Legal).

ARTICLE X. FINANCIAL OBLIGATION

Section 1. The fees and assessments shall be set by the committee.

Section 2. The Committee shall set rules regarding payments and payment schedules, and shall see that every member receives a copy of the rules.

Section 3. Players will be suspended if financial obligations are not met as outlined. In the event a player is suspended for non-payment, that player shall be notified at least seven (7) days prior to suspension by the president or treasurer, in writing.

Section 4. No program funds shall be used by anyone without the Board of Directors approval.

Section 5. No special dues or rates may be set without authorization of the Board of Directors.

ARTICLE XI. COMMITTEES

Section 1. The Board of Directors shall determine the committees proper and necessary to fill the objectives and purpose of the program.

Section 2. The President and/or Vice President shall be ex-officio members of all committees.

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.

ARTICLE XIII. REMOVAL 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 interest of the program. Removal must follow the following procedures:

A. A petition stating the charge shall be filed with the president and signed by two-thirds of the Board of Directors.

B. The Secretary shall notify, in writing, each Board member ten days before the question will be placed on a meeting agenda.

C. Said officer or Director shall be given written notice of the charge at least ten days before the question will be placed on a meeting agenda.

D. The petitioners shall present their case first; said officer or Director shall be heard second; and the vote taken third. A two-thirds vote of the Board of Directors shall be necessary to remove an officer or Director from office.

E. Should the 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.

F.

ARTICLE XIV. DUTIES OF BOARD MEMBERS

Section 1. PRESIDENT

A. Shall act as Administrative Representative at all outside activities concerning the program.

- B. Shall be responsible for appointing and charging all committees and appointing committee chairpersons, acting for or on behalf of MCSA, with the approval of the Board of Directors.
 - C. Shall schedule season's activities relative to administrative functions.
 - D. Shall attend all MEAHA State meetings unless designated to Vice-President or Program Director.
 - E. Ensure that funds are available.
- Section 2 VICE-PRESIDENT
- A. Act as President when the President is unavailable.
 - B. Perform those duties assigned to him/her by the President.
 - C. Shall be in charge of scheduling Time Keepers and Score Keepers for all games.
- Section 3. SECRETARY
- A. Shall keep permanent records of the business meetings of the organization and of events of importance.
 - B. Shall be in charge of all correspondence.
 - C. Shall keep a current general Membership list.
 - D. Shall provide a copy of the current By-Laws at all meetings.
 - E. Shall issue notices of meetings unless this duty is specifically delegated to the President or another Director.
 - F. All records of the Secretary shall remain property of the organization.
- Section 4 REGISTRAR
- A. Shall be responsible for registering all members.
 - B. Shall collect all annual fees.
 - C. Shall submit all IMR's.
 - D. Shall submit all required rosters
 - E. Shall maintain a current list of all members and provide list to Secretary.
 - F. Shall maintain records of all registration activities.
 - G. Shall ensure all statutory requirements are met.
- Section 5 TREASURER
- A. Shall keep detailed financial records.
 - B. Shall keep the Board of Directors up to date on all financial matters affecting the running of the program.
 - C. Shall outline the financial status at all MCSA Youth Hockey meetings.
 - D. Shall only dispense funds in accordance with the By-Laws and other rules pertaining to expenditure of MCSA Youth Hockey funds.
 - E. Shall prepare an audited report, for MCSA "Annual Membership Meeting", for presentation to the Program membership.
 - F. Shall be responsible for obtaining and filing of appropriate reports with State and Federal agencies when necessary.
- Section 6 PROGRAM DIRECTOR
- A. Shall provide a "Program Handbook" which will contain a general set of guidelines covering all aspects of the conduct of the MCSA Program.
 - B. Shall ensure the By-Laws are accurately reflected in the Program Handbook.
 - C. Shall update and provide copies of By-laws and Handbook for Annual Membership meeting.
 - D. Shall provide copies of Handbook for distribution to all members at Registration.
 - E. Shall be responsible for scheduling all "ice-time" if President does not designate another Director.
- Section 7 DIRECTOR OF FUND RAISING
- A. Shall schedule all fund raising activities.
 - B. Shall chair all fund raising activities.
 - C. Shall be responsible for assembling volunteers for all fund raising.
- Section 8 GAME SCHEDULER
- A. Shall coordinator with Ice scheduler all game times for season.
 - B. Shall attend all schedule-fest.
 - C. Shall schedule all games with the appropriate levels and programs.
 - D. Shall provide schedule to Referee coordinator, coaches, website coordinator, and publicity coordinator.
 - E. Shall send schedule changes or cancellations to affected coaches, Referee coordinator, website coordinator, and publicity coordinator.
 - F. Shall generate and provide a copy of a contact list for all coaches to confirm game.
- Section 9 REFEREE COORDINATOR

- A. Shall coordinate with the game scheduler times and levels of all games.
 - B. Shall schedule all on ice officials for games at Midcoast Recreation Center.
 - C. Shall recruit potential officials.
 - D. Shall train all officials.
 - E. Shall ensure all officials are patched under USA Hockey rules.
- Section 10 COACHING COORDINATOR
- A. Recruit sufficient number of coaches to cover needs and assign coached for all slated teams.
 - B. Facilitate local coaches training through clinics on ice sessions and regular feedback.
 - C. Establish guidelines to be used for player evaluations and review standards with coaches.
 - D. Prepare forms to be used for player evaluations.
- Section 11 A.C.E. COORDINATOR
- A. Shall ensure all coaches are registered under USA Hockey shall ensure coaches hold valid patches at the appropriate level.
 - B. Shall inform board of any/all coaches needing updating of patching credentials.
- Section 12 EQUIPMENT COORDINATOR
- A. Shall be responsible for all MCSA Hockey related equipment.
 - B. Shall be responsible for the reporting of the accountability and distribution of equipment.
 - C. Shall coordinate an equipment Swap/Sale at the start of every season.
 - D. Shall obtain approval for equipment purchases.
- Section 13 PUBLICITY COORDINATOR
- A. Shall be responsible for coordinating all publications to news media and school contacts for the purpose of publicizing the MCSA Youth Hockey Registration and for in season publication of game results, or special clinics.
 - B. Shall be responsible for a monthly (during the season) newsletter, contents of which are subject to review by the Board of Directors.
- Section 14 WEBSITE COORDINATOR
- A. Shall maintain a website with all pertinent information regarding all aspects of MCSA Youth Hockey Program.
 - B. Shall check all requests for information via the website and relay them to the appropriate Director.
- Section 15 TEAM PARENT COORDINATOR
- A. Shall coordinate the team parents.
 - B. Shall maintain a contact list with all team parents for each team.
- Section 16 TOURNAMENT COORDINATOR
- A. Shall obtain information regarding available Tournament opportunities for all levels and programs.
 - B. Shall distribute information on Tournaments to Coaches.

ARTICLE XV

GENERAL RULES

- Section 1 Complaints, problems or suggestions should be brought to the attention of the Board member responsible for the area.
- A. Regarding payment plans, scholarships, financial hardship, suspension for financial matters contact Treasurer or President.
 - B. Regarding fund raising or payment on raffles or auction, etc. contact the Director of Fund raising.
 - C. Regarding scheduling of games contact Game scheduler.
 - D. Regarding coaching or team matters contact Coaching Coordinator.
 - E. Regarding Refereeing contact Referee Coordinator.
 - F. General program information, contact the President.
- Section 2 If a member feels that they did not get satisfactory response to their inquiry, complaint, or suggestion after contacting one of the board members, they may request to be heard by the board of directors by writing to the President and stating their inquiry, complaint or suggestion. The President shall then schedule for the member to be heard at the next Board meeting.
- Section 3 Any Board member who receives a written inquiry, complaint, or suggestion shall present it before the board at the next Board meeting.
- Section 4 After an inquiry, complaint, or suggestion has been heard by the board, and if it is found to be a point of merit, any action taken shall by approval by the vote of the Board.
- Section 5 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.

ARTICLE XVI

SELECTION OF COACHES, ASSISTANT COACHES AND TEAM PARENTS

Section 1

- A. All prospective coaches must apply for a coaching position to the Coaching Coordinator, using an 9/7/2007Page 6 of 79/7/2007official application.
- B. All coaches must be appropriately patched according to USA Hockey and MEAHA guidelines.
- C. Coaches must attend a coaching clinic appropriate to their level by December 31 of the current year.
- D. All coaches must abide by USA Hockey regulations regarding wearing helmets at all practices.
- E. All Head Coaches must be able to adequately demonstrate skating skills to instruct their players on ice during functions.
- F. The Coaching Coordinator, A.C.E. Coordinator, and/or the President may decide that a certain applicant lacks the proper coaching credentials or attitude to fill a coaching position. In such cases they must present their reasons for rejecting an applicant to the board of Directors for final approval.

Section 2

All teams must have at least one assistant coach.

Section 3

Team coaches shall ask for a volunteer to be Team Parent. If no one volunteers then the coach or assistant coach will assume those duties.

Section 4

The Team Parent shall be responsible for distributing all schedules, newsletters, notices and other materials to the team players, and the collection of monies, when applicable. The purpose of this position is to relieve the Coach so that he/she may concentrate on coaching the team.

ARTICLE XVII

COACHE'S RULES

Section 1

- A. All 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(es).
- B. Team Parent
- C. First Aid Kit
- D. All proper and necessary equipment.
- E. Supply of Team Pucks.
- F. Team Book.

Section 3.

Coaches may publish team rules that are non-conflicting with USA Hockey or MCSA rules with regard to:

- A. Discipline
- B. Practice time
- C. Parent meetings

Section 4.

Coach is responsible for informing the Publicity Director and Program Director of all game results.

Section 5.

The team coach should notify the Program Director of all tournament enrollments.

ARTICLE XVIII

EVALUATIONS AND TEAM PLACEMENTS

Section 1.

All MCSA team assignments will be determined by a selection process involving a minimum of three (3) try-outs developed by the Head of coaching and approved by the board of Directors.

Section 2.

All Evaluations formats must involve the following:

- A. A numerically based rating system for the evaluation of all players.
- B. Individual players may request their own scores, and must be made available to any MCSA member who requests to see their score.. The final ratings and scores of all players must be kept on file until at least the end of the program year.
- C. All players will have an equal opportunity to determine their placement by their on-ice performance. IN case of a tie in points between players, where the players are to be divided for team assignments, the choice will be made by the team coach of the higher level team.

- D. The number of players trying out, at a given age level, must be divided as equally as possible between the teams at that level. No team may have more than one additional player than any other team at a given age level.
- Section 3. No player should try-out at a level outside his/her appropriate age group.
- A. Players requesting to try-out at a level outside his/her age group shall follow policy as written in the 2007 MCSA Youth Hockey Handbook.
- Section 4. Members of Travel teams, once selected, may not be moved to a lower level team without the approval of the board of Directors.

ARTICLE XIX GENERAL ARTICLE

Any circumstance, rule or regulation not covered herein, shall fall under the jurisdiction of the Board of Directors.

We, the undersigned, representing at least a quorum of the Executive Officers of the Board of Directors of Maine Coast Skaters Association Youth Hockey, do hereby attest that the By-Laws contained within this document, are accepted as the Maine Coast Skaters Association Youth Hockey By-Laws, as voted by the general membership of the Association on September 22, 2007.

These By-Laws shall be the governing by-Laws of the MCSA Youth Hockey Program until such time as the general membership of this organization shall elect to alter or amend them.