

# LEECH LAKE AREA AMATEUR HOCKEY ASSOCIATION POLICIES AND BY-LAWS

## **INTRODUCTION**

Leech Lake Area Youth Hockey is a Minnesota non-profit corporation, an IRS 501C3 non-profit public foundation and charitable gambling license holder B30852. Portions of these by-laws were last filed with the State on 5/30/2003. The entire document was filed with Minnesota Gambling Control on 5/30/2002 (since this has been modified).

## **NAME**

The name of this corporation is officially the Leech Lake Area Amateur Hockey Association, referred to as the "Association," "Hockey Association," "Leech Lake Area Hockey," or simply "Youth Hockey."

## **MINNESOTA HOCKEY AFFILIATE**

Leech Lake Area Youth Hockey is a local affiliate of Minnesota and USA Hockey. We operate within the By -Laws described herein and the By-Laws and Rules & Regulations of Minnesota Hockey Affiliate. Where the By-Laws or Policies of Leech Lake Area Youth Hockey conflict with those of a Minnesota Hockey Affiliate, those of a Minnesota Hockey Affiliate will prevail. All Leech Lake Area Youth Hockey players, coaches, referees and officials will register with Minnesota Hockey. To obtain a copy of Minnesota Hockey Articles, By-Laws and Rules & Regulations, contact Minnesota Hockey, PO Box 910, Grand Rapids, MN 55744.

## **WELCOME TO LEECH LAKE ARE YOUTH HOCKEY**

This guide is our By-Laws; it explains how we run our Hockey Association. There are several websites and other documents you may be interested in:

### **[usahockey.com](http://usahockey.com)**

USA Hockey is the national governing body for all amateur hockey in the United States. The hierarchy we are in is: USA Hockey, Minnesota Hockey, District 15, Leech Lake Area Youth Hockey.

### **[minnesotahockey.org](http://minnesotahockey.org)**

This website includes everything from actions taken by Minnesota Hockey Board to locations of Minnesota ice arenas.

### **[district15hockey.org](http://district15hockey.org)**

This site includes information about hockey associations within our district, tournament and team standings.

## **DOCUMENTS:**

The [Minnesota Hockey Handbook](#), published each season by Minnesota Hockey, Grand Rapids, MN, it includes:

- \* Information about how Minnesota Hockey is structured.
- \* The By-Laws and Policies that must be adopted by all Minnesota Hockey Affiliates.
- \* Identification of the communities playing hockey.
- \* Modifications to USA Hockey rules for play in Minnesota.

USA Hockey Rulebook, published by USA Hockey, Colorado includes:

- \* All rules for amateur play in the United States.

Leech Lake Area Youth Hockey Coaching Objectives defines the skills we teach the kids and how they play as a team.

### **ADMINISTRATION OF YOUTH HOCKEY**

As is the case across Minnesota, Leech Lake Area Hockey is not administered by any government entity, including community education or school. Leech Lake Area Hockey is an independent member of Minnesota Hockey. Leech Lake Area Hockey is entirely administered by volunteers, similar to the way a service organization such as Rotary or the Lions operate.

No member of the Board, except referees and Gambling Manager, may be paid for services directly related to youth hockey.

Referees are paid, but are not employees of any hockey association. Referees are not members of Leech Lake Area Youth Hockey; they register directly with Minnesota Hockey and USA Hockey. Local referees may, at their choosing, be a member of the Leech Lake Area Youth Hockey Board.

Gambling employees are paid staff.

### **POLICES**

#### **Changes to Policies**

The board of Directors, by motion at their meetings, recommends changes to these By-Laws. Such changes are policies effective immediately, but these policies must be ratified by a majority of the membership present at the next full membership meeting. A full membership meeting is any event which was publicly advertised, and to which all players, parents, coaches and officers were invited.

If there is a policy the full membership does not ratify, the membership will be informed of when the board will further discuss that policy, followed by a mailed ballot requesting approval of modified policy language.

### **MISSION OF YOUTH HOCKEY**

Leech Lake Area Youth Hockey partners with Minnesota, local communities and WHA schools to administer hockey as a fun, always adult-supervised, winter activity.

## **PHILOSOPHY**

- \* Hockey and ice-skating are healthful youth activities. Children involved in a socially positive activity while receiving the health benefits of regular exercise.
- \* In the winter, Leech Lake Area Youth Hockey staffs the warming house at the Walker rink seven days a week. Hackensack also has a rink, which is supervised during organized skating events. Leech Lake Area Youth Hockey encourages children to play at the rink, an adult-supervised park.

## **HOW WE PLAY**

### **SEASON**

The Youth Hockey season starts in October and ends in March. We practice two to four times a week. Games are generally each weekend from late November through mid March.

### **REGISTRATION**

Registration is held in September, it is announced via a flyer at school, is advertised in the Pilot/Independent and is posted on the Chamber of Commerce Reader Board. Parents must provide:

- \* A copy of your child's birth certificate (If you child was registered the previous season, the Hockey Association should already have a copy.)
- \* An open mind toward fundraising. Hockey fundraisers are ongoing.
- \* A willingness to see to it that your player is at each practice and game.

### **PRACTICE/GAME SCHEDULE**

The practice and game schedule is posted on the [www.leechlakehockey.com](http://www.leechlakehockey.com)

### **OUTDOOR PLAY IN COLD WEATHER**

Generally, the Leech Lake Youth Hockey will not cancel a practice or game due to cold weather. However, Leech Lake Youth Hockey will follow these cold weather procedures:

- \* Hockey practice is always at the discretion of the parent.
- \* If the temperature is -5 or colder, the coach or rink attendant must be at the warming house at least 30 minutes prior to the scheduled game or practice.
- \* Players must be allowed to go into the warming house whenever they choose.
- \* During games when the temperature is -5 or colder, players must be encouraged to take 10 minutes in the warming house between each period.

### **MOVEMENT OF PLAYERS BETWEEN AGE CLASSIFICATIONS**

There may be hockey seasons where we do not have enough players of a given age to make a team. If, after the considerations made below, we cannot make a team for a given age, registration fees will be refunded.

- \* Players cannot be moved down onto a younger age division team roster. In other words, a player cannot have been born before the team birth date cut off

identified by Minnesota Hockey.

\* Players will not be moved up onto an older age division team roster, with two exceptions.

1. Players may follow classmates:

\* Mite must have been born on/after the MN Hockey birth date cut off and be in the second, third or fourth grades.

\* Squirts must have been born on/after the MN Hockey birth date cut off, and be in the fourth, fifth or sixth grades.

\* Peewees must have been born on/after the MN Hockey birth date cut off and be in the sixth, seventh or eighth grades.

\* Bantams must be born on/after the MN Hockey birth date cut off and be in eighth, freshman or sophomore grades.

\* Jr. Gold must be born on/after the MN Hockey birth date cut off and be a sophomore, junior, or senior in high school.

**Note 1:** Children who started kindergarten after they were age 5, or were held back in school, may not be able to follow the grade level parameters set in #1 above. For example, a third grader who is too old to play Mites, must play Squirts.

**Note 2:** From the parameters in #1 above, in some cases, parents will have a choice as to where to roster their player.

2. We do not have enough players to make a team unless we move some players up. If this is necessary, a committee, comprised of all currently registered and certified coaches, will determine which players are eligible to move up.

## **SORTING OF PLAYERS BY ABILITY**

In Minnesota Youth Hockey, at the S squirt age and older, teams are registered and compete at one of four levels: "A", "B", "C" and "In-house". "A", "B", "C" and "travel," they play against other communities and compete in District/State or Invitational Tournaments. "In-House" teams do not usually travel or compete in tournaments.

## **RULES**

Leech Lake Area Youth Hockey plays by the rules of USA Hockey, as modified by Minnesota Hockey for youth level play. Leech Lake Youth Hockey will only play against teams who are registered with Minnesota/USA Hockey.

## **REFEREES**

At the S squirt level and above, two referees must be on the ice with appropriate Minnesota Hockey Certification. At the Mite level, two referees must be on the ice, one must be certified.

## **PLAYER PARTICIPATION**

All players should be receive roughly the same amount of game time. However,

at the Squirt level and above, these game factors may prelude proportionate game time:

- \* The game is very close, and is nearly over (third period).
- \* We are shorthanded (we have a player in the penalty box).
- \* We have a power play (the other team has a player in the penalty box).
- \* A player is not adhering to the coach's guidelines regarding attendance at practice.

Over the course of the season, the coach must give all players nearly equal game time.

### **PLAYER ACADEMIC PROGRESS**

Leech Lake Area Youth Hockey is focused on running a quality youth hockey program. The academic performance of youth hockey players is the responsibility of the family. To be eligible to play high school sports, players must maintain certain academic standards.

### **PLAYER BEHAVIOR**

Leech Lake Area Youth Hockey wishes to avoid distractions that should be addressed by family. As such Leech Lake Area Youth Hockey will not tolerate inappropriate language, or actions. The coach may suspend any player for the remainder of a practice or game and the immediate next practice or game. If the coach feels additional suspension is in order, the coach must bring the issue before the board. The board may remove any player from further participation in Youth Hockey.

### **PARENT GRIEVANCES**

Parents who have a concern or problem with Youth Hockey should follow this escalation procedure:

1. Talk to your child's coach.
2. If the coach does not seem able or willing to resolve the problem, then talk to the Coach-in-Chief.
3. If the problem has still not been resolved to your satisfaction, contact the President of the Association - explain your concern and attend the next Board of Directors meeting. You may ask the President to schedule a Special Meeting of the Board.
4. Remove your child from the program.

A Coach or Coach-in-Chief may also follow the procedure. If a parent has complained, and the Coach is cannot satisfy the parent, yet the parent will not escalate the complaint, the Coach or Coach-in-Chief may. The Hockey Board of Directors may handle the problem however they see fit. The Board will evaluate the grievance against Policies and By-Laws herein, and if necessary, make changes to or add new policies. The Board must have a predisposition toward

protecting the overall good of the Hockey Association. And, Leech Lake Area Youth Hockey must protect coaches from unnecessary distractions that may affect their ability or willingness to coach.

## **HOCKEY EQUIPMENT**

### **LEECH LAKE YOUTH HOCKEY REQUIREMENTS**

- \* HECC approved helmet, facemask and mouth guard
- \* Sharp skates that fit, in general, have them sharpened after 5 hours of ice time. Teach your child to be careful where they step. One step on steel, gravel, or cement and it's time to have the blades sharpened again.
- \* Hockey sticks should reach the players chin when on skates, nose when in street shoes. If your player's stick is longer than that, cut it off.
- \* Shin guards
- \* Elbow pads
- \* Protective supporter

The following equipment is optional for Mini-Mite players:

- \* Breezers
- \* Hockey Gloves. Not required for Mini-Mites through Mites, but no player will be allowed to play barehanded.
- \* Shoulder pads
- \* Neck guard (optional at all ages)

### **NOTES FOR PARENTS ABOUT DRESS AND EQUIPMENT**

- \* Although checking is not officially allowed until Peewees, all of the kids play with intensity and body contact; your kids will be safer and enjoy the sport more, if they have proper equipment that fits well.
- \* Parents often wonder why their child must wear a mouth guard when he or she has a full face mask - by keeping the teeth from coming together, mouth guards help prevent spinal injuries.
- \* Shin pads must be worn under sweat pants or hockey socks. Elbow pads must be worn under the jersey.
- \* For outdoor play, dress your child in long underwear or loose fitting clothing - then pads - then sweats or hockey socks, breezers and jersey. Parents tend to overdress their children; snow pants and winter jackets will hinder their play and produce a child that is wringing wet. If it is very cold out tell your child he or she can go into the warming house whenever they like - and be sure their ears are covered. A very thin hat or headband works well under their helmet.

## **STRUCTURE OF YOUTH HOCKEY**

Leech Lake Area Youth Hockey is a Minnesota Hockey Affiliate; in all other respects we are an independent organization.

### **THE HOCKEY ASSOCIATION**

The following are members of the Hockey Association:

- \* Registered players
- \* Parents or guardians of registered players
- \* Registered members of the Youth Hockey Board of Directors
- \* Registered coaches

The Hockey Association meets in full each spring at the end-of-the-season Spring Banquet. At this banquet:

- \* A financial summary of the association is presented.
- \* A ballot is provided to all members. This ballot contains identified board member candidates, space for write-in candidates and a listing of new policies to be approved/rejected as By-Laws.
- \* Past season players are congratulated.

### **BOARD OF DIRECTORS**

A Board of Directors governs the Association.

#### **TITLE**

President

Vice-President

Secretary

Web Manager

HS Hockey Coordinator

Treasurer

Scheduler

Gambling Manager

Registrar

#### **DUTIES**

Organize and preside over Board Meetings. Represent the organization to the public, other hockey organizations and the Minnesota Hockey Association. Address any concerns or problems to him or her.

In the absence of the President, fill the role of President and preside over Board Meetings.

Keep minutes and communicate with the public. Do mailings and e-mails as they pertain to the Association.

Keep web site up to date as it pertains to the Association. Be liaison between the Association and the public.

ensuring that we have proper staff at all times. Keep time keepers, announcer, gate supervisors, EMT/Ambulance staff and the board with a monthly income/expenditure report.

keeper at school to ensure that all bills are paid. Be responsible for varsity equipment, game equipment, and providing coaches with clothing.

To pay bills and track finances as they pertain to the Association. Attend the Minnesota Hockey District 11 meetings.

that each team is scheduled into appropriate leagues and tournaments. To work closely with the Association to schedules games and manage the Association's finances.

To oversee gambling operations and ensure they are operating within the guidelines of the Minnesota Hockey Association. Prepare monthly reports for board meetings (income/expenses/monthly report) as well as the Registrar.

Collect all required information and more information from the Minnesota Hockey Registrar, so that the Registrar can complete the registration process.

Fundraising Treasurer

Coach-In-Chief

Coaches

Equipment Manager

Fundraising Coordinator

S.K.A.T.E. Coordinator

Ref-In-Chief

HEP Coordinator

Leech Lake Area Amateur Hockey are p  
Minnesota/USA Hockey. Provide a "Te  
Team Book includes a copy of the roste  
Hockey, a copy of the Minnesota Hocke  
coaches and a copy of the birth certifica  
Pay bills and track finances as they per  
Association.

To work with the board and coaches ea  
determine which teams we will register  
participate in. Assign coaching staff and  
To attend MN Hockey Coaching Clinics  
certification current. Register with the A  
LLAAHA will pay your Minnesota/USA f  
coaches for clinics completed. Coache  
reinforcement to teach players the indiv  
beginning of each season they will hold  
specifically for parents. At this meeting  
and explain your plans and expectation:  
Repair used equipment, organize and s  
that equipment loaned to players is retu  
is to include jerseys (excluding varsity je  
To oversee fundraising activities as they  
and report Board about current and upc  
The S.K.A.T.E Coordinator will request  
assure that we are registered. Is their r  
brochures to skaters, collect and review  
this information to the state coordinator  
skaters at the end of the season banque  
Recruit refs for association and assure t  
Schedule referees and game officials. I  
have required time keepers, score keep  
and reviews referee log sheets. Makes  
accurately and timely. Makes certain g  
injuries and special situations are prom  
Ref-In-Chief.

Work with the board, parents, players a  
positive hockey experience based on fu  
Reduce attrition of players, coaches, off  
Eliminate the incidence of "sports rage,"  
behavior. HEP is based on Skill Develc  
Education and Fair Play.

### **TERM AND ELECTION OF BOARD MEMBERS**

1. In December of each even-numbered year, a mailing is done to all members requesting Board candidates.
2. If the mailing procedures and insufficient number of candidates, a Nomination Committee is formed to contact potential candidates.

3. At the Spring Banquet, a ballot is provided to all members. This ballot includes identified board member candidates (including incumbents willing to serve again), space to write-in candidates, and a listing of new policies to be approved/rejected as By-Laws.

4. On odd-numbered years, at the May meeting of the Board, Board Members are introduced. All board member terms (new and renewed) begin with this meeting. All board member terms are for 2 years. Even without membership approval, the President may be asked to serve an additional term as Past President.

\* Also at this meeting, by motion, the Board assigns officer/board positions and committees.

\* Officers are elected re-elected in May of odd numbered years, or upon resignation of a Board Member.

\* Any officer of the Board can re-nominate him or herself for another term in their current position or in another position.

### **CHARITABLE GAMBLING**

Leech Lake Area Youth Hockey, pursuant to the laws and recommendations of the State of Minnesota, is engaged in charitable gambling. The Leech Lake Area Youth Hockey Board is directly responsible for all gambling activity. Proceeds from charitable gambling can only be used to directly support the activities of youth hockey or ice skating facilities.

### **MEETINGS**

The Board of Directors normally meets once each month, or more often if there is a Special Meeting, see Special Meeting in the following section. At least 24 hours prior to each meeting, the Secretary or President will email Board Members to remind them of the meeting.

An annual meeting of all players, parents, coaches and Association officials will be held each spring, in March or April.

### **SPECIAL MEETINGS**

Although expected to be infrequent, special meetings of the Board may be called at any time. These meetings are called when:

\* A parent, coach or other concerned citizen has escalated a grievance, the Board is not scheduled to meet for some time, and the individual filing the complaint has requested a Special Meeting.

\*A Board Member deems an issue urgent enough that it cannot wait until the next regularly scheduled meeting.

### **EXECUTIVE COMMITTEE**

The Executive Committee consists of the President, Past President, Vice President and Secretary/Treasurer. All members of the Executive Committee must register with Minnesota Hockey.

The Executive Committee has two purposes:

1. Make preliminary decisions on issues the Hockey Board does not yet wish to discuss publicly. Hockey Board meetings are open to the public. Occasionally, the Executive Committee may wish to discuss an issue privately, before discussing it at a Board Meeting.
2. Executive meetings may be called on an ad hoc basis to discuss urgent or timely matters.

The whole Board, at the next regular meeting, must ratify all decisions of the Executive Committee.

### **COMMITTEES**

Standing committees and special committees shall be appointed by and report to the President.

### **COACHES**

Coaches are volunteers selected at a coaches meeting held soon after registration in the fall. To be a coach an individual registers as a coach on registration day, attends the coaches meetings to volunteer for an assignment and attends a Minnesota Hockey Coaches Clinic. To be a Head Coach, an individual should be first an Assistant Coach and attend a Minnesota Hockey Coach Clinic.

Coaches are de facto members of the Board of Directors

### **DURATION**

The duration of the Association shall be perpetual. However, in the event of the dissolution of the Association, the Board of Directors shall, after paying or making provisions for the payment of all liabilities of the Association, dispose of all of the assets of the Association exclusively for the purposes of the Association in such a manner, or to such organization or organizations organized and operated exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 C3 of the Internal Revenue Code of 1954 (or corresponding provisions of any future United States Internal Revenue Code) as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the District Court, Cass County, MN, exclusively for purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempt to influence legislation, and the Association shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provisions of these By-Laws, the Association shall not carry on any other activities not permitted to be carried on (A) by a corporation exempt from Federal income tax under Section 501 C3 on the Internal Revenue Code of 1954 (or corresponding provisions of any future United States Internal Revenue Code) or (B) by a corporation, contributions to which are deductible under Section 170C2 of the Internal Revenue Code of 1954 (or corresponding provisions of any future United States Internal Revenue Code).

### **CAPITAL STOCK**

The Association shall have no capital stock and shall not afford pecuniary gain, incidentally or otherwise, to its member. The Board of Directors shall determine annual dues or registration fees required of each member.

### **PROCEEDS**

All proceeds of the Hockey Association, shall be under the control of the Association with disbursements made with the approval of the Board of Directors.