

Eastview Hockey Handbook 2011/2012

EASTVIEW HOCKEY ASSOCIATION

2011/2012 Handbook



TABLE OF CONTENTS

MISSION STATEMENT 3
BOARD OF DIRECTORS MEETINGS 3
CODE OF CONDUCT 3
THE 2011-2012 EVHA BOARD MEMBERS 4
REGISTRATION INFORMATION 4
 Age Brackets..... 4
 Registration Fee 5
 Fees and Costs 4
 Fundraiser Participation..... 4
VOLUNTEER POLICY 5
 Time Requirement 5
 Deposit Requirement 5
 Volunteer Opportunities 5
FINANCIAL POLICIES AND PROCEDURES 6
OPERATING PHILOSOPHY 6
ASSOCIATION-WIDE ACTIVITIES 6
TEAM OR GROUP ACTIVITIES 7
REFUND POLICIES 7
PAST DUE ACCOUNTS 8
TRAVELING PROGRAMS 8
KEY POINTS 8
HOCKEY TRYOUTS 8
INABILITY TO TRYOUT 10
PLAYER PLACEMENT 10
PLAYER MOVEMENT BY AGE LEVEL/MOVE UP POLICY 10
PLAYER / COACH DISCIPLINARY ACTIONS 11
COACHES QUALIFICATIONS AND REQUIREMENTS 11
COACH SELECTION 11
ATTENDANCE POLICY 12
FAIR PLAY POLICY 12
THE TEAM MANAGER 12
EVHA FUNDRAISER 13
EQUIPMENT REQUIREMENTS 13
SUBSTANCE ABUSE POLICY 14
GRIEVANCE PROCEDURE 15
WAIVER POLICY 15
FINANCIAL ASSISTANCE 16
ASSOCIATION BYLAWS 17
 ARTICLE 1 – NAME 17
 ARTICLE 2 – PURPOSE 17
 ARTICLE 3 – CORE VALUES 17
 ARTICLE 4 – MINNESOTA HOCKEY PROVISIONS 17
 ARTICLE 5 – MEMBERSHIP 18
 ARTICLE 6 – DUES AND ASSESSMENTS 19
 ARTICLE 7 – BOARD OF DIRECTORS 20
 ARTICLE 8 – OFFICERS 22
 ARTICLE 9 – COMMITTEES 23
 ARTICLE 10 – RECORDS AND FINANCIAL 24
 ARTICLE 11 – AMENDMENTS TO BYLAWS 24
 ARTICLE 12 – DISSOLUTION 24

Eastview Hockey Handbook 2011/2012

MISSION STATEMENT

Eastview Hockey Association (EVHA) is a non-profit organization dedicated to providing a fun and educational experience for the children residing in the Eastview High School Attendance area who wish to play ice hockey. Our programs are planned, promoted and administered by unpaid volunteers. Our curriculum stresses basic skills, encourages team play and sportsmanship, and strives for fair playing time for all players. The individuals who teach this curriculum, in all cases, have completed one or more courses in the Minnesota Amateur Hockey Association's Education Program (CEP). EVHA's coaches and Board of Directors, through such things as our Code of Conduct, also are committed to teaching players to respect their opponents and the officials.

BOARD OF DIRECTORS MEETINGS

EVHA welcomes and encourages participation by its members. The Board of Director's monthly meetings are open to the public. The time and place of these meetings are published in our newsletter and on the website. We invite you to attend meetings, express your thoughts and concerns, and most important of all, volunteer to work on one of our committees or at one of several events throughout the year. If you are interested, please contact an Officer or Director.

CODE OF CONDUCT

(Source: USA Hockey)

Coaches' Code of Conduct

- Hockey is fun.
- Honest representation, skills should decide the final outcome of the games.
- Opponents are to be respected and complimented.
- Rules and regulations are to be viewed as mutual agreements in spirit and trust.
- Officials are to be viewed as honest arbitrators.
- Winning is a consideration, but not the only one, nor the most important one.
- Set a good example of behavior.
- Hockey is a fun game for all to enjoy.

Player's Code of Conduct

- Play for the love of the game.
- Respect your opponent.
- Work for the good of the team.
- Accept the officials' decisions and respect their judgment.
- Play within the rules of the game.
- Be generous in victory and gracious in defeat.
- Always conduct yourself with honor and pride.
- To play the game it great.
- To win the game is greater.
- To love the game is greatest.

Parent's/Spectator's Code of Conduct

- Players require a good example as opposed to criticism.
- Help make your child's participation rewarding for all participants.
- Be understanding and supportive of the coach and of the officials. The coach is a volunteer giving his personal time, at his expense, to help provide a positive experience for your child.
- Support and assist the program in a positive manner.
- The parent is the most important example a child can relate to (be everything you want your child to be).

Eastview Hockey Handbook 2011/2012

THE 2011-2012 EVHA BOARD MEMBERS

Jeff Tuthill, President	952-953-4175
Steve Johnson, Vice President/District 8 Rep.	651-953-3822
Matt Johnson, Secretary/Co-Tryout Coordinator	612-306-3732
Jim Harnagel, Treasurer	651-452-7857
Chris Carlson, Co-Tryout Director	952-997-2232
Mike Kelley, Director of Hockey Operations	651-683-1139
Jim Sodomka, Events	952-423-6962
Ann McNamara, Girls Coordinator	651-688-9117
Tom Keating, Asst. Girls Coordinator	952- 210-4221
Mark Groebner, Squirt C Coordinator	612-799-8990
Brandy Koster, Fundraising/Asst. Gambling Mger	651-256-6800
Jim Reller, Assistant Hockey Ops/Equipment	952-236-0607
Dave Kisch, Mite Coordinator	952-953-9826
Terilynn Cheseck, Gambling Manager	952-423-6416
Mike Schoonover, Girls' Tourney Coordinator	651- 283-6756

OTHER EVHA REPRESENTATIVES (NON-BOARD MEMBERS)

Amy Hutsell, Administrator/Tournament Coordinator	612-791-5786
Tracy Wagner, Registrar	651- 343-4343
Tom Beattie, Goalie Coordinator	612- 221-7575
Linda Kaye, Volunteer Coordinator	651-686-5812
Beth Berger, Ice Coordinator	612-310-4999

REGISTRATION INFORMATION

Age Brackets

Level of play in EVHA is determined by Minnesota Hockey guidelines.

Registration Fee

A registration fee, as set by the Board, is due at the time of registration. Failure to settle the account with the EVHA Treasurer will result in the player not being allowed to suit up for practices, scrimmages, games and tournaments until the balance is paid in full.

Fees and Costs

Team managers are responsible for establishing the budget for their team, communicating it to the parents and collecting payments from the parents throughout the season. The Association Treasurer and team manager, will establish a payment schedule which all teams will be required to follow. The Treasurer's monthly report will include a list of individuals whose accounts are past due, which will become part of the Board minutes. Players whose accounts are not paid by the 15th day of the month after they appear on the overdue list will be asked to discontinue participation in EVHA until their account is brought current.

A security deposit may be required for any Association owned goalie equipment issued to a player. The deposit will be refunded to the player following the return of the equipment, at the end of the season. In the event of loss or excessive damage to the equipment, the player will be charged the cost to repair or replace the equipment.

Fundraiser Participation

All EVHA players must participate in the annual EVHA Fundraiser. Participation will be in the form of selling the minimum amount of Fundraiser items, no exceptions.

Eastview Hockey Handbook 2011/2012

VOLUNTEER POLICY

Volunteers are greatly needed to make EVHA run. Without volunteers contributing many hours, EVHA could not exist. We greatly appreciate the work that everyone does to help make our youth hockey experience a positive and enjoyable one and to make the EVHA program successful! With this in mind we have implemented a Volunteer Policy.

Time Requirement

Each hockey family is expected to volunteer 5 hours per player or a maximum of 10 hours for two or more players. Failure to show up or find a replacement for a signed up shift will result in a \$25.00 fee that will be applied to your account. These fees will not be taken from your volunteer deposit. If you complete all required hours, your deposit will be returned, even if you paid a no show fee during the season.

Deposit Requirement

To ensure fairness to all families a volunteer deposit will be required. The volunteer deposit will be \$125 per player and a \$250 maximum per family. This will be collected at registration. The deposit will be applied to your final ice payment upon completion of the volunteer requirement. The deposit will be forfeited if the volunteer hours are not fulfilled. Mite only parents who complete the volunteer requirement will receive their volunteer deposit at the end of the season.

To ensure fairness with regard to the volunteer policy and deposit, please remember, no player will tryout without a volunteer check on file.

Volunteer Opportunities

The following positions fulfill the volunteer policy requirement:

- Board Members
- Key Volunteers
- Volunteer Coordinator
- Head Coach (Travel Teams and Mites)
- Two Assistant Coaches for Travel Teams
- One Assistant Coach for Mites
- Team Manager

Volunteer opportunities include the following activities:

- Golf Tournament
- Registration
- Clinics
- Tryouts
- Mite Evaluation
- Concessions
- Girls Tournament

Eastview Hockey Handbook 2011/2012

- D8 Tournaments
- Pancake Breakfast
- Game Draw Assistant
- Booster Club Officer
- Goalie Coordinator
- Others as available

This list is subject to change.

FINANCIAL POLICIES AND PROCEDURES

The financial goals of the Association are:

- To exercise fiduciary responsibility over the funds entrusted to the Association by its members.
- To be accountable to the membership and provide understandable reports in sufficient detail to show where funds came from and what they were used for.
- To maintain adequate reserves and sufficient cash flow to enable the Association to carry out its mission.

The Board of Directors is ultimately responsible for the financial operations of the Association. The Board delegates the responsibility for managing the financial affairs of the Association to the treasurer. The treasurer's responsibilities include but are not limited to:

- Establishing and maintaining banking relationships.
- Investing idle cash.
- Developing operating policies and procedures which accomplish the above goals.
- Filing all necessary returns/forms with federal, state and local regulatory agencies.
- Preparing operating budgets for the Association and teams we sponsor.
- Instructing team managers on how to handle the financial affairs of their teams.
- Maintaining adequate accounting records which reflect the assets and liabilities of the Association and the sources and uses of its funds.
- Preparing periodic reports to the Board and the membership.
- Maintaining the Association's tax-exempt status.
- Obtain and maintain insurance coverage for the Association.

OPERATING PHILOSOPHY

The Association carries out its activities on two levels; (1) an Association-wide level where activities are undertaken for the benefit of the entire membership; (2) a team or group activity level where the activities are undertaken only for those participating in the group activity of team. Our operating philosophy is that all members will share in the cost of the activities which benefit all members and that teams or player groups will share in those costs which benefit the group. The underlying concept is fairness: we should all pay our fair share and get what we pay for.

ASSOCIATION-WIDE ACTIVITIES

Activities of the Association which benefit all members include, but are not limited to:

- Printing and mailing newsletters and other information material.
- Registration (printing, flyers, renting rooms, supplies).
- Background checks as required by District 8.
- Coach registration and training.
- Awards, trophies, medallions.
- Fees paid to support USA Hockey and Minnesota Hockey.

Eastview Hockey Handbook 2011/2012

- Purchase of goalie equipment and pucks.
- Purchase of hockey socks.
- Other administrative costs of the Association.

Association-wide activities are paid for primarily by registration fees charged to each member. Other sources of funds which may benefit all members includes fundraisers, donations, grants, advertising, etc. The Board of Directors will establish the intended use of these various sources of funds either as they occur or as part of the annual budgeting process. The Board may direct that these funds be used for general purposes (which would be included in the annual operating budget and as such would reduce the registration fees), for specific purposes (purchase of equipment, new arena development) or for addition to cash reserves.

TEAM OR GROUP ACTIVITIES

Each team above the level of mite operates on a “pay as you go” basis, where the team pays for the exact cost of the resources they use. EVHA Group activities are primarily related to pre-season clinics and A-B team tryouts. These activities are intended to be self-supporting, paid for in full by user fees charged to the participants.

Team expenses may include, but are not limited to:

- Ice time, both through the Association and purchased on their own.
- District 8 fees for referees, administrative costs and post-season playoffs.
- Scrimmage referees.
- Tournament entry fees.
- District/Regional or State Tournament fees.
- Coach stipend if applicable.
- Practice jerseys.
- Team parties, hospitality rooms.
- Hotel room and expenses for coaches (non-parent coaches in particular).

The last three items are optional. It is up to each team to determine how much of these costs, if any, they want to incur.

REFUND POLICIES

EVHA Registration Fee Refund Policy

Refunds may be provided for portions of registration fees, with the exception of USA Hockey & MN Hockey fees. In order to be eligible, you must provide a written notice to the EVHA registrar, prior to the start of our pre-season clinics for traveling players (Squirts, Peewees, Bantams, U10 and up), and the annual evaluations for mite players.

Registration fees include tryout fees, clinic fees, and volunteer fees.

Injuries, although rare, are a part of the game of hockey and are not approved reasons for receiving a refund.

The EVHA Board reserves the right to refund members in the event of a catastrophic event (death of a family member, life threatening disease of player, etc), or other circumstances that the Board may determine a separate action.

Team or Group Refunds

An individual player's team costs are based on a set number of players per team divided by the estimated total cost of all team expenses. This includes ice, tournament, district fees and other costs. The Eastview Hockey Association will not provide team cost refunds to injured or quitting players under any circumstances. Team costs must be covered by the entire remaining team members in some fashion.

If a player is injured or quits during the course of the season, the EVHA team refund policy is to allow the team manager to decide the most appropriate course of action. EVHA assumes the team and team manager will provide a fair and reasonable relief or refund to families that quit or have season ending injuries.

Eastview Hockey Handbook 2011/2012

Tryout Refunds (for Players Making “A”, “B” or “C” Teams)

All refunds are subject to a cancellation fee if issued before the season starts. Once the season begins, there will be no refunds for tryouts. The start of the season is defined as November 1. The only exception will be for verified medical reasons approved by the Board that prevented a tryout session from being attended.

Requests for refunds other than medical must be submitted in writing to the Board of Directors. Each request will be reviewed and voted upon by the Board, and the refund will be granted or denied at the sole discretion of the Board.

PAST DUE ACCOUNTS

Any member, or immediate family of a member, who:

1. Has any amount past due or owing to EVHA, or
2. Has more than once remitted a check, share draft, or other payment instrument to the EVHA which was returned because of insufficient funds, or
3. Has remitted a check, share draft, or other payment instrument drawn upon a closed account.

Members shall be required to pay all past due amounts and all fees and other charges, as reasonably estimated, for the upcoming season in full at the time of registration. Payment must be by cash, certified check, cashier's check or money order. No player, or immediate family of a player, will be deemed registered prior to full payment of all such amounts, and will not be permitted to attend tryouts, obtain equipment or clothing or be assigned to any EVHA team. Any estimated payments will be reconciled to actual costs at season's end, or at any other time as directed by the Association.

TRAVELING PROGRAMS

“A”/“B” traveling hockey is designed for players with skill levels to participate in a more competitive environment. Players are selected for traveling teams through a tryout process based on the EVHA approved policy described in this handbook. The EVHA has traveling teams at the Squirt, Peewee, Bantam, Junior Gold, U10, U12 and U14 levels of play. All players in these age groups are eligible to try out for a traveling team. A tryout fee will be assessed to all tryout participants.

KEY POINTS

1. “A”/“B” traveling hockey programs require an increased commitment from both players and parents. One may expect an increased number of practices and games/scrimmages throughout the season. The EVHA suggests that you discuss the subject with other parents/players who have experience with traveling hockey.
2. “C” traveling is for players who do not make the “A”/“B” teams or chose not to tryout. The commitment for the “C” team is only slightly less than that of the “A”/“B” teams.
3. Players participating on “A” or “B” traveling teams also will incur higher costs than those participating on “C” traveling teams. Other costs may arise due to additional ice time being purchased for practices, scrimmages, and tournaments for all levels. Coaches, team managers, and parents will mutually agree upon these additional team expenditures.
4. Players may experience the opportunity to test their skills against players throughout Minnesota, players from outside the state. It is assumed that traveling teams will participate in out-of-town tournaments that may require overnight travel and lodging at the players/parents expense.

HOCKEY TRYOUTS

EVHA tryouts for those players interested in skating for an “A” or “B” traveling team will be conducted with the use of raters as selected by the Board.

Players that qualify under state high school rules to tryout at the varsity or junior varsity level must still register for EVHA at the appropriate level if they wish to return and play. This includes paying registration, tryout and any incurred team costs up to the time they leave to play high school hockey. If players failing to make varsity or JV return and wish to play for EVHA they will be placed on the C team if they had not registered and participated in EVHA tryouts.

Eastview Hockey Handbook 2011/2012

EVHA has established a process for conducting traveling team tryouts based on objectivity and fairness. The goal of the tryout process is to ensure all players are given a fair evaluation and players are placed at the highest level commensurate to their demonstrated abilities.

Girls who try out for Squirt, Pee Wee or Bantam traveling teams are precluded from changing to play U10, U12, or U14 traveling teams once tryouts have begun for Squirt, Pee Wee or Bantam teams. Conversely, Girls who try out for U10, U12, or U14 traveling teams are precluded from changing to play Squirt, Pee Wee or Bantam teams once tryouts have begun for U10, U12, or U14 teams.

The tryout process will be overseen by a **tryout committee** made up of at least 4 members of EVHA and the Tryout Director.

The **raters** will be responsible for rating all the players who wish to participate in the tryout process. Raters have been selected by the Board, are not members of EVHA and have no bias toward any player. The raters will rank all participants in sequential order, according to their scores.

The top rated group of players at each level are guaranteed roster positions on the “A” team. The number of players in this group will depend on the total team size determined by the Board minus three for Squirts (e.g. team of 15-12 locks, team of 12 – 9 locks). For the Pee Wee and Bantam “A” teams, the top 2/3rd of the total team size determined by the Board will be locks. The “A” head coach at each level will select the remaining players from a pool consisting of the players ranked through 20 unless the coach is an EVHA parent coach. This selection will be determined on the final day of tryouts with these players and the “A” Head Coach practicing together for a period of one hour unless the coach is an EVHA parent coach.

If the A coach has a child trying out for the A team, he/she will forfeit his/her coach picks, unless his/her child is a lock. If his/her child is not a lock, then the evaluators will choose the team.

Those players not selected for the “A” team will be placed on the “B1” team, “B2” team or “C” team as the case may be. Players on all other teams will be assigned by the order of their tryout ranking. Final team size will be determined by the Board of Directors. The number of goalies per team may change depending on the number of goalies available.

Cost of tryouts will be determined by the Board – see section entitled “Registration Information”.

Tryout format for Squirts and Pee Wees will include skills and scrimmages, in a combination to be determined by the Board. Tryout format for Bantams will involve scrimmages only.

Skills: All players will be graded by the raters on their ability to perform a predetermined number of skating, shooting, passing and stick handling skills. The specific skills to be graded will be determined by the tryout committee and the raters before the tryouts begin.

Inside Scrimmages: Players will be placed into scrimmage pools based on their skill scores. Each scrimmage will be 1 hour in length. The last scrimmage of each group will be skated power on power. Between the scrimmage sessions skaters have the ability to move between groups based on their scores.

Outside Scrimmages: In Pee Wees and Bantams, approximately the top 20 players after Skills (Pee Wee only) and Inside Scrimmages are completed will participate in an outside scrimmage against players from another Association.

Referee(s) who have no children in the Association will be hired to referee all scrimmages.

Any player receiving three penalties during any one scrimmage will be required to sit for the remainder of that day’s scrimmage, but will return for the next scrimmage, if applicable. Any player receiving a major penalty that results in an injury to another player will sit for the remainder of that scrimmage.

Eastview Hockey Handbook 2011/2012

Results: Posting of tryout groups during tryouts will be at the tryout arena and on the EVHA website (www.eastviewhockey.net). Posting during tryouts will be by tryout jersey number. Final tryout results will be posted at the tryout arena within 24 hours of the last tryout/practice session and on the EVHA website. The posting will consist of player's names with the team and coach listed. Players will be placed on teams based strictly on their tryout scores and the "A" coach's choice, where applicable, at the conclusion of the practice period. Players not selected for an "A", "B", "B1" or "B2" team will automatically be placed on a "C" level team. **All tryout results are final with no appeal.**

If there are two (2) teams at the same level, players will be divided equally.

INABILITY TO TRYOUT

Medical Absence

Players who are unable to tryout because of health or medical reasons must notify the Tryout Director in writing at least 24 hours before tryouts begin. If a player is unable to finish tryouts, he or she must contact the appropriate coordinator and the Tryout Director immediately.

A player must verify his or her medical problems in writing from a medical doctor. The Board may request additional documentation or proof at their sole discretion. EVHA President, EVHA Vice President, EVHA Director of Operations and the EVHA Tryout Director will review each player's case and decide on a placement for the players. The committee's decision will be based on:

1. Past abilities of the player;
2. Interview with past coaches;
3. Severity of injury/sickness;
4. The player's ability to play (without medical restriction) by November 15; and
5. The best interests of the Association and the injured player.

PLAYER PLACEMENT

1. A player must play at the level dictated by Minnesota Hockey guidelines.
2. Should a player choose not to play on the "A" or "B" team for which he or she was selected, he/she must play on a "C" team of the level at which he/she tried out.

PLAYER MOVEMENT BY AGE LEVEL/MOVE UP POLICY

This policy governs the participation level of EVHA hockey players. USA Hockey and Minnesota Hockey establish the maximum age and suggested minimum age brackets for youth hockey. See the registration section of this handbook for age brackets.

It is the policy of EVHA to follow Minnesota Hockey age guidelines in all cases. These are the three exceptions: (1) First, it is the current policy of the Board to allow and encourage 3rd grade boys and girls to play Squirt C or U10B hockey if they choose so long as they meet a minimum skill set as determined by the Hockey Operations Directors (for children playing on boys teams) or the Girls Coordinators (for U10 teams). These 3rd graders will follow Minnesota Hockey age guidelines after their 3rd grade season unless another exception applies. 3rd grade move ups are not allowed to try-out. 3rd graders meeting Minnesota Hockey guidelines for Squirts or U10Bs may try-out.

In determining who meets the minimum skill set to be a 3rd grade move up, it is the goal of the Association to allow most 3rd graders to play Squirt C or U10B. However, the Hockey Operations Directors and Girls Coordinators may also need to consider team size in determining the amount of 3rd graders that can move up. Persons with questions about whether their 3rd grader is ready for traveling hockey should contact the Squirt C or Girls Coordinators.

Second, it is possible that a "gifted" hockey player may move up. The determination of whether a child is "gifted" and should be invited to play up is determined by the hockey operations Board members (for children playing on boys teams) or Girls Coordinators (for girls). Their determination will include the best interests of the child, and the Association.

Eastview Hockey Handbook 2011/2012

Third, if a player(s) is needed to fill out a team to the necessary team size, or a player such as a goalie is needed to form a team, there may be a move up.

For children playing on the boys teams, if EVHA determines that move ups are necessary to fill out a team whose size shall be determined by the Board, an attempt will be made to notify older players at the previous age level. Any player(s) that is asked to be moved up shall first come from the list of those players wishing consideration to be moved up starting with the oldest player having the first right of refusal. If that player or players choose to move up they also have the choice to try out for the highest level of play at that age bracket.

For purposes of this policy, a “move up” is defined as moving from one age level to another higher age level.

PLAYER / COACH DISCIPLINARY ACTIONS

If a player or coach violates any of the policies or codes of conduct set forth by the Association / District 8, they may be subject to disciplinary actions and/or removal. Upon a request from a member, the coach, the level coordinators or a member of the Board of Directors, a grievance hearing will be convened. The hearing will be overseen by the grievance committee as defined herein. The committee has the authority to determine discipline of the offending party. The decision of the committee is final.

COACHES QUALIFICATIONS AND REQUIREMENTS

All EVHA hockey coaches require USA Hockey CEP certification, as required by District 8 and/or Minnesota Hockey.

All CEP certification fees for the associate and intermediate levels will be reimbursed by the Association. Fees for the advanced certification will also be reimbursed by the Association pending Board approval.

Coaches must have hockey knowledge and basic skills, and they must be able to communicate effectively with players and parents. Coaches should exhibit the following traits:

- Dedication.
- Must be respected by peers, players and parents.
- Ability to motivate.
- Be organized in practice, games and communication.
- Coaches must abide by the USA Hockey bylaws.

Coaches of traveling teams must have prior coaching experience in some sport. Head coaches must have experience commensurate with the playing level. Questions about the CEP program and about certification requirements should be directed to the Vice President.

Coaches who coach any team other than those approved by the Association, during the season will be subject to sanctions, including suspension. Any coach whose Eastview Hockey Association team plays, scrimmages or practices with a “AAA” team during the season will be subject to suspension.

COACH SELECTION

The EVHA coach selection committee, as approved by the EVHA Board, will consist of Director of Hockey Operations and two other members of the Association in good standing. All prospective coaches, both head coaches and assistant coaches, wishing to coach in the Eastview Hockey Association should submit an application to the coach's selection committee. The selection committee will recruit coaches, interview, and hire the best coaches available. Interviews will be granted to those individuals who meet the qualifications the committee feels would merit being a coach in the Association. The committee will also review coach's evaluation forms at the end of the season, and use them as a guide in determining if coaches are re-hired for the following year. Candidates will be evaluated based on the following qualifications: 1) ability to teach and work positively with kids; 2) coaching and playing experience; 3) hockey knowledge; 4) communication skills; and 5) leadership and role model qualities. Candidates will also be judged on the following principles: 1) will not use coaching as a platform to emphasize their own child's development; 2) will adhere to the EVHA Association systems and philosophies; 3) will not put winning ahead of development; and 4) will show respect for the Association, parents, officials, and players at all times.

Eastview Hockey Handbook 2011/2012

Head coaches will hire and be responsible for assistant coaches and their actions at all times during the course of the season.

The committee will attempt to hire non-parent coaches for the Bantam A, Bantam B, Pee wee A, and Squirt A positions, with the most qualified person being hired regardless of parent affiliation. The committee will make every effort to hire the positions listed above prior to the start of tryouts, so they can have some input into the player selections process. Coaches may be hired by the committee at any time after an application is submitted. Parent coaches for positions other than those listed above will be hired after teams are selected. Background checks will be required of all coaches and any previous discretion's will be grounds for dismissal.

ATTENDANCE POLICY

The attendance policy for levels Squirts/U10 and older is as follows: Every player's presence is important and expected. Unless otherwise excused by the coach, all players are expected to attend all practices, league games, and tournament games. Excused absences will be granted for school, religious and important family events (e.g. funeral or wedding); however, it is expected that the coach will be notified in advance of such events. Unexcused absences, including participation in another sporting event or non-EVHA hockey event, may result in a reduction of playing time as determined by the coach.

FAIR PLAY POLICY

Squirts/U10 or younger: Players shall be rotated on an equal playing time basis with all players having the opportunity to play in a variety of situations throughout the season. Players should not be held back from their regular shift for any reason besides injury, illness, team rule violations, or attendance policy violations. It is recommended that all players are rotated through different positions throughout the year to optimize development.

Pee wees/U12 or older: Playing time will be managed over the course of the season with the understanding that coaches will manage their season in a manner that demonstrates opportunity for all players to develop. The coach is expected to play all players as equal as possible over the course of the season. In some game situations, the coach is allowed to play specific players in key situations for the benefit of the entire team. All players should be given practice time in which they will have the opportunity to practice special team situations that will occur in games. Parents must understand that positions are determined by the coaching staff for the good of the team first and player development second. Parents and players should recognize that due to the flow of the game (i.e. penalties) all players may not get exactly the same playing time in any particular game. However, throughout the course of the entire season each player will have an opportunity to participate in special team situations. If a coach holds a player out of normal shift for discipline reasons, motivational reasons, team rules violations, or attendance policy violations, that specific reason will be provided to the player by the coach. Coaches who manage their teams outside of these parameters will be subject to discipline, suspension, or dismissal by Eastview Hockey Association.

THE TEAM MANAGER

As a team manager, you are involved with the team in many different ways. The manager is the team administrator, coordinator and bookkeeper. You will be the team's central point of communication. This is a great way to get involved with your child's team as well as with the game of hockey.

Duties:

1. **Coordination:** Equipment needs, scrimmages, referees, tournaments, team meeting and additional practices if necessary. Monthly hockey events calendar developed and distributed.
2. **Budget:** Establish and administer budgets that are agreed upon by the parents and coaches. Provide team financial statements and invoices as necessary.
3. **Scheduling:** Aside from EVHA provided practices and games, you will be responsible for the scheduling of all additional team events.
4. **Communication:** You will be the team's liaison between players, parents, and coaches, EVHA tournament officials, and others. Provide information for the local newspapers, *Let's Play Hockey*, the EVHA newsletter and the website.
5. **Administration:** Forms, documents and rosters as may be required by District 8, EVHA or tournament officials.

Eastview Hockey Handbook 2011/2012

6. **Tournaments:** Contact the Tournament Director for details on assigned tournaments and communicate all information to your team. Tournament fees are included in each player's monthly payments.
7. **Collections:** Collect payments from each family and turn monies over to the EVHA treasurer. Assist EVHA treasurer with the collection of delinquent fees from team members. It is the responsibility of the manager to make the treasurer of EVHA aware of any delinquent accounts within 15 days of the date the payment was due to the team manager.

EVHA is seeking greater parental involvement. The team manager position is a great way to participate in your son's or daughter's hockey experience. If you would like to be a team manager, or to participate with your hockey Association in any other capacity, please contact any Director for further information.

EVHA FUNDRAISER

Objective

It is the intention of the Board to use the projected revenues to continue subsidizing the costs of ice time while maintaining reasonable and competitive registration fees.

Event

EVHA will select a supplier for its fundraiser on an annual basis. The selected supplier will coordinate and administer that year's fundraiser.

Key Points

1. Fundraiser participation is mandatory for all players.
2. Key dates and additional information will be distributed by team fundraising representatives and published in the EVHA newsletter.

The Fundraiser Representative

The Team Fundraiser Representative has the following responsibilities: organize team roster, attend the team fundraising representative meeting, organize and present the fundraiser and incentive program at a team meeting, collect and turn in order forms for the team, help deliver products to the players, and collect and turn in money earned by the players on the team. Above all, this individual should encourage maximum participation by the team.

If you have an interest in becoming a Fundraiser Representative or have any additional questions regarding this event, please contact the EVHA Fundraiser Coordinator.

EQUIPMENT REQUIREMENTS

The Hockey Equipment Certification Council (H.E.C.C.) is an independent organization responsible for the development, evaluation, and testing of performance standard for protective ice hockey equipment. To date, it has established standards for facemasks, helmets, and skate blades:

Skates: All players and on-ice officials must wear skates of a design approved by H.E.C.C. All skates worn by players (but not goalkeepers) and by the Referee and Linesmen shall be equipped with approved safety heel tips. It is recommended that all players (except goalkeepers) and on-ice officials wear skates with blades that have been approved by the H.E.C.C.

The use of speed skates, fancy skates or any skate so designed that it may cause injury is prohibited.

Protective Equipment: Each player is responsible for wearing protective equipment for all games, warm-ups and practices. Such equipment should include shin pads, shoulder pads, elbow pads, padded hockey pants, protective cup, gloves, neck guards, plus all head protective equipment as required by USA Hockey rules and/or District 8. It is recommended that all protective equipment be designed specifically for ice hockey.

Mouthpiece: All players are required to wear an internal, colored mouthpiece which covers all the remaining teeth of one jaw, customarily the upper. The mouthpiece must be attached to the facemask.

Helmet: It is mandatory that all players wear a H.E.C.C. approved helmet with chinstrap properly fastened. All players are required to wear a facemask certified by H.E.C.C., plus any chin protection that accompanies the mask.

Eastview Hockey Handbook 2011/2012

Any helmet or facemask that is altered shall be deemed illegal equipment and shall not be allowed to be used in a game, warm-up, or practice. This includes helmets from which a part has been cut or removed, facemasks from which the chin cup has been removed or any such alterations from the original manufacturing specifications.

Goalkeeper Equipment: Goalkeepers are governed by the same rules and regulations concerning all players. However, some special equipment is worn by the goalkeeper. This equipment includes: blocker glove, catching glove, leg guards, chest, abdominal and arm protector and goalie supportive cup. Collar type throat protection is required. Helmets and facemasks are to be H.E.C.C. approved.

Notes:

1. All elbow pads shall have a soft protective outer covering of sponge rubber or similar material.
2. A glove from which part or the entire palm has been removed or cut to permit the use of the bare hand shall be considered illegal equipment.

SUBSTANCE ABUSE POLICY

Philosophy and Purpose

EVHA recognized the use of mood altering chemicals as a significant health problem, resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood altering chemicals by adolescents affects the development of related skills. Others are affected by misuse and abuse of family, team members or other significant persons in their lives.

Policy

During the hockey season, regardless of quantity, a player shall not:

1. Use a beverages containing alcohol.
2. Use tobacco.
3. Use or consume, have in possession, buy, sell or give away any other controlled substance.

This rule applies the entire season (from sign-up date to completion of the team's season).

It is not a violation for a player to be in possession of a controlled substance specifically prescribed for the player's own use by his/her doctor.

Penalties

1. **First Violation:** After confirmation of the first violation, the player loses eligibility for the next two weeks. No exception is permitted for a player who becomes a participant in a treatment program.
2. **Second Violation:** After confirmation of the second violation, the player loses eligibility for the next six weeks. Again, no exception for a player who becomes a participant in a treatment program.
3. **Third & Subsequent Violations:** After confirmation of the third violation, the player shall lose eligibility for the remainder of the season. No refund of paid fees will be returned to said player. The player will be reinstated for the next season with two violations already in place.
4. Penalties shall be cumulative beginning with and throughout the player's participation in the Eastview Hockey Association. Penalties will carry-over from season to season; numbers of violations are cumulative from year to year.
5. A player shall be disqualified from participation for nine additional weeks beyond the player's original period of ineligibility when the player denies violation of the rules and is allowed to participate and then is subsequently found guilty of the violation.
6. A player that is believed to be under the influence of mood altering chemicals (MAC) before a game or practice may be prevented from participating by the head coach.

It is EVHA's intent to have this policy communicated to all levels, with emphasis at the Junior Gold, Bantam and Peeewe levels. These players may be asked to sign statements that they understand the policy.

Eastview Hockey Handbook 2011/2012

GRIEVANCE PROCEDURE

The Association has adopted the following program for dealing with grievances from within the Association:

1. In any civilized society, most problems are best solved through discussion. The grievance procedure begins with a discussion between the parties involved. Choose a neutral time and place; not during a game or team practice, or within earshot of the players.
2. If the two parties are unable to reach a resolution, the Complainant must submit a written complaint stating the time, place and as many specifics as possible regarding the incident, to the appropriate Level Coordinator. If the Level Coordinator is the subject of the grievance, the written complaint shall be submitted directly to the Vice President of the Association.
3. As soon as possible, the Level Coordinator will inform the Vice President that a complaint has been received. The Level Coordinator will talk with the involved parties, and conduct an investigation as necessary. If the Level Coordinator is unable to resolve the complaint within 72 hours, he must inform both parties (verbally, within 24 hours; and in writing within 5 days) that the complaint has been referred to the Vice President. (The Vice President, at his or her discretion, may bypass this step and directly take charge of the complaint and investigation.)
4. The Vice President may attempt a resolution through discussion with the involved parties. If the complaint is not resolved within 72 hours, the Vice President will verbally notify both parties and the Grievance Committee of the need for a meeting. The Grievance Committee will strive to meet at a mutually convenient time and place for both parties within 10 days. But, if this is not possible, the Vice President will set the time and locations.
5. The Grievance Committee consists of the Vice President (Chairperson), the Secretary, the Level Coordinator, a member of the Board and two members at large, all of whom are not directly involved in the complaints as Coach, Administrator, or parent member of the team(s) involved. The two at large members will be chosen by the Grievance Committee Chairperson. Alternates for the Vice President and Secretary are the President, and any other available Board Member who has no direct interest in the complaint. The Grievance Committee will discuss and decide the issues after the parties involved have been dismissed from the meeting. The Vice President will notify both parties involved have been dismissed from the meeting. The Vice President will notify both parties of the Committee's decision verbally, within 24 hours, and by letter within 5 days. Copies of the letter also will be sent to all members of the Grievance Committee and to the Level Coordinator.

WAIVER POLICY

In order to assure consistency with the Association's Affiliate Agreement with USA Hockey, Minnesota Hockey and District 8 rules regarding "Residency", it is the policy of the Eastview Hockey Association to approve waivers only in the event of extraordinary circumstances in which the absence of approval would, in the judgment of the Board of Directors, likely result in the inability of the skater(s) to continue participation in the sport of Ice Hockey.

If a waiver is granted and approved for a player to play with Eastview Hockey Association, the Board of Directors shall have the right to dictate, in its sole discretion, where the incoming player may be placed.

All requests for a waiver must be submitted in writing to the Eastview Hockey Association President no later than July 31st of each calendar year. The Board will review and vote on all such request in a timely manner but in no event later than its regular August Board meeting. The Association President will provide each member requesting such waiver with a written confirmation of the Board's decision within 15 calendar days of the Board meeting at which the waiver request was voted upon.

The decision of the Board of Directors will be final and binding.

There are waivers which take place each season to accommodate registration of smaller number of players than would compose a team. These players may be waived in or out of the Association in order to provide a player the opportunity to play the sport of hockey. Typically, these waivers occur at the U15 and Junior Gold levels.

Waivers, if granted, will apply only to the season in which the request is made. Request for waivers for subsequent seasons must be applied for on an annual basis.

Eastview Hockey Handbook 2011/2012

FINANCIAL ASSISTANCE

The scholarship committee will consist of the Vice President, Treasurer, and the Secretary.

A goal of the EVHA is to provide access to organized hockey to all interested children, independent of their financial situation. Understanding that the cost of playing hockey may be an undue burden for some families, EVHA has set aside monies to be used in awarding scholarships. These monies will be made available based on family need.

We also offer payment schedules to assist in spreading out the cost of hockey, should conditions warrant.

Selections criteria – The player's family must exhibit financial need. Primary consideration for scholarships will be given to children in the following circumstances: financial change in family status, death of a parent, or a parent losing employment. Consideration will also be given to those children who receive school lunch subsidies, Medical Assistance (MA), or Minnesota Care Children's Health Plan.

General Policy:

- EVHA will set aside up to \$2,500 per year to provide financial support to children in financial need.
- Award can range from \$100 to 50% of team fees. Registration Fees must be paid in full.
- The scholarship program is open to all children that meet the selection criteria. Meeting the selection criteria does not guarantee that an award will be made.
- All individuals receiving a scholarship must participate in all EVHA approved fundraisers.
- The scholarship program is open to only those families that reside in the Eastview High School attendance area or are enrolled at Eastview High School.
- All scholarship recipients must abide by EVHA policies and procedures.
- The following can cause forfeiture of current and future scholarships: Failure to comply with the policies, leaving the program before the end of the season (unless due to an approved circumstance), not participating at the regularly scheduled practices and games, disciplinary problems.

Application Process:

- Parent or legal guardian must complete the scholarship application and submit it to the scholarship coordinator.
- The scholarship committee will review the submitted applications and approve on a majority vote.
- If a scholarship is granted, the amount will be given to the member upon payment of registration fees.
- The deadline for submitting a scholarship application is October 1. Late scholarship applications will only be accepted if an unforeseeable event occurs which drastically changes the financial conditions of a child's family.

Eastview Hockey Handbook 2011/2012

ASSOCIATION BYLAWS

ARTICLE 1 – NAME

The name of this Association shall be the Eastview Hockey Association, Inc. (a non-profit corporation) hereinafter referred to as “EVHA” and/or the Association.

ARTICLE 2 – PURPOSE

Section 2.1 The purpose of the EVHA shall be to promote, encourage and operate amateur hockey programs for families residing in the Eastview High School attendance area.

Section 2.2 EVHA shall abide by and act in accordance with its Articles of Incorporation, Bylaws, Rules and Regulations and its Affiliate Agreement with the Minnesota Amateur Hockey Association (Minnesota Hockey), a copy of which was attached hereto as Exhibit “A” [Not included with the handbook].

Section 2.3 This Association is organized exclusively for charitable, educational, religious or scientific purpose within the meaning of Section 501(c)3 of the Internal Revenue Code and will not act in any manner which would be in conflict with the provisions of this section of the Code.

ARTICLE 3 – CORE VALUES

EVHA will be guided by the following core values:

1. **EQUAL OPPORTUNITY** – An environment of equal opportunity will be maintained in all actions and activities of the EVHA. Further, the Association shall provide an equal competitive opportunity, taking into account ability, physical size and other athletic criteria, to amateur athletes, coaches, trainers, managers, administrators, and officials to participate, consistent with the requirements of the Amateur Sports Act of 1978, as amended, in amateur athletic competition without discrimination on the basis of race, color, religion, age, sex or national origin.
2. **SPORTSMANSHIP** – Foremost of all values is to learn a sense of fair play. The EVHA players, coaches and parents will be humble in victory and gracious in defeat. EVHA will foster friendship among teammates and opponents alike.
3. **RESPECT FOR THE INDIVIDUAL** – Each member will treat all others as they would expect to be treated.
4. **INTEGRITY** – Each member will see to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.
5. **PURSUIT OF EXCELLENCE AT THE INDIVIDUAL, TEAM AND ORGANIZATIONAL LEVELS** – Each member of the organization, whether player, volunteer or staff, should see to perform each aspect of the game to highest level of his or her ability.
6. **ENJOYMENT** – First and foremost, the youth hockey experience must be fun, satisfying and rewarding for each participant.
7. **LOYALTY** – The EVHA will aspire to teach loyalty to the ideals and fellow members of the sport of hockey.
8. **TEAMWORK** – We value the strength of learning to work together and believe that the use of teamwork is reinforced and rewarded by success in the hockey experience.

ARTICLE 4 – MINNESOTA HOCKEY PROVISIONS

Section 4.1 Minnesota Hockey Preeminence The EVHA, an affiliate Association of Minnesota Hockey, 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 Minnesota Hockey, and such documents and/or decisions of the EVHA. Further, the EVHA shall assist Minnesota 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 Minnesota Hockey, within and upon its members and/or within its jurisdiction.

Eastview Hockey Handbook 2011/2012

Section 4.2 **Indemnity** The EVHA, an affiliate Association of Minnesota Hockey, shall indemnify and hold harmless Minnesota Hockey, the Board of Directors of Minnesota Hockey and each member thereof, the Executive Committee of Minnesota Hockey, and each member thereof, councils, and committees for the Minnesota Hockey and each member thereof, and all other elected, appointed, employees or volunteer representative of Minnesota Hockey from any and all claims, liability, judgment, costs, attorneys' fees, charges and expenses whatsoever, arising from the acts and omissions of the EVHA, except to the extent (i) that Minnesota Hockey or its aforescribed 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 Minnesota Hockey. Further, the EVHA understands and acknowledges that Minnesota Hockey and its aforescribed representatives have assumed such assignments, 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 section.

Minnesota Hockey shall reasonably cooperate with the EVHA in any litigation and provide reasonable support in connection therewith, including but not limited to advice and testimony upon reasonable request; provided, however, that such cooperation shall not require Minnesota Hockey to incur any out of pocket expense not reimbursed by the EVHA.

ARTICLE 5 – MEMBERSHIP

Section 5.1 **Qualification** Membership is open to anyone living within the Eastview High School attendance area as defined by Independent School District 196, which is "natural hockey community" defined in Minnesota Hockey Youth Rules and Regulations Section IV. Residency, as described in this Association's Affiliate Agreement with Minnesota Hockey.

Membership is also open to anyone living outside the Eastview High School attendance area who successfully obtains a waiver in accordance with the terms and conditions of Minnesota Hockey Youth Rules and Regulations Section IV as may be amended from time to time. Waivers, if granted, will apply only to the season in which the request is made. Request for waivers for subsequent seasons must be applied for on an annual basis.

Section 5.2 **Requirement** Membership is required for a player to be allowed to participate in any EVHA program. If a parent/guardian or family has more than one player in the program, only one membership is required.

Section 5.3 **Types of Membership** There shall be two types of membership:

- a. **Family:** A family membership shall consist of the parent(s)/guardian(s) of a participant(s) in the program that has/have paid the required dues as provided herein. (Voting)
- b. **Corporate Sponsor:** Interested corporations or unincorporated organizations may become sponsor members by sponsoring a team or other activities as deemed appropriate by EVHA. Sponsorship members may advertise or make known their affiliation with EVHA. (Non Voting).

Section 5.4 **Voting** Each family membership shall be entitled to one (1) vote on each matter submitted to a vote of the membership. Family membership votes may be cast by either parent/guardian, but only one vote may be cast per family. All votes shall be cast in person, or by written ballot. All elections shall be by written ballot only. All matters brought before a meeting of the members shall be decided by a simple majority of those voting, unless otherwise provided by law, the Articles of Incorporation of this corporation, or these Bylaws.

The Board of Directors may cause to be submitted by mail ballot any questions to be voted on at any member meeting. Such ballot shall contain the exact text of the proposed motion, resolution, or amendment to be acted upon, and the date of the meeting, and shall also contain space in which

Eastview Hockey Handbook 2011/2012

the member may indicate affirmative or negative vote thereon. Such ballot when completed and signed by an absent member and received by the Association shall be counted as the vote for such member at the meeting. All mailed ballots to be included must be received 48 hours prior to the commencement of the meeting.

Section 5.5 **Membership Year** The membership year shall run from September 1 of any given year until August 31 of the following year.

Section 5.6 **Annual Meetings** There shall be at least one regular meeting of the general membership annually, as determined by the Board of Directors. The annual meeting shall occur in March of each year for the purpose of electing Directors and other related business.

Section 5.7 **Special Meetings** Special meeting may be called by the Secretary upon request of the President, at least three (3) Board of Directors or upon the request of at least thirty (30) members in good standing. No business other than that specified in the request shall be transacted at a special meeting.

Section 5.8 **Notice** Sixty (60) days prior to the annual meeting of the members, the Board of Directors shall determine the members entitled to notice of and entitled to vote at the meeting. The Board shall cause to be prepared a list of the names and addresses of the members entitled to vote. This list shall be available for inspection by a member with voting rights.

The Association will make a best effort to individually communicate notices and agendas of all meetings at least fifteen (15) calendar days prior to the meeting.

In any event, notice will be deemed to have been adequately given if such notice and agenda is posted on the bulletin Boards of the Rosemount, Apple Valley and Eagan arenas no less than fifteen (15) calendar days prior to the meeting. In additional electronic communication in the form of a posting on www.eastviewhockey.net and email to those members that subscribe will be completed.

Section 5.9 **Agenda** Members may request of the Secretary or President that items be included in the agenda of the regular membership meetings. Such requests must be made in writing at least thirty (30) calendar days prior to the date of a meeting. Items submitted shall be specific as to the issue and must be introduced to the general meeting by the requester. If the requester is not in attendance a the meeting, the item will be tabled.

Section 5.10 **Location** The Board of Directors will determine the time and location of all such meetings and give notice in accordance with the provisions of Section 5.8 above.

Section 5.11 **Quorum** Ten (10) percent of the current members present in person and/or by written ballot, shall constitute a quorum for all membership meetings for the transactions of business except as otherwise provided by law, the Articles of Incorporation of this Association, or by these bylaws. Mailed ballots received prior to the commencement of the meeting shall be counted for purposes of determining a quorum.

In the absence of a quorum, any meeting may be adjourned to another time or to another place and no notice as to such adjourned meeting of the place, date and time thereof need to be given other than the announcement of the meeting at which such adjournment is take.

ARTICLE 6 – DUES AND ASSESSMENTS

Section 6.1 **Annual Dues and Assessments** The amount of dues and assessments (if any) for individual and family memberships shall be reviewed annually by the Board of Directors at their June meeting and set for the subsequent fiscal year.

Eastview Hockey Handbook 2011/2012

ARTICLE 7 – BOARD OF DIRECTORS

- Section 7.1** **Authority and Responsibility** The governing body of the Association shall be the Board of Directors. The Board of Directors shall have supervision, control and direction of the affairs of the Association, its committees and publication shall determine its policies and changes therein and shall actively prosecute its objectives and supervise disbursement of its funds. The Board may adopt such rules and regulations for the conduct of its business and shall be deemed advisable.
- Section 7.2** **Number and Qualification** The number of Directors shall be fifteen (15)

Directors shall be residents in the Eastview High School attendance area.
- Section 7.3** **Vote** Each Director shall have one (1) vote on matters before the Board.
- Section 7.4** **Term of Office** Each Director shall serve a three (3) year term of office, such terms commencing at the April Board meeting in the year of their election.
- Section 7.5** **Staggered Terms** Director terms shall be staggered to ensure that no more than one-third (1/3) of the Board membership changes as a result of the annual election.
- Section 7.6** **Nominations** In December of each year, the President shall appoint a nominating committee consisting of at least three (3) individuals. The individuals can be general members or existing Board members. The committee shall actively solicit interested candidates from the membership through the website and other means and, at least thirty (30) days prior to the annual election set by the Board, shall submit a list of candidates to the Board. There shall be at least one candidate nominated for each open Board position. By majority vote, the Board of Directors can request the nominating committee obtain additional nominees, and can, again by majority vote, independently add additional candidates not presented by the nominating committee.
- Section 7.7** **Lack Of Candidates** If the Board does not receive at least one candidate for each open Board position, the President can appoint a willing member to fill the vacant spot(s) whenever such member is identified. If, after full exhaustion of the nomination processes in Section 7.7 (i.e., the solicitation of additional nominees and/or independent addition of candidates by majority vote of the Board), there remains an insufficient number of candidates for the open Board positions, the President may appoint any willing EVHA member to fill the vacant spot(s). Prior to making a Board appointment under this Section, the President or his designee shall provide fourteen (14) days notice to the general membership in an effort to allow interested candidates a final opportunity to volunteer for such open position(s). Should more volunteers show interest than there are open positions, the open position(s) shall be filled in accordance with Section 7.8.
- Section 7.8** **Endorsement of Candidates** By majority vote, the Board of Directors can endorse a candidate on the ballot. Endorsing nominees is not intended to be part of the regular practice of electing Board members, but instead is intended to be limited to those nominees who have specialized professional skills such as accounting or charitable gambling, a willingness to engage in unpopular Board positions, or a willingness to take on Board positions requiring inordinate time commitments (such as ice coordinator). By way of example, if a nominee is a CPA or accountant and is needed for a vacant treasurer position, the Board may endorse such a candidate, and can provide the members with an explanation as to why the candidate is endorsed by the Board of Directors on the ballot.
- Section 7.9** **Removal of Candidates From Ballot** The EVHA Board recognizes its members should determine, by their vote, who shall serve on the Board consistent with the provisions of this Section. However, in rare and unique circumstances, the Board may, in the best interest of the Association, exercise its discretion and authority to remove a candidate from the ballot.

Eastview Hockey Handbook 2011/2012

Therefore, upon a showing by a two thirds (2/3) majority of the full Board, a petition may be submitted to the full Board to remove a prospective Board candidate from the ballot regardless of the number of candidates and open Board positions. In such event, the Candidate shall be given fifteen (15) days written notice, which notice shall outline the justification for such actions, to appeal the petition. If no such appeal is filed with the President within the fifteen (15) day notice period, the petition will be considered uncontested and will be voted upon by the Board of Directors at their next regularly scheduled meeting. If, during the notice period, the Candidate requests a hearing at a Special Meeting of the full Board of Directors, the Board shall meet in open session within thirty (30) days of such request and hear input from the Candidate and Association members filing the petition. The Board shall vote by written ballot. A two thirds (2/3) majority of the full Board will be required to remove the Candidate. The determination the Board shall be final and binding upon all parties.

- Section 7.10** **Election of Directors** If there are more nominees than open positions, the directors shall be elected by mail or electronic means. The election shall be completed such that the candidates are notified in March in advance of the first Board meeting in April, which is the first Board meeting of attendance for the elected candidate(s). A ballot listing the nominees shall be available to all members eligible to vote. Votes cast shall be totals, the nominees ranked in the order of the votes received, and the nominees assigned to fill vacancies in the order of ranking. Ties will be broken by a flip of the coin managed by the Board Officers. When all vacancies are so filled by the nominees receiving the greater number of votes, the remaining nominees will be considered as not elected to the Board of Directors.
- Section 7.11** **Interim Vacancies** Whenever vacancies in the membership of the Board of Directors shall arise, other than by expiration of term of office, the President shall nominate a person qualified to be a member of the Board to fill the vacancy and serve the remainder of the term. At a meeting of the Board of Directors, at which a quorum of two thirds of the Board is present, such nominees shall be elected upon a majority vote of the Directors present.
- Section 7.12** **Removal of Directors** A Director may be removed from the Board of Directors prior to the expiration of his/her term upon written petition from at least ten (10) members in good standing. In such event, the Director shall be given fifteen (15) days written notice, which notice shall outline the justification for such actions, to appeal the petition. If no such appeal is filed with the President within the fifteen (15) day notice period, the petition will be considered uncontested and will be voted upon by the Board of Directors at their next regularly scheduled meeting. If, during the notice period, the Director requests a hearing at a Special Meeting of the full Board of Directors, the Board shall meet in open session within thirty (30) days of such request and hear input from the Director and Association members filing the petition. The Board shall vote by written ballot. A two thirds (2/3) majority of the full Board will be required to remove the Director. The determination the Board shall be final and binding upon all parties.
- Section 7.13** **Regular Meetings** Regular meetings of the Board of Directors shall be held on the fourth Wednesday of each month beginning at 8:00 p.m. The date, time or place may be changed at the discretion of the President and upon timely notice to the other members of the Board of Directors.
- Section 7.14** **Special Meetings** Special meetings of the Board of Directors may be called from time to time by the President, or by any three (3) of the Directors, at such time and place as may be designated in the notice of such meeting.
- Section 7.15** **Meeting Notices** No notice needs to be given of any regular meeting of the Board of Directors. Seven (7) calendar days notice of any change in the date, time or place of a regular meeting or special meeting shall be given to all Directors.
- Section 7.16** **Waiver of Notice** Notice of any meeting of the Board of Directors may be waived, either before, at or after such meeting, in writing, signed by each Director. A Director, by his/her attendance

Eastview Hockey Handbook 2011/2012

and participation in the action taken at any meeting of the Board of Directors, shall be deemed to have waived notice of such meeting.

- Section 7.17** **Quorum** Except as otherwise provided herein, a simple majority of the voting members of the existing Board of Directors shall constitute a quorum for the transaction of business.
- Section 7.18** **Written Action** Any action which might be taken at a meeting of the Board of Directors, or any duly constituted committee thereof, may be taken without a meeting if done in writing and signed by all of the Directors or committee members.
- Section 7.19** **Compensation** Directors of this Association shall not receive any compensation for their services other than reimbursement of authorized, documented expenses incurred on behalf of the Association.
- Section 7.20** **Indemnification** To the full extent permitted by Minnesota Statutes, Section 317A.501, as amended from time to time, or by other provisions of law, each person who was or is a party or is threatened to be made party to any threatened, pending or completed action, suit or proceeding, wherever and by whomsoever brought (including any such proceeding, by or in the right of this Association), whether civil, criminal, administrative, or investigative, by reason of the fact that he/she is or was a Director or Officer of this Association, shall be indemnified by this Association against expenses, including attorney's fee, judgments, fines and amounts paid in settlement actually and reasonable incurred by him/her in connection with such action, suit or proceeding. The indemnification provided by this section shall insure to the benefit of the heirs, executors, and administrators of such person and shall apply whether or not the claim against such person arises out of matters occurring before the adoption of this section. This section shall not apply to such persons who have committed intentional harmful acts against this Association.

ARTICLE 8 – OFFICERS

- Section 8.1** **Number and Limitations** The Officers of the Association shall consist of a President, Vice President, Secretary and Treasurer. No person shall hold more than one office at any one time.
- Section 8.2** **Election, Term of Office and Qualifications** At their February meeting, the Board of Directors shall elect from within their number, a President, Vice President, Secretary and Treasurer who shall serve a one year term commencing with the April Board meeting.
- Section 8.3** **Vacancies** Whenever a vacancy shall arise in the office of President, the Vice President shall automatically become President and shall complete the unexpired portion the preceding President's term. Whenever a vacancy shall arise in the office of the Vice President, Secretary or Treasurer, such vacancy shall be filled from within the members of the Board of Directors by election at any regular or special meetings of the Board provided notice of such elections made to all Board members at least seven (7) calendar days prior to any meeting called for the purpose.
- Section 8.4** **President** The President shall be responsible for the general management of the affairs of the Association. He/she shall preside at all the meetings. He/she shall be the Chief Executive Officer of the Association and shall see that all orders and resolutions of the Board of Directors are carried out. He/she shall have sole authority to execute and deliver in the name of the Association any deeds, mortgages, bonds, contracts or other duties usually incident to the office of President. He/she shall be an ex-officio member of all standing committees and shall have such other duties as may from time to time may be prescribed by the Board of Directors.
- Section 8.5** **Vice President** The Vice President shall have such powers, and shall perform such duties as may be specified by the President and/or determined by the Board of Directors. In the event of the death, disqualification, absence or in capacity of the President, the Vice President shall succeed to and perform the duties of the President.

Eastview Hockey Handbook 2011/2012

Section 8.6 **Secretary** The Secretary shall be Secretary of and shall attend all meeting of the Board of Directors and the membership and shall record all proceedings of such meetings in the minute book of the Association. The Secretary shall prepare agendas for and give required notice of all meetings and shall perform such other duties as may from time to time be prescribed by the Board of Directors or by the President.

Section 8.7 **Treasurer** The Treasurer shall be the Chief Financial Officer of the Association, shall be bonded, shall have the care and custody of the Association's funds and securities, and shall disburse the funds of the Association as may be ordered from time to time by the Board of Directors. He/she shall keep full and accurate accounts of receipts and disbursements in books belonging to the Association and shall deposit all in the name and to the credit of the Association in such depositories as may be designated from time to time by the Board of Directors. Except to the extent that some other person or persons may be specifically authorized by the Board of Directors to do so, the Treasurer shall make, execute, and endorse all checks and other commercial paper on behalf of this Association. He/she shall report the financial condition of the Association at the annual meeting of the members each year and at all other times when requested by the Board of Directors and shall perform such other duties as may be prescribed by the Board of Directors.

ARTICLE 9 – COMMITTEES

Section 9.1 **Standing Committees** The Board of Directors may create such standing or special committees as it deems necessary to promote the purposes and to carry on the work of the Association. The Board of Directors shall designate the committee chairperson, either a Director or a member of the Association.

Section 9.2 **Other Committees** The Board of Directors may from time to time appoint members of the Association and others to study and advise the Association of such matters, ad the President deems necessary or appropriate.

Section 9.3 **Minnesota Hockey District VI Representatives** The Board of Directors shall designate one member of the Board to be the official representative of the Association to the Minnesota Amateur Hockey Association/District VI.

Section 9.4 **Eastview Hockey Boosters** The Board of Directors shall designate one member of the Board to serve as the chairperson of this committee. The Booster shall be authorized to engage in fund raising activities using volunteer labor only and to undertake such additional and different activities as may from time to time be determined by the Boosters provided that these activities receive the prior approval of the Board of Directors. All proceeds from the activities of the Boosters shall be deposited with the Treasurer of the Association.

Eastview Hockey Handbook 2011/2012

ARTICLE 10 – RECORDS AND FINANCIAL

Section 10.1 **Fiscal Year** The fiscal year shall commence on the first day of April each year and end on the 31st day of March of the following year.

Section 10.2 **Books and Records** The Board of Directors shall cause be kept: A membership register, a record of all proceedings of the Directors, a complete accounting record of the receipts and disbursements of the Association and other such records and books of account as shall be necessary and appropriate to the conduct of the Association business.

Section 10.3 **Documents** The Board of Directors shall cause to be kept in a suitable and safe location, originals or copies of: the Articles of Incorporation, Bylaws of the Association and amendments thereto, current operating policies, audited financial statements, legal contracts and fidelity bonds.

The Association will distribute to its members on an annual basis, upon request, copies of the Bylaws, Rules and Regulations and other governing documents, and all amendments thereto.

Section 10.4 **Audit and Examination of Books** The financial records of the Association shall be audited by an audit committee consisting of at least three members of the Association appointed by the President and approved by the Board of Directors.

Any member of the Association shall have the right to examine either in person or agent or attorney, at any reasonable time, for any purpose, and at the place or places where usually kept, the books of account and records of the proceedings of the Directors and to make extracts there from.

ARTICLE 11 – AMENDMENTS TO BYLAWS

Section 11.1 These bylaws may be amended or altered only as provided by Minnesota Statutes Section 317A.181, Subd. 2.

Section 11.2 All amendments and/or alteration of the bylaws made subsequent to the prior years annual membership meeting will be reported by the President at the next annual meeting.

ARTICLE 12 – DISSOLUTION

Section 12.1 Upon the dissolution of this Association, the Association shall, after paying or making provisions for the payment of all the liabilities, dispose of such assets of the Association exclusively for the purpose of the Association in such manner, or to such organization or organizations organized and operated exclusively for the charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)3 of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Directors shall determine. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of Dakota County, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purpose.

THIS DOCUMENT AS ADOPTED BY THE BOARD OF DIRECTORS ON THIS 24 DAY OF August, 2011 INCLUDES ANY AND ALL CHANGES

Jeff Tuthill,
President

Matt Johnson,
Secretary