



BY-LAWS
OF
CHAMPLIN PARK
YOUTH HOCKEY ASSOCIATION

(Effective May, 2009)

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<p>The original by-laws have been amended by the general membership at the CPYHA annual meetings in 1993, 94, 95, 96, 97, 99, 2000, 01, 02, 03, 04, 05, 07,08 and 09.</p>

ARTICLE I DEFINITIONS

Section 1.1

The name of the Association shall be known as the "Champlin Park Youth Hockey Association" or "CPYHA".

Section 1.2

The official colors of the Association shall be navy blue, gray and white.

Section 1.3

The "Champlin Park Youth Hockey Association" and "CPYHA" are official designations of the Champlin Park Youth Hockey Association. Only the Board of Directors shall authorize the use of these names.

ARTICLE II MISSION STATEMENT

CPYHA's mission is to develop individual hockey players within a team concept to the extent allowed by each individual's physical abilities and interests.

Purpose

The Purpose of the Association is to promote ice hockey for all youths within the boundaries of Champlin Park High School as further defined by Minnesota Hockey. CPYHA will strive to create and sustain an environment where participants exhibit pride and a desire to remain. CPYHA will be successful by aligning solid leadership principles with positive coaching, strong member relationships, and fiscal responsibility. CPYHA will strive to provide the opportunity for hockey players to develop life skills that will serve them well beyond the ice rink. CPYHA will support the acquisition of facilities for the means of playing hockey. CPYHA is a feeder system to Champlin Park High School Hockey programs.

Core Values

- ◆ We will promote and display good sportsmanship to all players, coaches, parents, and officials
- ◆ We will pursue excellence at the individual, team, and organizational level.
- ◆ We will maintain a safe and healthy environment for all.
- ◆ We will provide an opportunity for all new players who wish to play hockey.
- ◆ We will promote a fun environment for the players
- ◆ We will provide a fair opportunity for all to participate.
- ◆ We will provide an opportunity to learn basic skills without an over-emphasis on winning.
- ◆ We will provide an opportunity for those who have the physical ability, drive, and determination to advance to a more competitive environment to do so.
- ◆ We will prepare players to have the necessary skill sets for the next higher level of hockey.

Elements

The following levels will be structured to meet the needs of our youth players:

Initiation: Designed to meet the needs of the beginning player. Basic skills will be taught equally on a non-competitive environment. Fun, physical development, and a social environment will be stressed. Initiation will be a feeder system to the recreational level.

Recreational: Designed to be the backbone of CPYHA Hockey. Recreational hockey will be “house league” play. This program will be designed to provide opportunities to play for enjoyment, fitness, relaxation, and fellowship. Skill development and team concepts are stressed, rather than winning. Recreational will be a feeder system to the competitive level.

Competitive: Coaches will teach higher-level skill development for players who have the desire and ability for a competitive experience. A balance of winning and sportsmanship will be stressed, and travel for competition will be expected. Team objectives include district, regional, and state championships. Competitive will be a feeder system to high school hockey.

Parents, coaches, and directors should encourage youngsters to play and to continue playing. Parents and players should carefully consider the difference between house and traveling teams and note differences in expense, level of competition, time commitment, team structure and expectations. Traveling team hockey requires more time, money, and acceptance of team goals.

The objective for each team, coach and player, is to develop hockey skills. This includes skating skills, individual skills, hockey skills, and team play. This development must occur within the framework of the organization. CPYHA provides options for players to apply their skills; however, the overall objectives of the organization will come before those of the individual.

ARTICLE III ADDRESS

The address of CPYHA shall be:
Champlin Park Youth Hockey Association
P.O. Box 152
Champlin, Minnesota 55316

ARTICLE IV NONPROFIT

Section 4.1

This Association shall be nonprofit. In the event CPYHA ceases to be in operation, the Board of Directors shall, after paying or making provisions for the payment of all liabilities of the Association, dispose of the remaining assets of the Association, in such a manner or to such organizations organized and operated exclusively for education and charitable purposes as shall at the time qualify as an exempt organization 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 Board of Directors shall determine. Any such assets not so disposed of shall be, by order of the District Court of Hennepin County, Minnesota, exclusively for such purposes or to such organizations which are organized, and operated exclusively for such purposes, as said Court shall determine.

Section 4.2

This Association shall have no capital stock and shall not be conducted for pecuniary profit for the Association or any of its members.

Section 4.3

All monies, donations or charitable contributions collected on behalf of CPYHA shall be subject to the approval of the Board of Directors for their specific use.

ARTICLE V MEMBERSHIP

Section 5.1

Any person interested in the above purpose of CPYHA is eligible for membership upon payment of his or her child's annual registration fees or upon Board of Directors' approval at any regularly scheduled monthly meeting. Membership also includes coaches or volunteers who may or may not have a child in the Association. Membership entitles a person to vote at the annual meeting subject to Article IX, Section 9.1.

Section 5.2

The term of membership shall be for one year.

Section 5.3

All players and parents/guardians waived in from any other youth hockey associations shall not have voting rights or the ability to participate on any committees as Directors or serve on the Board of Directors.

Section 5.4

Any player who completes a season with CPYHA shall not be granted a waiver to play in another hockey association for any future Minnesota Hockey defined season. A waiver may be granted if a traveling eligible player is cut from the traveling program to a house program or if no house program exists at their level. All waivers will be processed per the waiver procedure policy in the *District 10 Handbook*.

ARTICLE VI FEES

Section 6.1

The annual registration fee of the Association shall be determined by the Board of Directors.

Section 6.2

The annual registration fee for the members shall be payable at registration. If fees aren't paid at registration, players shall be restricted from skating or removed from team rosters unless special arrangements are made with the CPYHA Treasurer.

Section 6.3

Members have no registration rights until all unpaid fees are current.

Section 6.4

For House Programs only, the Board of Directors has the authority to waive the annual fee for hardship reasons.

Section 6.5

Any member, who has paid the registration fee in accordance with Section 6.2, but fails to make proper team payment shall be given a fifteen (15) day grace period from the due date, at which time the team manager will either collect the payment or issue another fifteen (15) day grace period with approval of CPYHA's Treasurer. If the member fails to pay after the second grace period, the team manager will report the failure to pay to the Board of Directors and the Traveling Director, at which time, the member will be asked to meet with the Board and Traveling Director to make a decision whether the skater will continue on the team or be removed.

Section 6.6

Fee refunds will be made on the following basis only:

- Tryout Fees: No tryout fees shall be refunded for any traveling player.
- Fundraising Fees: Refunds shall only be given for a player who chooses the candy bar fund raiser and is no longer a member of CPYHA because the Association does not have a traveling or house team on which they can play.
- Registration Fees: Refunds shall only be considered for players who are permanently removed from their team for any of the following reasons:
 - a) Player waived from the Association having not made a CPYHA Traveling Team after tryouts to play on another association's traveling team,
 - b) Player is injured to the point that he/she will not return to the team, or
 - c) Player moves out of the Minnesota Hockey defined boundaries for CPYHA and leaves the team.

Registration refunds will also be provided for players who register with CPYHA but are unable to participate because CPYHA does not have a team for them. This excludes USA Hockey and MAHA fees. No USA Hockey or MAHA fees will be refunded for any reason.

For a player who has been assigned to a team, is leaving the CPYHA, and wishes to receive a refund, the player must submit a letter signed and dated by the player and parent(s) to his/her team manager stating his/her intent to leave the team permanently. Player will incur his/her proportional ice cost up to the date the letter is received or the player ceases to take the ice with his/her team, whichever is later. Registration fees can be refunded once all player/team costs have been satisfied.

- Travel Team Fees: Refunds shall only be considered for players meeting the criteria listed above or if the player submits a letter signed and dated by the player and parent(s) to the team manager and his/her Head Coach stating his/her intent to leave the team permanently. Player will incur his/her proportional ice cost up to the date the letter is received or the player ceases to take the ice with his/her team, whichever is later.

- Volunteer Security Deposit: Volunteer deposit will be returned to the parents of players at the end of the season. The parents must have fulfilled all mandatory volunteer hours, returned all CPYHA owned equipment and have paid all association fees.

CPYHA will not permit a player to register with the association while at the same time trying out for high school Junior Varsity or Varsity Hockey. If a player commits to high school tryouts and does not make the team, the player in question will be allowed; by board approval, the opportunity to play for the CPYHA in either the Youth or Girls program, as team rosters permit. If the player in question makes either of the high school teams, there will be no refund of any registration or try out fees paid to the association.

ARTICLE VII MEETINGS

Section 7.1

The annual meeting of the members of CPYHA shall be held in April or May, at such a place as designated by the Board of Directors. Notice of the meeting shall be published in the local newspapers and the CPYHA newsletter and any other newspapers of general publication as identified by the Board of Directors. The purpose of said meeting shall be the election of officers for the ensuing year.

Section 7.2

The original Board of Director listed shall be considered "Honorary Members" of CPYHA. They shall have no voting rights or eligibility to hold office subject to Article V, Section 5.1.

President	Ridgely Becher
Vice President	Gary Linder
Secretary	Marilynn Melberg
Treasurer	Chris Brown
Executive Board Member	Donald Gleason
Executive Board Member	James Daeffler
Executive Board Member	Phil Disch
Executive Board Member	John Bauer

Section 7.3

Special meetings of the membership:

Meetings of the membership may be held at any time, at the request of the CPYHA President or a majority of the Board of Directors. Notice will appear in the local newspapers and any other newspaper of general publication as identified by the Board of Directors at least seven (7) days prior to the meeting.

Section 7.4

Meetings of the Board:

Regular meetings of the Board of Directors shall be in at least ten (10) different months, at a time and place determined by the Board members. Board of Directors and Executive Committee Directors shall attend eight (8) of ten (10) board meetings or could be removed subject to "Violations", Article XIX, Section 19.1. The Gambling Manager shall present the monthly tax returns, projected expenses and lawful purpose expenditures for approval by the Board of Directors and recorded in the monthly board minutes.

Section 7.5

Special meetings of the Board:

Any member of the Board of Directors, at his/her discretion, may call and establish a special meeting of the Board, and shall in such a request notify each member regarding time, place and purpose of the special meeting. Such notice shall not be less than two (2) days before the meeting and any action taken shall be subject to ratification at the next regular scheduled meeting of the Board.

Section 7.6

Quorum at meetings:

A simple majority of the Board of Directors shall constitute a quorum at any meeting of the Board and at the annual meeting of the membership, provided said members present include a minimum of five (5) elected officers.

Section 7.7

Order of business for the Annual General Membership Meeting shall be:

- A. Call to Order
- B. Reading and Acceptance of the Minutes from the Previous Annual Meeting
- C. Treasurer's Report
- D. Election of Officers
- E. Directors' Reports
- F. Old Business
- G. New Business
- H. By-Laws Amendments
- I. Adjournment

Section 7.8

"Robert's Rules of Order" shall be the parliamentary authority for all matters of procedures not specifically covered by these by-laws.

ARTICLE VIII COMMITTEES OF THE BOARD

Section 8.1

Nominating Committee:

The Nominating Committee shall consist of at least five (5) members. Said committee shall be appointed and chaired by the CPYHA Vice-President and shall collect, recruit and solicit potential candidates for open Board positions to be elected at the annual meeting.

Section 8.2

By-Laws Committee:

The Board shall annually appoint at least five (5) members of CPYHA including one (1) board member for the purpose of reviewing and making recommendations to the membership for any changes in the CPYHA By-Laws. Proposed amendments may be received only from members of CPYHA in writing. When one or more proposed amendments to the by-laws are received, the committee shall prepare and present a resume of all submissions and determine which of said submissions, with the Board of Directors' approval, shall be placed before the general membership for adoption or rejection. The By-Laws Committee Chair shall prepare the final copy of the revised by-laws after the annual general membership meeting. The By-Laws Committee Chair shall present the revised by-laws at the first scheduled Board of Directors' meeting following the annual general membership meeting for signatures.

The Chair of the By-Laws Committee shall provide the original copy of the signed by-laws to the CPYHA Secretary to be filed as the "official copy" of the CPYHA By-Laws. The chair shall make one (1) copy of the revised by-laws to be held by the CPYHA Secretary as a "library copy" that any member may check out and return to the Secretary. A copy of the by-laws shall be posted on the Association's web site if a site exists.

Section 8.3

Other Committees:

The Board of Directors may, from time to time, approve the appointment of other committees for specific purposes.

Section 8.4

Ice Arena Liaison:

The Ice Arena Liaison shall assist the Champlin Forum Ice Arena Manager, the CPYHA President and the CPYHA Ice Director by providing better communication between all parties. The Liaison shall make known his/her name, address and phone number to all parties to facilitate that communication.

Section 8.5

Committee for additional hockey facilities:

The Committee for additional hockey facilities is for the purpose of obtaining any additional facilities that could improve our association. The President will appoint the director of the Committee for additional hockey facilities and members will consist of volunteers from the general membership.

The Committee for additional hockey facilities will develop a written strategic plan for obtaining any additional facilities it deems appropriate for the association. The plan should include a design layout as well as major milestones. This plan will also include short-term and long-term goals.

The Committee will establish and maintain a liaison with city councils, the Champlin Park Hockey Booster Club, as well as any other organization that would enhance or expedite additional facilities. The Committee will research other associations that have funded and built their own facilities for lessons learned and best practices. The Committee for additional hockey facilities will solicit corporate donations or sponsorships in addition to individual charitable contributions. The funds will be maintained in a "New Facilities" bank account, separate from the Association's general fund, and managed by the CPYHA Treasurer.

The Committee for additional hockey facilities will annually evaluate and update the written strategic plan, major milestones, and short and long-term goals. The Director will present the updated plan at the annual membership meeting.

Section 8.6

Gambling Oversight Committee:

The "Gambling Oversight Committee" shall consist of five members to include the Chief Executive Officer (CEO) and two board members. The Committee shall meet monthly or quarterly to review gambling operations in detail and report their findings or recommendations to the Board of Directors at the regular monthly board meetings.

ARTICLE IX VOTING AND ELECTIONS

Section 9.1

At the annual meeting of the general membership and at special meetings of the general membership, each member of CPYHA shall be entitled to one (1) vote in person upon each subject properly submitted to a vote. No "Absentee Ballot(s)" shall be granted to any member for any voting during any annual or special general membership meetings.

Section 9.2

A complete list of registered members entitled to vote at the annual general membership meeting will be made available for examination by any member during the whole time of said meeting.

Section 9.3

At the annual meetings of the general membership, at special general membership meetings and at meetings of the Board of Directors, the affirmative vote of a simple majority of those present and entitled to vote shall be required to carry any motion or resolution.

Section 9.4

A slate of proposed officers shall be presented to the membership at the annual meeting. Nominations will be taken from the general membership when properly presented from the floor provided said nominees' are present to accept the nominations. Votes shall be cast by secret ballot.

Section 9.5

The President, during the annual meeting, shall appoint two (2) members of CPYHA to be the judges of the election on the day of the said election. At the close of balloting, the votes shall be counted and the results reported to the President, who shall announce these results to the membership. In the case of a tie in the number of votes cast, leaving the election undetermined of one or more persons as officers, a second ballot or more will be cast until a member is elected. Incoming officers will set a time and place for an organizational meeting to facilitate the transition and transact any pending business.

Section 9.6

At the meeting of the Board of Directors or special meeting of the Board, each Director is entitled to one vote upon each subject properly submitted to a vote. Non-board members attending these meetings are not entitled to vote.

ARTICLE X BOARD OF DIRECTORS

Section 10.1

The governing body of CPYHA shall be the Board of Directors. The Board of Directors shall consist of nine (9) officers duly elected by the membership at the annual meeting.

Section 10.2

The President, Vice-President, Treasurer, Secretary and five (5) Executive Board Members shall comprise the Board of Directors. The Board shall carry on the business of CPYHA between meetings. All board members shall hold office for the term of two (2) fiscal years. Terms shall be staggered to prevent complete turnover of the Board of Directors. Only members of good standing, according to Article V, Section 5.1 of the CPYHA By-Laws, and meeting the requirements stated in Article XI of said By-Laws shall be eligible to serve on the Board of Directors.

Section 10.3

The Board of Directors shall determine the policies and activities of CPYHA, approve the budget, approve all disbursements, meet with committees, have general management responsibilities for CPYHA and shall determine the official depository for the Association's funds.

Section 10.4

The Executive Committees of the CPYHA Board of Directors shall have the duties and responsibilities as designated under "Executive Committee" in Article XIII.

Section 10.5

Vacancies on the Executive Committees shall be filled by appointments made by the Board of Directors. All Executive Committee Directors shall be approved by the Board of Directors at any regularly scheduled meeting on or before the August meeting of each year.

Section 10.6

The Executive Committees may not execute any contract or convey any other instrument in the name of CPYHA until it has been authorized by the Board of Directors.

Any Committee Director may be removed by a majority vote of the Board of Directors, after a private hearing before the Board, wherein the best interests of the Association will be served.

The CPYHA Board of Directors may approve the provision of monetary compensation to CPYHA members for specific services rendered.

Section 10.7

If for some reason, a member of the Board of Directors cannot complete his/her term of office, the Board of Directors shall solicit nominees from the general membership according to Article IX, Section 9.4 and vote on the position at a special meeting of the general membership. All in attendance shall have one (1) vote in accordance with Article IX, Sections 9.1 and 9.3. If the position is vacated within sixty (60) days before the annual membership meeting, that position shall be considered "open" and scheduled for election at the annual membership meeting.

ARTICLE XI OFFICERS OF THE BOARD OF DIRECTORS

Section 11.1

President:

The President shall be the Chief Executive Officer of the Association. The President shall preside at all meetings of the Board of Directors and members. Among the President's other duties, the President shall have general supervision over the business activities of the Association and shall see that all orders, policies and resolutions of the Board of Directors are put into effect. The President shall have previous experience as a member of the Board of Directors for one consecutive year or have had a minimum of two years as an Executive Committee member including serving as the Executive Committee Director for at least one of those two years. The President or the President's delegate shall represent CPYHA at all U.S.A. Hockey and Minnesota Hockey meetings.

Section 11.2

Vice-President:

It shall be the duty of the Vice-President to preside at all meetings in absence of the President. In the event of disability of the President, the Vice-President shall assume the duties of the President's office. He/she shall further perform any assignments given him/her by the President and/or Board of Directors. He/she shall have one-year previous experience as a Board member, member on an Executive Committee or as a Coach.

Section 11.3

Treasurer:

The Treasurer shall have custody of all CPYHA general funds and shall keep books belonging to the Association with full and accurate accounts of all receipts and disbursements. The Treasurer is not permitted to have access to gambling funds. All disbursements shall be approved by the Board of Directors before payment at each Board of Directors' monthly meeting. He/she shall render full account balances to the President and the Board of Directors at the regular meetings of the Board of Directors or whenever requested by them. He/she shall be able to account for all transactions as Treasurer and for the financial condition of CPYHA. A treasurer's report shall be presented to all members of the Board of Directors at each monthly meeting. A copy of the Board of Directors' monthly financial report(s) shall be placed in the CPYHA mailbox following the monthly board meeting for review by general members of the Association. The Treasurer is responsible for establishing procedures and internal control as necessary, subject to review and approval by the Board of Directors. The Treasurer shall have one-year previous experience as a Board member, a member on an Executive Committee or as a Coach.

Section 11.4

Secretary:

The Secretary shall attend all meetings of the members and the Board of Directors and shall record true minutes of the proceedings of all such meetings. He/she shall give all notices as required by the CPYHA By-Laws or resolutions. He/she shall perform such other duties as may be delegated and keep a complete list of all CPYHA members, with addresses and telephone numbers. He/she shall take roll call at all Board of Directors' meetings to ensure attendance per Article VII, Section 7.4. He/she shall have one-year previous experience as a Board member, a member on an Executive Committee or as a Coach. The Secretary shall maintain a "library copy" of the CPYHA By-laws as provided by the By-Laws Committee Chair following the annual general membership meeting. The "library copy" shall be checked out and returned to the Secretary.

Section 11.5

Executive Board Members:

The Executive Board members shall consist of five (5) persons and shall serve in an advisory capacity and perform such duties as assigned. Any member, as defined per the CPYHA By-Laws under "Membership", Section 5.1, may serve as an Executive Board member. Each "Executive Board Member at Large" shall have the responsibility of liaison for at least one Executive Committee Director and will provide guidance for that Director(s). The "Executive Board Member at Large" shall not be a member of the assigned Committee, but will just act as liaison between the Committee and the Board. An "Executive Board Member at Large" shall act as Executive Committee Director if he/she volunteers for the position or if assigned to the position because a Director has not been chosen. If by October of the Minnesota Hockey defined hockey season, there are open Director Positions for CPYHA Committees, all activity of each committee without an appointed Director shall be directed by an "Executive Board Member at Large".

Section 11.6

Bonding of CPYHA Members:

The following positions within CPYHA will be bonded in the amount of \$10,000 each. These positions have signing authority for various CPYHA accounts. President, Vice president, Secretary, Treasurer, Gambling Manager, Concessions Accountant, Concessions Director and anyone else defined by the board.

ARTICLE XII FISCAL YEAR

Section 12.1

The fiscal year for the Champlin Park Youth Hockey Association shall be from May 1st of the current year through April 30th of the following year.

ARTICLE XIII EXECUTIVE COMMITTEES

Section 13.1

Committee Directors:

Each Committee will have a Director and a Director Elect. The Director Elect will assume responsibility for the committee upon adjournment of the Annual membership meeting in April (unless otherwise stated) or upon the request of the Board of Directors. A Committee Director may request to serve an additional year as Director. The request must be submitted in writing prior to the March Board meeting. The Board of Directors will interview both the Director and Director Elect, and make a decision. Each Committee will select a Director Elect at the first committee meeting in the CPYHA fiscal year. Both the Director and Director Elect will be approved by the Board of Directors.

Section 13.2

Traveling Committee:

The Traveling Committee shall be comprised of the following: The Traveling Director, at least one representative from the Girls' Committee, at least one representative from the House Committee, and at least six (6) other volunteers from the membership so the Committee totals an odd number of at least nine (9) members. No more than two (2) Board of Directors members shall hold seats on the Traveling Committee.

The Traveling Committee will recruit a Traveling Director Elect who will be interviewed and approved by the CPYHA Board of Directors by June of each year.

The Traveling Committee shall be responsible for all youth (Squirt through Junior Gold) and girls (10U through 14U) traveling teams levels A, B, and C.

The Traveling Committee shall review and update the Traveling By-Laws and Injured Player Policy on a yearly basis and forward the documents to the CPYHA Board of Directors for approval and inclusion as an addendum to the CPYHA By-Laws. Any CPYHA member may submit a recommendation in writing to the Traveling Director for changes in the Traveling By-Laws. Any recommended changes shall be presented to the Board of Directors for approval. Any violations of the Traveling By-Laws shall be dealt with in accordance to "Violations" found in Article XIX of the CPYHA By-Laws. The current copy of the Traveling By-Laws shall be placed in each traveling team's folder between October 15 and November 1 of each year.

The Traveling Director shall present all recommendations as determined by the Traveling Committee to the CPYHA Board of Directors.

The Traveling Committee shall select "Traveling Try-Out Evaluators" and shall coordinate tryouts.

The Traveling Committee shall coordinate a meeting with all head coaches and assistant coaches to review the Traveling By-Laws, Injured Player Policies and CPYHA By-Laws before October 31st of each year.

The Traveling Director shall validate all Minnesota Hockey traveling team rosters and deliver them to the CPHYA Registration Director.

The Traveling Committee shall appoint a recording secretary who can be present at all Traveling Committee meetings and shall document procedures, policies, By-Law changes and keep accurate and detailed minutes of all the meetings. Roll call shall be taken at these meetings.

The Traveling Director shall prepare and submit an annual budget for the traveling teams to be presented to the CPYHA Board of Directors for approval.

The Traveling Director shall submit an annual report at the annual meeting.

Section 13.3

Girls Committee:

The Girls' Committee is a sub-committee of the Traveling Committee. The Girls' Committee shall be made up of the Girls' Director and volunteers from the CPYHA membership.

The Girls' Committee shall have at least one voting member on the Traveling Committee.

The Girls' Director shall prepare and submit an annual budget to the Board of Directors for approval.

The Girls' Director shall prepare an annual report for submission at the annual meeting.

Section 13.4

House Instructional Committee:

The House Instructional Committee shall consist of 3 members along with two members from Player Development to form a House Coaches Selection Committee.

Duties of the committee:

- Interview coaching candidates for Mite D, Mite C and Girls 8U teams
- Selection of the most qualified candidates for the coaching positions
- Recommend candidates to the Board of Directors for approval

The House Director shall present all recommendations of the House Instructional Committee to the Board of Directors.

The House Director, along with the Ice Director, shall set hours for practices, games and tournaments for all house teams.

The House Director shall select coaches for the house teams and work with the Ice Director, distributing ice times, setting up practice and game schedules and in organizing the house tournaments.

The House Director shall distribute play books to all the house coaches and be responsible for collecting them after the season ends.

The House Director shall be responsible for issuing and retrieving equipment for all house teams.

The House Director shall notify house coaches of all CPYHA Coaches Clinics and stress mandatory participation.

The House Director shall be responsible for selecting referees for all house games and tournaments.

The House Director shall be in charge of evaluating all house referees during the season.

The House Director shall mediate any problems between house coaches and referees.

The House Director shall validate Minnesota Hockey rosters for all house teams.

The House Director shall approve all tournament participation by house teams.

The House Director shall prepare and submit an annual budget for all house teams to be presented to the CPYHA Board of Directors for approval.

The House Director shall prepare an annual report for submission at the annual meeting.

Section 13.5

Tournament Committee:

The Tournament Director and volunteers from the CPYHA membership shall consist of the Tournament Committee. The Tournament Director shall chair the committee.

The Tournament Director shall present all recommendations as determined by the Tournament Committee to the CPYHA Board of Directors.

The Tournament Director shall advertise all CPYHA Tournaments to other hockey associations via direct mailing and notices placed in "Let's Play Hockey" magazine or equivalent ice hockey-related publications.

The Tournament Director, along with the Ice Director, shall assign ice hours for all CPYHA Tournaments.

The Tournament Director shall coordinate all CPYHA Tournament requirements, including referees, medical coverage, trophies and patches, sanctioning fees, etc.

The Tournament Director, along with the respective directors and coaches, shall select the participating teams in CPYHA Tournaments and shall advise such teams of acceptance or rejection to the tournaments.

The Tournament Committee shall pre-register, at a minimum, three (3) tournaments (one out-of-town and two in-town tournaments) for each traveling team and coordinate prepayment with the CPYHA Treasurer and repayment by selected traveling teams. All Squirt Traveling and Girls' U10 Teams will be limited to three tournaments.

The Tournament Committee shall coordinate and plan the participation of CPYHA members in all District, Regional and State Tournaments, as assigned by District 10 and/or Minnesota Hockey.

The Tournament Director shall prepare an annual operating budget to be presented to the CPYHA Board of Directors for approval.

The Tournament Director shall prepare an annual report for submission at the annual meeting.

Section 13.6

Communications Committee:

The Communications Director, the CPYHA web master, and volunteers from the CPYHA membership shall consist of the Communications Committee. The Communications Director shall chair the committee.

The Communications Director shall present all recommendations as determined by the Communications Committee to the Board of Directors.

The Communications Director shall submit notice of monthly CPYHA Board of Directors meetings to the local newspapers and the CPYHA web master at least fourteen (14) days prior to the meetings.

The Communications Director shall submit notice of the CPYHA Annual Meeting to the local newspapers and the CPYHA web master at least fourteen (14) days prior to the meeting.

The Communications Director shall work with the Registration Director to submit notice of the CPYHA registration dates to the local newspapers for publication in their last two issues prior to the registration. The Communications Director shall work with the web master to post the registration on the CPYHA web site at least three weeks prior to registration.

The Communications Director, at the request of the Traveling Director, will submit a notice to the local newspapers and the CPYHA web site requesting traveling coach sign-ups. The Communications Director shall edit and submit articles regarding games, tournaments and standings to the local newspapers and "Lets Play Hockey" magazine or equivalent ice hockey magazine at the request of team representatives.

The Communications Director shall facilitate the hanging of all CPYHA banners in accordance with the CPYHA Banner Policy established by the Board of Directors.

The Communications Director shall submit other notices as requested by the Board of Directors.

The Communications Director shall prepare an annual budget to be submitted to the Board of Directors for approval.

The Communications Director shall prepare an annual report for submission at the annual meeting.

Section 13.7

Minnesota Hockey Committee:

The Minnesota Hockey Director and volunteers from the CPYHA membership shall consist of the Minnesota Hockey Committee. The Minnesota Hockey Director shall chair the committee.

The Minnesota Hockey Director shall present all recommendations as determined by the Minnesota Hockey Committee to the Board of Directors.

The Minnesota Hockey Director shall represent all levels of CPYHA at all Minnesota Hockey functions.

The Minnesota Hockey Director shall work with the Ice Director in setting league game schedules for traveling teams in accordance with the Minnesota Hockey District.

The Minnesota Hockey Director shall submit team rosters within set deadline requirements.

The Minnesota Hockey Director shall work with the CPYHA Registration Director to coordinate all U.S.A. Hockey Insurance requirements with the appropriate Minnesota Hockey District Insurance Director.

The Minnesota Hockey Director shall obtain copies of the Minnesota Hockey Personal Liability Insurance Policy for teams that participate in CPYHA tournaments.

The Minnesota Hockey Director shall prepare a final team standing that will become part of the permanent records.

The Minnesota Hockey Director shall be the designated risk manager to assume responsibility for insurance claims, retaining the forms and maintaining the procedures for processing medical claims incurred by CPYHA skaters.

In the event of the disability or other commitments, the duties of the Minnesota Hockey Director shall be carried out by the CPYHA President.

The Minnesota Hockey Director shall prepare an annual report for submission at the annual meeting.

Section 13.8

Goalie Equipment Committee:

The Goalie Equipment Director and volunteers from the CPYHA membership shall consist of the Goalie Equipment Committee. The Goalie Equipment Director shall chair the committee.

The Goalie Equipment Director shall present all recommendations as determined by the Goalie Equipment Committee to the CPYHA Board of Directors.

The Goalie Equipment Director shall be responsible for purchasing, issuing and maintaining all goalie equipment used by the CPYHA.

The Goalie Equipment Director shall prepare an annual inventory and evaluation report/budget of all goalie equipment and supplies. Any new supplies or equipment and equipment repairs shall be itemized and present to the Board of Directors for approval prior to purchases or repairs.

The Goalie Equipment Committee shall be responsible for retrieval of all CPYHA goalie equipment and supplies at the end of each season and checking items for any damages. If damages are a result of improper use or neglect on the part of the individual using the equipment, this situation shall be reported to the CPYHA Board of Directors immediately.

The Goalie Equipment Committee shall be responsible to review the Summer Rental Program each year and make any recommendations to the Board of Directors.

The Goalie Equipment Director shall prepare an annual report for submission at the annual meeting.

Section 13.9

Hockey Equipment Committee:

The Hockey Equipment Director and volunteers from the CPYHA membership shall consist of the Hockey Equipment Committee. The Hockey Equipment Director shall chair the committee.

The Hockey Equipment Director shall present all recommendations by the Hockey Equipment Committee to the Board of Directors.

The Hockey Equipment Director shall be responsible for purchasing, issuing and maintaining all equipment and uniforms (except goalie equipment, see Article 13, Section 13.8 "Goalie Equipment Committee") used by CPYHA.

The Hockey Equipment Director shall prepare an annual inventory and evaluation report/budget of all equipment, uniforms and supplies.

Any new supplies, equipment and repairs shall be itemized and presented to the Board of Directors prior to purchase or repair.

The Hockey Equipment Committee shall be responsible for retrieval of all CPYHA equipment (i.e. traveling jerseys, puck bags, first aid kits) after each season and check for any damages. If damages are a result of improper use or neglect on the part of an individual, this shall be reported to the Board of Directors immediately.

The Hockey Equipment Director shall prepare an annual report for submission at the annual meeting.

Section 13.10

Ice Committee:

The Ice Director and volunteers from the CPYHA membership shall consist of the Ice Committee. The Ice Director shall chair the committee.

Compensation for the Ice Director will be determined and ratified by the Board of Directors.

The Ice Director is responsible for scheduling all hours of ice for our association including both the traveling and house programs.

The Ice Director shall present all recommendations as determined by the Ice Committee to the Board of Directors.

The Ice Director shall negotiate for, and bring to the Board of Directors for approval, the ice hours package and shall be the liaison between the arena managers and CPYHA.

The Ice Director shall provide a "Master Ice Schedule", in full detail of the assignments of each ice hour purchased by CPYHA, to its Board of Directors, Traveling Director, House Director and Traveling Team Managers on or before the commencement of the hockey season. The schedule will be updated as necessary.

The Ice Director shall coordinate all ice transactions between CPYHA and other association ice directors.

The Ice Director, along with the Tournament Director, shall assign ice hours for all CPYHA tournaments.

The Ice Director, along with the Traveling Director, shall assign ice hours for traveling tryouts.

The Ice Director, along with the Traveling Director and Player Development Director, shall assign ice hours for CPYHA coaches' clinics and other clinics.

The Ice Director, along with CPYHA's Minnesota Hockey Director, shall schedule league games and playoff games for all traveling teams.

The Ice Director will reconcile all hours billed to each team on a monthly basis with the assistance of each team manager and annually with the Board of Directors.

The Ice Director shall prepare and submit an annual budget to the Board of Directors for approval.

The Ice Director shall prepare an annual report for submission at the annual meeting.

Section 13.11

Fundraising:

The Fundraising Committee shall consist of the Sponsorship Director, Sales Director, the Special Events Director and volunteers from the CPYHA membership. One of the three Directors shall be elected to chair the committee at their first meeting of the year.

The Fundraising Chair shall present all recommendations as determined by the Fund-Raising Committee to the Board of Directors.

The three Fundraising Directors shall organize and coordinate all fundraising projects that have been approved by the Board of Directors to help in funding the cost of the CPYHA Program.

The Fundraising Directors are delegated the authority to use the CPYHA logo and name for purposes associated with the fundraising activities.

Any teams wanting to fundraise to pay any portion of their team's bill to CPYHA, shall be required to present their fundraising plan to the Fundraising Committee before any money is raised. This plan shall be presented to the Board of Directors at the next scheduled Board of Directors' meeting. The plan must include how the funds will be raised, when the fundraiser will occur and how the proceeds will be allocated for the benefit of each player on the team. All accounting of the funds raised shall be documented with receipts and/or sales slips that shall be verified by the CPYHA Treasurer.

The appropriate Fundraising Director shall coordinate fundraising activities that occur during CPYHA registration with the Registration Director.

The Sponsorship Director shall be responsible for securing team sponsorships and sponsors for any tournament brochures.

The Fundraising Director shall be responsible for candy sales at registration, sales of clothing and souvenirs, providing information to team managers regarding potential fundraisers, and special sales projects.

The Special Events Director shall be responsible for coordinating the annual events such as the golf tournament, parent relief night and the SKATE Program. This person would also coordinate one-time special fundraising and/or promotion events. The Director shall organize and coordinate team pictures for all CPYHA teams.

The Fundraising Director and Special Events Director shall prepare and submit an annual budget to the CPYHA Board of Directors for approval.

The Fundraising Director and Special Events Director shall prepare an annual report for submission at the annual meeting.

Section 13.12

Registration Committee:

The Registration Director and volunteers from the CPYHA membership shall consist of the Registration Committee. The Registration Director shall chair the committee.

The Registration Director shall present all recommendations as determined by the Registration Committee to the Board of Directors.

The Registration Director shall coordinate with the Board of Directors to determine the annual registration membership fees.

The Registration Director shall coordinate with the Fundraising/Booster Directors on the types of fundraising activities that will occur during registration.

The Registration Director shall determine the registration dates and make the recommendation to the Board of Directors.

After the Board of Directors approves the registration dates, the Registration Director shall communicate the registration dates to the CPYHA Publicity Director for publication.

The Registration Director shall register all traveling and house teams with Minnesota Hockey registrars and include all necessary Minnesota Hockey forms and coordinate required payment through the CPYHA Treasurer.

The Registration Director shall obtain costs and recommend to the Board of Directors the registration forms to be used during registration.

The Registration Director shall coordinate with CPYHA's Minnesota Hockey Director to ensure the completion of all applicable U.S.A. Hockey Insurance Forms during registration.

The Registration Director shall organize and coordinate the collection of annual membership fees, registration and U.S.A. Hockey forms, and registers all CPYHA players. The Registration Director will deliver all funds to the Treasurer and compile and deliver all U.S.A. Hockey Insurance forms to the Minnesota Hockey Director.

The Registration Director shall communicate to the Board of Directors all requested player waivers.

The Registration Director shall communicate all hardship cases to the Board of Directors for approval (refer to Article VI, "Fees", Section 6.4).

The Registration Director shall maintain the CPYHA membership list and mailing list and provide mailing labels/lists to any CPYHA Committee upon request.

The Registration Director shall prepare an annual budget to be submitted to the Board of Directors for approval.

The Registration Director shall prepare an annual report for submission at the annual meeting.

Section 13.13

Concessions Committee:

The Concessions Manager, Concessions Accounting Manager and volunteers from the CPYHA membership comprise the Concessions Committee. The Concessions Manager shall chair the committee.

Compensation for the Concessions Manager will be determined and ratified by the Board of Directors.

The Concessions Accounting Manager:

This person is responsible for paying all bills for the concession stand, reconciling, auditing, and providing monthly financial statements to the Board of Directors. Compensation for the Concessions Accounting Manager will be determined and ratified by the Board of Directors.

The Concessions Committee will review the lease agreement with the City of Champlin on an annual basis and present recommendations to the Board of Directors.

The Concessions Committee will determine the hours of operation. The Committee will recruit and train volunteers to staff the concession stand. The Concessions Committee will research and recommend items to be sold and research vendors for competitive prices on all inventory and supplies.

The Concessions Committee will review prices and overall operation of the concession stand on a continual basis. The Concessions Committee will make recommendations to the CPYHA Board of Directors regarding operation of the concessions.

The Concessions Manager shall be responsible for the daily operation of the concession stand at the Champlin Ice Forum. The Concessions Manager will ensure the required county license is maintained by following all applicable regulations of Hennepin County Health Department.

The Concessions Manager will maintain a product inventory and supplies for operation of the concessions. An inventory of all products and supplies will be completed at the close of the season.

The Concessions Manager will ensure adequate cash is available at the concession stand, make regular deposits of funds, and provide the CPYHA Treasurer with required documentation to ensure timely payments to vendors and suppliers.

The CPYHA Treasurer will ensure necessary liability insurance is acquired. The Treasurer will also be responsible for sales tax returns and payments due to the State of Minnesota and shall be responsible for payment to the City of Champlin as outlined in the lease agreement.

Section 13.14

Player Development Committee:

The Player Development Committee is charged with designing programs that will promote and enhance the skill development of all players, house and traveling, within CPYHA.

The Player Development Committee shall be comprised of the following: the Player Development Director, the Traveling "A" Coaches, a board member, the Ice Director, and other volunteers from the membership.

The Player Development Committee will develop and implement a written skills development plan. The plan will be evaluated and updated annually in March for presentation at the annual general membership meeting. The written plan will address the following player development objectives: 1) development plans designed for all levels, 2) an in-season skill development program, 3) an off-season skill development program, 4) training and development of coaches at all levels, and 5) clear objectives for all coaches on skill development plans.

The Player Development Committee shall have oversight responsibility for all clinics sponsored by CPYHA.

The Player Development Committee shall purchase and maintain training aids as required to support the player development plan. This could include reference books, drill books, videos, video equipment, weight vests, and other related equipment. The training equipment shall be inventoried annually with a report provided to the Board of Directors.

The Player Development Committee shall prepare and submit an annual budget to the Board of Directors for approval. The Player Development Committee shall provide 3 members to the Traveling Coach Selection Committee. In addition, Player Development Committee shall provide 2 members to the House Coaches Selection Committee.

The Player Development Committee shall submit an annual report at the annual meeting.

Section 13.15

Coaches Selection Committee:

This committee shall consist of 7 members:

The committee will appoint a director-elect. The director-elect shall serve as CSC Director the following season regardless of his/her status on the Player Development/Traveling Committee.

- 3 members of the Player Development Committee
- 3 members of the Traveling Committee (of which one will be the Traveling Director)

The boys and girls high school varsity coaches are encouraged to participate and advice but will not be voting members of the Coaches Selection Committee.

Traveling and Player Development Directors must be in agreement with all appointed members.

Since the CPYHA Board already has the final vote on coaches, this committee should be comprised of non-board members.

All traveling head coaches' recommendations shall be subject to approval by the Board of Directors.

Duties of Committee:

- Interview both parent and non-parent coaching candidates for all traveling teams.
- Place coaching candidates to traveling teams that they feel will be best for CPYHA.
- Coordinate and collect coaches' evaluations each season.
- Be involved in end of the season coaches' meetings.
- The CSC Director will appoint one member to be involved with any grievances that involve a coach.

Role of Director:

- Place advertising in Let's Play Hockey and on web to recruit possible coaching candidates.
- Take in all resumes from possible candidates.
- Schedule committee meetings, coaches' interviews, and voting sessions.
- Keep minutes from meetings and data from coaching evaluations.
- Attend and report at monthly board meetings.

**ARTICLE XIV
MOVE-UP POLICY**

Section 14.1

Grade Move-Up Option:

CPYHA has established a plan, which gives consideration to moving up in the Youth Program and the Girls' Program. For the player that is not eligible for the level of their "peer grade" per the birth date parameters, they will have the opportunity to play up a level should they choose. This affects young aged players relative to their grade as follows:

Player not eligible (per birth date) for	But Entering
Mites or U8	1st grade
Squirts or U10	4th grade
Pee Wees or U12	6th grade
Bantams or U14	8th grade

These players will have the opportunity to move-up a level, should they choose. Once they have chosen to skate at that level, they will have to stay in the pool they have selected. However, a player electing this option will be allowed only two years at each level. This policy is designed to socially help players in the younger levels and to better prepare the older players for High School age options by having the opportunity to play two years of Bantams before tenth grade.

Conversely, CPYHA will not allow players to "play down" a level.

Section 14.2

Administrative Move-Up Option:

CPYHA may move a player up to a higher level to fill team short falls. This would be considered on a case by case basis. Any offer to move up would be based on try out results with the top player receiving first offer. This offer would have to be approved by the player and parents. This move-up would be for the current season only.

Section 14.3

Exceptional Player Move-Up:

An exceptional player may skate at a higher age level if the following criteria have been met: The individual played at the "A" traveling level the previous year. Has received a written recommendation from the player's "A" coach to skate at a higher level. The request is approved by the Traveling Committee.

If all criteria have been met, then a player will be allowed to tryout at a higher level. Under this provision, an exceptional skater must make the top five or a goalie must make the top two in order to play at a level above their age group. If a player fails to make this number, the player will play at the level the player played last year.

ARTICLE XV GAMBLING OVERSIGHT COMMITTEE

Section 15.1

The Gambling Manager will be hired by the CPYHA Board of Directors and will report directly to the Chief Executive Officer (CEO).

Compensation for the Gambling Manager or other paid gambling employees will be determined and ratified by the Board of Directors.

The Gambling Manager must be a member of CPYHA.

The Gambling Manager cannot be an elected officer of CPYHA.

The Gambling Manager must attend the majority of the Organization's monthly board meetings.

The Gambling Manager is responsible for, but said duties shall not be limited to, the duties included within the Internal Control Guideline Worksheet.

Section 15.2

It is the responsibility of the Gambling Manager to comply with CPYHA internal controls and appropriate Minnesota State Laws established for the operation of gambling activities.

Section 15.3

The Gambling Manager is responsible for hiring personnel to operate gambling activities.

Members of CPYHA may be employed by the Gambling Manager for this purpose, except as follows: Board of Director members in accordance with Article X, Section 10.6, Paragraph 3.

Section 15.4

The gambling activities shall be audited a minimum of once a year by a public accounting firm or an official approved by the State of Minnesota Gambling Commission.

Section 15.5

The Gambling Oversight Committee shall be responsible for, but not limited to:

- a) Awareness of, and compliance with, the lawful gambling statutes and rules.
- b) Development of internal controls along with the Gambling Manager to protect the Organization's gambling assets and to maintain proper and accurate accounting.
- c) Attendance at gambling seminars, as needed

- d) Performance of random spot checks of games in play.
- e) Performance of month-end physical inventory to perpetual inventory.
- f) Audit selected closed games quarterly.
- g) Review all correspondence from regulatory agencies. Review and present the annual gambling audit to the Board of Directors. Assist professionals whenever needed regarding gambling issues.
- h) Assistance of accountants or other agencies that provide assistance to the Association, when necessary.
- i) Schedule periodic meetings to review gambling operations in detail.

ARTICLE XVI POLICIES

Policies approved by the CPYHA Board of Directors during the current fiscal year will be placed before the general membership at the annual meeting for the purpose of being incorporated into the By-laws. Policies passed by the general membership will amend the By-laws for all subsequent years or until rescinded by the general membership at a subsequent annual meeting.

ARTICLE XVII BOARD OF DIRECTORS – ETHICS POLICY

The CPYHA Board of Directors, elected by the membership of CPYHA, is expected to comply with the following set of rules in relation to the use of information and decisions made at the Board of Directors meetings:

1. No member of the Board of Directors shall knowingly withhold, conceal or furnish misleading information to any person(s) in the membership regarding issues voted on and passed by the Board of Directors in a regularly scheduled meeting, Special Board of Directors meeting, or Executive Committee meeting.
2. No member of the Board of Directors shall directly or indirectly use CPYHA funds, equipment, supplies or other resources or their position as a member of the Board of Directors for personal benefit.
3. On behalf of CPYHA, no member of the Board of Directors will directly or indirectly offer to pay, promise to pay or make a payment from CPYHA funds to any supplier(s) without compliance with Article X, Section 10.3.
4. No member of the Board of Directors will use any CPYHA funds or assets for any unlawful or improper purchases or establish undisclosed or unrecorded funds or assets.
5. No member of the Board of Directors will knowingly make false or misleading entries in the books and records of CPYHA. This includes, but is not limited to, operating reports, journal vouchers, request for special payment vouchers, invoices, etc.
6. No member of the Board of Directors shall offer or grant preferential treatment to any member or member's son or daughter or to his/her own son or daughter during traveling tryouts or anytime during the said member's term on the Board of Directors.

In any situation where there is any possibility of conflict of interest, unethical conduct or of the appearance of such, the Board of Directors member is expected to immediately disclose the facts to the President of the CPYHA Board of Directors in the presence of at least one other member of the Board of Directors.

**ARTICLE XVIII
CODE OF CONDUCT
FOR PLAYERS, PARENTS, SPECTATORS, COACHES**

Section 18.1

Zero Tolerance Policy:

CPYHA strives for the highest standards of sportsmanship in ice hockey. Every participant – player, coach, referee, official, administrator, parent and spectator, has a responsibility to comply with, and support, USA Hockey’s “Zero Tolerance Policy” and to behave in a respectable manner.

The Zero Tolerance Policy requires everyone involved in ice hockey to act in a respectful and sportsmanship like manner so that ice hockey will be a strongly desirable and rewarding experience. Disrespectful and/or unsportsmanlike conduct will not be tolerated. Any participant displaying inappropriate and/or disruptive behavior that interferes with other spectators or the game will be considered in violation of the Zero Tolerance Policy. This inappropriate and disruptive behavior shall include:

1. Use of obscene or vulgar language in a boisterous manner to anyone at any time.
2. Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threatening physical violence or engaging in physical violence.
3. Throwing of any object in the spectators viewing area, in the players’ bench, in the penalty box or on the ice surface, directed in any manner as to create a safety hazard.

Education on, and enforcement of, the Zero Tolerance Policy begins at the team level. Every team is required to take a strong stand against Zero Tolerance violations and aggressively enforce our policies. Violations to CPYHA’s Code of Conduct could result in loss of membership. Violations are to be reported to team managers, House Director, Traveling Director, or to any member of the Board of Directors.

Section 18.2

Zero Tolerance Policy/Code of Conduct Complaints:

A complaint may be registered by any member or coach regarding a violation of the Zero Tolerance Policy or Code of Conduct. This complaint can be verbal or in writing.

The Grievance Procedure in Article XX, Section 20.1 shall be followed to resolve the complaint. A written report will be filed with the CPYHA Secretary.

Section 18.3

Player Code of Conduct

I will treat my parents, coaches, teammates, opponents, property of others and game officials with the same respect that I would like to be treated.

I will practice and play to the best of my ability.

I will be on time (as assigned by my coach) to team events.

I will recognize hockey as a team sport and will put the interests of the team over my own individual interests.

I will not criticize another teammate's play.

I will not criticize referees, coaches or opposing players.

I will conduct myself in a respectable manner. (Destruction or delinquent behavior, during or after a game or practice, will not be tolerated.)

I will not attempt to deliberately injure another player(s).

I will wear my team uniform with pride and treat it with respect.

I promise to abide by the Zero Tolerance Rule.

Signed: _____

Dated: _____

Zero Tolerance: In an effort to make ice hockey a more desirable and rewarding experience for all participants, the USA Hockey Youth, Junior and Senior Councils have instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. This campaign is designed to require all players, coaches, officials, team officials and administrators and parents/spectators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey-sanctioned games. Thus, all On-Ice Referees and Linesmen must implement the following points of emphasis:

Players:

A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a player:

1. Openly disputes or argues any decision by an official.
2. Uses obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular person.
3. Visually demonstrates any sign of dissatisfaction with any official's decision.

Any time that a player persists in any of these actions, they shall be assessed a misconduct penalty. A game misconduct shall result if the player continues such action.

Section 18.4

Parent and Spectators Code of Conduct *(Must be signed by all parents and legal guardians.)*

- I will enforce and support the Code of Conduct for players.
- I will refrain from publicly ridiculing or verbally abusing any player from either team. I will not embarrass my child(ren) or others by yelling negative comments at players, coaches or officials.
- I will refrain from publicly ridiculing or verbally abusing any coach or official. (Protests may be filed through the coordinators responsible for the team.)
- I will set a positive example and encourage good sportsmanship at all games, loud, positive cheering, clapping and noise-making are encouraged.
- I will place the emotional and physical well-being of my child and the team ahead of any personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will help my child be on time for team events.
- I will demand a drug, alcohol and tobacco-free sports environment for my child and agree to assist by refraining from their use at all sports event.
- I will do my very best to make youth sports fun for my child.
- I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
- I will require that my child’s coach be trained in the responsibilities of being a youth sports coach and that the coach agrees to abide by the Coach’s Code of Conduct.
- I will read the CPYHA Policies and do everything in my power to assist the CPYHA organization to implement and enforce them.
- I will attend all parent meetings and adhere to the information presented.

I hereby pledge to provide positive support, care and encouragement for my child participating in youth sports by following this Code of Conduct.

Signed: _____ Date: _____

Signed: _____ Date: _____

Zero Tolerance: In an effort to make ice hockey a more desirable and rewarding experience for all participants, the USA Hockey Youth, Junior and Senior Councils have instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. This campaign is designed to require all players, coaches, officials, team officials and administrators and parents/spectators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey-sanctioned games. Thus, all On-Ice Referees and Linesmen must implement the following points of emphasis:

Parents/Spectators:

On-ice officials will stop play when the parents/spectators displaying inappropriate and disruptive behavior that interferes with other spectators or the game (Zero Tolerance.) The on-ice officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectator’s viewing and game area. Once removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by the local governing body.

This inappropriate and disruptive behavior shall include:

1. Use of obscene or vulgar language in a boisterous manner to anyone at any time.
2. Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threatening physical violence or engaging in physical violence.
3. Throwing of any object in the spectators viewing area, in the players' bench, in the penalty box or on the ice surface, directed in any manner as to create a safety hazard.

Section 18.5

Coaches Code of Conduct

I will enforce the Code of Conduct for players.

I will teach character and sportsmanship to the players.

I will not intimidate, ridicule or verbally or physically abuse any of the players.

I will teach and demonstrate respect for teammates, opposing players, coaches and officials.

I will teach playing by the rules.

I will set a good example at all times.

I will never instruct a player to deliberately injure another player(s).

I will speak privately with a player whenever a problem arises.

I will agree to attend, pass the test and obtain the necessary coaching achievement level that Minnesota Hockey requires.

I will follow the instructions of the CPYHA Traveling or House Director and Player Development Director.

I will play all players fairly as the CPYHA policy stipulates.

I will not be under the influence of alcohol while at any team practice, scrimmage or game.

I will not use any tobacco products while in an arena or at any practice or game functions.

I have never and will never have sexual contact with any of the association's players.

I will place the emotional and physical well-being of my players ahead of any personal desire to win.

I will treat each player as an individual, remembering the large spread of emotional and physical development for the same age group.

I promise to review and practice the necessary first aid principles needed to treat injuries to my players.

I will do my very best to provide a safe playing situation for my players.

I will do my best to organize practices that are fun and challenging for all my players.

I will lead by example in demonstrating fair play and sportsmanship to all my players.

I will insure that I am knowledgeable in the rules of hockey and that I will teach these rules to my players.

I will understand the Zero Tolerance Policy and will explain the policy to my assistants, my players and their parents, and I will abide by this rule myself.

I will use those coaching techniques appropriate for each of the skills that I teach.

I will remember that I am a youth coach, and that the game is for the children.

I _____ certify that I will abide by the stipulations listed above for this _____ season and understand that I can be removed from the appointed position if I falter in any of these responsibilities. I will also make sure that my assistant coaches are informed of these responsibilities.

Signed: _____

Date: _____

Zero Tolerance: In an effort to make ice hockey a more desirable and rewarding experience for all participants, the USA Hockey Youth, Junior and Senior Councils have instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. This campaign is designed to require all players, coaches, officials, team officials and administrators and parents/spectators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey-sanctioned games. Thus, all On-Ice Referees and Linesmen must implement the following points of emphasis:

Coaches:

A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a coach:

1. Openly disputes or argues any decision by an official.
2. Uses obscene or vulgar language in a boisterous manner to anyone at any time.
3. Visually displays any sign of dissatisfaction with an official's decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players or spectators.

Any time that a coach persists in any of these actions, they shall be assessed a game misconduct penalty.

ARTICLE XIX VIOLATIONS

Section 19.1

Failure to comply with CPYHA By-laws and any addendum shall be subject to review by the Board of Directors and/or any Executive Committee Director in partnership with the Board of Directors.

Section 19.2

Failure to comply with the Ethics Policy will be reviewed in partnership by the Board of Directors and the Executive Committee Director, which could result in termination of a player and/or parent (any member of CPYHA) from the team, association or ice arena for the duration of the Minnesota Hockey season in session at the time of violation(s) or member could be expelled from the CPYHA.

ARTICLE XX GRIEVANCE PROCEDURE

Section 20.1

Grievance Procedure for Teams:

1. Any person(s) with a grievance not previously resolved in a personal conversation with their coach, shall present a signed, dated letter to his/her Head Coach/Coaches and Team Manager. The coach shall respond and set-up a meeting with the person(s) at a time convenient for all of them and the manager to resolve the issue. The Head Coach shall keep and submit a copy of the notes from this meeting to the appropriate Traveling or House Director.
2. If no resolution is achieved at the meeting in Step 1, the issue is forwarded to the Traveling or House Director as appropriate. The Traveling or House Director shall contact the parties and set-up a meeting convenient for all to resolve the issue. The Traveling or House Director shall keep notes as a record of this meeting.
3. If no resolution is achieved during the meeting in Step 2, the Traveling or House Director shall request the CPYHA President to appoint one (1) Board member (appointed on a case-by-case basis to avoid conflict of interest) to act as mediator to hear the issue and determine a resolution. The mediator shall contact the Traveling or House Director,

Head Coach, Team Manager and person(s) initiating the grievance to set-up a meeting convenient for all. The mediator shall keep notes as record of this meeting.

All notes from any step of the grievance procedure shall have copies forwarded to the Traveling or House Director. Any resolution reached at any step of the Grievance Procedure will be considered final. Any Coach may begin a grievance procedure against a player or parent by providing a signed and dated letter to the parent and requesting a meeting. A grievance initiated by a coach will follow the normal grievance process. The entire grievance procedure shall be completed within fifteen (15) days.

Section 20.2

Grievance Procedure for Executive Committees/Association Members:

1. Any Committee Director or Association Member(s) with a grievance toward a Committee Member(s), or any Committee Member(s) or Association Member(s) with a grievance toward a Committee Director, shall present a signed, dated letter to the member(s) or director. The member(s) or director shall respond by setting up a meeting with the person(s) presenting the grievance at a time convenient for both(all).
2. If no resolution is achieved in Step 1, the issue is directed to the Board of Directors. One Board member (appointed on a case by case basis to avoid conflict of interest) shall contact the parties and set-up a meeting convenient to all and shall act as an arbitrator to hear the issue and determine a resolution.
3. If no resolution is achieved, a meeting shall be set-up with the parties involved and the entire Board of Directors to determine a resolution. The entire grievance procedure shall be completed within fifteen (15) days.

We do hereby further certify that the foregoing by-laws have been adopted in accordance with the Article of Incorporation, Section XI.

In witness whereof, we hereunto subscribe our names:

President _____
(Print name, followed by signature and date.)

Vice President _____
(Print name, followed by signature and date.)

Treasurer _____
(Print name, followed by signature and date.)

Secretary _____
(Print name, followed by signature and date.)

Executive At Large _____
(Print name, followed by signature and date.)

Executive At Large _____
(Print name, followed by signature and date.)

Executive At Large _____
(Print name, followed by signature and date.)

Executive At Large _____
(Print name, followed by signature and date.)

Executive At Large _____
(Print name, followed by signature and date.)

Witness _____
(Print name, followed by signature and date.)

Witness _____
(Print name, followed by signature and date.)