

PORT HURON HOCKEY ASSOCIATION

Bylaws 04

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# PORT HURON HOCKEY ASSOCIATION

## Bylaws

### Article I - Rules and Regulations

The Port Huron Hockey Association shall at all times maintain membership in USA Hockey and the Michigan Amateur Hockey Association (MAHA) and other affiliated hockey associations in which its teams participate. The rules and regulations of these organizations will govern the Port Huron Hockey Association, except as amended herein.

### Article II - Registration

Player registration requirements are:

- A. Signed registration form with parent or guardian signature.
- B. Signed Parent, Player Code of Conduct & Ethics and S.T.A.R program forms. If forms are not signed Player will not be registered.
- C. Registration fees paid according to the rules and regulations set by the PHHA Board prior to each playing season.
- D. No refunds will be made after December 1.
- E. A refund will be based on the pro-rated cost of ice time including USA Hockey Insurance, 10 % of the total registration fee, the % of the MAHA team cost and all team equipment including Jersey must be returned.
- F. Any requests for refunds must be in writing to the Board.

Section 1 Any coach of a team assigned ice for a practice or game will be totally responsible for that ice according to the published ice schedule unless otherwise arranged by the Convenor.

Section 2 Each ice time will consist of 50 minutes paid by the Association.

### Article III - Eligibility

Section 1 The Association reserves the right, through the Board of Directors, to prescribe qualification requirements, including the promulgation of rules and decisions specifying grounds for refusing or withdrawing participation, disciplinary actions, and related matters.

Section 2 Each player shall play in the division determined by USA Hockey and MAHA rules and regulations for their age classifications. Any player wishing to play up a division shall meet the following criteria:

- A. A player wishing to move up a division must submit to the involved Convenor their request in writing.
- B. Any Player requesting to play outside of his Division must make the Major team of the new Division
- C. The Coaches Committee and the 2 Major Coaches from the Division involved will meet to discuss the proposed player movement. The Coaches Committee will make a recommendation to the PHHA Board of Directors.
- D. The PHHA Board of Directors will vote on the recommendation of the Coaches Committee within 14 days.
- E. Any player denied the right to play up a division by the PHHA Board of directors has the right to appeal this decision to MAHA.

Section 2.1 Any Minor Player wishing to play on the Major team within a Division must have the approval of both coaches within the Division or the Player will not be allowed to move.

Section 3 Any registered player in the PHHA may not participate with any other rostered team other than their own rostered team, per USA Hockey Insurance guidelines

Section 4 A registration fee, in an amount established by the Board of Directors, shall be collected from each player at the start of the season. This registration fee must be received by the Association in accordance with terms prescribed by the Board. Failure to pay the balance of any moneys due, in accordance with the terms

prescribed by the Board of Directors, shall result in a player being denied further participation until such time as payment is made.

- Section 5 In financial-hardship cases, the coach, or his designate, shall advise the Executive Committee of the situation along with recommendations of the amount that can be paid or the delayed payment schedule that can be met. The Executive Committee decision regarding financial arrangements will be final.
- Section 6 If a player participated in the previous season without full payment of PHHA fees, the amount of the arrearage plus the current season's fees, plus any late fees, must be paid in full before the player is allowed to play or practice with a PHHA team.
- Section 7 If players of the same family wish to participate on the same team in a given division, the parents must inform the Convenor at the time of registration. Efforts will be made to place those players on the same team, but team balance and equality will not be sacrificed in the process.
- Section 8 All registered participants in the PHHA program shall be provided with supplemental insurance coverage. Medical costs not covered by their personal medical insurance should be turned into the Secretary who will provide the player's family with application forms for additional reimbursement.
- Section 9 Players are responsible for maintaining PHHA equipment, such as jersey socks, and goalie equipment in good condition. If a player deliberately damages, misplaces, or does not return PHHA equipment, that player will be required by the Board to return the equipment or replace it as a condition of continuing league play or participating in the Association thereafter.

#### Article IV - League Games

- Section 1 In the Mite House divisions, all players will play a substantially equal amount of time per period in a game. To assist teams in changing lines, the Convenor, or his designated assistant, may stop the time clock and play at regular intervals as determined by the Board, regardless of the condition of play, so the lines may be changed.
- Section 2 In the Squirt through Midget House division league and playoff games, no player shall play less than three minutes per period in a game, and no player shall play more than six minutes per period in a game. These limits may be extended at the discretion of the Convenor if insufficient players are in uniform for a game provided that a three-minute differential be maintained between the most-played and the least-played player per period. This rule will be enforced during the game in question as follows. If the Convenor has reason to believe the rule is being violated, he will verbally inform the coach of the offending team once. If the violation continues, the Convenor will, at a convenient time, instruct a referee to assess the offending team a minor penalty, preferably against the player or players who have been on the ice too long during a period. The Convenor may use whatever means he deems appropriate to determine a violation of this rule, including arranging timing of players. A coach who repeatedly violates this rule will be reported to the Coaches Committee. This rule is not intended to be the basis for any post-game protest.
- Section 3 No player shall go onto the ice until the ice resurfacing machine is completely off the ice. No pucks shall be on the ice until all rink doors are closed. Violation of the provision may be penalized as a minor bench penalty by either the referee or the Convenor or his designated assistant.
- Section 4 All Convenors, coaches, and managers shall see that no unauthorized personnel are allowed in the general area around or near the player's bench, penalty box, locker rooms, and Officials rooms during games or practices without approval of the Convenor. Violators must vacate the area or they will be subject to disciplinary action.
- Section 5 Each game shall have at least a three-minute warm-up time prior to the start of the game unless otherwise directed by the Convenor, or his designated assistant.
- Section 6 Adjustments in the playing time of the game, when required to maintain game schedules, shall be made by the appropriate Convenor before the game or during the third period of the game or prior to the start of the third period.
- Section 7 If it is necessary, at any point in time, to determine the ranking of teams in a division for any purpose, the ranking shall be determined by MAHA regulations.

Section 8

House League Playoffs

- A. At the conclusion of each regular season's league play, there will be a playoff held in every division.
- B. All teams are eligible to participate.
- C. Each division playoff will be organized as a single or double game elimination or round robin.
- D. All the Association's Bylaws and operating rules shall apply during the playoffs. In a round-robin playoff, each team plays every other with the winner to be determined by the Convenor.
- E. For single- and double-elimination tournaments, all games shall be played to a decision. In the event of a tie game at the end of regulation time, the two teams will immediately play a 5 minute sudden-death overtime period. If at the end of the sudden-death overtime period a tie still exists, there will be a 5 player shoot-out and if needed a sudden-death shoot-out to determine the winner of the game.
- F. Championship Games will be played to a conclusion starting with a 5-minute sudden death overtime.

Section 9

Canadian teams will be governed by PHHA, MAHA, and USA Hockey playing rules when playing in Port Huron.

ARTICLE V - UNIFORMS AND EQUIPMENT

Section 1

All uniforms and equipment issued to players of the PHHA shall only be used in authorized games or practices.

Section 2

Each coach shall be responsible for all equipment issued to his team and for its return or replacement. Each coach may be required to sign a receipt for the jerseys, socks, and/or equipment of PHHA issued to his team including goalie equipment. Failure to return such equipment at the end of the season or tournament shall obligate the coach and/or player to reimburse the association for the replacement value of the equipment. An equipment/uniform fee may be assessed.

Section 3

All teams, within the PHHA, will be known as the Flags. All teams will display the Flags emblem on the front of their jerseys. PHHA colors, for all teams, will be red & white. Team jackets will have the PHHA Emblem displayed on the front of the jacket. Team jackets may be Red, Black or any combination thereof.

Section 4

Travel team sponsors shall be responsible for furnishing a minimum of two sets of jerseys (home and away) with numbers on the back. Sponsors names may be placed in any or all three places on the jerseys. Sponsors names may be placed across the top of the shoulders, on the back. Sponsors may place their logo on the outside of each shoulder and on the helmets. If the sponsor chooses to purchase additional equipment, such as equipment bags, garment bags, Jackets or any other items, they may place their names or logos on these items, along with the Flags logo, subject to obtaining prior Board of Directors approval. Failure to comply with the above By-Law will result in disciplinary action. The Head Coach and Manager are responsible for obtaining the required approval prior to any purchases.

ARTICLE VI - TEAM FORMATIONS

Section 1

Each Convenor is responsible for organizing and conducting a tryout of all players registered to play in that division.

Section 2

The Convenor shall organize a coaches meeting prior to the division's player rating sessions. Attendance is mandatory for all division coaches. The following shall be discussed at this meeting:

- A. The league's insurance claim procedure.
- B. The league's first-aid procedure.
- C. The use of PHHA equipment.
- D. The necessary protective equipment that each player must wear.
- E. League operating rules.

Section 3

Each House league division's tryout and draft should be conducted so as to create teams of equal ability and performance at the beginning of the regular season according to USA Hockey and MAHA regulations. To this end, the following procedures will generally be followed in each division each year. With the consent of the Convenor or where appropriate, the Board of Directors may deviate from these procedures in individual cases or for compelling reasons.

- A. One or more division tryout sessions shall be conducted. All players will attend at least one tryout session unless excused by the Convenor. No Association member shall urge or influence any player to performance at less than his best ability at each tryout. The Convenor, coaches and other designated personnel, shall rate each player as to ability during the tryout.
- B. An open draft of all players will be conducted every year. Every player who registers and tries out will be assigned to a team. The Convenor, coaches and other designated personnel, shall make every effort to create teams of equal ability and performance.
- C. Head coaches will be assigned to teams before the draft. Head coaches' sons or daughters may be transferred to their father's teams by adjusting the team roster, but the ability and performance of the respective teams will be kept equal in this process. Similar adjustments may be made so that brothers and sisters can play on the same team if desired by the parents. At the conclusion of each draft, any applicable USA Hockey or MAHA rules will be reviewed to insure compliance with such rules. Any adjustments necessary to conform with those rules shall be made.

Section 4

Late registering players not assigned to a team in the draft may be placed on teams by the Convenor after having been evaluated.

ARTICLE VII - SUSPENSIONS

Section 1

All suspensions for penalties shall be handled according to MAHA, USA Hockey and S.T.A.R. Program rules and guidelines.

Section 2

Any misconduct on the part of an Association member may result in suspension from all Association activities until such time as said member can appear before the Disciplinary and Accountability Committee for disciplinary action.

Section 3

It shall be the responsibility of the Convenor to enforce these rules and attempt to inform affected players, coaches and parents of these rules when violations occur.

ARTICLE VIII - COACH AND MANAGER RESPONSIBILITIES

Section 1

All PHHA coaches and managers must consider the participation and advancement of every player to be their fundamental coaching objective.

Section 2

All coaches and Managers participating in the PHHA program shall be recommended by the Convenor and Coaches Committee and approved by the Board.

Section 3

All coaches and managers must be knowledgeable of, abide by, and strictly enforce all rules and regulations incorporated in the PHHA Constitution, Bylaws, Code of Conduct and Ethics and S.T.A.R. Program. Coaches are required to participate in all coaching clinics and ACE Programs designed for their benefit.

- A. The Board requires all House and Travel coaches to be certified per USA Hockey regulations.
- B. The Board requires that at least one member of the teams Staff have a current CPR certification.

Section 4

The coaches shall be responsible for the conduct of themselves, their assistants, the team manager, players, Parents and team visitors at all times. They must attempt to prevent disorderly conduct before, during, and after each game on or off the ice, and at any place in the rink, place of business, or place of lodging.

- Section 5 The coach, assistant coach, or manager, or their designate must arrive at the ice arena a minimum of thirty minutes prior to a scheduled game or practice. The coach or his assistant must be on the ice (or on the bench) at practices as soon as the players are on the ice.
- Section 6 The coach and manager are responsible for the conduct of their players in the locker room as well as the condition of their locker rooms before, during, and after a game or practice.
- Section 7 The coach or manager is responsible for those skaters on the ice during a practice session. Such skaters shall only include the coach and his designated assistants and registered team players. All players must wear complete protective equipment at all times while on the ice during practices, tryouts, and games.
- Section 8 The coach is responsible for seeing that his team leaves the ice immediately at the conclusion of their scheduled practice time. If a coach desires to eliminate the resurfacing of the ice prior to his practice, he must notify the ice machine operator fifteen (15) minutes prior to the start of the scheduled practice.
- Section 9 The assistant coach or manager shall assume the responsibilities and duties of the head coach in his absence.
- Section 10 It is the responsibility of each head coach to provide competent instruction in the game of ice hockey for all players on his team, promote citizenship, fellowship and sportsmanship at all times, adhere to league Constitution and Bylaws, and appoint a competent manager and assistant coach.
- Section 11 Each coach shall sign a receipt for all PHHA jerseys and equipment issued to their team.
- Section 12 It is the responsibility for each team manager (or, in the absence of a manager, the coach) to:
- A. Deliver to the Convenor or his designate all player dues collected, registration forms, Financial Statements, Equipment Inventories, Game Log and any insurance claims not already received at registration by April 15.
  - B. To maintain PHHA-issued equipment.
  - C. To ensure volunteers for the Silver Stick Tournament, ALL PHHA teams will be allowed to schedule only one (1) league game and NO practices during each weekend (Thursday through Sunday) of the Silver Stick Tournament. Any violation of this rule shall be referred to the Discipline and Accountability Committee for further action.
- Section 13 Each coach and Manager shall agree to abide by and enforce all PHHA, MAHA, USA Hockey and S.T.A.R. Program rules and regulations.

#### ARTICLE IX - REFEREES AND MINOR OFFICIALS

- Section 1 The Referee-in-Chief shall meet with the Board prior to the beginning of the season to establish the cost and operating procedures for the upcoming year. The Referee-in-Chief shall be responsible for monitoring his associates and for administering disciplinary actions where required.
- Section 2 The Referee-in-Chief shall be responsible for proper scheduling of all referees for all games.

#### ARTICLE X - SPONSORS

- Section 1 All sponsor funds will be deposited with the PHHA Treasurer and will be used only to defray the operating expenses or the Association.
- Section 2 Individuals, groups, or businesses may sponsor a team. The cost of a team sponsorship shall be determined by the sponsorship Committee and Finance Committee and approved by the Board of Directors. The Board may reject any sponsorship by majority vote.
- Section 3 Sponsorship, for Travel teams, will remain fixed at one level. Once a sponsorship is assigned to a certain age level, within the Association, the sponsorship will remain at that level until a change is recommended by the Board of Directors. If a sponsor wishes to move his sponsorship to a different level, he should apply to the Board of Directors, for the specific change. Sponsorships may be moved about within the Association with a majority vote of the Board of Directors and approval of the affected sponsors.

## ARTICLE XI - TOURNAMENTS

- Section 1      MAHA Playoff Tournament: All tournaments must be approved by the Board.
- Section 2      Special Tournaments: All tournaments must be approved by the Board. All tournaments will be sanctioned by the governing authority.

## ARTICLE XII - TRAVEL PROGRAM

- Section 1      Travel Program Objectives: The PHHA Travel program exists solely as an extension of the PHHA House program to allow highly-skilled PHHA players the opportunity to play at the Travel level.
- Section 2      Team Formation: The Travel Convenor shall submit his recommendation for Travel teams for the next spring and fall/winter season at the February meeting of the PHHA Board. The recommendation shall include:
- A. Level (i.e. 17 and under, 14 and under, 12 and under, etc.).
  - B. Head coach
    1. Head coaches, along with their assistant coaches, will move with their respective teams on a 3-year rotation.
    2. Coaches will move through (3) divisions, Squirt, Pee Wee and Bantam. Midget coaches will not be required to move to a different level.
    3. Bantam AA and Squirt AA coaches, completing their seasons, will move to Pee Wee A and Squirt A, respectively, to begin their rotation anew.
  - C. Assistant coaches
  - D. Manager
  - E. Sponsor
  - F. Intended level of league play.
- Section 3      Travel Season: PHHA sanctions Travel teams from August 31st through April 1st. Spring teams and summer conditioning programs are normally excluded from PHHA but, in any event, would require separate Board approval.
- Section 4      Travel Finances: Travel teams are responsible for their own finances and may establish sponsor fees, player dues, and conduct fund raisers as needed. All such fund raisers must be recommended by the Fund Raising Committee and approved by the Board of Directors. All financial dealings are to be governed by accepted accounting principles and must be presented to the Finance Committee at year's end. All accounts will be audited at fiscal year end.
- Section 5      Team Financial Accounts: The team fund, established by each Head Coach, will remain the responsibility of that coach and will remain with that coach, as he moves through the Association, as described in Article XII, Section 2, B. Year end audits of these accounts will still be completed as spelled out in Section 4.

The above Bylaws of the PHHA were duly amended at a regular meeting of the membership of the Association on the 10<sup>th</sup> day of May, 2004.

*Dennis Sox*

Secretary P.H.H.A.