

EAJHA
BY-LAWS
POLICIES &
JOB DESCRIPTIONS

Revised July2008

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BY-LAWS
ESCANABA AREA JUNIOR HOCKEY ASSOCIATION
ESCANABA, MICHIGAN

(Full Revision July 2008)

ARTICLE I – NAME

The legal name of this organization shall be the Escanaba Area Junior Hockey Association, referred to herein as the EAJHA.

ARTICLE II – PURPOSE

To provide, coordinate and continually improve a program of ice hockey for all interested youth in Delta County, Michigan area that want to play hockey and to engage in such other activities as may be authorized in the Articles of Incorporation.

ARTICLE III – MEMBERSHIP

Section 1. General Members. Any adult interested in the Junior Hockey program may be a member.

Section 2. Voting Member. Every voting member shall be permitted to exercise one vote for the purpose of electing members to the Board of Directors. Proxies and absentee ballots will not be recognized.

Voting members are defined as: 1) Any interested person of legal voting age who has demonstrated an interest in the Escanaba Area Junior Hockey Association and has manifested this interest by attending four of the regular monthly meetings of the EAJHA in the calendar year preceding the Annual Meeting. 2) For purposes of this determination the calendar year referred to shall be defined as the period from May 1 through April 30 of each year. Verification of attendance at the required number of meetings will be taken from the EAJHA's Secretary's official minutes and roll call records. The Secretary shall publish a list of eligible voters following the regular April meeting of each year.

Section 3. Rights. Every member shall have the right to participate in all Association activities. Voting members only will participate in the election of the Board of Directors.

Section 4. Annual Dues. Dues or membership fees, if any, shall be decided at the discretion of the Board of Directors.

Section 5. Expulsion. Any member who shall fail to pay dues or any properly levied assessment or who shall engage in activities which jeopardize the tax exempt status of the Corporation shall be expelled from membership or have such other action taken against him/her as the Association Board of Directors, in its discretion, determine to be reasonably necessary.

ARTICLE IV – GOVERNMENT

Section 1. Government. The government of this Corporation shall be vested in the Board of Directors. The Board of Directors shall have all the usual powers of directors of a business organization and the immediate government and direction of the affairs of the Corporation. It shall make all rules and regulations which it deems necessary or proper for the government of the Corporation, the orderly conduct of its affairs, and the management of its property, not inconsistent with the Articles of Incorporation and the terms and provisions of Section 501 of the Internal Revenue Code of 1954, as amended, or any successor section thereof.

Section 2. Accounting. All funds, monies, and other property or income from property of the Corporation shall be expended for such purposes as are described in the Articles of Incorporation, and as authorized by the Board of Directors. The Board shall authorize payment of expenses and such incidental expenses as may, from time to time, become necessary. Such money shall be drawn out only by checks signed by the Treasurer, which may also be countersigned by the President or other designated officer or person.

ARTICLE V – BOARD OF DIRECTORS

Section 1. Number and Selection. The elected Board of Directors shall consist of eleven (11) persons. The immediate Past President of the Escanaba Area Junior Hockey Association shall serve ex-officio if not otherwise a member of the Board.

Section 2. Terms of Office. A member of the Board of Directors shall serve a full term of three (3) years from the time elected, and shall serve until expiration of his/her term and until his/her successor shall have been chosen. All Directors shall be elected by the voting membership at its May meeting. If any vacancies occur, they shall be filled by the Board of Directors for the remaining term.

Section 3. Qualifications. All members of the Board of Directors shall be members in good standing of the Escanaba Area Junior Hockey Association. In order to remain a member in good standing, a member shall attend at least eight of the regularly scheduled monthly Board of Directors meetings and not be absent for three consecutive meetings in the calendar year. For purposes of this determination, the calendar year referred to shall consist of the period of July 1 through June 30. Verification of attendance at the required number of meetings will be taken from the EAJHA's Secretary's official minutes and roll call records.

In the event that any member of the Board of Directors shall, at any time, not be a member in good standing of the Association, such member of the Board of Directors shall be deemed for all purposes to have resigned from the Board of Directors and a successor shall be appointed and qualified by the Board of Directors.

Under special circumstances, the President can grant a Board member two (2) additional absences per year.

Section 4. Powers. The Association Board of Directors shall have all the usual powers of Directors of a business organization and the immediate government and direction of the affairs of the Association. It shall make all policies, rules and regulations which it deems necessary or proper for the government of the Association, the orderly conduct of its affairs, and the management of its property, not inconsistent with the Articles of Incorporation and the terms and provisions of Section 501 of the Internal Revenue Code of 1954, as amended, or any successor section thereof.

Section 5. Protection of Directors. No personal contributions shall be required of the Directors of the Corporation. Except as required by law, there shall be no personal liability on the part of the Directors of the Corporation, and the Corporation shall indemnify such directors as provided in the By-Laws.

ARTICLE VI – OFFICERS

Section 1. Number and Selection. The officers shall be a President, Vice-President, Secretary and a Treasurer. These officers collectively shall be known as the Executive Committee. They shall be elected by the Association Board of Directors at the annual meeting for a term of one (1) year. These officers shall assume their duties at the July meeting. The Board of Directors shall fill any vacancy in office during a term. The President shall serve in this office no more than three (3) consecutive terms.

Section 2. President. The duties of the President shall be as follows:

- a) Supervise the affairs and activities of the organization.
- b) Represent the organization within the community.
- c) Prepare the budget for adoption by the July Board meeting.
- d) Prepare a plan for the full year by September 1 if not addressed by the By-Laws and Policies.
- e) Preside over and maintain order at meetings.
- f) Represent the Association at all District, State and National events whenever necessary.
- g) Supervise and assist the other officers in the performance of their duties.
- h) Announce projects to the public, if necessary.
- i) As far as possible, establish a personal acquaintance with all members.
- j) Make an annual report to the membership as needed.
- k) Act as the EAJHA's representatives to the Michigan Amateur Hockey Association District Council if no other person has been appointed by the Board.
- l) May appoint committees as deemed necessary with Board approval.

Section 3. Vice President. The duties of the Vice President shall be as follows:

- a) Perform the duties of the President in his/her absence.
- b) Serve as ex-officio member on any committee assignment that the President shall make.
- c) Institute or assist in programming and membership areas.
- d) Provide encouragement and assistance for project participation.
- e) Assist the Registration Chairperson with membership records.
- f) Supervise publications and public relations.

Section 4. Secretary. The duties of the Secretary shall be as follows:

- a) Keep records of the correspondence and policy changes of the organization.
- b) Prepare the agenda with the President.
- c) Keep minutes of Board of Directors meeting which may include the use of a recording device, as needed.
- d) Maintain supplies (excluding hockey equipment) for the proper functions of the organization.
- e) Provide By-Laws and Policies to the membership.
- f) Maintain attendance records.
- g) Maintain the calendar.
- h) Answer written correspondence promptly.

Section 5. Treasurer. The duties of the Treasurer shall be as follows:

- a) Assist in maintaining good financial order.
- b) Report monthly on the financial status of the organization.
- c) Reconcile funds received from the Registration Chairperson with the number of players registered.
- d) Keep records of money owed by or to the organization.
- e) Maintain a list and location of Association assets.
- f) Obtain financial reports from teams whom were approved by the Board for fundraisers.
- g) Prepare a report for audit prior to the annual meeting.

Section 6. Other Officers. The Board of Directors shall have the power to appoint such subordinate officers, employees or agents as may be necessary, in their judgment, for the conduct of the business of the Association, and designate their title and compensation, if any. The Association Board of Directors may engage an Administrator who shall formulate and carry out business policies submitted by him/her and approved by the Board of Directors, and, subject to the approval of the Board of Directors, enter into all contracts required for the conduct of the business of the Association.

Section 7. Responsibilities. The Officers and Members of the Board of Directors of the Association shall use their best efforts to carry out in good faith the purposes and exercise the powers expressed in the By-Laws of the Association in such manner as to further the aims of the Association for the benefit of all citizens in Delta County and the surrounding area, not inconsistent with the Articles of Incorporation and the terms and provisions of Section 501 of the Internal Revenue Code of 1954, as amended, or any successor section thereof.

Members of the Board of Directors, except the President, Secretary and Treasurer, will serve as a chairperson or director of a standing committee as determined by the Board of Directors on a yearly basis. They are then responsible to select their own committees unless indicated otherwise.

ARTICLE VII – MEETINGS

Section 1. Rules of Order. In general, Robert’s Rules of Order shall govern all proceedings of all meeting of the organization and its constituent parts expect as provided by these By-Laws.

Section 2. Quorum. A quorum for the transaction of business at a meeting of the Board of Directors shall consist of six (6) members of the Board of Directors.

Section 3. Board of Directors Election Meeting. At the regularly scheduled Board meeting in May of each year, the election of the Board of Directors will take place. Voting members are encouraged to attend this meeting. The new Board will meet immediately following the meeting to nominate officers for the coming year. The newly elected Board of Directors will take over responsibilities at the July meeting. The officer’s election will take place as defined in Article VI, Section 1 during the annual July meeting.

Section 4. Annual Meeting. An annual meeting of the members shall be held in July of each year. The President shall give a report of all material matters, financial and otherwise, of the Association for the preceding year at this meeting.

Section 5. Meetings and Voting of the Board of Directors. The Board of Directors shall meet at least once a month during the fiscal year. The President will schedule the regular meeting of the Board during the fiscal year.

In addition, the Board of Directors may have special meetings at any time upon the call of the executive board.

At all meetings of the Board of Directors, business shall be transacted by a majority vote of all Directors present, and any action shall be deemed the action of the full Board of Directors.

A quorum, as stated in article VII, Section 2, is still required to conduct official business at all annual, regular and special meetings.

Section 6. Notice of Meetings. Written notice of annual and regular meetings of the Association and the Board of Directors shall be given by the Secretary to those members concerned at least ten (10) days prior to the time of the meeting.

It shall be the duty of each member of the Board of Directors of the Association to file with the Secretary his/her post office address, phone number and e-mail address and notify the Secretary of any change thereof; and the Secretary shall fulfill his/her duties and notice shall be deemed sufficient in all respects if written notice of any meeting is deposited in the post office as first class mail at least ten (10) days before such meeting, addressed to each Association member concerned, at the post office address listed on the records of the Secretary.

Such notice of meetings shall state the time and place where such meetings shall be held, and shall briefly set forth the matters to be considered, except that the failure to set forth a matter to be considered shall not affect in any way the consideration of such matter at the meeting unless objected to by a majority of members present at such meetings.

Notice of any meeting may be waived by any member in writing. Attendance at any meeting shall constitute a waiver of notice.

ARTICLE VIII – COMMITTEES

Section 1. Nominating Committee. During the July meeting, the President of the Association may appoint a nominating committee, with the approval of the Board of Directors, to serve for a term of one year. The committee shall entertain suggestions for Directors of the Association for the following year and propose candidates to be voted upon by the membership at the next annual meeting. The committee shall also recommend to the Board of Directors candidates to fill any vacancies that might occur on the Board of Directors during the year.

Section 2. Standing Committees.

- a) Executive Committee shall be comprised of the Officers of the Board. They will be responsible for monitoring and developing the progress of the Hockey Association at all levels. They will meet at least biannually.
- b) Award/Pictures
- c) Coaching / ACE Coordinator
- d) EAJHA Representative to Wells Sports Complex Authority
- e) Equipment
- f) Sponsors
- g) Fund Raising
- h) Publicity and Recruiting
- i) On and Off-Ice Officiating-
- j) Registration
- k) Scheduling
- l) Tournaments
- m) Sportsmanship and Behavior

n) Finance

Section 3. Other Committees. The President shall appoint, with the approval of the Board of Directors, chairperson of the standing committees and such special committees as may be required, from time to time, to assist the Board. Delegations or special committees shall represent the Association at any convention, meeting or assembly as may be necessary. Such delegation or committee shall exercise only those powers specifically vested in the by the Board of Directors.

Section 4. The President and Vice President of the Board shall be ex-officio members of all committees.

ARTICLE IX – REPORTS

Section 1. Fiscal Year The fiscal year shall begin on the 1st day of July and end on the 30th day of June.

Section 2. Annual Reports The President or Administrator shall present an annual report to the Association Board of Directors and to members, reviewing the year. This annual report shall include a financial report prepared by the Treasurer, which shall be transmitted by the Secretary to the Board of Directors and any members of the Association as shall request a copy.

Additional financial reports shall be made available to the members of the Board of Directors or other legally entitled entity in such form and at such times as may be requested.

ARTICLE X – GIFTS

Section 1. Donations The Board of Directors of the Corporation is empowered to accept donations of money, personal property or real estate by way of gift, devise, bequest or otherwise hold title thereto for the benefit and purpose of the Corporation, and to use said property in accordance with the terms of the deed, gift, devise or bequest of such property, if any, and otherwise the same shall be used in a manner not inconsistent with the purposes of the Corporation and that the same shall be consistent in all respects with the stated purposes of the Corporation as set forth in Article II of the Articles of Incorporation.

ARTICLE XI – AUTHORITY TO BIND

No member of this organization shall contract for or incur any debt or enter into any agreement or otherwise obligate the organization except by authority of the Board of Directors.

ARTICLE XII – REMOVAL FROM OFFICE

Any Officer or Director may be removed from office as a result of failure to fulfill the duties of said office or for conduct detrimental to the best interest of the organization. Said removal must follow the following procedures:

- a. A petition stating the charge shall be filed with the Secretary and signed by 2/3 of the Board of Directors or by 2/3 of the voting membership.
- b. The Secretary shall notify each member at least twenty (20) days before the question will be placed on the meeting agenda.
- c. Said Officer or Director shall be permitted written notice of the charge five (5) days before the question is to be placed on the agenda.
- d. The petitioners shall present their case first, said Officer or Director shall be heard second and the vote shall be taken third. Two-thirds (2/3) of those voting shall be necessary to remove said Officer or Director from office. Should said Officer be the Secretary, the Treasurer shall receive and distribute the petition.

Should said Officer be the President, the Vice-President shall preside during the removal proceedings. No removal proceedings shall be based more than once on the same evidence.

ARTICLE XIII – COMPENSATION OF DIRECTORS AND OFFICERS

Members of the Board of Directors and Officers of the Corporation shall not receive compensation for the performance of their duties on behalf of the Corporation; except that such Directors and Officers may be reimbursed for actual expenses incurred on behalf of the Corporation upon approval by a majority of the members of the Board of Directors present at any regular or special meeting.

ARTICLE XIV – ACTION WITHOUT MEETING

The Board of Directors may take any action required or permitted to be taken without meeting; if, before such action is taken, all members of the Board of Directors consent thereto in writing. For these purposes, electronic mail will fit the definition of in writing. The written consent shall be filed with the minutes of the proceedings of the Board of Directors, and shall have the same effect as a vote of the Board of Directors at a properly called and noticed regular or special meeting.

ARTICLE XV – INDEMNIFICATION

Each Director and Officer of the Corporation shall discharge the duties of his/her position in good faith and with that degree of diligence, care and skill which an ordinary prudent person would exercise under similar circumstances in a like position.

The Corporation shall have the power to indemnify any person who was or is a party or is threatened to be made a party to any threatened, completed or pending action, suit or proceeding, whether civil, criminal, administrative or investigative, other than an action by or in the right of the Corporation, by reason of the fact that he/she is or was a Director, Officer, employee or agent of the Corporation, against expenses, including reasonable attorney's fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by him/her in connection with such action, suit or proceeding if he/she acted in good faith and in a manner he/she reasonably believed to be in, and not opposed to, the best interest of the Corporation, and , with respect to any criminal action or proceeding that there is no reasonable cause to believe his/her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement or conviction or upon a plea of nolo conedere or its equivalent, shall not, of itself, create an assumption that the person did not act in good faith and in a manner which he/she reasonably believed to be in, and not opposed to, the best interests of the Corporation, and , with respect to any criminal action or proceeding, had reasonable cause to believe that his/her conduct was unlawful.

The Corporation shall have the power to indemnify any person who was or is a party to or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the Corporation to procure a judgment in its favor by reason of the fact that he/she is or was a Director, Officer, employee or agent of the Corporation, against expenses, including reasonable attorney's fees actually and reasonably incurred by him/her in connection with the defense or settlement of such action or suit if he/she acted in good faith and in a manner he/she reasonably believed to be in and not opposed to the best interests of the Corporation; except that no indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjured to be liable for negligence or misconduct in the performance of his/her duty to the Corporation unless, and only to the extent that, the Court in which action or suit was brought shall determine upon application that, despite the adjudication of liability, but in view of all of the circumstances of the case, such person is fairly and reasonably entitled to indemnify for such expenses which such Court shall deem proper.

To the extent that a Director, Officer, employee or agent of the Corporation has been successful on the merits, or otherwise, in defense of any action, suit or proceeding, or in defense of any claim, issue or matter herein, he/she shall be indemnified against expenses, including reasonable attorney's fees, actually and

reasonably incurred by him/her in connection therewith. Any indemnification hereunder shall be made by the Corporation only as authorized in the specific case upon a determination that indemnification of the Director, Officer, employee or agent is proper in the circumstances because he/she has met the applicable standards of conduct set forth herein. Such determination shall be made either by majority vote of the Board of Directors, consisting of Directors who were not parties to said action, suit or proceeding; or if a majority of disinterested members of the Board of Directors is not obtainable, or if directed by a majority of disinterested members of the Board of Directors, by independent legal counsel in a written opinion. The liability of the Corporation for indemnification hereunder shall be limited by the financial ability of the Corporation to provide such indemnification, and such financial ability shall be considered by the Board of Directors or independent legal counsel determining indemnification as hereinbefore provided.

Expenses incurred in defending a civil or criminal action, suit or proceeding as hereinbefore described may be paid by the Corporation in advance of the final disposition of such action, suit or proceeding as authorized in the same manner as indemnification upon receipt of an undertaking by, or on behalf of, the Director, Officer, employee or agent to repay such amount unless it shall ultimately be determined that he/she is entitled to indemnification by the Corporation.

The indemnification provided herein continues as to a person who has ceased to be Director, Officer, employee or agent and shall inure to the benefit of his/her heirs, executors and administrators. The Corporation shall have the power to purchase and maintain insurance on behalf of any person who is, or was, a Director, Officer, employee or agent of the Corporation against any liability asserted against him/her and incurred by him/her in any such capacity or arising out of his/her status as such.

ARTICLE XVI – AMENDMENTS

The By-Laws may be amended by a two-thirds (2/3) vote of the entire Board of Directors, provided that written notice of the proposed action has been given to each member of the Board at his/her last known address at least ten (10) days prior thereto.

Policies may be amended by a two-thirds (2/3) vote of the Board members who are present at any legal meeting.

ARTICLE XVII – DISSOLUTION

The Board of Directors may, by unanimous vote, direct that the Corporation be liquidated or dissolved, and in such case, the terms and provisions of Article VII of the Articles of Incorporation shall govern said liquidation or dissolution. Liquidation and dissolution may also occur as provided by the Laws of the United States and the State of Michigan, and in such event, the terms and provisions of Article VII of the Articles of Incorporation shall govern such liquidation and dissolution.

POLICIES

I GENERAL POLICIES

- A. The Escanaba Area Junior Hockey Association will be a dues paying member of the Michigan Amateur Hockey Association (MAHA), USA Hockey, Central Upper Peninsula (CUP) Hockey League, and Northern International Hockey League (NIHL). EAJHA will enter teams in the leagues at appropriate levels of age and competition. This policy is subject to annual review by the Board of Directors.
- B. Standing Committee chairpersons will be appointed at the May meeting with approval of the Board of Directors. The Director or Chairperson will pick their own committee members, if necessary, to help them perform their duties. Division Directors will be recommended prior to the start of each season in each Division and appointed by the Board of Directors to perform their duties.
- C. The EAJHA Board of Directors will meet on the second Wednesday of every month at 7PM at a facility to be designated annually by the Board. The meetings and facility are to be alcohol and smoke free. General membership is encouraged and welcome to attend.
- D. The President of the EAJHA is permitted to spend up to \$250.00 for any appropriate purpose without prior approval of the board.
- E. The EAJHA Board of Directors will carry a minimum of \$1,000,000 personal/corporate liability insurance policy.
- F. The EAJHA will provide the IRS per diem rate mileage plus the cost of meals for each of its representatives who attend official MAHA and league meetings.
- G. EAJHA Remembrance Fund
1. This policy will cover:
 - a. The death of, or serious illness or injury of:
 1. Board members, their spouses and children.
 2. Past Presidents of this Association, their spouses and children.
 3. Any Association player.
 - b. The death of a mother, father, mother-in-law, father-in-law, brother or sister of members listed in [a. (1)] above.
 - c. The death or serious injury (requiring hospitalization) of any player participating in an authorized game held on designated Association ice.
 2. This gift will not exceed the amount of \$50.00 unless the Board of Directors gives prior approval.
 3. The Board shall designate the Association Secretary to fulfill this responsibility.
- H. The Board of Directors will determine the official colors of the EAJHA. If an individual team sponsor chooses to furnish and pay for uniforms for its own team, the uniform selection shall be approved by the EAJHA Board of Directors.
- I. Financial Aid and Scholarships. The EAJHA will make financial aid available to its members where possible and proper. The applications for financial aid will be available at registration and will contain the qualification requirements.

J. In an effort to keep all Association policies current and timely, a Policy Review Committee will be formed every third year to review all existing EAJHA policies, suggest any revisions and/or deletions, and make a formal recommendation to the Board of Directors.

II PLAYERS

A. All players are required and expected to attend all scheduled games and practices of his or her team. Consequences for attendance will be at the discretion of the team and Coaches. Players who do not participate in practices may not be allowed to participate in the scheduled games.

B. Dress: All EAJHA team personnel (players, coaches and manager) will endeavor to present a neat overall appearance at the rink at all times during home games and when the team travels out of town. The image of the Association is at stake and care must be given to project the proper impression.

C. Chronic, unexcused absences are to be reported by the coach to the appropriate Division Director who will investigate the situation and attempt to resolve the situation. If the Division Director is unable to resolve the matter it will be referred to the Coaching committee who will make a recommendation to the Board based upon the actual facts and the results of the investigation. If suspension or expulsion is recommended, the player's parents or guardian will be given the opportunity to address the Board of Directors before a decision is reached.

D. If a player drops out of the EAJHA during the season, that fact is to be reported to the appropriate Division Director by his or her coach. The Division Director will then investigate the reason the player dropped out.

E. The EAJHA will donate up to \$100 for expenses and will provide use of an Association uniform to any EAJHA player who is selected to attend a USA Hockey Camp and/or Festival.

F. Registration requirements:

1. Midget Division – In order to be eligible to play hockey on a Midget Division team in the EAJHA, a player must meet age requirements for the Midget Division as outlined by MAHA and USA Hockey.

2. Outstanding bills to the EAJHA must be paid by the debtor before that person will be permitted to register in the hockey program.

3. All EAJHA owned equipment from prior seasons including but not limited to, players' jerseys, must be returned in a reasonable, usable condition or otherwise paid for, before a player will be allowed to register for the current season.

4. All current season player registration fees must be paid in full by November 15 of each season. Requests for partial registration refunds are subject to approval by the Board of Directors. There will be no registration refunds for any reason after December 1 of each season. Any refunds prior to this will be prorated based on the amount of time that has passed since the start of the season minus a \$50 handling charge.

G. Required Equipment:

1. Mandatory equipment to be worn by all players includes an athletic cup or jill, H.E.C.C. approved helmet and facemask, hockey skates, shin guards and elbow pads. The use of neck guards and mouth guards are strongly recommended for all players.

2. All Girl, Mite, Squirt, Pee Wee, Bantam and Midget players (in addition to the equipment listed in G1) must wear properly fitted protective hockey pants or shell and protective girdle, hockey gloves and shoulder pads. Full protective equipment is **required** for all organized games and practices.
3. EAJHA policy specifically requires that mouthpieces will be worn by Girl, Mite Division players and above. All mouth guards are to be made of a colored, non-clear material.
4. Providing equipment is the responsibility of each individual player.
5. Neck protection is mandatory for all goaltenders.
6. The EAJHA will provide all basic goaltenders equipment. All goaltender equipment supplied by the EAJHA will become the responsibility of the player receiving the equipment. He or she is responsible for its monetary replacement if lost, stolen or maliciously damaged.
7. The EAJHA will not provide goaltenders or other players' sticks and skates.

III PARENTS

- A. Parents are asked not to pay their children for goals, hat tricks, shutouts, etc. Teamwork cannot be properly stressed under this influence.
- B. Parents are encouraged to become aware of the requirements of operating a successful junior hockey program. Volunteers are always needed to staff committees for fund raising, tournaments, equipment, publicity, the annual awards banquet, etc.
- C. Additionally, parents are encouraged to participate in various other responsibilities incumbent upon them as members of the EAJHA, such as serving on the Board of Directors, becoming a Division Director, and fulfilling duties as score keepers, timekeepers and announcers. These parents' responsibilities span the entire scope of the Association and are not necessarily limited to the particular age division in which their child is participating.

IV COACHING

- A. All EAJHA coaching positions ('B' and 'A/AA' Team) will be considered open and available at the conclusion of each hockey season.
 1. Individuals interested in obtaining an 'A/AA' team coaching position are to make written applications to the Director of Coaching. Application forms may be obtained from the Director of Coaching and information should include the individuals past involvement in the EAJHA or other Junior Hockey Associations, experience as a hockey player, experience as a hockey coach and other involvements in working with young people or youth groups.
 2. The Coaching Committee will make a recommendation to the Board of Directors as required to form teams.
 3. The final decision to fill any Head and Assistant coaching position rests with the EAJHA Board of Directors. The Board specifically reserves the right to accept or reject any or all applications.

- B. The same procedures will apply to 'B' Head and Assistant Coaches with approval as required to form teams.
- C. The Director of Coaching and Division Directors will monitor all coaches of the 'A/AA' and 'B' teams suggesting program changes, staff additions, etc. which they feel are in the best interest of the development of the program at that particular level.
- D. Coaches shall meet with their players and parents at the beginning of the season. The STAR program will be reviewed at that time. Some items to be discussed are, team parents, tournaments, expectations, etc.
- E. Each team will be provided with an Association Policy Handbook and 25 practice pucks prior to the start of each season.
- F. Any coach who intentionally plays ineligible players on his or her team will be subject to suspension by the Association and any games won by his or her team involving ineligible players will be forfeited to the opposing team.
- G. The Head Coach (or in his or her absence, a registered Assistant Coach) must have an **adult with the appropriate background check** present in the locker room at all times at home or away. No player shall be given the authority to enforce rules on his or her own peer group.
- H. Coach or Player Grievance/Mediation Procedure: It is recognized that, from time to time, problems and complaints may develop concerning team rules and procedures that may not be able to be satisfactorily solved by the Team Coach. In these instances the recommended procedure is as follows:
 - 1. The Coach must notify the parents of the player involved. Such notification must include a specific explanation of the problem. An opportunity for resolution must be provided to the parents and player.
 - 2. The Coach must discuss the problem with the appropriate Division Director and attempt a solution. NOTE: If the Division Director is a Team Official of the team in question, the Director of Officiating may serve as a substitute.
 - 3. If the Division Director cannot resolve the problem, it should be brought to the Coaching Committee.
 - 4. If the Coaching Committee cannot solve the problem, it should be brought before the Board of Directors of the Association who will hear the complaint. The ultimate decision of the Board of Directors will be final and binding on all parties involved.
- I. It is mandatory for all EAJHA Coaches and Division Directors to attend scheduled Coaching meetings
- J. All Head and Assistant Coaches must attain the proper coaching credentials as required by MAHA and USA Hockey for their respective divisions. The EAJHA will pay all registration costs for all Head Coaches and two Assistant Coach per team who attend these clinics.
- K. Coaching Responsibilities:
 - 1. It is the express responsibility of the Home Team Coach or appointed team representative to see to it that Minor (Off-Ice) Officials are provided for each game. If they are not available at the starting time of the game your team may forfeit.
 - 2. The Coach or appointed team representative shall confirm all home and away games with the opposing team coach or scheduler at least two weeks in advance of a scheduled game.
- L. Coaches shall be aware that fair share playing time will be applied to all players at all levels. This policy does not restrict the use of lost ice time for disciplinary or attendance issues.

V OFFICIATING

- A. Referee assignments will be under the control of the Association Director of Officiating. Whenever possible, young officials should be paired with experienced adult officials to officiate games. Capable young officials are to be worked into advanced games if possible.
- B. The Director of Officiating will be responsible to the Board of Directors.
- C. A game official must be twelve (12) years of age or older in order to be eligible to officiate any EAJHA game. All officials must be USA Hockey registered, have attended the required seminars, and be knowledgeable of the rules of the game of hockey.
- D. The Director of Officiating is to meet, at the beginning of each season, with his or her officials, to review the playing rules and to discuss proper officials conduct on and off the ice.
- E. EAJHA will use the two-man referee system for Squirts and above unless mandated by tournaments or league.

VI DIVISIONS / TEAMS – ALL GIRLS, MITE, SQUIRT, PEE WEE, BANTAM AND MIDGET

A “win at any cost” mentality is not the goal of the EAJHA, rather the association’s goals for all teams at all levels are:

1. Instilling a love for hockey.
2. Building character.
3. Teaching hockey.
4. Fair share ice.
5. Having fun.

TEAM SIZE – To balance the needs of B teams and regular season AA/A teams the Board of Directors at the September meeting will make the final determination on how many players will be allotted for both AA/A teams and B teams.

Team alignment and draft procedures:

1. Skating sessions will be held for each division at least once per week prior to the draft. Coaches and representatives of the coaching committee are to use this ice time to evaluate players. Each player will be identified by either a number or name. It is suggested that coaches get together and run combined time slots as practices. In this manner, drills bringing out a wide range of skills can be run to help the coaches evaluate players.
2. All Squirt and higher (Including IP Squirts, IP Peewees, IP Bantams and IP Midgets) players registered in a division will be placed on the common draft registration sheet. These players must be registered and cleared through the Registration Chairperson and Division Directors. Any new players entering the league must register through this procedure. It is the duty of the Registration Chairperson and the Division Director to place these players on a team. The Division Director should notify coaches of any new players entering the league.
3. All team rosters will be kept as close as possible to a minimum of ten players and a maximum of fifteen players.

4. The Board of Directors has the power to place players in division levels below or above their age group. However, such movement **must** be in full compliance with the restrictions set forth by MAHA and USA Hockey. Requests for such movements must be made in writing by the player's parents or guardian to the Board of Directors through the player's Division Director or the coaching committee before the selection of teams has been made. The Board will base its decision on the recommendations of the coaches and Division Directors who are most familiar with the player making the request. The player's age, size, experience, ability and the number of players in each division will be taken into consideration when deciding upon these requests. Once teams have been selected, that player must remain with his/her assigned team for the remainder of the season.
5. The EAJHA will hold an open, common draft to form 'B' League teams in the Girls, Mite, Squirt, Pee Wee, Bantam and Midget Divisions.
6. Draft Procedures:
 - a. Draft participants: Representative of the coaches committee, the Division Director, the Registration Chairperson, the MAHA Representative and a coach or other representative for each team in the division.
 - b. Coaches will select numbers out of a hat to determine the sequence of selecting.
 - c. Selection sequence for teams will be conducted as in the following example:
 - i. Four teams including Teams A, B, C and D
 - ii. DRAFT ROUND – 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11
 - iii. TEAM SELECTING – A, B, C, D, D, C, B, A, A, B, C, Etc.
 - d. The head coach may protect one of his sons/daughters. This is the **only** player to be protected. Opposing coaches and coaching committee representatives will have the right to determine the draft rounds in which protected players will be selected. These selections will be without prejudice and based upon ability.
 - e. **After the completion of the draft and before the results are posted** Coaches within each division may honor parents' requests to keep brothers/sisters, neighbors and cousins together. However, it is **not mandatory** to honor such requests. The opposing coach must be in agreement with this request and a player of nearly equal talent will be transferred in a trade to keep the teams balanced.
 - f. The draft selection must be reviewed and approved by the coaching committee representatives, Division Director, Registration Chairperson and a coach or other representative for each team immediately following the draft. This is to ensure balanced B teams are achieved.
 - g. Goaltender will be included in the draft. Players requesting goaltender positions will be noted on the draft roster before the draft begins. If the number of goaltenders noted on the draft sheet are equal to or less in number than the amount of teams in that division, no team may select more than one goaltender in the draft. If the numbers of goaltenders noted on the draft sheet are greater than the teams in that division, no team may select goaltenders in successive rounds.
 - h. The draft procedure outlined in c. above will continue to be in force for any new players coming into the division after the draft has been completed.

- i. An Assistant Coach is **not** to be selected until the player draft has been completed. (Exception: An assistant can be selected prior to the draft if he or she does not have a son/daughter to be protected in the draft.) All assistant coaches must be approved by the Board of Directors. Assistant coaches cannot protect their child in a draft.

Mite players should be rotated through the goaltender position. This procedure is to continue until each player on the team has had at least one opportunity to play at the goaltender position. If parents object to having their son/daughter playing this position, they may voice their objection to the Mite Division Director. The Mite Division Director will be responsible for monitoring this policy.

TOURNAMENTS - All Squirts and below will be limited to a maximum of four invitational tournaments per season. Pee Wees and above will be limited to five invitational tournaments per season. League tournament, District play downs, Regional play downs and State playoffs will not count toward the four or five invitational tournament limit.

FUNDRAISING - EAJHA teams may request one fund-raiser per season to help offset team travel expenses. Fundraisers will be limited to a two-week time period. Each fund-raiser must have prior approval of the Board of Directors. Individual team fund-raisers must not interfere with EAJHA fund-raising projects or imply that the Association as a whole will benefit from such activity. An accounting must be turned in by March 31 to the Association Treasurer and made a part of EAJHA records. A second fundraiser may be requested by teams advancing to state play-offs. This does not include regional and district play downs.

1. Any money raised by a team fundraiser must be deposited into an EAJHA bank account that will be maintained by the EAJHA Treasurer. The money will be distributed by the EAJHA Treasurer for approved expenses only.

AA and A Teams

1. DETERMINATION OF AA/A – Whenever the EAJHA has a sufficient number of players interested in A/AA hockey the association will consider fielding these teams. The Board of Directors will make this determination.
2. MOVE-UPS - With his/her parent’s consent and prior Board approval, a player may try out for the ‘A/AA’ team above his/her own divisional age group. If he or she does not make the ‘A/AA’ team he or she must play on a ‘B’ league team in that age group, or, with the consent of the ‘A/AA’ team coaches, play on the ‘A/AA’ team within his/her own age group. See section VI.C.4 for additional rules.
3. TRYOUT LOCATION - In order to give players an equal opportunity to try out for an A/AA team, tryouts will be held at the Wells Sports Complex. Exceptions may be granted by the Board of Directors if the coach and Registration person can show that all registered players for that division were given proper notification by phone or in person. A minimum of two try-out sessions must be conducted to evaluate the players. AA/A teams may hold try-outs at an alternative location if the Wells Sports Complex is not open yet. All players must be registered with USA Hockey prior to the try-out.
4. TEAM SIZE - To balance the needs of both B teams and regular season AA/A teams the Board of Directors will make the final determination on how many players will be allotted for both AA/A teams and B teams.
5. AA AND A SELECTIONS – Similar to the B teams that are drafted, the AA/A selections will be overseen by the Division Director and the Coaching Committee.
6. TRYOUT FEE - Beginning in 2008, a \$25 try-out fee will be required for all players trying out for an AA or A team.

7. ADDITIONAL FEES - Players on AA/A teams are required to pay team fees to the EAJHA in addition to the EAJHA registration fees in order to cover additional practice time and full ice practices.
8. PRE-SEASON MIDGET AA – The EAJHA may have a pre-season Midget AA team. This team will disband prior to the High School draft. EAJHA will be responsible for 10 one hour ice sessions. Games, officials, and additional ice time will be the responsibilities of the team.

VII INITIATION PROGRAM

A. Philosophy and Objectives:

1. The coaches and parents will place emphasis on the fun of playing and learning the game of hockey and mastering the basic skills of the game. De-emphasis on competition and winning will be strongly encouraged.
2. The Developmental Initiation should provide an enjoyable introduction to the experience in the sport of ice hockey. An atmosphere for fun and learning should be provided. While teaching basic fundamentals, the coaches should introduce players to the objectives of the game. Coaches should develop communications at the player's level of understanding rather than vice-versa. Players should be encouraged to enjoy, learn and continue to play ice hockey.
3. It will be administered in accordance with the USA Hockey Initiation Program.
4. All players newly registered to EAJHA under the age of eight (8) shall be processed through the Initiation Program to determine skill levels.
5. All IP parents must attend a pre-season parent meeting where the Initiation Program will be explained.

VIII GAMES, PRACTICES, POST SEASON AND SUMMER PROGRAMS

- A. The most recent edition of the *USA Hockey Playing Rules* and *MAHA Annual Guide* will govern all games.
- B. Players and coaches must leave the ice immediately upon hearing the signal that the ice session is terminated and the Zamboni is ready to clean the ice. No one is to be in the players' bench area until the Zamboni has left the ice. No player or coach will be allowed to enter upon the ice surface until the Zamboni has finished cleaning the ice and the Zamboni doors are closed and locked. Coaches and authorized rink attendants will be held responsible for the enforcement of this policy.
- C. Unless required by specific league or playoff rules, only one time out per team during any EAJHA games will be permitted.
- D. The EAJHA Scheduler shall do all scheduling of ice time.
- E. Transportation, food and lodging are the responsibility of the player's parents when the teams play out of town. All EAJHA teams are expected to pay reasonable travel and lodging expenses for their registered coaches who do not have a son or daughter playing on the team.

- F. Registered players of legal driving age are explicitly prohibited by the EAJHA from driving themselves or others to out-of-town games.
- G. EAJHA Fair Share Playing Time Policy:
 - 1. Coaches will strive to give each player, regardless of his or her ability, a fair share of ice time in every game. This will include all teams in all games. Although it is unreasonable to expect that all players will receive exactly the same amount of ice time – playing time for all players should be reasonably close every game. It is the intention of the Association to provide fair and equal opportunity for all players to improve and to participate in hockey.
 - 2. If a player is being denied ice time for disciplinary reasons the coach must inform the player and parents involved
 - 3. The Division Director assisted by the Coaching Committee will investigate obvious violations of the Fair Share Playing Time Policy. After a proper and thorough investigation, a recommendation may be made that the case be heard before the Board of Directors who will decide on possible penalties.
- H. Length of all non-tournament games will be based upon the amount of available ice time. Both coaches will be notified if the game is under curfew. The majority of home games played in the EAJHA are curfew games.
- I. Any ice time rented for the purpose of practice or games that is not authorized by the Board of Directors must be paid for by the teams involved.
- J. All scheduled season play will be posted for all Divisions.
- K. Youth teams and players will not play, scrimmage or practice with any adult teams.
- L. Summer Programs – The EAJHA does not conduct any summer programs. Private individuals may operate summer programs including ice time, dry-land, etc. Parents should check with the individual operator to determine as to whether or not you will be covered under the USA Hockey Insurance program.

IX DISCIPLINE AND CONDUCT

- A. Conduct of EAJHA teams, players, officials, and spectators at all times is of utmost importance. All conduct is a reflection upon our Association. All player behavior on and off ice time, before, during and after all games will be governed under the current USA Hockey Official Rule Book rules unless otherwise provided for by specific EAJHA policies. Conduct detrimental to the Association by any player, coach, official, spectator or other team official, i.e., flagrant unsportsmanlike conduct, obscene language or gesture, etc., is subject to investigation. Reports of alleged misbehavior will be referred to the Sportsmanship and Behavior Committee. They will review with a recommendation to the Board if deemed necessary. Censures may include temporary and/or permanent suspensions with the right to appeal to the EAJHA Board of Directors. An appeal must be made in writing within seven (7) days of notification of the penalty to any member of the Executive Board. The president will call a special board meeting within seven days of the notice of appeal. The appellant must attend in person and may bring a single witness to the meeting. The decision by the EAJHA Board of Directors is final.

- B. Substance Abuse: Use of alcohol, tobacco products, and/or illegal drugs by registered players in the EAJHA is strictly forbidden. For purposes of this policy, jurisdiction over players will be from the date of registration through the awards ceremony at the end of the season. The following guidelines will be followed by the EAJHA Board when dealing with offenses of this policy:
1. Players and/or parents of the player must notify the coach of any violation within 48 hours. The Coach must notify the Division Director who will convene the Sportsmanship and Behavior Committee. Failure to notify the Coach will result in the maximum suspension for the appropriate offense.
 2. First Offense: A conference will be held within five working days of official notification to the Board of Directors. The conference committee will comprise the President, Vice President, Division Director and the Sportsmanship and Behavior Chairperson. The player, his or her parents and the player's coaches are expected to attend. In case of a conflict of interest or the absence of a committee member, the Executive Board order will be instituted to achieve the necessary committee membership. At the discretion of the Board, a maximum two-week suspension may be levied. The player should be required to attend all practices and games during the suspension.
 3. Second Offense: A conference of the above-mentioned participants will again take place. At the discretion of the Board, a maximum four-week suspension may be levied.
 4. Third Offense: The player is automatically suspended for the remainder of the season.
 5. Suspensions: Suspensions will commence immediately following the conference session.
 6. Appeals: The player and his or her parents can make Appeals of these suspensions to the EAJHA Board of Directors.
 - a. The appeal must be in writing to the EAJHA President or other board member within three days of the start of the suspension.
 - b. Upon receiving the appeal, the President must immediately call a special meeting of the board to review the appeal.
 - c. All decisions by the EAJHA Board of Directors on these cases will be final.
 7. Coaching staff is required to report any violation of this.
- C. All parents, players, coaches, officials, team officials and administrators must abide by the USA Hockey rules for:
1. Zero Tolerance
 2. Sexual Abuse
 3. Physical and Verbal Abuse

4. Screening (Background Check)
5. Consumption/Use/Abuse of Mood Altering Substances

D. It is the intention of the EAJHA Board of Directors, the Wells Sports Complex Authority, and the Management of the Sports Complex to maintain a wholesome atmosphere of good sportsmanship at all games and practices. Toward that end the following policy has been adopted:

1. The Complex staff has full authority to ask anyone who fails to comply with the policy to leave the building. Furthermore, if the individuals who have been asked to leave fail to do so, the complex staff will summon the police to have them removed.
2. In keeping with the rules of USA Hockey and USA Hockey's Policy of Zero Tolerance of Verbal and Physical Abuse to Officials, the game officials are encouraged to remove from the building anyone who is a detriment to, or adversely affects, the conduct of the game. Should the officials feel it is necessary to have a spectator removed from the building, the rink attendant will be notified and he or she will ask that person to leave. If the individual refuses to leave, the police will be summoned to remove them.

X AWARDS

A. Trophies won in out of town tournaments are to be offered to the winning team's sponsor. If the sponsor chooses not to display the trophy the Association will.

B. Ovid Provo Award

1. The Ovid Provo Award will be an annual award of the EAJHA. It will be given to the Midget, Girl or High School player in his or her last year of Junior Hockey eligibility that most exemplifies the Association ideals of sportsmanship, playing ability, and scholastic aptitude. The recipient of this award will be the individual who is the best example of the characteristics that the Association is trying to promote and develop most.
2. Nominations for the award will be accepted from the coaches in the Midget and Girls Divisions and the High School, the referees and the Midget Division Director. Any other interested member of the Association may submit nominations of players in writing, to the Director of Officiating.
3. An Election Committee chaired by the Director of Officiating and including the President of the Association, the Midget Division Director, one additional referee and the Sportsmanship and Behavior Committee Chairperson will accomplish election of the recipient. The additional referee of this Election Committee membership is to be chosen by the Chairman of the Committee. If any of these voting members have a son or daughter as a nominee, that member will be ineligible to serve on the Committee. In such an event, the Chairman will select an alternative.
4. When the Election Committee votes to select the winner of this award, the Secretary of the Association will count the ballots. The Secretary will keep the winner's name secret until the Annual Awards Banquet. The Director of Officiating will present the award at the Annual Awards Banquet.

5. The winner of the Award will receive a small trophy to keep and have his/her name engraved on the Ovid Provo Trophy which will be displayed by the EAJHA.
6. The Award will include a \$300 college scholarship to be paid upon proof of enrollment.

**The Ovid Provo Award was established during the 1979-1980 hockey season by the EAJHA from a donation made by the Provo family to honor the memory of their late father, Ovid Provo (who dearly loved the sport of ice hockey). The trophy itself is constructed of bits and pieces of various trophies that the original Escanaba Hawks had won.

Applications for the following scholarships will be sent to all graduating High School Seniors in early March.

C. Herbert Kirsten Scholarship

1. The Hebert Kirsten Scholarships are an annual award made to three graduating seniors who were either on the Escanaba High School Team or a member of EAJHA (Midgets or Girls).
2. These students must have a GPA of at least 2.75 and show leadership qualities in our community. The recipients must attend a college full time in the fall.
3. The amount of the scholarships is \$250. Full payment to be made upon proof of enrollment.

D. Gil Versailles Memorial Scholarship

1. The EAJHA Board of Directors would like to recognize one special high school senior in honor of the late longtime EAJHA member Gil Versailles, also fondly referred to as “The Voice of Escanaba Hockey”.
2. The person who will be selected each year will possess the qualities that were important to Gil. One aspect of hockey that was close to Gil’s heart was off and on ice officiating. To qualify as a candidate, the senior must have been an active official at some point in his or her time for EAJHA. He or she will be known as an “over-achiever”, a true sportsman, have excellent hockey abilities and show strong leadership qualities as well as have contributed in the development of young hockey players.
3. The Award will include a \$250 college scholarship to be paid upon proof of enrollment.

E. James Ward Memorial Coach of the Year Award

1. The Coach of the Year Award will be an annual award of the EAJHA. The recipient of this award will be the Coach or Assistant Coach who sets the best example of sportsmanship, hard work, and fun to the players in his charge. The merit of this individual is not measured in

won/lost records, but rather in how he or she contributes to the development of players and whether or not the player's hockey experience is a rewarding one.

2. The Selection Committee will be chaired by the Director of Coaching and will include the Director of Officiating, one referee as selected by the Chairman, and the President of the Association. If one or more of these individuals cannot serve, he or she will be replaced by one of the elected members of the Board of Directors as selected by the Chairman.
3. Any interested person may submit nominations to the chairman of this committee. The Division Directors are encouraged to submit nominations and the members of the committee are also asked to contribute nominations for this award.
4. Election of the Coach of the Year recipient will be consensus of the Selection Committee. The Director of Coaching at the annual banquet will present the award.

JOB DESCRIPTIONS / RESPONSIBILITIES

OFFICERS

PRESIDENT

See By-Laws, Article VI, Section 2 for the President's duties.

VICE PRESIDENT

See By-Laws, Article VI, Section 3 for the Vice President's duties.

SECRETARY

See By-Laws, Article VI, Section 4 for the Secretary's duties.

TREASURER

See By-Laws, Article VI, Section 5 for the Treasurer's duties.

The Association Treasurer and President are the only two individuals authorized to write checks from the Association bank accounts. If the Treasurer will be unavailable to write checks for several days, the Association President should be notified, and the checkbook left with the President.

STANDING COMMITTEES / DIRECTORS

AWARDS / PICTURES

The general responsibilities include but are not limited to:

- Choose committee members to organize the annual awards program and team/individual pictures.
- Obtain bids and arrange for a photographer to take team and individual player pictures no later than the first week in December of each season. Work with the Division Directors to let the teams know dates and distribute envelopes with pricing. The EAJHA will contract a photographer for all EAJHA invitational tournaments.
- Secure a facility to host an awards program in the spring. The Escanaba Senior High School Commons Area has been the recent annual site.
- Set the awards program dates.
 - Mini Mite through Squirt Division and Girls 12 and Under.
 - Pee Wee through High School/Midget and Girls 15 and Under and Girls 19 and Under.
- Plan for set up of the program and clean up after the program. This includes sufficient number of persons to accomplish the job.
- Plan for food and refreshments. In recent years the Association has provided the soda and the teams have brought their own refreshments.

- Plan for a Master of Ceremonies and guest speaker(s).
- Contact all team coaches to determine awards to be presented. Order all awards, patches, trophies, etc. and make certain they are on hand for distribution at the program.
- Work with the Fund Raising Chairperson to determine what door prizes are available for distribution at the annual awards program.
- Work with the Association Treasurer to assure all bills are paid and any profits are turned into the Treasurer as soon as possible after the program.

DIRECTOR OF COACHING / ACE COORDINATOR

The Board member appointed may hold both the Director of Coaching and the ACE Coordinator position of the Board desires.

The general responsibilities for the Director of Coaching include but are not limited to:

- Choose committee members to assist with the soliciting, training and monitoring of Association coaches throughout the year.
- Recruit and maintain a list of prospective coaches.
- Have application forms available for prospective coaches and accept on the written coaching applications. Work with the Coaching Committee per the EAJHA Policies to review the applications. Subsequent recommendations of the committee should be based on coaching skills, teaching abilities, and adhering to the stated goals of the EAJHA. The best available qualified coach for any team should be the guiding principle during selection.
- Solicit volunteers as Division directors and submit them to the Board for approval. Once selected, conduct a pre-season meeting with them to review their responsibilities. Division Directors are still considered individual assistants to the Board of Directors.
- Prior to the commencement of hockey season, the Director shall coordinate a meeting with all coaches to discuss USA Hockey, MAHA, EAJHA rules, policies, and requirements. Questions will also be answered and informative handouts may be available. The Director will make it clear to all coaches that operating as independent entities will not be condoned and that coaches and their teams are responsible to the EAJHA for their activities, conduct, and honoring their scheduled game obligations.
- Make sure all paperwork is in and that coaches are certified. Notify coaches of coaching clinic dates and places. All Head and Assistant Coaches must attain the proper coaching credentials as required by MAHA and USA Hockey for their respective divisions.
- See to the development of coaches by coordinating monthly meetings and setting the agenda for them based on the Coaching Education Program.
- Monitor coaches and their teams during the hockey season to ensure compliance with EAJHA and MAHA requirements and policies. Suggest changes, staff additions, etc. that you feel are in the best interest of the development of the program at that particular level. Any discrepancies shall be corrected as soon as possible to ensure eligibility for district and state competition.
- Chair the Selection Committee for the James Ward Memorial Coach of the Year Award. See Policies, Section X, Part E for the specifics.

The ACE (Association Coaching Education) coordinator is the Association's appointed individual responsible for its coaching education program (CEP). The general responsibilities for the ACE Coordinator include but are not limited to:

- Become knowledgeable of USA Hockey and MAHA CEP programs and attend available ACE coordinator informational meetings and seminars.
- Determine the official coaching qualifications for the Association's coaches and present levels of their achievements.
- Make sure the Association's coaches obtain their required minimum levels of qualifications by attending scheduled clinics.
- Obtain and provide the Association's coaches with available instructional materials.
- Monitor the Association's CEP to insure a qualified supply of coaches are available to carry out their assignments. A permanent ongoing record of all EAJHA coaches should be kept.
- Work at obtaining, training, and retaining coaches for EAJHA.

EAJHA REPRESENTATIVE TO THE WELLS SPORTS COMPLEX AUTHORITY

The primary objective of the EAJHA Representative is to be on the Wells Sports Complex Authority that operates the Wells Sports Complex Facility and represents EAJHA's interest to them.

The President with the approval of the Board of Directors shall appoint this position annually. The general responsibilities for the EAJHA Representative include but are not limited to:

- Attending the Governmental meetings on a regular basis and represent EAJHA.
- Report back to the Board information regarding the Complex.

EQUIPMENT

The Association provides jersey for all the teams. They also provide basic goaltenders equipment if desired.

The general responsibilities include but are not limited to:

- Choose committee members to assist with the equipment duties if desired.
- Maintain an inventory of all Association jerseys and equipment.
- Require coaches to complete a "jersey assignment form" specifying which jerseys have been assigned to each team member. This form must be returned to the equipment chairperson immediately after the jersey's are assigned.
- Maintain a system of replacing outdated and worn out equipment.
- Inspect all equipment and jerseys at the conclusion of each season and make recommendations to the Board of Directors for needed repair and replacement of same.
- Discard unsafe equipment.
- Coordinate with the Registration Chairperson regarding any outstanding jerseys or equipment prior to registration. Registration is prohibited until jerseys or equipment is returned or restitution is made.
- Order and provide 25 pucks per team.

SPONSORS

The primary objective of this committee is to obtain sponsorship for all EAJHA's teams.

The general responsibilities include but are not limited to:

- Choose committee members to assist is desired.
- In September, after the Board indicates how many sponsors are needed and what it will cost, contact last years sponsors by mail with a thank-you and ask for their sponsorship again this year. Include a deadline for payment.
- If payment is not received by the deadline, send out a second request.
- If you still don't hear from them you should call.

- Obtain new sponsors if necessary.
- Communicate with the Equipment Chairperson who the sponsors will be for jerseys.
- Obtain sponsors for EAJHA tournaments.

FUND RAISING

The Association recognizes the numerous demands placed on local businesses in the solicitation of money, prizes, and advertising dollars to support EAJHA and suggest that a business to be contacted no more than once per year for EAJHA with the exception of team fund raisers approved by the Board.

The general responsibilities include but are not limited to:

- Choose committee members to assist with fund-raising activities.
- Work in cooperation with the Association Treasurer and Director of Tournaments to determine the fund-raising needs of the Association each fiscal year.
- Select fund-raising activities appropriate for youth involvement.
- Select fund-raising activities appropriate for adult members.
- Solicit advertising to be placed in the season's tournament program. The tournament program booklet is to be used for all tournaments during the year.
- Solicit bids for the printing of the programs and layout. Obtain Board approval to have them printed.
- Secure door prizes and raffle prizes for tournaments and other fund raising events.
- Coordinate with various Tournament Directors the distribution of the program booklets and prizes they may need. If a business comes forth with a prize or donation for a particular tournament the Director can accept it, but shall make the Fund Raising Chairperson aware of it.
- Money raised from any Association fund-raising project will be turned over to the Association Treasurer within three (30 days after the event is concluded. A financial summary of the project's income and expenses will accompany the money.
- Examples of past Association fund-raising events:
 - Coupon books – the major annual fund-raising project.
 - Contacting businesses to participate in the book.
 - Obtain bids from area printers to print the books.
 - Prepare for printing by August of each year.
 - Distribution is done primarily at registration.
 - Account for the books and collect money by March.
 - Lottery Calendars
 - Dances – Once dance is usually held each hockey season.
 - Secure a dance location and make required deposits.
 - Arrange for a band.
 - Advertise date, time, location, etc.
 - Arrange for insurance and alcohol permits.
 - Golf Outing – Conducted similar to dances.
 - Raffles – Applications must be submitted to the State of Michigan for sanction of each raffle. The required financial report must be submitted to the State of Michigan by the required legal due date.**

PUBLICITY AND RECRUITING

The general responsibilities include but are not limited to:

- Choose committee members to help with publicity and recruiting activities.
- Organize a system to gather information appropriate for release to the general membership.
- Coordinate with the media information relative to the Association activities.
- Publish and mail an Association newsletter to the membership on a regular basis.
- Develop and distribute printed materials for parents and prospective players, Posters shall be placed in local stores and schools with registration dares.
- Use the schools as a point to provide literature to prospective players. Check with the school districts for rules regarding distribution.
- Answer prospective player and parent questions.

DIRECTOR OF ON AND OFF-ICE OFFICIATING

The general responsibilities for the Director of On and Off-Ice Officiating include but are not limited to:

- Recruit an adequate supply of referees and trainees for the EAJHA hockey program.
- Meet at the beginning of each season with the officials to review playing rules and proper officials conduct on and off the ice. Provide them with the changes, updates, clinic notices and other informational matter.
- Provide for the training of new referees and pair them with experienced referees in younger division games. Capable young officials should be worked into advanced games if possible.
- Ensure all referees are adequately trained and possess minimum USA Hockey certification for the age level of games to which they are assigned to officiate.
- Ensure referees possess and use standard equipment required for officiating.
- Equitably schedule qualified referees for home games and tournaments. Every effort should be made not to schedule a referee in a game in which an immediate family member is a player or coach.
- Monitor referees' officiating to determine the quality of their work and conduct training as required including testing if deemed appropriate. Check with coaches occasionally to determine if parents are registering complaints about officiating.
- Recommend to the Board pay scales for referees' levels of certification.
- Fill in for a Division Director in grievance / mediation procedures when the Division Director is a team official of the team with a problem.
- Report officiating activities monthly to the Board as well as any concerns and recommendations.

Minor or Off-Ice Officials are individuals who volunteer during games to fulfill the game requirements. They are subservient to the game officials, but are nonetheless officials and need to act as such. EAJHA recommends the following composition for the minor officials:

- *Scorekeeper* – The Scorekeeper's responsibilities is to accurately and legibly record the required details of a game to the USA Hockey score sheets and ensure correct listing of all players and coaches. The Scorekeeper must obtain all required signatures and ensure proper distribution of score sheet copies after the game.
- *Timekeeper* – The Timekeeper functions as the official operator of both game and penalty clocks and advises the Scorekeeper of correct times for recorded events such as goals, penalties, release of players back to the ice, etc.
- *Penalty Box Monitors* - Penalty Box Monitors have a three fold responsibility:

Admit penalized players into the appropriate boxes.

Maintain order in the box.

Release players back on the ice at the correct time.

- *Saves Recorder* – This function may be performed by one of the other minor officials. Each team's goalie saves are reported to the Scorekeeper at the end of each period of play. A properly credited save is a shot prohibited from entering the net by the goalie.
- *Goal Judges* – The use of Goal Judges is not mandatory except for local, U.P. and state tournaments. Goal Judges must constantly follow the puck in play. Prior to each period's initial face-off, the referee will look or point at each station. At that time the red light will be turned on for several seconds to indicate it is in working order. During play, whenever the puck completely crosses the red line into the net, the Goal Judge shall turn on his red light to signify that did occur, regardless of any other conditions such as delayed penalty signals, dislodged nets, etc. The red light shall not be activated after the referee's whistle has stopped play.

The general responsibilities include but are not limited to:

- Choose committee members who can train volunteer individuals from each team to assist the officials with the game in the capacities described above. They should be willing to go in the box with them to help if necessary.
- The Minor Official should report any conduct or timekeeping problems to the referee at the next stoppage of play.
- Secure the door to the box so that no unauthorized person can enter during the game. This will prevent distractions and interference.
- **Minor Officials shall conduct themselves and perform their duties in a neutral and unbiased manner.**

REGISTRATION

The general responsibilities include but are not limited to:

- Be a member of the finance committee to help determine registration rates for the upcoming season.
- Choose committee members to help with registration activities.
- Revise the registration application and mail to all EAJHA membership by August 1st of each year.
- Register all players within the EAJHA except those on the delinquent equipment list or owing outstanding debts. Coordinate with the Equipment Chairperson.
- Maintain a roster of players within the EAJHA including players' name, address, telephone number, birth date, playing age, and parent names.
- Maintain a file of player birth certificates.
- Issue notice of dues owed and be responsible for their collection.
- Collect registration fees and forward funds to the Treasurer.
- Provide player information for coaches to use during player tryouts and team drafts.
- Work in cooperation with player recruiting committee.

DIRECTOR OF SCHEDULING

The general responsibilities for the Director of Scheduling include but are not limited to:

- Plan an overall ice time schedule for EAJHA in line with their budget.

- Schedule EAJHA ice time among all of the divisions equitably taking into consideration full and half ice practices.
- Provide ice-time schedules to the website administrator and printed schedules to players and parents.
- Keep coaches informed of ice time available that can be purchased.
- Work with Division Directors and the Director of Tournaments to schedule tournament games.
- Meet with the Complex Manager weekly to review schedules.

DIRECTOR OF TOURNAMENTS

The general responsibilities for the Director of Tournaments include but are not limited to:

- Determine which divisions are interested in hosting home tournaments. Normally we have available ice time for three or four home tournaments, not including play down tournaments.
- Recommend to the Board of Directors for approval of the home tournaments to be hosted on an annual basis.
- Sanction these tournaments through MAHA. Sanctioning must be requested sixty days prior to the tournament date.
- Work with the Association Treasurer to pay sanction fees.
- Work with each Division hosting a tournament to see that a Tournament Director is selected and teach them their responsibilities.
- Provide other Associations with tournament information. Written information should be furnished as soon as possible after the dates are set. Knowledgeable persons in our association should be contacted to determine key individuals in other associations to provide information to.

SPORTSMANSHIP AND BEHAVIOR

The basic function of the Sportsmanship and Behavior Committee is to investigate alleged complaints relative to EAJHA functions; determine the validity of the alleged complaints; and advise the Board of Directors of the recommended imposition of any disciplinary measures.

The general responsibilities include but are not limited to:

- Choose non-Board committee members from the membership so as to represent the broad spectrum of EAJHA membership.
- All committee members shall be aware of EAJHA's policies regarding Discipline and Conduct, MAHA and USA Hockey rules as they relate to conduct.
- Investigations shall include activities of EAJHA members at home and away games during the regular season. Types of complaints investigated but not limited to shall be substance abuse; zero tolerance; physical and sexual abuse; discrimination; etc. Allegations must be considered detrimental to the EAJHA and its hockey program. To that end, the committee will not involve itself in petty types of accusations.
- Complaints initiated by membership shall be submitted in writing to the Chairperson of the committee. The committee reviewing the complaints submitted will maintain confidentiality of the member.
- While receptive to all complaint allegations, the Committee shall guard against becoming or appearing as a police or surveillance entity.
- Meetings shall be called as necessary to fulfill the committee's responsibilities.
- Report activities monthly to the Board. Recommendations of disciplinary measures will be presented in written format. Some matters may require immediate attention and should be reported to the President immediately.

➤ DIVISION DIRECTORS

The Board appoints Division Directors for each of EAJHA's divisions annually. They do not comprise a committee, nor does each Director have a committee. **Division Directors are individual assistants to the Board**, and may or may not be Board member.

The general responsibilities of Division Director include but are not limited to:

- Run the player draft with the coaches, Coaching Committee and registration chairperson according to EAJHA and MAHA requirements. Be present at the time all teams are chosen. (Including AA/A teams)
- Participate in team/parent meetings that shall be held at the onset of each season.
- Work with the Awards/Pictures Chairperson and your coaches to arrange for team and individual pictures no later than the first week in December of each season.
- Attend coaches' meetings at the beginning of the season and throughout the year as necessary.
- Work with the Registration Chairperson to ensure all fees are paid on schedule.
- Assist your division's tournament committee.
- Be available to answer questions from parents and coaches throughout the season.
- Keep apprised of activities in your division regarding EAJHA policies such as: **substance abuse, equal ice time, zero tolerance, etc.** Attempt to resolve conflicts within your division per Policy IV paragraph H.
- Attend EAJHA monthly Board meetings and report on progress of your division teams, problems, concerns, etc.

➤ COACHES RESPONSIBILITIES

The general responsibilities of all coaches include but are not limited to:

- Be fully aware of EAJHA's policies/goals and coach accordingly.
- Follow the USA Hockey Coaching Ethics Code that can be found at MAHA's website (www.maha.org).
- Obtain the proper level of certification for your division prior to the season and communicate such with the Director of Coaching.
- Be on the ice for pre-season skating in order to evaluate players.
- Participate in the draft of teams.
- Select assistant coaches for approval by the EAJHA Board.
- Meet with the players and parents before the season and review the STAR program with them. Be sure all understand Zero Tolerance and its consequences. Hold any other meetings as they become necessary.
- Seek out parent volunteers for the following positions:
 - Minor (Off-Ice) Officials for all *home* games.
 - Manager
 - Team Parent
 - Score Sheet Handler-Statistician
- Arrange for team and individual pictures within the framework the Division Director gives you.
- Attend mandatory coaches meetings as scheduled by the Director of Coaching.
- Distribute and collect uniforms including completing the "jersey assignment form".
- **If a fundraiser is held it must be approved by the Board of Directors and a financial report turned in by March 31 to the Association Treasurer (see Section VI, Paragraph F).**

- Offer any trophies to sponsors. If they don't want them, let the Association display them.
- Do not allow players in the bench area until the Zamboni has left the ice. Do not allow them on the ice until the Zamboni doors are closed and locked.
- Provide Minor (Off-Ice) Officials when you are the designated *home* team.
- Report team results and team standings to the Daily Press.
- Schedule at least one tournament during the season and make sure it is sanctioned.
- Participate in the awards program at the end of the season.

○ **APPENDIX A**

IMPORTANT WEB SITES THAT CONTAIN NATIONAL, STATE AND LOCAL HOCKEY RULES AND REGULATIONS.

Escanaba Area Junior Hockey Association www.EAJHA.com

Michigan Amateur Hockey Association (MAHA) www.MAHA.org

USA Hockey, Inc. www.usahockey.com