



VALLEY OF THE SUN HOCKEY ASSOCIATION II

HANDBOOK - POLICIES - BYLAWS

Adopted by resolution of the Board of Directors

May 12, 2009 Phoenix, Arizona

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VALLEY OF THE SUN HOCKEY ASSOCIATION II

Handbook – Policies - Bylaws

The Association

Valley of the Sun Hockey Association (VOSHA) is an affiliate with USA hockey (the amateur hockey association of the US). Teams registered and organized with VOSHA become members of USAH and are eligible for USAH inter-association, district, regional and national competition. VOSHA is a member of the Arizona Amateur Hockey Association and the Rocky Mountain District of USA hockey.

Mission Statement

The mission of the association is to provide high quality skill development in the sport of hockey for all players in a safe environment. With a focus on progressive skill development and enthusiastic support of players, a positive and successful experience in the sport is our goal. Thorough training, education, role modeling, the value of sportsmanship and family participation will be at the forefront of all association activities. We will strive to ensure that our organization continues to increase our capability to maintain a youth hockey program, which fulfills the needs of our members

Board of Directors

A Board of Directors governs VOSHA. This board shall consist of seven seats and each member on the board must be a member in good standing. The officers include President, Vice President, Treasurer, and Secretary. It is the duty of the Board to carry out the objectives and purposes of the Association, subject to the Bylaws and Articles of Incorporation, along with policy resolutions, which the Board of Directors may adopt from time to time. The Board has power to admit members of all types; to suspend and expel any such member; to employ, govern and dismiss any employees of the Association, to amend and enforce policies, guidelines, rules and regulations; to establish registration and association fees for participants and to carry out the provisions of the Bylaws of the Association. Each member is entitled to one vote in any electoral process. Proxies are allowed unless otherwise noted by the President. If a board member is unable to attend a meeting which requires their vote, a proxy must be written and signed (an email signature will be accepted). All newly elected Directors will serve two-year terms and can be re-elected. If a candidate is not available, the President shall nominate a candidate to be approved by the majority of the Board.

The Board regularly **meets every second Tuesday of each month**. Each Board meeting is open to all membership in good standing, however, in order to be heard, members must be placed on the agenda. Anyone wishing to present an item to the Board at a monthly meeting must send a request to the Secretary of the Board at least 72 hours prior to the meeting. Request should include topic to be addressed and approximate amount of time needed to speak. If you do not advise the Board of your intent to be heard at least 72 hours prior to the meeting, you will be recognized under new business at the end of the meeting, if time permits.

Duties of Directors / Officers

President:

The President shall be the Chief Officer of the Board and shall have all the powers and duties as usual to that position, including, but not limited to the following:

- Preside over all meetings of the Board of Directors
- Cast the deciding vote in the case of a tie at the Meetings of the Board
- Represent the association in matters involving other associations and leagues under USA Hockey, itself and other relationships outside the Association
- Make commitments in the name of VOSHA with the welfare of the membership in mind
- Sign and execute all written contracts, conveyances, and obligations of VOSHA. (It is the requirement of the president of this Board of Directors, to view and make any necessary corrections to all written policies, procedures, manuals, any governing document brought forth by committee chairpersons before such material is distributed to the membership. This includes but is not limited to, Newsletters, Manuals, Fundraising Opportunities, Association Rules Material and Monthly Board Meeting Minutes). Any document defined here that is distributed without approval is not expected to be followed by membership and can be retracted by the VOSHA Board
- Sign with the Treasurer on the Bank account and all checks of the association
- Appoint committees and representatives of the association where deemed necessary
- Oversee all aspects of VOSHA so that they are focused on the members and what's best for the association

Vice President:

The Vice-President shall be the second in order of seniority and shall have the following duties:

- In the absence of the President, the Vice President shall have and exercise all powers and duties of the President
- Perform other such duties as delegated by the President
- Oversee all committees and their actions while they are established
- Attend regularly all meetings of the Board of Directors

Treasurer:

The Treasurer of VOSHA shall be responsible for all financial matters of the Association and shall have the following duties:

- Review the books with the President once a month to validate for accuracy
- Maintain the financial accounts, receive monies to be recorded and make disbursements when applicable
- Prepare annual budgets of revenue and expenses and recommend to the Board a player registration fee for the anticipated needs of the Association
- Make the books available upon request of the Board and to distribute an up-to-date copy of all accounting at each monthly Board meeting
- Keep the accounting records as current as possible so that teams and players are billed in a timely fashion
- File all necessary and timely tax returns in the name of the association
- Attend regularly all meetings of the Board of Directors

Secretary:

The Secretary of VOSHA shall be responsible to issue notice of all meetings of the association as directed by the President and shall have the following duties:

- Receive agenda items 72 hours prior to the meeting
- Create and send the agenda to board members 24 hours prior to the meeting
- Maintain a record of all proceedings at such meetings
- Distribute the minutes to all members of the Board no later than 7 days following the scheduled meeting
- Send any mass mailings to the members as directed by the VOSHA Board
- Attend regularly all meetings of the Board of Directors

Board Election Procedures and Ballot Material

The President shall appoint a nominating / election committee, consisting of at least one representative from each age division, 30 days prior to the annual meeting of the membership (January). The committee shall present a slate of not less than seven and not more than fourteen candidates to the membership (February). In the case of a tie, the President will place the deciding vote.

VOSHA Board nominations can occur anytime from **February 1st to February 20th** of the calendar year. Newly elected members are empowered in May of each year at the scheduled Board meeting. Membership can be notified at the annual meeting, by newsletter, or by mail, that nominations are being accepted. To be placed on the ballot, nominees should submit to the committee, a biography of no more than 100 words in length, by a specified date to be determined by the Board. Bios should be distributed to the membership alongside the ballot so that members have the proper knowledge to cast their vote.

Ballots must be formed and distributed no later than **March 1st** of the calendar year. Ballots must include a line for the ballot number, which corresponds to each player, and date the vote was cast. Members are allowed one vote per player. A deadline to vote must be set and adhered to and a signature collected for each ballot. Ballots must be counted by the committee in the presence of the President or Vice-President. Newly elected members' names and contact information should be posted on the VOSHA website and at the Arcadia Ice Rink once those elected have accepted their positions at the monthly Board meeting and should continue to be listed until such time that new members are elected.

Committees

Committees for VOSHA should be created and supported by the Board of Directors or the President and overseen by the Vice-President. All committees should follow current VOSHA bylaws as necessary to perform their duties.

The VOSHA Board will share the task, with final approval of the President, of electing leaders to each committee calling them "Chairperson". Each Chairperson should submit to the Board their choice for members within their group and once the committee is formed, an outline of committee

goals for the upcoming season. Any member in good standing is eligible to be appointed to a committee or serve in a volunteer position and need only express to the President a willingness to serve.

Committees shall meet at least monthly or bi-monthly as needed during the season. Meeting times should be publicly posted at least five days in advance. Each committee shall designate a secretary to record meeting minutes. The minutes should be typed and sent via e-mail to the Vice-President of VOSHA and copied to each committee member within 7 days of the meeting. The secretary or Chairperson of said committee should attend monthly Board meetings regularly and be prepared to answer any questions about their committee's progress at any time during the meeting. A quorum, equal in number to a majority of the appointed members of the committees is required for the committee to transact business. All committee members shall serve on a volunteer basis and are accepted or dismissed at the discretion of the Chairperson, with the approval of the Vice-President of the VOSHA Board.

Committees shall include, but are not limited to, Coaching, Fundraising, Marketing/Correspondence/Newsletter, Scheduling, Uniforms and Safety. Committee Chairpersons' names should be posted on the VOSHA website once they have accepted the role.

Committees Defined

Coaching Committee:

Form an outline of Committee Goals for the upcoming season and submit it to the Board of Directors for approval. Assist Coaching Coordinator in planning a monthly meeting with all committee members and VOSHA coaches. Support all VOSHA Coaching staff and it's instructors. Aid the Coaching Coordinator in relaying information to the coaching staff and instructors about current events or clinics. As a committee, act as a mediator in any discrepancies which occur between coaching staff, instructors, or officials. To determine whether a player will be allowed to "play-up" in an older age division within the VOSHA association. Any written communications distributed to the membership which deals with VOSHA policies and/or procedures, shall require the approval of a majority of the Board. A representative shall attend regularly all meetings of the Board of Directors.

Fundraising Committee:

The president shall appoint a committee of at least three to oversee all fundraising activities. The fundraising committee shall report to the Board at least monthly on its activities. This committee shall provide an outline of Goals for the upcoming season and submit it to the Board of Directors for approval. Duties include: To formulate ideas and opportunities to raise money for the VOSHA General Fund as well as the travel teams within the association either from outside sources or the VOSHA members. Assist team managers in facilitating any team level fundraising events if asked to do so. Determine if all level fundraisers follow all 501c3 stipulations or guidelines created by the VOSHA bylaws. To conduct at least one association wide fundraiser each season, to benefit each team equally as long as each team has members that participate in carrying out the event. Any written communications distributed to the membership, which deals with VOSHA policies and/or procedures, shall require the approval of a majority of the Board of Directors.

Marketing/Correspondence/Newsletter Committee:

To publish and distribute a newsletter about all that is VOSHA. To include information about team events, calendars, clinics, and any reports from various Board Members, Administrators, or Coaches. The committee may decide to provide a newsletter either monthly or bi-monthly to the membership of VOSHA. Offer an opportunity for all members to submit news worthy information to the committee by a certain date. All newsletters must have approval from the President of the Board of Directors before being distributed to the membership. Any materials used to create such a newsletter should be provided to the committee by VOSHA. A representative shall attend regularly all meetings of the Board of Directors.

Scheduling Committee:

Determine the scheduling of all ice slots for all teams' practices, games, tournaments, and events. To schedule all referees as determined by the team, association, or tournament games. To make good use of the "Ice Change Form" in order to provide documentation when ice has been purchased, sold back, or rescheduled. To provide a copy of such form once determined, to the Treasurer for proper billing. A representative shall attend regularly all meetings of the Board of Directors.

Uniform Committee:

To organize, association wide, the sizing, ordering and distributing of jerseys, warm-ups, socks, and any other type of uniform voted on and approved by the Board of Directors. To act as point of Contact for VOSHA when communicating with companies that provides such uniforms.

Safety Committee:

To create awareness through education and information on opportunities which will provide a safer environment at Arcadia Ice. Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting as approved by the Board of Directors.

Other VOSHA Positions

Administrator Position:

The Administrator will report to the President of the Board of Directors and can be a paid position through VOSHA. The Administrator shall be appointed by the Board of Directors at the same monthly meeting that determines who will occupy Board seats and shall have the following duties:

- Act as registrar and facilitate the registering of all players and teams with AAHA and USA Hockey as well as any league the association might participate in
- Maintain directors and officers insurance and that all VOSHA persons setting forth upon the ice shall have a current IMR filed with USA Hockey
- Receive, record and promptly forward IMRs, Tournament Sanction Forms and Team Membership Application forms with the appropriate fees
- Ensure all registration forms are properly completed and comply with AAHA and USA Hockey regulations

- Maintain for review, all team rosters, managers information, and copies of each team's official paperwork
- Distribute Official Guides, Rule Books, and miscellaneous publications to registered team's managers
- Organize and keep copies of all team score sheets in a historical file
- Assist the Treasurer with monthly team billings, collections, and payables as needed or instructed
- Organize and recruit volunteers as needed for VOSHA Information tables as directed by the Board, to include such events as registration, try-outs, and open house. Information tables are set up to provide current and prospective VOSHA members with copies of any and all hockey programs offered by VOSHA

Coaching Coordinator Position:

The Coaching Coordinator will report to the President of the Board of Directors. The Coaching Coordinator shall be appointed by the Board of Directors at the same monthly meeting that determines who will occupy Board seats and shall have the following duties:

- Oversee the recruitment, selection, training, and evaluation of all coaches and instructors to the VOSHA
- Conduct the association's player try-outs as well as oversee the evaluation and selection process
- Conduct monthly coaches meeting with all VOSHA coaches and the Coaching Committee
- Develop and organize periodic workshops for all VOSHA instructors and coaches
- Develop and organize skating, goaltending, checking, or any other clinics that meet the needs of the association's members
- Develop a teaching and practice curriculum for the VOSHA and distribute it to the coaching staff to implement
- Evaluate and supervise team practice sessions to determine the effectiveness it has on the development of players and the program. Offer advice to maximize the efficiency of such practices when needed
- Establish and maintain an association resource center for coaches, instructors, parents, players, and officers
- Ensure coaching credentials are valid for all VOSHA coaches and instructors. To conduct background checks of coaches, provide them the opportunity for fingerprinting, and to keep on file, all coach's ongoing certification information
- Attend regularly all meetings of the Board of Directors

Membership

Currently there are two classes of VOSHA members: regular (voting) and allied (non voting). Regular members are participants in the youth skating program represented by a parent or guardian. Allied members are non-participants with a special interest in the development of youth hockey and /or participants in the adult skating program. The good standing of a member is defined as being current with association fees and without sanctions by the Board of Directors.

Registration fees include insurance coverage through USA hockey. Upon registration each player registered becomes a voting member.

USA Hockey Insurance

This program provides accident insurance for members in excess of their personal or group medical insurance or in the event that there is no other medical insurance in force.

Hockey-related incidents that require outside medical attention must be reported by the Coach or Team Manager to the Board. A USA Hockey incident form must be submitted within 48 hours to the Administrator of VOSHA.

Funding

VOSHA is funded primarily by association fees and secondarily by sponsorships and donations. VOSHA has no paid employees, but can employ independent contractors. The major costs of putting on the program are ice time fees, referee fees, jerseys and socks. It is a major goal of the association to keep fees to a minimum. Fiscal responsibility of the association is also a major goal with expenditures requiring approval of the Board of Directors.

Correspondence

All correspondence for VOSHA should be sent to P.O. Box 97983, Phoenix, AZ 85060 or e-mailed to the appropriate Board Member's address found on the official website www.vosha.com.

Association Fees

All players must pay VOSHA association fees. Fees are payable as per options listed on registration form. All additional team fees must be paid on a monthly basis after set association fees are satisfied or as charges to the team are accrued. Should a player's account become delinquent the "No Pay-No Play Policy" will go into effect. In the event that a player needs options to pay their fees, such as a payment plan, they must submit a request to the Team Manager and/or Coach a request to defer payment. Once a payment plan has been developed, the team manager and coach of that individual must be notified of any change. Each team is ultimately responsible for all fees, debts, etc. incurred on behalf of the team. Any credit balance that exists at the end of the season shall be returned to the Team Manager for distribution within sixty (60) days.

No Pay-No Play Policy

In the event that a player becomes delinquent in their fee structure, the following steps need to be taken to correct the problem as soon as it occurs:

1. The Team Manager must meet with player/parents to discuss what to do to correct the problem.
2. If step one has not been effective and the player's account is still delinquent 10 days after the initial meeting, the President of the Board of Directors and the Treasurer must be notified and a meeting with the player/parents must be held within five days.
3. Arrangements must be made at this meeting, documented in writing, and signed by both sides. The team manager and coach must be notified of the plan.
4. If the agreement is not followed, the player's coaching staff and team manager must be notified that he/she is ineligible to play and they will be benched from ice time and any team functions until their account has been satisfied.
5. Failure to settle a debt could result in legal actions and the player may be reported to AAHA in accordance with a state effort regarding non-payment from players. If a coach allows a player to continue to play before payment is complete, they will be removed as coach.
6. Any and all costs accrued by a team are the sole responsibility of the team. Any outstanding debt will be collected equally from each player.

Programs

VOSHA can administer several programs: Initiation, House, Travel B, Travel A, and Tier II. The programs are offered during two seasons, fall and summer. The fall season runs from September through April, and the summer season runs from May through August. Each program has its own goals, rules, budget, and fundraising activities.

Initiation Program

The initiation program (Learn to play hockey or Learn to skate) is for beginning skaters, and teaches basic skating and hockey skills. The program is conducted in a group lesson format by USA Hockey certified coaches. The program is divided into two age groups based upon registration numbers and ages of participants.

Competitive House Program

The House league teams are balanced according to player ability. In addition, each team's lines are selected to provide the fairest competition between teams. Lines are changed at regular intervals and the game rules follow the official USA Hockey rulebook. House games consist of three stop time periods within the scheduled time. The third period however, may result in running time if time becomes a factor. Each House division conducts on-ice evaluations of their respective registered players to rate hockey skills and playing ability. These ratings are used to assign players to house league teams and to achieve balance through out the division.

It is important to remember that two of the guaranteed ice slots are used for evaluation.

Equal ice time is guaranteed for all skaters. The purpose of the program is to have fun and enjoy being on a team, while developing basic hockey skills. Each house team is to have a Team Manager who will act as the initial contact/reference point between the coaches and parents within a division. Parents are encouraged to get to know their team managers and go to them with questions or comments concerning their team or division.

Travel A or B

The "Travel A/B" program is designed for skaters who desire more ice time and a more competitive environment. The focus of this program is on developing skills and competitive hockey on a regional basis. Equal ice time **is not guaranteed** in the Travel A program, but is a goal of the Travel B program. The Travel A/B teams may represent VOSHA at the state tournament or the Grand Canyon Games, according to current state guidelines, in the absence of a Tier II team or in lieu of the Tier II team at the discretion of VOSHA. Players make the team by trying out for the appropriate team coach. Each team may roster up to 20 players including goaltenders per USA Hockey guidelines.

Tier II

The "Tier II" program is a club that competes for VOSHA, focusing on intense competition on a national basis. Players must tryout to make the travel team. Tier II teams may represent VOSHA at the Grand Canyon Games according to current state guidelines and at the discretion of VOSHA. Equal ice time **IS NOT Guaranteed** in Tier II hockey.

FUNDRAISING

Participating in organized youth hockey entails significant expense. VOSHA, through marketing and fundraising, constantly strives to raise income through corporate sponsorships and the soliciting of donations. Fundraising falls into three general categories: association, program and team. All donations are tax deductible to the extent allowed by law.

All fundraising must receive approval from the Board and the Fundraising Committee before being initiated by any member or team. It is the responsibility of the coach or team manager to contact this committee if they are planning a fund-raiser for their team. All donation and fundraising revenue and expenses must be submitted to this committee. Failure to follow this procedure could result in expulsion from VOSHA. The cost to put on a fund-raiser shall not exceed 15% of the anticipated revenue the fund-raiser is expected to produce.

Ten (10%) percent of all travel team fundraising shall go to the general fund.

For more information contact the committee chairperson or leave a message with the VOSHA phone message center.

Association Fundraising

Association fundraising includes all moneys designated for the VOSHA general fund. The sources of these funds include miscellaneous donations, association sponsorships, and a portion of program specific funds. Miscellaneous donations come to VOSHA in the form of raffle ticket sales, snack bar proceeds, picture day revenues, car washes, ham sales, ticket sales, outright cash donations, and many other fundraising activities. The association sponsorship is for a major corporate sponsor to underwrite a substantial portion of all the association's activities.

Program Fundraising

Program fundraising includes all moneys designated by the donor for a specific program, such as travel, hockey camp, etc. This type of fundraising generally takes the form of outright cash donations, but can also be the result of a specific fundraising event, such as a raffle, if authorized by the Board of Directors.

Team Fundraising

Team fundraising includes all moneys designated by the donor for a specific team. Travel teams do not require a minimum donation. This type of fundraising generally takes the form of outright cash donations, but can also be the result of a specific fundraising event such as a raffle, if authorized by the Board of Directors.

Raffles

Raffles shall be conducted in accordance with state law. Drawings for any raffle shall be conducted in the presence of a quorum of the Board of Directors.

Association Policies

Membership

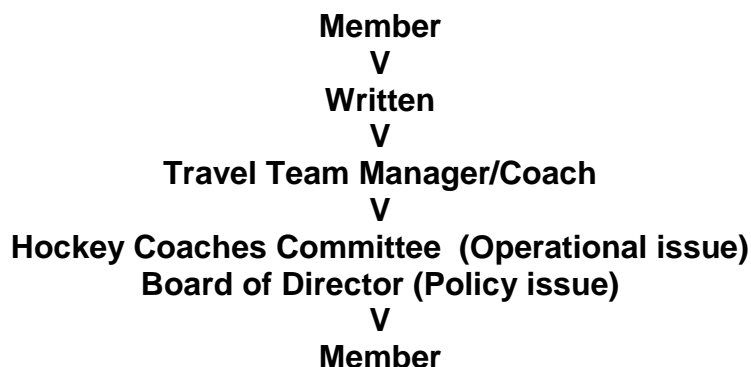
A participant is a member for the entire fiscal year during which she/he has paid association fees (September 1 through August 31).

Risk Management

The association shall maintain directors and officers insurance of at least \$1,000,000. All persons setting forth upon the ice shall have a current IMR filed with USA hockey.

Grievance Procedures

The Board shall act as a grievance committee to settle disputes that cannot be resolved by following the appropriate chain of command. All decisions made by the Board are final. With the addition of so many new members in the past few years, it has become increasingly more difficult to track and respond to all complaints and suggestions that the Board has adopted the following complaint/suggestion procedures.



**To address the Board of Directors, all
complaints/suggestions must be put in writing.**

Disciplinary Committee

The committee's primary responsibility is to enforce USA Hockey ("USAH") rules and VOSHA Code of Conduct regulations as they apply to VOSHA players, coaches and parents. This committee is informed of all game and gross misconducts, as well as major and match penalties and is responsible for assessing the minimum USAH suspensions and also has full power to impose further suspensions.

Instances involving a game misconduct, the disciplinary committee will review the incident and inform the player or coach that they received a game misconduct and according to USAH, must sit the following game. The committee may also assess additional penalties for a game misconduct. If this occurs or a match penalty, according to USAH, the said player or coach is automatically suspended for 30 days or until a mandatory hearing by the disciplinary committee with appropriate jurisdiction is held and a decision is made. If circumstances prevent the committee from meeting within 30 days, according to USAH, said player or coach shall be suspended until the 30 days expires or a ruling by the “proper authorities” (The Board of Directors) is assessed. The disciplinary committee also has the power to impose sanctions and/or expulsion from VOSHA for any rules violations by a player, coach or member pursuant to the VOSHA bylaws.

Those wishing to appeal a decision made by the disciplinary committee or the “proper authorities” may seek a hearing of the Board of Directors. All decisions of the Board of Directors are final.

PROGRAM POLICIES

Initiation Program

The Initiation program shall be in compliance with USA hockey rules, with all fees going to the administrator of said program. The Administrator shall be responsible for collecting IMR's and other required USA hockey, and AAHA fees and forwarding them to the proper agency.

House Program

The House league teams are balanced according to player ability. In addition, each team's lines are selected to provide the fairest competition between teams. Lines are changed at regular intervals and the game rules follow the official USAH rulebook. House games consist of three, stop time periods within the scheduled time. The third period however, may result in running time if time becomes a factor. Each House division conducts on-ice evaluations of their respective registered players to rate hockey skills and playing ability. These ratings are used to assign players to house league teams and to achieve balance through out the divisions. It is important to remember that two of the guaranteed ice slots are used during evaluations.

Equal ice time is guaranteed for all skaters. The purpose of the program is to have fun and enjoy being on a team, while developing basic hockey skills. Each House team is to have a "Team Manager who will act as the initial contact/reference point between the coaches and parents within a division. Parents are encouraged to get to know their team manager and go to them with questions or comments concerning their team or division.

Travel

The team coach shall have sole discretion over the roster. As per USA Hockey, the maximum number of players, excluding goalies, shall not exceed 18. Maximum team size shall not exceed 20. The team coach has until December 15 to register the team with Arizona Amateur Hockey Association. The team coach shall have sole discretion over player ice time. Under no circumstances is a player guaranteed any amount of ice time at games. Tryout dates and the criteria for making the team shall be posted in advance, prior to each season.

Playing Up

VOSHA strongly recommends that parents follow the USA Hockey age divisions. Within each of the USA Hockey age divisions there may be multiple levels of play. Each division has a higher competitive level of play, for example: Travel B, Travel A, Tier I or Tier II.

Each Player belongs within a very specific age division, as defined by USA Hockey, and as reviewed in the previous section (Divisions). Within a players USA Hockey Defined age division, a player may tryout at any level of play (Travel B, Travel A, Tier I, Tier II, within their own age division), without approval of the coaching committee. Players may not play in any higher age division without the prior approval of the coaching committee. Players may not practice, or otherwise take-the-ice with any higher age division without the prior approval of the coaching committee.

Levels within divisions may include (but are not limited to):

- Mite/Squirt Travel B, Travel A
- Peewee/Bantam/Midget Travel B, Travel A, Tier I, Tier II

The coaching committee will scrutinize each age division move-up request, with an eye toward limiting moves by more than two levels in the next higher age division. Upon approval of the coaching committee, absolutely no players are allowed to play in an age division higher without signing a USA hockey Waiver for Higher Level Playing Status form. In addition, players approved to play up in a higher age division are not allowed to play in the lower age division without coaching committee approval.

Fees

Fees vary depending on the amount of ice used, games played, tournaments scheduled, etc. Players who make the team take on a financial and team responsibility not only to themselves but also to every player on a travel team. Accordingly, all players trying out and making the team will share all expenses equally. VOSHA recommends that the majority of the team should approve all costs in addition to the original team budget. All travel team members are subject to paying annual VOSHA registration fees upon being notified of having made the team. Registration fees vary each season and will be determined once the Board has approved the final budget for VOSHA.

Budget

The travel program shall have an independent budget for each team. The team manager is responsible to insure each team breaks even on all costs for the season. Any deficit created by under use of ice, jersey and socks costs, tournament fees, or any other additional cost, is the responsibility of the team. Such costs may be made up by the team through fundraising, sponsorships or donations. It is the responsibility of the Team Manager to regularly inform team members of existing and anticipated expenditures. The Board must approve all fundraising activities.

Hockey Camp

The Board has all discretion over all VOSHA hockey camps. Hockey camps shall be a self-supporting financial entity and require all fees to be paid in advance. The President shall appoint a committee chairperson and a committee of at least one representative from each age level represented at such camp. All appropriate USA Hockey guidelines shall apply to hockey camps.

Coaches

All head coaches and assistant coaches must be USA hockey registered/certified at the associate level of USA hockey training as a minimum and submit to fingerprinting and a background check. The Coaches Committee will oversee the coaches in all programs and monitor the progress of teams. The head coach, coaching committee chairman and/or the director of operations, acts as the coaching contact, assisting the coaches and giving instruction when needed. The association shall pay for all coaches USA Hockey registration. All VOSHA coaches are volunteers and the head coaches are selected and assigned by the Coaches Committee, notwithstanding preliminary Board of Directors approval, on the basis of their willingness to accept the responsibility, caring for the welfare of the players, ability to communicate with the players of their age division, sportsmanship, and knowledge of the game of ice hockey. The assistant coaches are selected by the head coach.

Sanctioned Events

Any event or travel, such as a game, practice, or fundraising activity, shall not be deemed to have been sanctioned by VOSHA unless the event has been scheduled through, and approved by the Board of Directors or appropriate committee. All requests and approvals shall be in writing. Tournaments can only be sanctioned if handled properly. Approval to host a tournament at VOSHA must come from the Board of Directors

Refunds/Credits

Any player who officially drops or withdraws from the association within the scheduled deadline will be eligible for a refund/credit based on the credit schedule that follows. The same deadlines apply to players who register late, as the counting of calendar days begins with the date of the first skate date. Refunds will only be authorized or allowed to those individual players who have paid their entire association fees in full on or before their first scheduled skate date. Refunds are to be requested in writing with full explanation to the P. O. Box (postmark will indicate deadline met) for review and decision by the Board of Directors. Refunds will only be authorized for extreme situations such as medical emergencies. Credits may be authorized for extreme or extenuating circumstances. If you are not able to attend your scheduled skate dates, you must officially withdraw to the proper authority (P.O. Box and Board of Directors) within the scheduled deadlines.

Deadlines for notice

1. Any day prior to the first scheduled skate date= Amount:100% (less registration fee)
2. Within 14 calendar days beginning with first skate date=Amount 75% (less registration fee).
3. Within 30 calendar days beginning with first skate date=Amount 50% (less registration fee)

Registration fees are nonrefundable under all circumstances. (NOTE: this refund/credit schedule is subject to change by the VOSHA Board. Credits beyond the above deadlines will not be considered for reasons, which are beyond the control of the association.

FISCAL POLICIES

Budgets

All Budgets, whether for the association as a whole, a program, or an individual team, shall require approval of the Board. No significant activity shall be conducted without a budget. The President shall define significant.

Procurement/Expenditures

All expenditures shall require prior approval of the Board of Directors. All commitments to make expenditure, such as ordering of jerseys and socks, shall require prior approval of the Board of Directors unless said expenditure falls below \$100. Expenditures below this amount may be procured by a member of the Board of Directors to be reimbursed by the Treasurer.

Check Signing

The President shall sign all checks. In his/her absence, an officer designated by the President shall sign the checks. The Treasurer shall secure the checkbook and prepare all checks for the president or designated officer's signature. Such checks shall not be prepared until Treasurer is in possession of an itemized invoice.

Tax Accountant

The Board of Directors shall approve the association's tax accountant.

Treasurer's Reports

The treasurer shall include a copy of the bank statement with each monthly report. The treasurer shall maintain the association's books unless an outside bookkeeping agency is retained with Board approval.

CORPORATE BYLAWS OF VALLEY OF THE SUN HOCKEY ASSOCIATION II

Article I – Offices

The principle office of the corporation shall be in Phoenix, Arizona and shall register its office with the State of Arizona in accordance with state law.

Article II – Members

2.01 Classes of Members. The corporation shall have two classes of members.

2.02 Regular Members. Hockey association participants (represented by a parent or guardian if under 18 years of age) and appointed coaches, in good standing, shall be considered regular members.

2.03 Allied Members. Any person not qualified as a regular member, with an interest in the development of youth hockey, who applies to the Board of Directors and is elected to membership by majority vote.

2.04 Good Standing. Good standing shall be defined as being current with association fees and without sanctions, suspensions, or termination by the board.

2.05 Voting Rights. Each member shall be entitled to one vote on each matter submitted to a vote of the members.

2.06 Termination or Suspension of Membership. The President may suspend a member for cause after an appropriate hearing, and the Board of Directors may terminate a member for cause, including non-payment of fees, after an appropriate hearing.

2.07 Resignation. Any member may resign by filing a written statement with the Secretary or Treasurer.

2.08 Reinstatement. Upon written request to the Secretary, the Board of Directors by majority vote may reinstate a member upon such terms as the board deems appropriate.

2.09. Transfer of Membership. Membership is not transferable.

Article III - Meetings of the Members

3.01 Annual Meeting. The members shall hold an annual meeting for the purpose of electing directors and transacting and other business which may come before the members at a time and place to be established by resolution of the Board of Directors.

3.02 Special Meetings. Special Meetings of the members may be called by the President, the Board of Directors, or not less than one-tenth (1/10) of the members having voting rights.

3.03 Notice of Member Meetings. Notice of all meetings of the members shall be made by postal service delivery, postmarked at least 10 days prior to the time of the meeting.

3.04 Quorum. The quorum required at meetings of the members shall be one-tenth (1/10) of the members having voting rights.

3.05 Proxies. A member entitled to vote may vote by a written and signed proxy unless otherwise

noted by the President.

3.06 Rules. Meetings of the members shall be conducted in accordance with Roberts Rules of Order.

Article IV - Board of Directors

4.01 Authority and Number. The affairs, business, and property of the corporation shall be managed and controlled by its directors, which shall consist of seven seats.

4.02 Term of Office. Starting with the election in 2005, all newly elected Directors will serve two-year terms and can be re-elected. In the 2004 election only, the four candidates that receive the most votes shall serve two-year terms; the remaining three candidates will serve a one-year.

4.03 Election. The directors shall be elected by the members, from the ranks of the members, at the member's annual meeting.

4.04 Vacancies. In the event a seat is vacated, the candidate with the next highest votes from the previous election shall assume that position for the remainder of the term of the vacated seat. If a candidate is not available, the President shall nominate a candidate to be approved by the majority of the Board.

4.05 Regular Meetings. The directors shall meet monthly at a date and time established by board policy.

4.06 Special Meetings. A special meeting of the directors may be called by any officer of the corporation or by any two directors.

4.07 Annual Meeting. An annual meeting of the directors shall occur within 30 days after the annual meeting of the members, for the purpose of electing officers and conducting any other business which may come before the directors.

4.08 Notice of Director Meetings. Notice of all meetings of the board shall be made by postal service delivery, postmarked at least 5 days prior to the time of the meeting.

4.09 Rules. Meetings of the directors shall be conducted in accordance with Roberts Rules of Order.

4.10 Quorum. The number of directors necessary to constitute a quorum and conduct business shall be half the current directors plus one.

4.11 Compensation. Directors shall not receive compensation for their services.

Article V – Officers

5.01 Officers. The officers of the corporation shall be a President, Vice President, Secretary, and Treasurer. Any two offices may be held by the same person, except the office of President and Secretary.

5.02 Term of Office. Starting with the election in 2005, all newly elected Directors will serve two year terms and can be re-elected. In the 2004 election only, the four candidates that receive the most votes shall serve two-year terms; the remaining three candidates will serve a one-year.

5.03 Election. The officers shall be elected by the directors, from the ranks of the directors, at the director's annual meeting.

5.04 Vacancies. In the event a seat is vacated, the candidate with the next highest votes from the previous election shall assume that position for the remainder of the term of the vacated seat. If a

candidate is not available, the President shall nominate a candidate to be approved by the majority of the Board.

5.05 Duties. Officers duties shall be as defined in Roberts Rules of Order.

Article VI - Committees and Volunteers

6.01 Appointments. The President, or board by majority vote, may establish and disband such committees and volunteer positions as are necessary to carry out the work of the corporation. The President shall make all committee and volunteer appointments, and all such appointees serve at the pleasure of the President.

6.02 Term of Office. Each committee member or volunteer shall continue until a successor has been named.

6.03 Committee Chairpersons. The President shall appoint a chair for each committee.

6.04 Quorum. A majority of the appointed members of a committee shall constitute a quorum.

6.05 Rules. Meetings of committees shall be conducted in accordance with Roberts Rules of Order.

Article VII - Action by Resolution

7.01 Action Without A Meeting. The Board of Directors may act, without convening a regular or special meeting, by written resolution signed by all the members of the Board of Directors, and duly entered in the corporate records.

Article VIII - Books and Records

8.01 Records. The corporation shall keep correct and complete books and records of account, and keep minutes of all meetings of its members, directors, and committees. All such documents may be inspected by any member at any reasonable time.

Article IX - Contracts, Checks, Deposits, and Funds

9.01 Contracts. The Board may authorize its officers to enter into contracts on behalf of the corporation, and such authority may be general or confined to specific purposes at the discretion of the board.

9.02 Checks. All checks or orders for payment of money shall be signed by officers defined by resolution of the board.

9.03 Deposits. All funds of the corporation shall be deposited in such banks and trusts as the President may select.

9.04 Gifts. The Board of Directors may accept on behalf of the corporation any contribution bequest, or gift, for the general purpose or any specific purpose of the corporation. Article X – Amendments

Article X – Amendments

10.01 Amendments. These bylaws may be amended, repealed, or altered, either in whole or in part, by two-thirds vote of members present and voting at any duly organized meeting of the Association, regular or special, provided the proposed change shall have been included with the meeting notice, delivered in accordance with these bylaws.

Attest

This handbook, policies, and statement of bylaws, pages 1-16, are hereby adopted by the Board of Directors on May 12, 2009 at Phoenix, Arizona.
