

**Wichita Falls Hockey League (WFHL), Inc
(d.b.a. Texoma Youth Hockey Association (TYHA))
By-Laws**

Article I – Organization

Section 1: Name

The name of this corporation shall be Wichita Falls Hockey League, Inc. (d.b.a. Texoma Youth Hockey Association (hereinafter referred to as “TYHA”).

Section 2: Registered Address

The registered address of the corporation shall be at a place selected by the Board of Directors as the affairs of the corporation require or WFHL/TYHA, P.O. Box 1983, WF, TX 76307

Section 3: Registered Agent

The registered agent shall be the Treasurer elected by the members of the corporation.

Section 4: Non-Profit Status

This corporation is organized as a State of Texas non-profit organization upon a non-stock membership basis, not involving pecuniary gain or profit for any of its members, for a term of perpetual existence.

Section 5: Exempt Status

This corporation is organized and shall be operated exclusively as an exempt organization under the provisions of 501(c)(3) of the Internal Revenue Code of 1954, as amended and as may be amended in the future.

Section 6: Use of Funds

All funds and property of this corporation shall be used and distributed exclusively for carrying out the purposes of the corporation as set forth in Article II.

Section 7: Fiscal Year

The fiscal year of the corporation shall begin June 1 and **end** on May 31 of the following year.

Section 8: Dissolution

In the event of liquidation or dissolution of this corporation, or in the event that it shall cease to carry out any of its purposes, all funds and property of the corporation shall be distributed to one or more non-profit corporation(s), each of which with purposes similar to those set forth in Article II and which are exempt organizations as set forth in Section 5 of this Article I, that the Board of Directors of this corporation may select, and in no event shall any of the funds or property be distributed to any member or used for any other purpose. A $\frac{3}{4}$ majority vote (by the current board members) for dissolution MUST take place prior to fund dispersal.

Section 9: Indemnification

The Corporation shall indemnify to the maximum extent legally permissible but not to the extent that the status of the Corporation as an organization exempt under Section 501 (c) (3) of the Internal Revenue Code will be affected thereby, indemnify each person who may serve or who has served at any time as an officer, director, or employee of the corporation against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the corporation; and further provided that any compromise or settlement payment shall be approved by a majority vote of a quorum of directors who are not at that time parties to the proceeding.

The indemnification provided hereunder shall inure to the benefit of the heirs, executors and administrators of persons entitled to indemnification hereunder. The right of indemnification under this Article shall be in addition to and not exclusive of all other rights to which any person may be entitled.

No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified person under this Article shall apply to such person with respect to those acts or omissions which occurred at any time prior to such amendment or repeal, unless such amendment or repeal was voted by or was made with the written consent of such indemnified person.

This Article constitutes a contract between the corporation and the indemnified officers, directors, and employees. No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified officer, director, or employee under this Article shall apply to such officer, director, or employee with respect to those acts or omissions which occurred at any time prior to such amendment or repeal.

The Corporation shall similarly indemnify all other agents and representatives of the Corporation, including coaches who in good faith are acting within their authority and are not guilty of negligence or misconduct in the performance of their duties.

Section 10: Director's and Officers' Insurance

The corporation may provide liability insurance for every director and every officer of the corporation for the same purposes provided above in Section 9 and in such amounts as may be reasonable to insure against potential liability arising out of the performance of their respective duties. No director or officer shall collect for the same expense or liability under Section 9 above and under this Section 10; however, to the extent that the liability insurance provided herein to a director or officer was not waived by such director or officer and is inadequate to pay any expenses or liabilities otherwise properly indemnifiable under the terms hereof, a director or officer shall be reimbursed or indemnified only for such excess amounts under Section 9.

Article II – Purpose

Section 1: Purpose

The TYHA is a non-profit organization operating amateur ice and/or inline hockey programs for the benefit of the people in the North Texas and **Southern Oklahoma** regions. The purposes of the corporation are:

1. To develop character, sportsmanship, and physical fitness among its participants;
2. To promote, encourage, and improve the standard of amateur hockey;
3. To associate with other hockey associations
4. To conduct an amateur hockey program consistent with the rules and regulations of USA Hockey
5. To perform or participate in other activities that will aid in reaching these objectives.

In carrying out the above purpose, TYHA shall limit all its activities to the fostering of national or international amateur sports competition within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article III – Membership

Section 1: Qualifications for Membership

A member is:

1. A participant in the hockey programs operated by the corporation;
2. One parent, step parent, or guardian of each minor child participating in the hockey programs operated by the corporation (e.g. if a family has two children playing in the hockey programs, then that family will be entitled to have two parents, step parents or guardians be members of the organization); or
3. Any other person who pays the membership fee established by the Board of Directors, and is approved for membership by the Board. The term of membership is the fiscal year of the Corporation. Funds contributed to the Corporation as part of a fund raising activity does not entitle the contributor to any benefits of membership.

Section 2: Procedure for Gaining Membership

Any individual (either adult or minor child) that applies for membership in the corporation shall be admitted only after approval by a majority vote of the Board of Directors of the corporation. The applicant must submit an application for membership in the corporation in a form satisfactory to the corporation and shall pay an annual membership fee as set by the Board. All applications by a minor must be co-signed by the parent or legal guardian of said minor. Following receipt of such application, the Board of Directors shall exercise its absolute discretion which shall be conclusive upon the Corporation and said applicant, as to whether to accept or reject the applicant. This corporation, being a voluntary organization, shall have the right, through the Board of Directors, to accept or reject membership for any individual, person or group of persons, provided that such membership shall not be denied by reason of race, color, creed, sex or national origin.

Section 3: Membership in Good Standing

Membership in good standing will consist of:

1. Application for membership completed and approved by the Board of Directors;
2. All financial obligations to the Corporation are met; and
3. Conduct is consistent with the standards and goals of the corporation, as determined by the Board of Directors.

Section 4: Non-Voting Membership

The Board of Directors may create other types of non-voting membership as the need arises.

Section 5: Expulsion

A member may be expelled, after due notice and an opportunity for hearing, for conduct detrimental to the corporation, by the vote of two thirds (2/3) of the Board of Directors. The Secretary shall provide at least 10 days notice to the person to be expelled and to the members of the Board prior to the regular or special meeting at which the matter is to be resolved. The person shall be offered an opportunity to be heard at that meeting, and to present others to testify in his or her behalf, prior to any final disposition by the Board of Directors.

Section 6: Voting Rights

Each member in good standing at least 18 years of age and in attendance at the Annual Meeting shall be entitled to one vote by secret or open ballot in the election of members as officers or directors on the Board of Directors.

Section 7: Right to Hold Office

Each member in good standing at least 18 years of age is entitled to run for election as an Officer of the corporation or any other position on the Board of Directors under the procedures established by these By-Laws.

Section 8: Referenda

Upon the request in writing or e-mail of one quarter (1/4) of the membership, the Board of Directors shall, or upon its own initiative may, submit any question to the members for a written or e-mail referendum vote.

Section 9: Activities Fund

Any person, association, partnership, corporation, or estate may establish or contribute toward an activities fund administered solely by the Board of Directors or its designate, to further the purposes of the corporation. The Board has the discretion to accept or reject any contributions toward this fund. Contributions toward such a fund shall carry with it no voting rights or other privileges of membership.

Section 10: Annual Meeting

The Annual Meeting of the membership shall be held during the month of April at a place and time determined by the Board of Directors. Once voted in, the new Board of Directors will assume office at the annual membership meeting.

Section 11: Special Meetings of the Corporation

Within 10 days of receiving a legitimate request for a special meeting of the corporation, the President shall announce the date, time and location of a special meeting of the corporation. A request for special meeting of the corporation will be considered legitimate when: a) evidence is presented of a majority vote of the filled positions of the Board of Directors entitled to vote requesting the meeting, or b) when petitioned by one quarter of the membership of the Corporation.

Section 12: Notice and Quorum

At least fifteen days prior to the Annual Meeting, written notice of the time and place shall be mailed (or e-mailed) to the address of each member in good standing entitled to vote at the meeting. The notice of the Annual Meeting shall include the list of members who have announced to the Board, through the Secretary or President, their intention to run for positions on the Board of Directors, and the text of any amendments to the By-Laws which will be presented for approval at that meeting. The members present at the Annual Meeting shall constitute a quorum.

Section 13: Order of Business

The order of business at the Annual Meeting, unless amended by majority vote of the members present, shall be as follows:

1. Call to Order
2. Minutes of the last Annual Meeting
3. Public/Parent Comments
4. Treasurer's Report
5. Standing Committee Reports
6. Other Committee Reports
7. Nominations for Election to the Board of Directors
8. Election of Members to the Board of Directors
9. Other Business
10. Adjournment

Article IV – Board of Directors

Section 1: Board of Directors

The property and affairs of the TYHA shall be managed by a Board of Directors composed of three elected officers (President, Vice-President, Secretary) (Treasurer position is board-appointed), not more than 11 elected Directors/Managers as defined in Article V, Sections 5 and 8 and two Board-appointed Directors as defined in Article V, Sections 6 and 7

Section 2: Election of Officers and Directors

Officers and directors shall be elected at the Annual Meeting to a term of one year. An officer or director may succeed himself/herself for an indefinite number of terms.

When the position of President, Vice-President, Secretary, Treasurer, **Director of Coaches and Officials, or Director of Player Training and Development** is vacant, the Board of Directors shall appoint a member to serve the remainder of the term.

When any position on the Board of Directors, other than those specifically designated in the above paragraph, is vacant, the Board of Directors may, in its sole discretion, appoint a member to serve the remainder of the term.

Section 3: Terms of Officers

Officers and directors **elected** at the Annual Meeting serve for one year, with their terms expiring at the end of the fiscal year. Directors appointed by the Board of Director to perform special functions serve only until the next Annual Meeting.

Section 4: Duties of the Board of Directors

The duties of the Board of Directors shall include:

1. To fill any vacancies that may occur in the Board of Directors;
2. To manage the regular business and affairs of the TYHA; the board has the right to determine what constitutes “regular business and affairs” and disapprove any business or affairs that are found to be disruptive or damaging to the corporation.
3. To formulate the policies and determine the overall conduct and standards of the hockey program which shall be administered by the officers;
4. To adopt a budget and set fees for the hockey programs;
5. To study for approval by the Board of Directors proposals to amend or revise the corporations By-Laws, rules or regulations;
6. To create and appoint committees.
- 7. To appoint board members according to by-laws (refer to Section 1)**
8. To hear and rule on appeals; and
9. To suspend or expel members for failure to pay dues or fees or for disciplinary reasons

Section 5: Association Meetings

Association meetings (includes all present Board of Directors, other Directors and Team Managers) shall be held monthly at a time and place determined by the Board. The Secretary shall notify all members of the Board of the date, time and place of each meeting.

Section 6: Special Meetings

Special meetings of the Board of Directors may be called by the President, or at the written request, to the President, of at least four members of the Board. The Secretary shall notify members of the Board of the date, time and place of the meeting at least five days in advance.

Section 7: Association/Special Meeting Quorum

50% of the filled positions of the Board eligible to vote must be present to constitute a quorum at any regular or special meeting.

Section 8: Order of Business

The order of business for association/special meetings of the Board of Directors shall be as follows:

1. Roll call of Board of Directors
2. Minutes of the previous meeting
3. Treasurer's report
4. Communications
5. Committee Reports
6. Old Business
7. New Business
8. Adjournment

Section 9: Parliamentary Procedure

All meetings shall be governed by rules of parliamentary procedure. Roberts Rules of Order shall govern questions of procedure. Minutes of the regular meetings of any previous Board of Directors will not be binding on the corporation and its current membership unless these proceedings are adopted and printed as Bylaws/Articles of Incorporation, Amendments to Bylaws, or General Operating Rules of the Corporation.

Section 10: Limited Liability

No officer or director shall be liable in any manner for any debts or obligations of the corporation and shall not be subject to any manner of assessment by virtue of his membership.

Section 11: Resignation

Any member of the Board of Directors may resign and/or withdraw from membership in the corporation at any time, upon written notice of his/her desire to do so delivered to the President or Secretary of the corporation.

Section 12: Expulsion

Any director or officer shall be subject to review for removal from the Board upon missing three Board meetings within a fiscal year, or for failure to discharge the normal duties of a Board member, or for conduct detrimental to the corporation, after due notice and opportunity for a hearing, by a vote of two-thirds of the Board of Directors at any regular or special meeting of the Board. The Secretary shall provide at least ten days notice to the person subject to review and to members of the Board prior to the regular or special meeting at which the matter is to be resolved. The person shall be offered an opportunity to be heard at the meeting, and to present others to testify in his/her behalf, prior to any final disposition by the Board.

When a member of the Board is the subject of an investigation or a material witness, such member shall be disqualified from acting as Board or committee member for that case.

Section 13: Compensation of Officers and Directors

No officer, director or member of the corporation shall be entitled to compensation for any work performed on behalf of the corporation. This provision shall not prohibit the corporation from reimbursing any officer, director, member or any other person for any actual expenses expended on behalf of the corporation, provided the expense is: 1) properly documented with a written receipt, 2) reasonable in amount, as determined by the Board of Directors, and 3) was incurred in furtherance of the purpose of the corporation, as determined by the Board of Directors.

Article V – Officers and Administrators:

Section 1: President

The duties of the President shall include, but **not** be limited to, the following

1. To preside at all association or special meetings of the membership or Board;
2. To call special meetings of the corporation or Board;
3. To make decisions on questions not provided for in the By-Laws or rules until the next association or special meeting of the Board of Directors;
4. To represent, or designate suitable representation for this corporation at other hockey meetings;
5. To appoint Chairpersons of the standing committees of the corporation, subject to approval of the Board of Directors;
6. To provide an Annual Report of the affairs of the Corporation, to be presented to the membership at the Annual Meeting; and
7. Other duties as assigned by the Board of Directors.

Section 2: Vice-President

The duties of the Vice-President shall include, but not be limited to, the following:

1. To assume the duties and powers of the President in his/her absence; and
2. Other duties as assigned by the President or the Board of Directors.
- 3. Chair of the Discipline Committee**

Section 3: Secretary

The duties of the Secretary shall include, but not be limited to, the following: Record the attendance and Minutes of all association or special meetings of the Board or the membership; Assume responsibility for the corporation's correspondence; Maintain the corporation's official records; Notify the membership of the Corporation of the date, time and location of the Annual Meeting or any special corporation meetings; Notify the members of the Board of Directors of all association and special meetings of the Corporation; Advise the Board of Directors on a regular basis of absences of the members of the Board and any given reasons for these absences; Other duties as assigned by the President or Board.

Section 4: Treasurer

The duties of the Treasurer shall include, but not be limited to, the following:

1. To receive all funds due the corporation and deposit them into a chartered bank or banks. The Treasurer shall furnish a security bond as the Board of Directors shall deem necessary, the cost of which shall be paid by the corporation
2. To pay the rightful obligations of the corporation, as approved by the Board of Directors;
3. To provide a regular quarterly report and an Annual Report as to the financial condition of the corporation to the Board of Directors. The Annual Report shall be available to any members in good standing on their request. The Treasurer shall, at the request of the Board of Directors, prepare and submit to the Board of Directors a report of financial condition for the current fiscal year;
4. To prepare and file any financial reports that may be required by state or federal regulations;
5. To keep and maintain ledgers and other books of account, which may be audited at the request of the Board of Directors;
6. To preside over meetings in the absence of the President or Vice-President
7. To arrange for insurance with appropriate carriers as approved by the Board of Directors; and
8. Other duties as assigned by the President or Board of Directors.

Section 5: Team Managers

Team Managers may be elected by team parents or volunteer with the approval of the team coach(es). Team Managers are representatives of each team and, therefore, must attend all association meetings. Each team manager has 1 vote on the board, per team. Teams may appoint another team manager in the event of a resignation/expulsion. The individual Team Coach (head or assistant) may act in the place of the Team Manager if the Team Manager cannot be present at a meeting. There shall be a team manager for each of the following age-levels:

1. Mini-Mites (under age 6)
2. Mite (age 8 and under)
3. Squirt (age 10 and under)
4. Pee Wee (age 12 and under)
5. Bantam (age 14 and under)
6. Midget (age 17 and under)

If, due to insufficient registrations, the Board of Directors decides to combine the age divisions, the Team Managers will serve as Co-Managers of the Division with equal status on the Board.

Duties of the Team Managers shall include:

Representing their Team and reporting all business in meetings of the Board of Directors and the corporation; Ensuring that arrangements are made for the operation of their Team, including but not limited to: team assignments and policies (locker rooms, tournaments, etc), scheduling of games and practices, serving as a liaison to the Board of Directors for coaches, officials and parents, organizing and managing all team assets (jerseys, pucks, equipment, etc), organizing and managing all on/off ice activities (tournaments, scrimmage games, etc); and Other duties as assigned by the President or Board of Directors.

Section 6: Director of Player Training and Development

The Director of Player Training and Development shall be appointed to the Board of Directors by the Board, with duties to include, but not be limited to, the following:

1. Ensuring that training and clinics are made available for all players;
2. Serves as a resource person to coaches and the Board of Directors regarding a continuing development program for all players.
3. Ensuring that all participants adhere to the safety requirements of USA Hockey and any other requirements adopted by the Rules of the Corporation;
4. Acquire and distribute current playing rules of USA Hockey to all coaches, and ensuring that a copy of these rules is available at all times in the playing facilities used by the corporation;
5. Acquire and distribute all information concerning concussion testing (Impact) and status of players returning from injuries.
6. Other duties as assigned by the President or Board of Directors.

Section 7: Director of Coach/Official Training and Development

The Director of Coach/Official Training and Development shall be appointed to the Board of Directors by the Board, with duties to include, but not be limited to, the following:

1. Ensuring that training and coaching certification clinics (in town or out of town) are made available for all coaches and officials;
2. Working with team managers, schedule game officials and supporting officials (score keeper, clock operator, etc.)
3. Serves as a resource person to coaches and the Board of Directors regarding a continuing development program for all coaches and officials;
4. Serves as League Director for a non-competitive Instructional/Development program for new members of the corporation, if applicable during the current year
5. Serves as the lead point of contact for tournaments (works directly with Team Manager(s); and
6. Other duties as assigned by the President or Board of Directors.

Section 8: Additional Directors

Additional Directors will be elected to one year terms on the Board of Directors by the members of the corporation at the Annual Meeting/special meeting for each of the following areas of responsibility:

1. Director of Marketing/Publicity – in charge of all duties relating to TYHA advertising
2. Director of Membership/Registration - receives and register all memberships of the corporation
3. Director of Sponsorships – in charge of finding suitable sponsors
4. Director of Fundraising – in charge of all TYHA fundraising (works with team managers)
5. Director of Inline Hockey – in charge of all In-Line functions and events

Their responsibilities will be to lead the corporation in their specific function area as well as to perform other duties as assigned by the President or Board of Directors.

Article VI – Amendments, Policies, and General Operating Rules

Section 1: Adopting/Amending the By-laws

In special circumstances, the Board of Directors is hereby given one-time power (as required) to adopt new By-laws/amendments. Under normal circumstances, the By-laws of the corporation may be amended by a 2/3 majority vote of members' votes cast at the Annual Meeting of the corporation, provided all members are given at least 15 days advance notice of the proposed change, or at a special meeting with the same notice requirements as the Annual Meeting.

Section 2: General Policy as a USA Hockey Association

The TYHA adopts and will strive to enforce all policies adopted by USA Hockey, including those set forth in the USA Hockey Annual Guide, and any subsequent policy adopted by USA Hockey. Any policy specifically adopted by the TYHA is intended to supplement the policies adopted by USA Hockey. The failure on the part of the TYHA to adopt a specific policy adopted by USA Hockey is not an indication of a rejection of that policy by the TYHA. To the extent any policy adopted by the TYHA is in direct conflict with a policy of USA Hockey, the policy adopted by USA Hockey will be enforced unless the policy of the TYHA provides greater protection for minor players or provides for stricter enforcement or stricter penalties for any player or member.

Section 3: Discipline Committee Procedures Policy

It is the policy of the TYHA that all of its players, parents, coaches and any other individual participating in the activities of the Association (referred to collectively as Member(s)) exhibit the qualities of good sportsmanship and civil behavior and abide by the USA Hockey Parent's Code of Conduct, USA Hockey Participant's/Spectator Codes of Conduct, and USA Hockey Coach's Code of Conduct.

Zero Tolerance. (see Section 4)

It is the intent of the TYHA to provide a fair and impartial review procedure to determine whether Members have been involved in misconduct while participating in activities sponsored by the TYHA, USA Hockey, or any other participating event. An individual is participating in sponsored activity if he or she is a spectator, a volunteer minor game official (time-keeper, score keeper, penalty box supervisor or other off-ice official), a player or coach on an Association team or in attendance at any event sponsored by the Association.

When it is found that a Member has violated the Code of Conduct or USA Hockey playing rules, the Association will discipline the individual in accordance with USA hockey By-Law 10, contained within USA Hockey Annual Guide.

Definitions

"Assistant Coach" means a certified coach that serves under the direction of the Coach.

"Board" means the Texoma Youth Hockey Association Board of Directors.

"Coach" means the person primarily responsible for directing and guiding the play of the team. The Coach is responsible for the conduct of the players before, during and after practices and games.

"Discipline Committee or DC" means the Texoma Youth Hockey Association committee responsible for administering this policy and USA Hockey By-Law 10.

"Appeal Authority" means a 3-person committee or the President of the Board who reviews and acts upon appeals from applicable parties concerning Discipline Committee (DC) rulings.

"Member" means an individual that is registered as a Member of the Texoma Youth Hockey Association, including any player, parent or coach.

"Other Individual Associated with the Association" means an individual that participates in the Association's activities and programs that is not an employee or member, such as an individual that may perform minor official duties at the request of the Association or another game official.

"Secretary of the Committee" means a member of the Association that has been asked to act as Secretary of the Committee and assigned to the Discipline Committee (DC)

"Special Meeting" means a meeting called by the Secretary to address a disciplinary matter that warrants a review before the next regular Discipline Committee meeting.

"Taunting or threatening" means to address an individual or individuals in an intimidating, mocking, insulting or contemptuous manner or to verbally or physically express an intention to inflict harm upon another individual or individuals.

Authorization

The Committee has the full power and authority to carry out and administer the provisions of this policy and USA Hockey By-Law 10.

The Texoma Youth Hockey Association Discipline Committee (DC)

The Discipline Committee (DC) consists of three members; the Vice President (Chair of Committee) and two other members or non-members, as selected by the President of the Board of Directors. The President of the Board may select an Appeal Authority. The Appeal Authority may be a 3-person committee or, in the event of insufficient appointees, the President of the Board will assume the role. Once the DC convenes, the Vice President will select one member to be the Secretary of the DC. In the event any member of the DC is unable to participate in the discipline process, the President or Vice-President shall appoint another member of the Board to serve as a temporary member.

Members of the DC serve at the discretion of the Board and any member may be suspended or removed by the Board for violations of the Code of Conduct or breach of responsibility associated with the duties of the Committee.

Any Member of the DC that is a parent or grandparent of an individual that was involved in the incident leading to a disciplinary hearing shall recuse themselves from the hearing and will not participate in any way. Such member shall be replaced by another board member as provided above. Any other Member of the DC may recuse themselves from participating in a hearing if they feel as though they cannot participate in an impartial manner.

Duties of the Discipline Committee (DC)

The Committee shall:

1. Review allegations of misconduct in accordance with TYHA By-Laws & USAH By-Law 10
2. Hold Hearings, if necessary
3. Determine if an individual has violated the Code or playing rules;
4. Issue penalties commensurate with the severity of the offense when the DC finds that a violation has occurred;
5. Report to the Board regarding its activities; and
6. Conduct other business as necessary to carry out its duties

The DC will meet as necessary during the scheduled season to carry out its duties. All three members of the DC must be present to conduct any business or discuss any disciplinary matter. The DC will also review all misconducts and game suspension penalties to determine if additional disciplinary action is warranted and to assure games suspensions are appropriately served and documented.

Powers of the Committee

The DC can receive allegations from Members alleging violations of the Code, initiate reviews of possible misconduct, conduct interviews to collect facts relative to an allegation, meet with Members to determine facts, and perform other duties as necessary to investigate allegations and make determinations as directed by the Board.

The DC has the power to determine penalties, as described in the section titled Penalties, Terms and Conditions, including the termination of membership.

Procedures

The following procedures are used to review allegations:

1. Notice of an Issue: Any Member may notify the Committee about an issue (rule related or non-rule related) that he or she believes warrants the Committee's attention. Notice is to be provided to the Committee preferably, in writing, by using the TYHA discipline/incident report form (e-copy of the discipline/incident report form is acceptable). Incident form is found on the league website.

2. Distribution of a Notice: The DC Secretary is to distribute all Notices received to all parties, DC Members and the Board President as soon as possible (within 7 days).
3. Parties are allowed to provide written information relative to the incident in question, in addition to, or in lieu of, attending the review meeting
4. Review Meeting: The DC Secretary will schedule the Notice for review within 10 days of receipt of the Notice. The purpose of the Review Meeting is to establish the facts relative to the incident being reviewed. At the Review Meeting, the DC will review the Notice and take one or more of the following actions:
 - a. Determine that no violation has occurred and dismiss the matter;
 - b. Determine that a violation of the Code has occurred;
 - c. Determine that additional information needs to be collected to establish facts and make a determination;
 - d. Continue discussion on the matter until the next regularly scheduled meeting. Disciplinary matters may be continued only once unless the Committee finds there is cause to continue the matter for a specified period of time.
5. If the DC determines that a violation has occurred and there is a chance for suspension or other discipline, the DC will offer to hold a hearing for the involved parties/members within 30 days, but no later than 60 days. A notice of hearing must be sent to all parties/members within 7 days. Discipline Committee must abide by "Procedures for Suspension and Discipline of Members" contained within USA Hockey By-Law 10 (see USAH Annual Guide)
6. Decision Deadlines: If after the facts are presented and the hearing has been held, the DC determines that there is a violation of the Code or playing rules, the DC must use reasonable efforts to render a decision within 5 business days of the hearing and prepare and deliver a written decision within 15 business days of the hearing
7. Decision Contents: The written decision must contain (i) findings of material facts, (ii) conclusions, and (iii) the order of the committee (see USAH By-Law 10)

Summary Suspension Pending Review

In instances where the alleged infractions are of a serious nature (assault, physical/sexual abuse), a DC Board member with the concurrence of another elected Board member of the Association can suspend a Member from participating in any Association activity until the DC reviews the matter during a Review Meeting. At the Review Meeting the DC may continue or terminate the suspension while the matter is under review.

In addition to the authority to summarily suspend a Member set forth above, the head coach of any team, or an assistant coach if the head coach is not present, has the authority to immediately remove any player from any game, practice or activity if the player commits an infraction that the coach, in his or her own discretion, deems is of a serious enough nature that immediate removal is appropriate. The coach responsible for removing the player must contact a member of the Disciplinary Committee as soon reasonably possible and report the incident, at which time the incident will be treated in accordance with the rest of this policy.

Match Penalties

Any player receiving a match penalty during the course of a game will automatically be suspended until the case is reviewed by the Committee, and will not be allowed to resume practice or play in any USA Hockey sanctioned event (whether with the TYHA or any other association) until released to do so by the Committee or the Board of Directors.

Administration and Enforcement of Penalties

The Chair of the DC (or DC Secretary in the event of absence), as directed by the Committee, will administer the penalty. The DC Secretary will document the penalty, establish the calendar for the penalty term, notify the coaches, team managers or other appropriate individuals of the penalty, send notice to the Member when the conditions of the penalty have been satisfied and other appropriate duties.

The Discipline Committee and the Board, through its representative on the Discipline Committee, will monitor the penalty. Failure by a Member to honor any penalty or suspension will be punishable up to and including dismissal from the Association.

In the event the person(s) membership with the Association is revoked, it will be for a minimum term of one (1) year. After the said time limit expires the person(s) may reapply for membership with the Association. Permission to rejoin the Association is subject to the approval of the Board.

Appeals of the Committee Decision

The DC's decision regarding determinations of violations of the Code resulting in a warning or Level 1 penalty cannot be appealed. Determinations resulting in Level 2 or higher penalties can be appealed to the Appeal Authority. Appeals are to be submitted in writing to the Appeal Authority within 10 days of the issuance of the penalty and state clearly the basis for the appeal.

The members of the Discipline Committee will not participate in any hearings held by the Appeal Authority relating to an appeal from the Discipline Committee.

Any Board member that is a parent or grandparent of an individual that was involved in the incident leading to a disciplinary hearing shall recuse themselves from the hearing and will not participate in any way.

Penalties, Terms and Conditions

The following penalties can be issued:

1. **Level 5** may result in termination of membership, indefinite suspension, or suspension up to 180 days.

- a. Taunting or threatening any player, coach, official, association or league representative, arena personnel, spectator, or parent.
- b. Making physical contact with any player, coach, official, association or league representative, arena personnel, spectator or parent.
- c. Entering the locker room of any opposing team or obstructing their access or exit from said room or arena.
- d. Entering the locker room of any official or obstructing their access or exit from said room or arena.
- e. Being involved with any activity that would warrant the summoning of law enforcement officials.

Any member receiving a Level 5 penalty must obtain approval from the Committee before returning to involvement within the Association.

2. **Level 4**, up to 30 days suspension. Any other infraction may result termination of membership.

- a. Taunting any player, coach, official, association or league representative, arena personnel, spectator, or parent.
- b. Defacing or damaging property belonging to any individual, team, association, or arena.
- c. Going on to the ice surface for any reason, unless directed by coach or other official.
- d. Entering the opposing team bench area during a game.

3. **Level 3**, up to 21-day suspension. Any other infraction may result in a termination of membership.

- a. Throwing of any object onto the ice surface, into the player's area, or at another individual.

4. **Level 2**, up to five-day suspension.

- a. Inciting other persons to become involved in any of the above listed activities.
- b. Pounding or climbing on the glass.
- c. Continued use of profane and/or vulgar language or mannerisms

5. **Level 1**, written warning.

- a. Using profane and/or vulgar language or mannerisms.

6. **Verbal Warning**

- a. An action that does not rise to a documented time related penalty and requires no further action. Repeated verbal warnings can lead to a higher level of discipline.

A combination of multiple lower level infractions may result in a higher-level disciplinary action. The Disciplinary Committee retains the right to make this determination.

The Disciplinary Committee may also issue a letter delineating behavioral expectations of the involved Member. Failure to sign or abide by this agreement may result in termination of membership.

The examples of behavior provided for above are intended to serve as a guide to the Committee, and the Committee is not bound to follow those guidelines if there are circumstances that suggest a higher level of discipline is appropriate. In the event the Committee imposes discipline at a level higher than what is suggested above, the Committee will specifically explain why such a decision was made.

Code of Conduct

The Code of Conduct is based upon the rules of USA Hockey and the Texoma Youth Hockey Association. This list of words or actions is intended to supplement, but not replace, the USA Hockey Code of Conduct for parents, participants and coaches, as well as the USA Hockey Zero Tolerance Policy.

Violations of the Code of Conduct include, but are not limited to, the following:

- 1. Making physical contact with any player, coach, an on or off-ice official, an association or league representative, arena personnel, spectator or parent.

2. Taunting or threatening any player, coach, official, association or league representative, arena personnel, spectator, or parent.
3. Going onto the ice surface for any reason, unless directed by a coach or other official.
4. Entering the bench area during a game.
5. Entering the locker room of any opposing team or obstructing their access or exit from said room or arena.
6. Entering the locker room of any official or obstructing their access or exit from said room or arena.
7. Using profane and/or vulgar language or mannerisms that is offensive to other persons
8. Throwing of any object onto the ice surface, into the player's area, or at another individual.
9. Pounding or climbing on the glass.
10. Defacing or damaging property belonging to any individual, team, association, or arena.
11. Violating posted Rink Rules, including, but not limited to:
 - i. Damage to the facility and / or vandalism of any sort
 - ii. Theft of any kind
12. Being involved with any activity that would warrant the summoning of law enforcement officials.
13. Inciting other persons to become involved in any of the above listed activities.
14. Any other conduct deemed inappropriate by the officials, representatives, and Board members of the Texoma Youth Hockey Association, and rink personnel.

Section 4: Zero Tolerance Policy

The TYHA accepts and adopts the Zero Tolerance Policy adopted by USA Hockey. The TYHA strives for full enforcement of this important policy, set forth below:

USA HOCKEY ZERO TOLERANCE POLICY

In an effort to make ice and inline hockey a more desirable and rewarding experience for all participants, USA Hockey instituted a zero tolerance policy beginning with the 1992-93 season.

This policy requires all players, coaches, officials, team officials and administrators and parents/spectators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey-sanctioned games.

Thus, the following points of emphasis must be implemented by all referees and linesmen:

Players:

A minor penalty for unsportsmanlike conduct (zero tolerance) shall be assessed whenever a player:

1. Openly disputes or argues any decision by an official.
2. Uses obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular person.
3. Visually demonstrates any sign of dissatisfaction with an official's decision. Any time that a player persists in any of these actions, they shall be assessed a misconduct penalty. A game misconduct shall result if the player continues such action.

Coaches:

A minor penalty for unsportsmanlike conduct (zero tolerance) shall be assessed whenever a coach:

1. Openly disputes or argues any decision by an official.
2. Uses obscene or vulgar language in a boisterous manner to anyone at any time.
3. Visually displays any sign of dissatisfaction with an official's decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players or spectators. Any time that a coach persists in any of these actions, he/she shall be assessed a game misconduct penalty.

Officials:

Officials are required to conduct themselves in a businesslike, sportsmanlike, impartial and constructive manner at all times. The actions of an official must be above reproach. Actions such as "baiting" or inciting players or coaches are strictly prohibited. Officials are ambassadors of the game and must always conduct themselves with this responsibility in mind.

Parents/Spectators:

The game will be stopped by game officials when parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game. The game officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectator's viewing and game area.

Once removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by the local governing body. This inappropriate and disruptive behavior shall include:

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

Section 5: Locker Room Policy

At the urging of USA Hockey, it is the policy of the TYHA to have at least one responsible adult, that has submitted a consent to be screened form to the League Secretary, present directly monitoring the locker room during all team events to assure that only participants (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room.

Any individual meetings with a minor participant and a coach in a locker room shall require a responsible adult be with the coach. Further, responsible adults must personally monitor the locker room environment at all times while participants are present and also make sure the locker room is appropriately secured during times when minor participants are on the ice.

It will be the responsibility of the Team Manager for each team to arrange for a person or persons who will be responsible for monitoring the locker rooms and to be present at any individual meetings between a minor participant and a coach. The TYHA also recognizes that teams will contain both male and female participants. Teams are to take these circumstances into consideration and take all necessary precautions to avoid inappropriate situations, including, but not limited to, the following:

1. No player shall fully disrobe in any locker room unless they have moved to an area (such as a bathroom stall) that will prevent them from being seen by any member of the opposite sex. Any violation of this rule shall be reported to the disciplinary committee for further action.
2. Female players shall be given the time and opportunity to dress in a separate locker room or bathroom (as available) prior to any team meetings or instruction by the coaches. Following games or practices, coaches may elect to allow female players to change in a separate locker room or bathroom before or after any team meeting or discussion of the game. Team meetings and discussions shall not take place while female players are changing in a separate locker room or bathroom.
3. At any time in which both male and female minor participants are in a locker room, a responsible adult female shall be present in the locker room as well.

4. During any individual meeting between a coach and a minor participant, the responsible adult that is also present at that meeting must be of the same gender as the minor participant.
5. For all teams **PeeWee level** and older, no females (including, but not limited to, mothers, grandmothers and sisters) will be allowed in the locker room while male players are dressing or undressing. Girls should be dressing in a separate room at this point, and no males are allowed in that room while the girls are dressing or undressing.

This policy applies to locker rooms utilized by the Texoma Youth Hockey Association teams both at home and on the road. Visitor's locker rooms at the Kay Yeager Coliseum shall be monitored by the visiting team in accordance with the visiting team's locker room policy.

Section 6 – Fundraising Policy

The Texoma Youth Hockey Association (TYHA) encourages its members to actively participate in fundraising activities through the year to help raise money to offset the costs associated with playing youth hockey.

Fundraising activities are organized by the Director of Fundraising, who is elected on an annual basis.

Fundraising activities fall into two categories: League and Team. Although the Director of Fundraising will generally initiate and organize all league fundraisers, the Director of Fundraising will work directly with the Team Managers to ensure team activities are planned according to team wishes and communication with the team parents is maintained.

The Director of Fundraising must keep the Board informed on ALL fundraising activities. The Board of Directors will have final authority concerning fundraising activities, including the allocation of proceeds from fundraising events.

As a general practice, the proceeds from any fundraising event will first be used to pay any expenses directly related to that event, if applicable. After payment of expenses, any excess proceeds accrued during league fundraisers will be kept in the league account.

After payment of expenses, any excess proceeds accrued during team fundraisers will be kept in a team account for future "team" use.

The Director of Fundraising has the authority to incur and pay expenses associated with an approved fundraising event provided the proceeds from the event are sufficient to cover the expenses. No specific authority is required to incur such expenses.

Section 7: General Operating Rules and Policies

General operating rules of the corporation will establish administrative procedures, policies, playing rules and division rules particular to this Corporation which shall be consistent with the By-laws of the corporation. The Board of Directors shall have the authority to add, change or delete general operating rules and policies of the corporation by 2/3 majority vote.

Any administrative and playing rules of the corporation must be printed and distributed to all coaches, game officials, and members of the Board of Directors. A copy of any corporation rules must be readily available at playing facilities used by the corporation.

Section 8: Procedure for Rule/Policy Changes

Potential rule changes shall be submitted to the Board of Directors or a committee named by the Board of Directors, for screening, evaluation and recommended action. Corporation rules governing play of the game may not be made once the season has begun, except to address issues of participant safety.

Section 9: Petition for Rule/Policy Changes

A petition signed by 1/4 of the corporation's membership can require a proposed rule change be voted on by the corporation members and passed by a majority vote of the members present. Such a petition must be read at a meeting not less than 30 days prior to being put to a vote.

Article VII – Legal Counsel

Section 1: Legal Counsel

A lawyer or legal counsel may be retained in an advisory capacity by the Board of Directors.