

Maine Coast Storm By-Laws

April 17, 2018

Article I: Name

Section 1: The name of the club is the 'MAINE COAST STORM'. It shall also be known as 'THE STORM.'

Section 2: The teams belonging to the MAINE COAST STORM shall be known as the 'MAINE COAST STORM' or 'THE STORM.'

Article II: Affiliations

Section 1: This organization shall be, and is hereby governed by the rules of USA Hockey, Maine Amateur Hockey Association and the Corporation of the Maine Coast Storm.

Article III: Purpose

Section 1: To promote hockey programs for players in the Mid-Coast area.

Section 2: To raise funds and obtain sponsors for hockey teams and acquire the equipment necessary for skaters' success.

Article IV: Mission Statement

Section 1: Consistent with the Mission of the corporation, the goals of youth hockey shall be to promote the following aspects of skating in the mid-coast region: fun, sportsmanship, fair play, team play and contribution, proper exercise technique, sports safety, development of skills, discipline, self-esteem, cooperation, commitment and respect.

Section 2: Support a strong coaching environment that focuses on building self-confidence and strong team interaction by focusing on four primary objectives:

- a. Have fun playing hockey
- b. Maximize the individual potential of each player
- c. Develop a strong sense of team spirit
- d. Encourage respect for others and develop good sportsmanship by promoting goodwill between players, officials, coaches and parents (Note: To accomplish section 2d, the Storm shall maintain USA Hockey Codes of Conduct, which players, parents and coaches shall sign at registration).

Article VI: Membership

Section 1: Membership shall consist of:

- a. All parents and/or guardians of children playing within the organization
- b. All sponsors, coaches and other individuals (18 years or older) who have volunteered with the organization during the season

Article VI: Government

Section 1: The elected governing body of the program shall be known as the 'Board of Directors,' made up of the following positions (all shall be called 'Board Members'):

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|----------------------|---|
| a. President | f. Sponsorship and Fundraising Director |
| b. Secretary | g. Program Director |
| c. Treasurer | h. Registrar |
| d. Coaching Director | i. Communications/Marketing Director |
| e. Scheduler | j. SafeSport/Player Safety Director |

Section 2: Non-voting functional officers will be appointed annually by current voting Board members for the following positions. They will attend Board meetings as needed based on the agenda.

- | | |
|--------------------------|--------------------------------|
| a. Team Parents | e. Head Coaches |
| b. House Program Manager | f. Assistant Coaches |
| c. U8 Program Manager | g. Goaltending Program Manager |
| d. Girls Program Manager | |

Section 2: All Board Members shall be elected for a term of one year at the Annual Membership meeting. Any Board Member without a child in the program must be accepted by the general membership at the Annual Meeting.

Section 3: Only current members shall be able to vote or run for office. A current member is defined as a person in good financial standing in the organization.

Section 4: All Board Members shall have the responsibility to conduct and attend the monthly Board Meetings.

Section 5: A quorum of at least half of the appointed Board Members must be present at any Board Meeting for valid voting to take place.

Section 6: All Board members shall have full voting rights for decisions made by the Board of Directors.

Section 7: A vacancy on the Board of Directors shall be filled, for the remainder of the year, by an appointee selected by the President.

Section 8: When the appointed Board of Directors is an even numbers, all Board Members except the president shall have full voting rights for decisions made by the Board of Directors. The President shall exercise a vote in the event of a tie.

Section 9: The Board of Directors is required to exercise voting on the following:

- a. Board meeting minutes
- b. Annual budget
- c. Annual Treasurer's report
- d. Annual tax filing

Section 10: All elected Board Members shall be determined by a vote of the majority (greatest number of votes) of the eligible vote, or the program membership present and voting at the Annual Membership Meeting.

Article VII: Amendments

Section 1: The by-laws may be amended by a majority vote (greatest number of votes) of the members present at any general membership meeting, provided written notice of the proposed action has been given to each member ten days prior to the time action is to be taken.

Section 2: Amendments may be proposed in writing by any member of the Board of Directors, who shall notify the membership in accordance with Section 1.

Article VIII: Elections

Section 1: Election of Board Members shall be at the Annual Membership Meeting.

Section 2: Prior to the election of Board Members at the Annual Membership Meeting, the President and Treasurer shall give a report; the Treasurer's report will reflect the financial condition of the program to the date of the meeting.

Section 3: Voting will be by show of hands and no member shall cast more than one vote. Proxies or votes in absentia will not be recognized.

Section 4: A slate or ballot of proposed Board Members shall be presented.

Section 5: Candidates for offices may be nominated from the floor during the Annual Meeting. Acceptance or refusal of candidacy may be made by absentee letter.

Section 6: Board Members shall take office at the end of the Annual Meeting. The program's fiscal year shall end and begin with the change of Board Members at the end of the program season.

Section 7: The first Board of Directors meeting after the Annual Meeting shall constitute as a 'transition' meeting attended by all Board Members; incoming, outgoing and incumbent. The purpose of this meeting will be to ensure a smooth transition on those areas where there is a change in members/officers.

Section 8: Candidates for office shall be members of the program as defined in Article V.

Article IX: Meetings

Section 1: General Membership Meetings and Board of Directors meetings may be called by the President or a majority of Board Members.

Section 2: Board of Directors Meetings shall be scheduled at least once a month and shall be open to all members. A schedule of these meetings will be posted.

Section 3: The meeting agenda will be set by the President and/or Secretary.

Section 4: An Annual Membership meeting, for the purpose of electing members, shall be held each year during the month of April.

Section 5: On a motion and a second, the Board may adjourn to Executive Session to discuss issues of a confidential nature which are usually limited to personnel, discipline, financial, personal complaint or legal. At the conclusion of the Executive Session, the Board must reconvene the regular meeting.

Article X: Financial Obligations

Section 1: The fees and assessments shall be set by the Board.

Section 2: The Board shall set rules regarding payments and payment schedules and shall see that every member receives a copy of the rules.

Section 3: Players may be suspended if financial obligations are not met as outlined. In the event a player is suspended for non-payment, that player shall be notified at least seven days prior to suspension by the President or Treasurer in writing.

Section 4: No program funds shall be used by anyone without Board approval.

Section 5: No special dues or rates may be set without the authorization of the Board.

Article XI: Committees

Section 1: The Board can convene any committee deemed proper and necessary to fill the objectives and purpose of the program.

Section 2: The President shall be an ex-officio member of all committees.

Section 3: Committees shall be chaired by a Board Member and will include 'functional officers' to serve as coordinators for the activities of the committee. Functional officers will be appointed by the Board of Directors and will not have voting privileges.

Section 4: Each Board Member has the authority to appoint any individual to a committee without Board of Directors approval.

Article XII: Authority to Bind

No member of this program shall contract for or enter into any agreement, or otherwise obligate this program, financially or otherwise, without proper authorization from the Board of Directors.

Article XIII: Removal from Office

Any officer or director may be removed from office as a result of failure to fulfill the duties of said office, or for conduct detrimental to the best interest of the program. Removal must follow the following procedures:

- a. A petition stating the charge shall be filed with the President and signed by two-thirds of the Board of Directors.
- b. The Secretary shall notify, in writing, each Board Member ten days before the question will be placed on a meeting agenda.
- c. Said officer or Director shall be given written notice of the charge at least ten days before the question will be placed on the meeting agenda.
- d. The petitioners shall present their case first, said officer or Director shall be heard second and the vote taken third. A two-thirds vote of the Board shall be necessary to remove an officer or Director from office.
- e. Should the said officer or Director be the President, the secretary shall preside over the removal proceedings. No removal proceedings shall be based upon the same evidence more than once.

Article XIV: Duties of Board Members

Section 1: Key competencies for all Board members:

- a. Interpersonal skills, ability to collaborate and interact with many people
- b. Strong ability to develop and foster relationships
- c. Ability to negotiate and resolve conflict, provide constructive feedback
- d. Good organization and facilitation skills
- e. Good written and verbal communication skills
- f. Positive attitude
- g. Problem solving and analytical skills
- h. Self-motivated and takes initiative

Section 2: Requirements for all Board members:

- a. Contribute required time, which may include weekends and evenings, throughout the entire year
- b. Ability and willingness to attend many games
- c. Ability to attend a game or meeting with little notice
- d. Ability to drive to required locations (i.e. rinks/meeting locations)
- e. E-mail capability (required to maintain and interact via email on a regular basis)
- f. As a representative of the general hockey public, work in the best interest of the entire Storm organization.
- g. Attend monthly Board and membership meetings to provide status, input and direction related to their area of responsibility

Section 3: **President:** The President shall be responsible for setting the long-term direction of the association and implementing, monitoring, and evaluating all league functions. The individual presides over the board to ensure the association operates in an effort to achieve its mission and goal and the associations overall health and direction.

Responsibilities:

- a. Be responsible for appointing and charging all committees and appointing committee chairpersons, acting for or on behalf of the Storm, with the approval of the Board of Directors.
- b. Schedule season's activities relative to administrative functions.
- c. Ensure that funds are available
- d. Preside over Board and membership meetings
- e. Serve as escalation point of disputes involving parents, coaches, suppliers, arenas, etc
- f. Act as manager of all Board Members and Directors; act as administrative representative at all outside activities concerning the program

- g. Review, understand, and evaluate the association's articles of incorporation, by-laws, policies and procedures, governing rules and regulations
- h. Ensure proper insurance is obtained and indemnity clauses approved by MEAHA/USA Hockey
- i. Sign ice contracts as necessary
- j. Build positive relationships with Midcoast Recreation Center (MRC); coinciding MRC Board Member when possible
- k. Ensure proper budgets are developed and monitored
- l. Assist Treasurer in resolving delinquent accounts
- m. Assist Fundraising & Sponsorship Director in soliciting and retaining corporate level sponsorships
- n. Conduct monthly Board meetings, keep board meetings on task and efficiently run
- o. Recruit new board members
- p. Attend MEAHA meetings; designate another voting Board Member for attendance
- q. Lead Strategic Planning initiatives at regular basis (annually/3 year interval) and maintains focus on the goals and objectives of the organization
- r. Perform ongoing review of Board members; maintaining accountability for assigned role functions
- s. Assist with other roles as required

Key Competency:

- a. Hockey and/or business knowledge is a plus

Section 4: Secretary: The Secretary is responsible for recording minutes at all of the Storm Board/membership meetings and distributing those minutes to Board members for review.

Responsibilities:

- a. Record minutes from board/membership meetings
- b. Maintain and expand the programs policy and procedure manual, validate changes and approve the manual for the start of each season
- c. Communicate/post meeting time and places to the association
- d. Work with the President to prepare the meeting agendas, distribute to members prior to meetings
- e. Post all approved minutes onto the web
- f. Maintain all contact information of board members
- g. Ensure all copies of polices, forms etc. are up-to-date, backed-up and protected (policy manuals, procedures, by-laws, etc.)

- h. Obtain suitable meeting space and provide date, time, location and agenda, maintain the calendar on the website with meeting information and locations
- i. In the absence of the President, call the meeting to order and conduct the meeting
- j. Assist with other roles as required

Section 5: Treasurer: The Treasurer is accountable for all monies going in and out of the bank accounts. Primary duties include overseeing the financial management and reporting for the association.

Responsibilities:

- a. Work with the Board to establish and implement an annual budget
- b. All league bills will be channeled through the Treasurer for payment
- c. During the summer months, the Treasurer will work with other Board members to project and finalize budgets
- d. After registration, the Treasurer will accept and deposit funds received by the Registrar.
- e. Work closely with Registrar to ensure all fees are collected
- f. During the hockey season, the Treasurer will collect late registration monies and deposit them
- g. Work with the appropriate board members to obtain scholarship money for the league, which will include seeking and writing grant applications
- h. Serve as Chair of Board Scholarship Committee
- i. Record all receipts and payments of association funds
- j. Reconcile all bank accounts and complete yearly tax requirements
- k. Ensures proper paperwork is filed with the IRS, State & Sponsorship Documents: Taxpayer ID, Tax Exempt Status, IRS 990, year-end audit compilation, etc.
- l. Serve as primary contact with financial advisor/s in regards to tax preparation, audits, investments, etc.
- m. Work with the Scheduler to pay for tournaments
- n. Prepare written monthly financial reports for the board meetings

Key Competency:

- a. Working knowledge of compatible accounting software

Requirement:

- a. Accounting and budgeting experience a plus

Section 6: Program Director: The Program Director is a representative of the general hockey public, working in the best interest of the entire youth organization. He/she will attend scheduled Board meetings to provide status, input and direction to the Board related to the area of responsibility as defined within this description.

Responsibilities:

- a. Manage and drive the defined program functions as indicated below
- b. Seek out new, innovative methods to continually improve the defined areas of people, skills, processes or practices
- c. Document relevant repeatable practices or processes to help institutionalize the practices
- d. Ensure proper documentation is backed-up and protected
- e. Provide regular, timely status reports back to the Board on the area of responsibility
- f. Attend regular or ad-hoc meetings and represent the areas of responsibility
- g. Maintain regular communications with the area's managers and/or volunteers participating within the defined areas of responsibility
- h. Responsible for responding to association, board or general emails and phone calls within a reasonable amount of time
- i. Participate openly in any and all conversations related to the hockey association and provide constructive input
- j. Support the overall goals of the association and its practicing members

Key Competency:

- a. Hockey and/or business knowledge is a plus

Section 7: Marketing and Communications Director: This position's primary role is to market our hockey association to our communities and define options, communication strategies and target local advertisement opportunities. The goal is to improve and enhance the overall awareness of the youth hockey program to our general public and communities. This person will utilize local businesses, local newspapers, social media, and the association's website for communication and advertisement options.

Responsibilities:

- a. Partner with Registrar to define communication methods for advertisement of the association's yearly registration and events (i.e. community ed communications, local business signage, flyers, local newspapers, school communications, banners, etc.)
- b. Assist with communications for fundraising events
- c. Develop yearly parent season communications
- d. Develop a 'welcome package' for new participants and their families
- e. Work with head coaches, program manager and/or team parents to set-up, schedule and communicate parent meetings
- f. Drive to increase association participation through communications

- g. Act as primary contact for local newspapers during the regular season for all teams' accomplishments
- h. Maintain website with valid season, team and parent information

Section 8: Fundraising and Sponsorship Director: Accountable to organize and drive the events which improve the financial stability of the youth hockey association.

Responsibilities:

- a. Overall, improve the financial stability of the youth hockey program
- b. Seek out new opportunities to increase funds into the association
- c. Seek out methods to provide opportunities to members to lower overall cost of season/ice fees
- d. Contact individuals and businesses in order to obtain sponsorship money for teams and general sponsorship funds for the association
- e. Manage the sponsorship process and documentation; continually seek out and communicate to potential sponsors within the community
- f. Adhere to and complete the sponsorship activities for sponsors (i.e. letters, recognition, jersey plates, banners, etc.)
- g. Collect and identify for the Treasurer, all sponsorship and fundraising money
- h. Plan, organize and execute on all aspects of the association's fundraisers and community events, ensuring proper plans, coordination, volunteers, communications., etc. are being completed)
- i. Provide monthly status report on all activities, plans, progress, etc.
- j. Coordinate pictures with vendor (coordinate and communicate picture dates, costs and options to the board for final approval)

Section 9: Registrar: Responsible for keeping an up-to-date record of all registered players and coaches and registering all Storm players/teams with MEAHA and USA Hockey.

Responsibilities:

- k. Assist coaches to ensure the required MEAHA/USA Hockey paperwork is completed for insurance purposes
- l. Develop a registration roster, which consists of coach and player names, addresses, phone numbers and parent names (Program Manager and/or team parents will distribute copies to coaches and players' families)
- m. Provide emergency contact list to SafeSport/Player Safety Director, Program Manager and team parents as needed
- n. Ensure all players register at their appropriate level

- o. Update rosters with any changes/additions/deletions and notify coaches, Program Manager and/or team parents as needed
- p. Seek out new opportunities to increase funds into the association
- q. Seek out methods to provide opportunities to members to lower overall cost of season/ice fees

Section 10: Scheduler: The Ice Scheduler is responsible for the procurement of ice time from local facilities to support operation of the association, for developing policy on the use and allocation of the ice (subject to Board approval), and for maintaining a positive relationship with the management of the local ice facilities and officials.

Responsibilities:

- a. Negotiate and procure ice time from local rinks in support of association activities
- b. Develop and manage the association's ice budget
- c. Develop recommended policies for ice allocation
- d. Maintain positive relationship with area arena managers and officials
- e. Overall responsibility for scheduling team practices and games
- f. Review tournament options for each level of the program and provide a report to the general board for review, input and approval
- g. Gain approval of tournament funds from the board and schedule tournaments
- h. Solicits and schedules referees and timekeepers for all home games and tournaments
- i. Review and approve invoices for the use of ice and officials
- j. Update and post schedule updates and work with Communications Director/team parents to communicate
- k. Provides reports to Board regarding ice utilization
- l. Reviews all practice/game schedules
- m. Reviews ice usage reports

Section 11: Coaching Director: The Coaching Director shall be responsible for ensuring that the on-ice programs are of the best possible quality; teaching skills in a fun and engaging manner, and communicating the principles to the coaches and families.

Responsibilities:

- a. Develop and present on-ice programs within the association, utilizing the ADM Model
- b. Recruit and ensure all coaches are appropriately certified for their level
- c. Implement ongoing education and training programs (team building, practice plans, small games, etc.)

- d. Plan, develop and organize skating clinics, goaltending clinics, checking clinics and other clinics to meet the specific needs of the association's players
- e. Facilitate monthly coaching meetings
- f. Perform evaluations of coaches during games and practices and provide constructive feedback to improve the program
- g. Create coaching evaluation forms and ensure yearly completion of the evaluations
- h. Coordinate tryout process and clearly define selection process
- i. Provide timely status reports back to the Board about coaches status, issues, complaints, etc.
- j. Communicate to Board on inappropriate behavior of players/coaches/parents while attending game; notifies the SafeSport/Player Safety Director as applicable
- k. Work with Registrar and SafeSport/Player Safety Director to determine appropriate coaching requirements (registration, CEP level certification, age-appropriate online module completion, SafeSport training, etc.)
- l. Provides President with final team declarations to forward to MEAHA
- m. Develop standardized format for on-ice player rotations, fair play, etc.

Requirements:

- a. Must have completed the USA Hockey Coaching Certification Program for the appropriate level required to coach at the division level
- b. Plan drills prior to practices, be prepared and leverage the use of all supplied ice time
- c. Hockey knowledge and experience in a youth hockey organization preferred
- d. Recruit and ensure all coaches are appropriately certified for their level
- e. Implement ongoing education and training programs (team building, practice plans, small games, etc.)

Section 12: SafeSport/Player Safety Director: The SafeSport & Player Safety Director is responsible for the maintenance, preservation and purchase of all equipment owned by the Storm, ensuring all coaches and volunteers are SafeSport certified and compliant and for maintaining the overall continuity of player safety for the organization.

Responsibilities:

- a. Organize, maintain and store an accurate inventory of all association equipment (jerseys, pinnies, pucks, first aid kits, etc.)
- b. Provide a season-end inventory report and status on all equipment
- c. Obtain quotes and purchase equipment and player apparel (subject to Board approval)
- d. Distribute equipment/apparel to all levels at the beginning of the season; track and coordinate loaner equipment availability

- e. Receive reports of suspected misconduct or abuse and follow appropriate steps for reporting and responding to allegations
- f. Track and maintain a filing system for SafeSport reports, investigations, outcomes, etc.
- g. Ensure that SafeSport training and background screening requirements are met for coaches, officials and volunteers
- h. Aids the President and offers guidance on how to handle disciplinary matters
- i. Work to educate players and families about the SafeSport program
- j. Provide educational materials to the association and members to help foster a safe playing environment
- k. Develop and monitor association safety policies and procedures
- l. Coordinate locker room assignments and monitors
- m. Ensure Code of Conduct is followed by players, parents, fans and coaches

Article XV: Duties of Functional Officers

Section 1: Team Parent: Responsible for assisting coaches, Program Managers and Communications Director in communicating information to players and parents.

Responsibilities:

- a. Review and validate the team roster
- b. Notify Registrar of any changes, additions and/or deletions to the roster
- c. Work with scheduler to coordinate scorekeeper and timekeeper coverage for each home game
- d. Maintain the team binder (containing game sheet stickers, official USA Hockey roster, printed consent forms for each player and copies of game sheets) and ensure its presence at each game
- e. Assist the Head Coach and/or Program Manager in organizing team meetings; meetings should be geared around communication concerns, celebrations and league information as it relates to the team
- f. Relate concerns between parents, players and coaches as needed
- g. Research hotel and travel accommodations for the team and provide information to coaches, program managers and parents for all scheduled tournaments
- h. Work with the scheduler for any ice, game or official questions or concerns
- i. Report all parent misconduct per Storm guidelines to the SafeSport/Player Safety Director
- j. Optional: Organize a volunteer list of snacks and drinks for each game; ensure rink policies are followed relative to locker room procedures for food and drinks
- k. Organize year-end team party with Head Coach and/or Program Manager

Section 2: House Program Manager: House Program Manager shall be responsible for assisting with the overall program management of the House Program, including communicating information to the players, parents and program coaches.

Responsibilities:

- a. Define and document a consistent program process for all House teams
- b. Review and validate team rosters; notify the Registrar of any changes, additions and/or deletions to the roster
- c. Coordinate with Coaching Director for annual player assessment and team rosters
- d. Assist the Head Coaches in organizing team meetings geared around communication concerns, celebrations and league information as it relates to the program; meetings are held at the start of the season and ongoing as needed
- e. Provide regular status updates to the Program Director as to the program's progress, issues, concerns, etc.
- f. Work with MRC rink manager to transition Learn to Play skaters to the House program
- g. Aid as a point of contact for Team Parents, Coaches and volunteers to resolve minor issues and needs to keep the program productive
- h. Promote teams' utilization of the website and social media for communications and organization
- i. Coordinate referee and timekeeper coverage for each House game
- j. Schedule goalie coverage for each game
- k. Work with Scheduler to block ice time for the season
- l. Communicate weekly with parents via email regarding any organizational updates, program notices, reminders, etc.
- m. Report all misconduct to SafeSport/Player Safety Director
- n. Coordinate season-end tournament schedule and communicate activities

Section 3: U8 Program Manager: Responsible for the overall program management of the lower and upper U8 programs.

Responsibilities:

- a. Define and document a consistent program process for all U8 teams
- b. Develop strategies and activities to acquire and retain players in the 5- to 8-year old age group
- c. Develop strategies and activities to transition MRC U6 players to the Storm's U8 program and U8 players to the U10 or House Program (i.e. step-up days, parent events, coordination with MRC, etc.)

- d. Review and validate team rosters and notify the Registrar of any changes, additions and/or deletions
- e. Assist Head Coaches in organizing team meetings. Meetings geared around communication concerns, celebrations and league information as it relates to the program; meetings are held at the start of the season and ongoing as needed
- f. Provide regular status updates to the Program Director as to the program's progress, issues, concerns, etc.
- g. Aid as a point of contact for Team Parents, Coaches and volunteers to resolve minor issues and needs to keep each team productive
- h. Promote the teams' utilization of the website and social media for communications and organization
- i. Work with Scheduler to block ice time for the season
- j. Communicate weekly with parents via email regarding any organizational updates, program notices, reminders, etc.
- k. Report all misconduct to the SafeSport/Player Safety Director
- l. Coordinate season-end celebration

Section 4: **Girls Program Manager:** Responsible for the overall program management of the Storm girls programs.

Responsibilities:

- a. Define and document a consistent program process for all girls teams
- b. Develop strategies and activities to acquire and retain female players
- c. Review and validate team rosters and notify the Registrar of any changes, additions and/or deletions
- d. Assist Head Coaches in organizing team meetings. Meetings geared around communication concerns, celebrations and league information as it relates to the program; meetings are held at the start of the season and ongoing as needed
- e. Provide regular status updates to the Program Director as to the program's progress, issues, concerns, etc.
- f. Aid as a point of contact for Team Parents, Coaches and volunteers to resolve minor issues and needs to keep each team productive
- g. Promote the teams' utilization of the website and social media for communications and organization
- h. Work with Scheduler to block ice time for the season

- i. Communicate weekly with parents via email regarding any organizational updates, program notices, reminders, etc.
- j. Report all misconduct to the SafeSport/Player Safety Director
- k. Coordinate season-end celebration

Section 5: Goalie Program Manager: Responsible for driving and improving the overall goalie program. Shall be responsible for communicating information to the players, parents and program coaches.

Responsibilities:

- a. Improve the overall goalie program and increase the number of goalies in the program by developing and implementing a goalie skills program and goalie practice plans
- b. Build specific goalie coaches and/or combine practices within partnered associations for specific goalie practices
- c. Work in conjunction with the Coaching Director and coaches to ensure continuity between practices and training programs
- d. Assist in developing goalie teaching skills within our general coaches program

Section 6: Head Coaches: Head coaches are responsible for organizing, educating and communicating the game of ice hockey for his/her players. They shall provide an atmosphere where players can learn and have FUN playing the game of hockey.

Responsibilities:

- a. Attend USA Hockey coaches certification classes as required
- b. Accountable to coordinate the use of assistant coaches to the best value of the team
- c. Hold team meetings to include players, parents, assistant coaches and program managers; these meetings should be geared around communication concerns, celebrations and league information as it relates to the team
- d. Communicate to players, parents, assistant coaches and Program Managers the rules and regulations of USA Hockey as they relate to conduct, attitude, attendance and responsibility
- e. Develop, distribute and implement team rules per Storm, MEAHA and USA Hockey guidelines
- f. Ensure that all players have and wear appropriate equipment during practices and games (if not, players cannot participate)
- g. Maintain an 'open door policy' so players, Assistant coaches, Program Managers and parents feel free to reach out with questions, concerns or suggestions
- h. Evaluate players in the areas of skill, team play, attitude, attendance and responsibility; communicate those evaluations to each player and their parents/guardians
- i. Assist in coordinating annual and mid-year evaluation sessions of players with Coaching Director

- j. Plan drills prior to practice and conduct practices geared to teaching fundamentals and team skills, utilizing the ADM Model
- k. Report any injuries to the Program Manager
- l. Maintain orderly and disciplined conduct of players in all times in locker rooms, on the bench, in games, ice rinks and whenever representing our organization report any violations to the SafeSport/Player Safety Director
- m. Attend association-defined meetings when required
- n. Provide consistent and regular communications to Coaching Director regarding team dynamics, needs, etc.

Section 7: **Assistant Coaches:** Assistant Coaches shall participate in the organization, educating and communicating the game of ice hockey for his/her players. They shall also provide an atmosphere where players can learn and have FUN playing the game of hockey.

Responsibilities:

- a. Attend USA Hockey coaches certification classes as required
- b. Fill in during the absence of the head coach
- c. Accountable to coordinate the use of assistant coaches to the best value of the team
- d. Hold team meetings to include players, parents, assistant coaches and program managers; these meetings should be geared around communication concerns, celebrations and league information as it relates to the team
- e. Ensure that all players have and wear appropriate equipment during practices and games (if not, players cannot participate)
- f. Maintain an 'open door policy' so that players, other coaches, parents and Program Managers feel free to contact you with questions, concerns or suggestions
- g. Report any injuries to the Head Coach
- h. Maintain orderly and disciplined conduct of players in all times in locker rooms, on the bench, in games, ice rinks and whenever representing our organization report any violations to the SafeSport/Player Safety Director

Article XVI: General Rules

Section 1: Complaints, problems or suggestions should be brought to the attention of the Board member responsible for the area.

Section 2: If a member feels that he/she did not get a satisfactory response to their inquiry, complaint or suggestion after contacting one of the Board members, the member can request to be heard by the Board of Directors by writing to the President and stating the inquiry, complaint or suggestions. The President shall then schedule for the member to be heard at the next Board meeting.

Section 3: Any board member who receives a written inquiry, complaint or suggestion shall presents it before the Board at the next meeting.

Section 4: After an inquiry, complaint or suggestions has been heard by the board and if it is found to be a point of merit, any action taken shall be approved by a vote of the Board.

Section 5: If the matter is found to be without merit or if the Board votes to table or dismiss the issue, the petitioner shall be notified of the outcome, in writing, by the President.

Article XVII: Conflicts of Interest

Section 1: Definition: A conflict of interest arises when a Board member, functional officer, and committee member, other volunteer or staff member involved in making a decision is in the position to benefit, directly or indirectly, from her/her dealing with the association or with a person conducting business with the association. The definition of a 'benefit' includes both tangible and intangible benefits.

Section 2: Procedure and Disclosure: Each Board member, functional officer, and committee member, other volunteer or staff member must:

- a. Avoid conflicts of interest, or the appearance of conflicts, between their personal interests and those of the association in dealing with outside entities or individuals
- b. Disclose real, apparent, or the appearance of conflicts of interest to the Board of Directors as appropriate
- c. Refrain from voting on matters that involve a real conflict of interest or the unresolved appearance of a conflict
- d. Conflicted members may not participate in the discussion and should be excused from the meeting during any discussion, unless the Board determines otherwise by a majority vote in the absence of the conflicted member

Article XVIII: General Article

Any circumstance, rule or regulation not covered herein, shall fall under the jurisdiction of the Board of Directors. We, the undersigned, representing at least a quorum of the Board of Directors of the Maine Coast Storm, do hereby attest that the by-laws contained in this document are accepted as the Maine Coast Storm by-laws, as voted by the general membership of the Association on April 26, 2018. These by-laws shall be the governing by-laws of the Maine Coast Storm until such time as the general membership of this organization shall elect to alter or amend them.

