

Hibbing Chisholm Youth Hockey Association

Board Meeting

Memorial Building Canteen

400 East 23rd Street

Monday, November 21st, 2016

6:00 PM

AGENDA

- 1. Meeting Called to Order**
- 2. Approval of the November Agenda**
- 3. Approval of the Minutes**
- 4. President Report**
- 5. Coaching Report**
- 6. Treasurer Report**
- 7. Executive Director Report**
- 8. Approval of New Policies**
- 9. Officials Report**
- 10. Fundraising Report**
- 11. Grant Writing Report**
- 12. Executive Director Report**
- 13. Arena Manager Report**
- 14. Volunteer/Concessions Report**
- 15. Old Business**
- 16. New Business**
 - a. New First aid kits**

b. Crows nest project

17. Adjournment

Hibbing-Chisholm Youth Hockey Board Meeting: October 17th, 2016 Memorial Building Canteen, 6pm

Board of Directors Present: Rally Hess, Mike Sanborn, Heather Drews, Nicole Anderson Rachel Delich-Sullivan, Tom Dicklich, Shane McKinlay, Pete Hyduke, JR Albrect

Absent: Pete Hyduke

Members of Association Present: John Horvath, Pete Kaim, Jennell Jerkovich, James Watson, Stacia Fosso, Teresa Boyer, Dara Swanson, Kent Swanson

Rally called the meeting to order at 600pm

Agenda: Tom made motion to approve the agenda as presented. Mike seconded the motion. THE MOTION CARRIED UNANIMOUSLY.

Minutes & E-Votes: Tom made a motion to approve the minutes of the September 19th, 2016 meeting. Mike seconded the motion. THE MOTION CARRIED UNANIMOUSLY.

Presidents Report/ Coaching Committee: See attached report.

- November 12th try hockey for free event
- 2nd Wednesday of the month Boys Coaching Committee Meeting through April
- Policy to be made by Policy Committee regarding move ups
- Hibbing to host PWB districts
- Motion for Range Cornice to fix roof at a bid of \$1996, Rally, second by JR THE MOTION CARRIED UNANIMOUSLY. With Mike Sanborn abstaining as he is an employee of Range Cornice.

Joel Carlson treasurer, his status has changed as his daughter will not be, playing hockey because of health issues. Motion made by Rally to have Joel stay on through this year as treasurer. Second by Tom. THE MOTION CARRIED UNANIMOUSLY.

Treasurer Report: Joel gave report on budget. Rally made motion to approve Treasurer Report, second by Tom.

MOTION CARRIED UNANIMOUSLY

Executive Director Report: Heather gave E.D. report. See attached report.

Motion made by Joel Second by Shane. MOTION CARRIED UNANIMOUSLY

Officials Report: Shane has nothing new to report

Fundraising Report: Nothing new to report

Grant Writing Report: Hibbing Foundation and Ben Owen Foundations being worked on.

Arena Manager Report: Operations going well. Plant working well. Dibs workers got a lot of painting done. Supplies ordered from Sullivans, and mini nets have arrived.

Old Business: Drinking fountain being installed, electrical needs to be added.

Safe Sport coordinator role descriptions needs to be revised.

DIBS credit managers are exempt from DIBS, must be in good standing. Motion made by Rachel, second by Shane. MOTION CARRIED UNANIMOUSLY

Additionally other positions in association are subject to petition for being exempt from Dibs by Executive Director. Motion made by Rachel, second by Joel.

New Business: October 24th-Nov. 18th Hockey Fights Cancer, jar to be setup at concession stand to collect money.

Formal complaint made by Field of Screams stating that several hockey players were damaging tent, destroyed hay bails. Names were given, Rally to contact these parents.

Kent Swanson discussed move up policy and the reasons he was upset by the recent decisions made regarding Mites moving up to squirts.

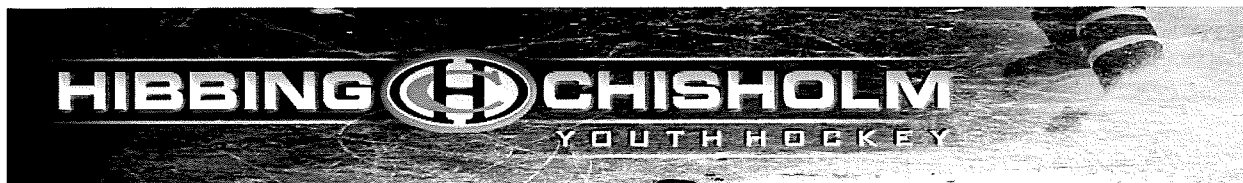
Pee Wee player came to meeting following practice to report on the bad behavior and bullying taking place.

Adjournment: Rally made a motion to adjourn the meeting. Joel seconded the motion. THE MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Nicole Anderson

HCYHA Secretary



President's Report November 21, 2016

- USA Hockey Club Excellence
 - Board members must register as volunteers, complete SafeSport, and background checks
 - Club Excellence Board Positions
 - SafeSport Coordinator Role
 - 2 and 2 Challenge (Recruitment & Retention)
 - Try Hockey for Free Days (Nov 12 and Feb 25)
 - Girl's Hockey Weekend (Oct 8)
- Regular season registration is up significantly
- Fairgrounds heated seating expansion
 - ARI meeting with Pat Green to discuss report
 - Met with Max Gray to obtain bid for construction
 - Owens Foundation possible 70/30 funding for project
- Grant Writing Committee
 - Working with Jim Bymark for Owens Foundation grant for heated seating expansion
- Boy's Coaching Committee Met 6 PM 11/9 at the Memorial Building
- Girl's Coaching Committee did not meet
- Arena roof patching – completed by Range Cornice, may need to replace additional screws next summer

Submitted by Rally Hess



Treasurer's Report – October FY16-17

Accounts

Fundraising

Beginning balance	\$63,803.54
Ending balance	\$62,679.68

Notes: \$304.60 Golf Tournament expense, \$819.26 Law Enforcement Tournament Expense.

General Fund

Beginning balance	\$80,923.68
Ending balance	\$118,650.31

Notes: Total income \$55,517.73 vs. budget of \$63,300.00

In October we received \$734.50 vs. 0.00 concessions income, \$3,125.00 vs. \$6,000.00 budgeted donations-signage, \$5,000.00 vs. \$30,000.00 budgeted fundraising raffle income, \$21,127.61 vs. \$15,000.00 budgeted winter registration, & \$25,530.62 vs. \$10,000.00 budgeted entry fees.

Total expenses \$16,206.27 vs. budget of \$25,918.91

In October we spent \$1,920.06 vs. \$600.00 budgeted arena maintenance expense, \$41.00 vs. \$0.00 budgeted total coaching expense, \$808.90 vs. 659.00 budgeted total ice sheet & related ed expense, \$757.52 vs. \$699.75 budgeted total insurances expense, \$452.29 vs. \$1,063.00 total professional fees expense, &1,968.29 vs. \$4,557.92 total payroll expense, \$434.25 vs. \$731.08 budgeted total supplies general expense, \$386.85 vs. \$500.00 on utilities, \$6,914.73 vs. \$12,853.08 budgeted total arena operation expense, \$200.00 vs. 241.50 budgeted total concessions expense, \$1,217.68 vs. \$1,146.58 budgeted on depreciation expense, \$1,123.86 vs. \$777.25 budgeted total fundraising expense, \$825.00 vs. \$250.00 budgeted on total tournament expense, \$5,925.00 vs. \$3,436.67 budgeted total traveling fee expense.

Other

A new finance committee developed the FY16-17 operating with limited information. We will continue to see budget to actual variances throughout the fiscal year as a result of the assumptions made in the budget.

Hibbing-Chisholm Youth Hockey Association
Profit & Loss Budget Performance - DRAFT
October 2016

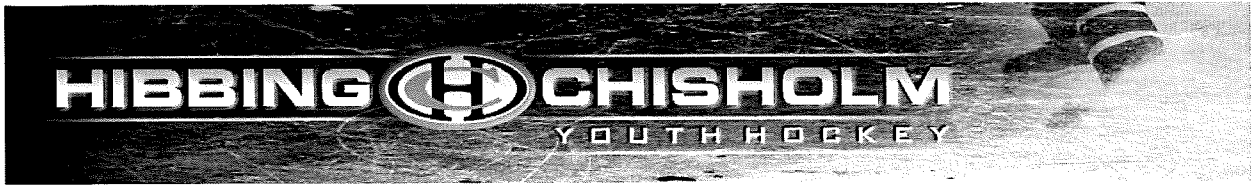
	Oct 16	Budget	Jun - Oct 16	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Concessions	734.50	0.00	734.50	0.00	19,000.00
Fundraising					
Donations - Signage	3,125.00	6,000.00	3,125.00	7,700.00	10,000.00
Fundraising Raffle Income	5,000.00	30,000.00	9,000.00	30,000.00	70,900.00
Golf Fundraiser	0.00	0.00	24,225.00	17,000.00	19,000.00
Law Enforcement Tournament	0.00	1,000.00	4,335.00	1,000.00	38,000.00
Other Fundraising Income	0.00	200.00	32.73	200.00	1,200.00
Shirt Sales	0.00	300.00	0.00	300.00	2,000.00
Total Fundraising	8,125.00	37,500.00	40,717.73	56,200.00	141,100.00
Miscellaneous Income					
Ice Rental	0.00	0.00	0.00	0.00	3,000.00
Misc Income	0.00	0.00	0.00	0.00	2,000.00
Vending Income	0.00	0.00	0.00	100.00	200.00
Total Miscellaneous Income	0.00	0.00	0.00	100.00	5,200.00
Registration Income					
Fall/Spring Registration	0.00	0.00	17,491.96	16,500.00	30,000.00
Summer Programs	0.00	0.00	1,022.40	900.00	900.00
Winter Registration	21,127.61	15,000.00	55,309.80	45,950.00	75,950.00
Total Registration Income	21,127.61	15,000.00	73,824.16	63,350.00	106,850.00
Tournament Income					
Advertising	0.00	400.00	0.00	600.00	1,000.00
Entry Fees	25,530.62	10,000.00	78,448.40	41,000.00	65,000.00
Misc Tournament Inc	0.00	200.00	0.00	400.00	1,200.00
Shirt Sales	0.00	200.00	0.00	400.00	1,200.00
Total Tournament Income	25,530.62	10,800.00	78,448.40	42,400.00	68,400.00
Total Income	55,517.73	63,300.00	193,724.79	162,050.00	340,550.00
Gross Profit	55,517.73	63,300.00	193,724.79	162,050.00	340,550.00
Expense					
Arena Operations					
Arena Maintenance	1,920.06	600.00	5,670.06	2,080.00	6,180.00
Chisholm Ice Rental	0.00	1,000.00	14,028.80	7,900.00	19,800.00
Coaching					
USA Hockey and Coaching Clinic	41.00	0.00	(349.00)	1,000.00	2,575.00
Coaching - Other	0.00	0.00	2,030.00	1,090.00	3,090.00
Total Coaching	41.00	0.00	1,681.00	2,090.00	5,665.00
Ice Sheet and Related					
Propane	0.00	309.00	0.00	309.00	1,854.00
Ice Sheet and Related - Other	808.90	350.00	808.90	350.00	2,000.00
Total Ice Sheet and Related	808.90	659.00	808.90	659.00	3,854.00
Insurance					
Building and Contents	474.36	436.33	2,371.80	2,181.65	5,235.96
Liability Insurance	41.08	0.00	41.08	0.00	1,446.00
Officers/Directors Liability	0.00	0.00	0.00	0.00	877.00
Workmans Comp	242.08	263.42	1,217.08	1,317.10	3,161.04
Total Insurance	757.52	699.75	3,629.96	3,498.75	10,720.00
Miscellaneous					
Bank Service Charges	0.00	51.50	200.00	257.50	618.00
Dues and Subscriptions	0.00	111.58	0.00	557.90	1,338.96
Interest Expense	0.00	50.92	0.00	254.60	611.04
Professional Fees					
Accounting	452.29	863.00	2,519.51	4,317.00	10,360.00
MaxGalaxy	0.00	200.00	0.00	1,000.00	2,400.00
Website	0.00	0.00	780.00	828.00	828.00
Total Professional Fees	452.29	1,063.00	3,299.51	6,145.00	13,588.00
Miscellaneous - Other	0.00	9.08	113.90	45.40	109.06
Total Miscellaneous	452.29	1,286.08	3,613.41	7,260.40	16,265.06
Payroll Expenses					
Quarterly Taxes	63.41	557.92	244.39	2,789.60	6,695.04
Wages	1,904.88	4,000.00	6,099.88	10,000.00	36,050.00
Total Payroll Expenses	1,968.29	4,557.92	6,344.27	12,789.60	42,745.04
Registration Expenses					
Mite Jersey Expense	0.00	1,000.00	0.00	1,000.00	2,000.00
Refunds	0.00	250.00	0.00	1,000.00	2,100.00

Hibbing-Chisholm Youth Hockey Association
Profit & Loss Budget Performance - DRAFT
October 2016

	Oct 16	Budget	Jun - Oct 16	YTD Budget	Annual Budget
Summer Programs Expense	0.00	0.00	0.00	1,800.00	1,800.00
Total Registration Expenses	0.00	1,250.00	0.00	3,800.00	5,900.00
Repairs					
Building	0.00	103.00	0.00	515.00	1,236.00
Repairs - Other	0.00	51.50	0.00	257.50	618.00
Total Repairs	0.00	154.50	0.00	772.50	1,854.00
Supplies-General					
Office	165.00	200.50	1,444.36	1,002.50	2,406.00
Supplies-General - Other	269.25	530.58	2,351.69	2,652.90	6,366.96
Total Supplies-General	434.25	731.08	3,796.05	3,655.40	8,772.96
Telephone, Internet, Cable	145.57	164.75	725.99	823.75	1,977.00
Utilities	386.85	500.00	2,074.69	6,900.00	42,000.00
Zamboni	0.00	1,250.00	0.00	1,250.00	3,525.00
Total Arena Operations	6,914.73	12,853.08	42,373.13	53,479.40	169,258.06
Concession Expenses					
Licenses	0.00	0.00	0.00	0.00	278.00
Sales tax expense	0.00	0.00	0.00	0.00	1,400.00
Supplies	200.00	197.00	200.00	197.00	10,697.00
Concession Expenses - Other	0.00	44.50	0.00	44.50	267.00
Total Concession Expenses	200.00	241.50	200.00	241.50	12,642.00
Depreciation Expense	1,217.68	1,146.58	5,969.38	5,732.90	13,758.96
Donation expense	0.00	5.25	150.00	26.25	63.00
Equipment					
Jerseys expense	0.00	7,200.00	0.00	7,200.00	7,200.00
Repair/Cleaning	0.00	0.00	0.00	273.00	573.00
Total Equipment	0.00	7,200.00	0.00	7,473.00	7,773.00
Fundraising Expenses					
Advertising Donation Expenses	0.00	0.00	0.00	0.00	2,420.00
Fundraising Raffle Expense	0.00	0.00	0.00	6,275.00	23,848.00
Golf Tournament	304.60	250.00	11,037.33	9,300.00	12,392.00
Law Enforcement Fundraising Exp	819.26	50.00	2,789.65	2,650.00	16,846.00
Misc. Fundraising Expenses	0.00	164.00	0.00	164.00	980.00
Raffle Ticket Reimbursement	0.00	8.58	0.00	42.90	102.96
Raffle Tickets	0.00	4.67	287.00	23.35	56.04
Shirt Sales	0.00	300.00	0.00	500.00	2,000.00
Total Fundraising Expenses	1,123.86	777.25	14,113.98	18,955.25	58,645.00
Returned Checks	0.00	8.58	0.00	42.90	102.96
Tournament Expenses					
Advertising	0.00	0.00	0.00	989.00	1,483.00
EMTs	0.00	0.00	0.00	0.00	5,407.00
Misc Tournament Exp	825.00	0.00	825.00	0.00	1,236.00
Programs	0.00	0.00	0.00	0.00	2,028.00
Refs/Timekeepers	0.00	0.00	0.00	0.00	32,957.00
Refunds	0.00	250.00	1,050.00	250.00	1,500.00
Registration of Home	0.00	0.00	0.00	0.00	618.00
Shirts	0.00	0.00	0.00	0.00	1,236.00
Trophies	0.00	0.00	0.00	0.00	1,854.00
Total Tournament Expenses	825.00	250.00	1,875.00	1,239.00	48,319.00
Traveling Fee Expenses					
10UB Tournament Expense	1,750.00	375.00	1,750.00	1,125.00	1,500.00
12UB Team Expenses	1,975.00	500.00	1,975.00	2,500.00	4,500.00
Bantam A					
Team Expenses	0.00	500.00	2,563.84	2,500.00	4,500.00
Total Bantam A	0.00	500.00	2,563.84	2,500.00	4,500.00
Bantam B					
Team Expenses	0.00	500.00	0.00	2,500.00	4,500.00
Total Bantam B	0.00	500.00	0.00	2,500.00	4,500.00
Mini-Mite/Mite Out of Town	0.00	0.00	0.00	0.00	2,000.00
PWA					
Team Expenses	0.00	500.00	0.00	2,500.00	4,500.00
Total PWA	0.00	500.00	0.00	2,500.00	4,500.00
PWB					
Team Expenses	0.00	500.00	0.00	2,500.00	4,500.00
Total PWB	0.00	500.00	0.00	2,500.00	4,500.00
Referees, Clock and Book	0.00	61.67	0.00	61.67	370.02

Hibbing-Chisholm Youth Hockey Association
Profit & Loss Budget Performance - DRAFT
 October 2016

	<u>Oct 16</u>	<u>Budget</u>	<u>Jun - Oct 16</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Squirt Tournament Expense	2,200.00	500.00	2,200.00	500.00	3,000.00
Traveling Fee Expenses - Other	0.00	0.00	0.00	0.00	618.00
Total Traveling Fee Expenses	5,925.00	3,436.67	8,488.84	14,186.67	29,988.02
Total Expense	16,206.27	25,918.91	73,170.33	101,376.87	340,550.00
Net Ordinary Income	39,311.46	37,381.09	120,554.46	60,673.13	0.00
Net Income	<u>39,311.46</u>	<u>37,381.09</u>	<u>120,554.46</u>	<u>60,673.13</u>	<u>0.00</u>



November 21, 2016

Executive Director Report

I. 2016-2017 Player Registration Numbers (as of 11/7/2016)

A. 222 Total Registered Active Players

1. Mites/Mini-Mites – 92 (33 new players)
2. 8U – 21 players (8 new players)
3. 10U – 13 players (2 new players)
4. Squirt – 28 players (1 new player)
5. 12U – 13 players (2 new players)
6. Pee wee – 33 players
7. Bantam – 22 players

II. Recruiting Efforts

A. 222 active registrations this year compared to 207 last year.

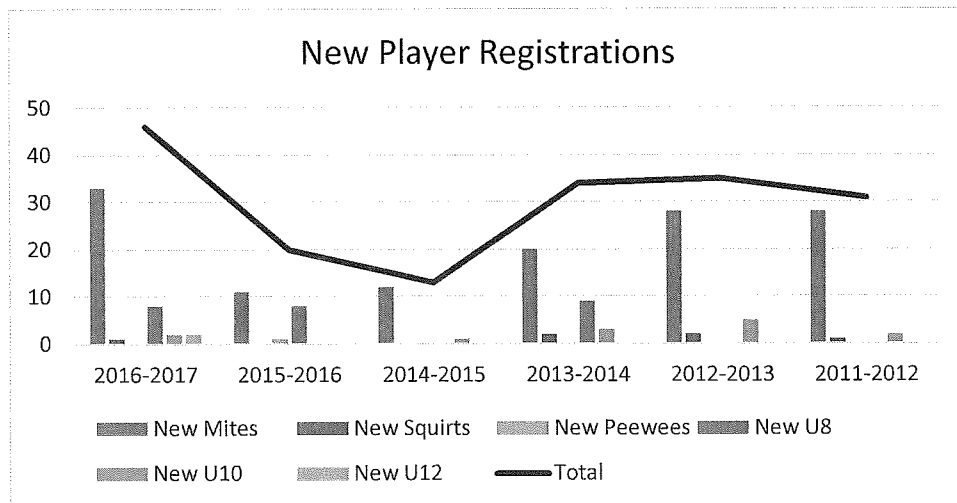
B. Girls Hockey Day

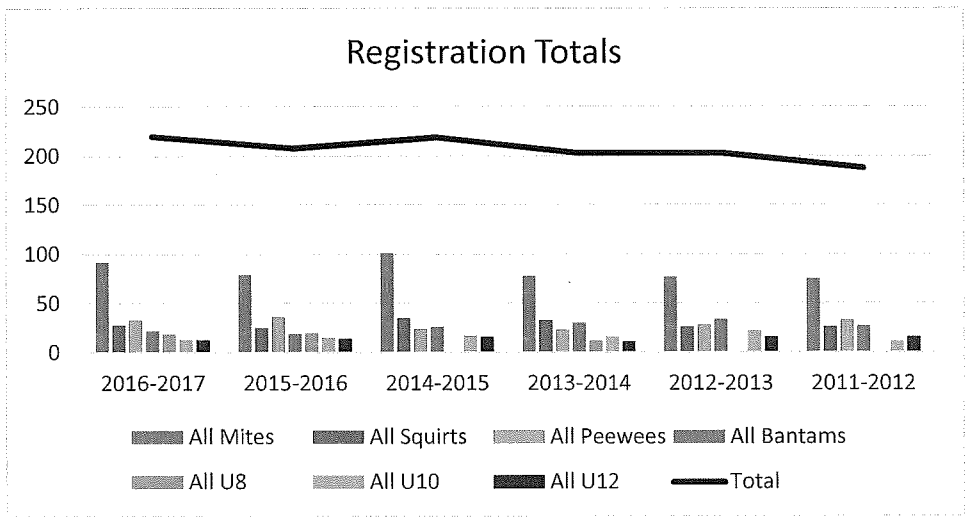
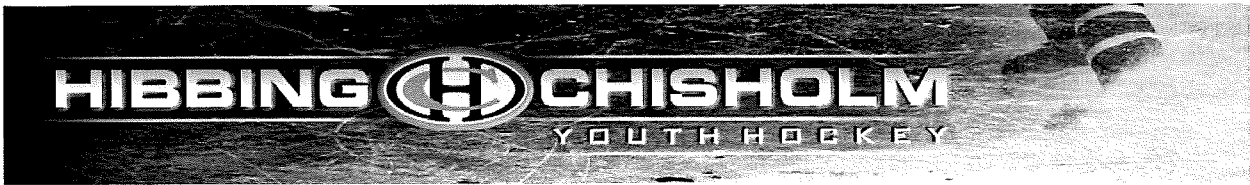
1. Acquired 3 new players

C. Try Hockey for Free Day

1. 21 kids participated
 - a. 2 new girls registered
 - b. 1 new mini-mite registered

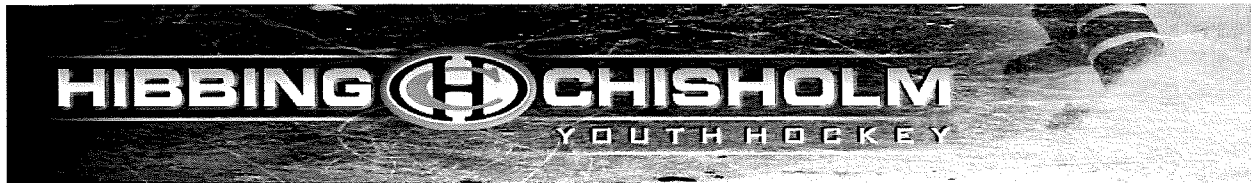
D. Registration Trends





- III. 2016-2017 Home Tournaments/Scrimmages
 - A. All tournaments are full except the Mite/Mini Mite and 8U Jamboree.
 - B. A miscommunication led to a late opening for the Bantam A tournament. Cloquet is willing to take the open slot at a discount as is Minnetonka.

- IV. Away Tournaments
 - A. Bantam A
 - 1. Thief River Falls – Nov. 18-20 – \$850
 - 2. Grand Forks – Dec. 30-Jan. 4 – \$? (Not Paid)
 - B. Bantam B
 - 1. Detroit Lakes – December 2-4 – \$1200
 - 2. Greenway – January 6-8 – \$775
 - C. Peewee A
 - 1. Greenway – December 9-11 – \$775
 - 2. Detroit Lakes – December 16-18 – (Free)
 - 3. Cloquet – January 13-15 – \$975
 - D. Peewee B
 - 1. Greenway – December 2-4 – \$675
 - 2. Crookston – January 12-14 – \$900
 - E. Squirts
 - 1. Duluth – January 20-22 – \$900/team
 - 2. Eveleth-Gilbert – Feb. 3-5 - \$675/team
 - F. Mites and Mini Mites
 - 1. Greenway – Mites Only – December 16-18 – \$100x4 (Not Paid)
 - 2. Virginia – January 13-15 – \$? (Not Paid)



G. U12B

1. Cloquet – Feb. 2-5 – \$975
2. Rum River Rumble (Isanti) – January 6-8 - \$1000

H. U10B

1. Cloquet Tournament – \$900
2. Little Falls Tournament – \$850

I. U8

1. Superior – November 12 – \$0

V. Arena Staff Jackets

- A. Cost: \$75/each for an order of 5.



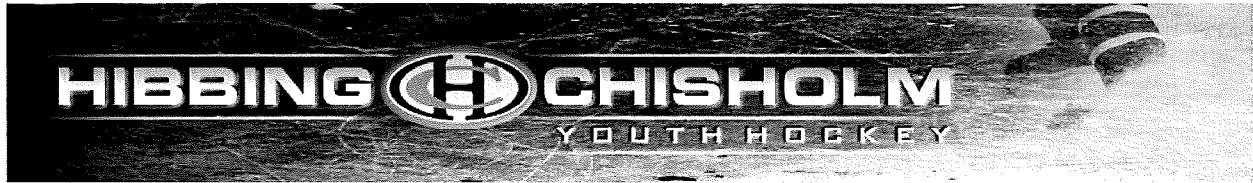
VI. Encouragement for Volunteers to Sign up for DIBS

- A. Should we build a reward system?

VII. Jersey Sponsors

- A. Mite, Mini-Mite, and 8U teams are soliciting sponsors at \$250/team to help them get better quality jerseys.

1. Mini-Mite (4 teams)
 - a. Red: Jersey's Salon
 - b. White: Northstar Dental
 - c. Grey: Northstar Dental
 - d. Navy: None
2. Mite (4 Teams)
 - a. Navy:
 - b. White:
 - c. Grey:
 - d. Red:



3. 8U (1 larger team)

VIII. Tournament Vendor

- A. Would be willing to pay 10% of profit for permission to sell hockey themed clothing.
- B. <http://www.thirdperiodapparel.com/>



Bullying Policy

The **Hibbing-Chisholm Youth Hockey Association ("HCYHA")**, as an active participant in the USA Hockey Association, has adopted its own anti-bullying policy. **HCYHA** is committed to providing a caring, friendly and safe environment for all hockey participants so they can learn the game of hockey and the skills necessary to participate in the game in a fun, positive and secure atmosphere. Bullying of any kind is unacceptable and will not be tolerated at any practice, game or other HCYHA sanctioned event associated with our hockey program.

Bullying is defined as follows:

Bullying is the use of coercion to obtain control over another person or to be habitually cruel to another person. Bullying involves an intentional, persistent or repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended to cause fear, humiliation, or physical harm in an attempt to socially exclude, diminish, or isolate another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying behavior is prohibited in any manner in connection with any USA Hockey sanctioned activities or events. Examples of bullying prohibited by this Policy include, without limitation physical behaviors, including punching, kicking or choking; and verbal and emotional behaviors, including, the use of electronic communications (i.e., "cyber bullying"), to harass, frighten, degrade, intimidate or humiliate. Bullying does not include group or team behaviors that are reasonably designed to establish normative team behaviors or promote team cohesion. Bullying also does not include rough play or conduct between opponents that occurs during or in connection with a game that is covered by the USA Hockey Playing Rules.

Bullying as defined above is strictly prohibited by the HCYHA. Reports of bullying whether it is a coach, manager, player, volunteer, parent, or any other person associated with HCYHA should be made first to the appropriate coach or team manager. If the report is about the coach or the team manager, then a report should be made to the Executive Director of HCYHA or any Director on the HCYHA Board of Directors. All reports of bullying shall be investigated by the coach or the HCYHA Board of Directors.

A first report of bullying in a specific season shall be handled at the team level and, if found to have merit, will result in a verbal warning. A second report of bullying in a specific season shall immediately be reported to the HCYHA Board of Directors and, if found to have merit, will result in a written warning. A third report of bullying within a specific season, if found to have merit, may result in sanctions up to and including (this list is not intended to be exhaustive) additional warnings, discussion with parents, ineligibility for tournaments and playoffs, suspension, and removal from the team.

Player Education

Coaches are encouraged to discuss the problems of bullying openly with their players in order to promote a "Telling Atmosphere". Players should be encouraged to do the following to stop and discourage bullying tactics:

1. Players should tell their parents.
2. If a player is bullied at hockey practice/games, they should be encouraged to immediately tell their team coach. Telling is not tattling and the player should be reassured that no consequences will result to them for coming forward. If necessary, players should write down what happened, when it happened, and



identify who bullied them.

3. Players should be encouraged to not fight back when confronted by a bully. They should calmly tell the player to stop, or say nothing and walk away. Again, they should report the incident to their team coach.

Procedures for Parents, Coaches and Board Members

1. Parents should report bullying incidents to the team coach, team manager, Executive Director, or any HCYHA Board member. Any report of bullying made to a coach, manager, or association member shall be reported to the HCYHA Board of Directors.
2. In all cases of reported bullying, parents of the player who was bullied shall be informed immediately and may be asked to meet with the respective team coach and/or coaching director/board member to discuss the incident. In all cases, strict confidentiality shall be maintained.
3. The bullying behavior or threats of bullying must be investigated and the bullying stopped immediately. The parents of any player who is reported to be bullying will be contacted immediately by the respective team coach, coaching director, or board member and asked to meet to discuss the incident. Depending on the severity of the situation, the parents may be asked to meet with representatives of the HCYHA Board, as appointed by the President.



Conflict of Interest Policy

It is in the best interest of the Hibbing Chisholm Youth Hockey Association ("HCYHA") to be aware of and properly manage all conflicts of interest. This **Conflict of Interest Policy** is designed to help board members, staff and volunteers of the **HCYHA** identify situations that present possible conflicts of interest and to provide the **HCYHA** with a procedure whereby such potential conflicts may be reviewed by an appropriate party when necessary. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

1. **Conflicts of Interest Defined.** In this Policy, a person with a conflict of interest is referred to as an "Interested Person." For purposes of this Policy, the following circumstances shall be deemed to create a Conflict of Interest:

- a. A director, officer, employee or volunteer, including a board member (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with the **HCYHA** for goods or services.
- b. A director, officer, employee or volunteer, (or a family member of any of the foregoing) has a material financial interest in a transaction between the **HCYHA** and an entity in which the director, officer, staff or volunteer, or a family member of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
- c. A director, officer, employee or volunteer, (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with the **HCYHA**.
- d. A director, officer, employee or volunteer, (or a family member of any of the foregoing) has an interest in the outcome of a disciplinary matter or investigation with the **HCYHA**.

Other situations may create the appearance of a conflict, or present a duality of interests in connection with a person who has influence over the activities or finances of the **HCYHA**. All such circumstances should be disclosed to the board or staff, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of the **HCYHA** are not compromised by the personal interests of stakeholders in the organization.

Gifts, Gratuities and Entertainment. Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of the **HCYHA**.

2. Definitions.

- a. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.
- b. An "Interested Person" is any person serving as an officer, member of the Board of Directors, staff or volunteer of the **HCYHA** or a major donor to the **HCYHA**



or anyone else who is in a position of control over the **HCYHA** who has a personal interest that is in conflict with the interests of the **HCYHA**.

c. A "Family Member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an Interested Person.

d. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party.

e. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to the **HCYHA** is not a Contract or Transaction.

3. Procedures.

a. Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If board members are aware that staff or other volunteers have a conflict of interest, relevant facts should be disclosed by the board member or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.

b. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.

c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.

d. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.

e. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the Board of Directors of the **HCYHA** has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the Board of Directors.

f. Interested Persons who are not members of the Board of Directors of the **HCYHA**, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to the Chair, or the Chair's designee, any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Interested Person. The Interested Person shall refrain from any action that may affect the **HCYHA's** participation in such Contract or Transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether full board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.



4. **Confidentiality.** Each director, officer, employee and volunteer shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts,



which might be adverse to the interests of [Name of Nonprofit]. Furthermore, directors, officers, employees and volunteers shall not disclose or use information relating to the business of [Name of Nonprofit] for their personal profit or advantage or the personal profit or advantage of their Family Member(s).

5. Administration of Policy. Each board member, staff and volunteer shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so.

a. Annually each director, officer, employee and volunteer shall complete a disclosure form identifying any relationships, positions or circumstances in which he or she is involved that he or she believes could contribute to a Conflict of Interest.

b. This policy shall be reviewed annually by each member of the Board of Directors. Any changes to the policy shall be communicated to all staff and volunteers

6. Acknowledgement of Conflict of Interest Policy. The undersigned hereby acknowledges that he or she has read the HCYHA Conflict of Interest Policy, has had an opportunity to ask any questions that he or she may have about the policy, and understands and agrees to comply with the policy.

Signature: _____ Date: _____

Print Name: _____

Position: _____



WHISTLEBLOWER POLICY

This **Whistleblower Policy** of **Hibbing Chisholm Youth Hockey Association ("HCYHA")**: (1) encourages board members, staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the **HCYHA**; (2) specifies that the **HCYHA** will protect the person from retaliation; and (3) identifies where such information can be reported.

1. Encouragement of reporting. The **HCYHA** encourages complaints, reports or inquiries about illegal practices or serious violations of the **HCYHA** policies, including illegal or improper conduct by the **HCYHA** itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, SafeSport violations or other similar illegal or improper practices or policies. Other subjects on which the **HCYHA** has existing complaint mechanisms should be addressed under those mechanisms. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

2. Protection from Retaliation. The **HCYHA** prohibits retaliation by or on behalf of the **HCYHA** against board members, staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The **HCYHA** reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal right of defense.

3. Where to report. Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis of the complaints, reports or inquiries. They should be directed to the **HCYHA's** President, Vice President, Treasurer, or Executive Director immediately; if all of those persons are implicated in the complaint, report or inquiry, it should be directed to the Secretary. The **HCYHA** will conduct a prompt, discreet, and objective review or investigation. Directors, staff or volunteers must recognize that the **HCYHA** may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.