



2010 – 2011

BYSA Hockey Program

(By-Laws and Policies Approved June 25, 2010)



2010/2011 BYSA Hockey Program By-Laws

The BYSA Hockey Board of Directors consists of the following:

Chair:	Dan Brochu	Vice Chair/State Rep:	Chris Magnan
Coaching/ACE:	Chad Burke	Registrar:	Laurie Bean
Treasurer:	Kasey Copeland	Concession:	Shelby Binaghi
Scheduler:	Brian Wilkin	Parent Rep:	Adrienne Dickinson
Secretary:	Deb Caruso	Purchasing:	Christian Parent

The BYSA Hockey program is a member of Barre Youth Sports Association, and is governed by its bylaws and policies as stated in the Barre Youth Sports Association Constitution, Article VIII. The BYSA Hockey program also follows all bylaws and policies put forth by the Vermont State Youth Hockey Association and USA Hockey. The BYSA Hockey Board of Directors will review BYSA Hockey bylaws, and any proposed changes will be voted on and accepted by the Board at a meeting between May 1 and August 15 of each year.

The BYSA Hockey Board of Directors shall act as the nominating committee for each subsequent election. The election will be held in April or May. Notice of the election will be posted in the Snack Bar and on the Website no later than February 1. The committee shall solicit letters of interest from applicants, which will be due to the BYSA Hockey Board Chair no later than 12:00 pm on March 15 of each year. The BYSA Hockey Board will create and approve the Ballot. The BYSA Hockey Board may, at its discretion, include as many or as few applicants for each position as it sees fit. No "Write-In" candidates or votes for such candidates will be recognized. Only parents or legal guardians of participants from the current season may vote in the election of Board members. All voters must be present to cast their vote. All BYSA Hockey Board positions run from election to election, and will be voted upon after each season.

The BYSA Hockey Board will be responsible for the following items:

1. Review of the Bylaws and Policies
2. Budgeting of funds
3. Scheduling
4. Representation at VSAHA monthly meetings
5. Representation at BYSA Inc. monthly meetings
6. Treasurer Reports
7. Coaching/ACE
8. Registration
9. Concession
10. Fundraising
11. Representation of Parents
12. Purchasing
13. Sponsorship Program
14. Tournaments
15. Referees
16. Internet Communication
17. Committee Oversight

Duties

Chair (Director): To oversee the BYSA Hockey Board, and conduct meetings. To work with each of the other individuals on the Board. To be the direct contact with the BOR facility in regards to renting the facility, purchasing ice time and scheduling events. To appoint members to committees, and to be part of each of these committees if needed, as a non-voting member. To set agendas for the monthly meetings. Will conduct the pre-season Parents Meeting.

Vice Chair / State Representative (Director): To assume the duties of the Chair as needed. To be the representative of BYSA Hockey at the State level. Will submit a report to the Board at the next BYSA Hockey meeting. Is responsible for finding someone else to attend the State meeting if they cannot attend.

Coaching / ACE Coordinator (Director): The Coaching Director is responsible for all on ice activities. Will appoint the members of the Coaches Committee, and act as Chair. Will conduct a pre-season coaches meeting that will include clinic dates, credentials, etc. Will provide an overview of the function of the Coaches Committee. Will develop general guidelines for coaches at each level for structured practices. Will attend the pre-season Parents Meeting. Will schedule coaches meeting each month starting in October and ending in February. Additional meetings can be scheduled at the Coaching Directors discretion.

Master Scheduler (Director): Will schedule games for all BYSA Hockey teams, home and away. Will meet with the Registrar, Coaching Director, and representatives from the Coaches Committee prior to the VSAHA September schedulers meeting. May appoint an additional scheduler, who will also attend the September meeting. The Master Scheduler will have ultimate authority and responsibility for the game schedules.

Registrar (Director): Will confirm registration of all youth and coaches in the organization with State and the New England District. Will meet with the Master Scheduler, Coaching Director and the Coaches Committee prior to the September schedulers meeting, to provide actual and anticipated player numbers at all levels. Will generate team roster sheets after the evaluations are complete; verify that all individuals registered are in compliance with the State, Regional, and National tournament guidelines. Will be in charge of collecting and reconciling all registration funds and then coordinating with the Treasurer in regards to funds. Registrar must submit a signed roster for each team to the State Registrar prior to Nov 1. Registrar must provide organize and distribute credential books to each Head Coach or parent rep before the first game.

Secretary (Director): To monitor and record the minutes at the BYSA Board of Directors monthly meetings. Will provide unapproved minutes to the Board members no later than 14 days after the scheduled monthly meeting. Post a copy of the approved minutes on the Concession bulletin board and on the website until the next scheduled monthly Board meeting. Posting of the minutes will be done for meeting held from October – March, for meetings held from April – September approved minutes will only be posted on the website. Will submit a list of Board members as eligible voters to represent BYSA Hockey at a State meeting in case the State Rep is not able to attend.

Parent Rep. Director: Shall appoint the Parent Representative of each team, after the consent of the Head Coach and the Coaching Director. Will provide a list of all Parent Rep's to each Board member. **Neither spouses nor relatives of rostered coaches are eligible for the Team Parent Rep. position unless approved by the Board of Directors.** Is responsible for the efficient flow of information between the Board, Team Parent Rep's, and the Coaches Committee. Will inform the Coaching Director of any potential issues or grievances concerning the parents, players and/or coaches. Is not a member of the Coaches Committee, but will attend grievance hearings before the Coaches Committee as requested. Shall attend the Pre-Season Parents Meeting. Will help coordinate staffing for tournaments.

Purchasing Director: Will purchase jerseys, equipment, and other non-food related items as needed throughout the season. All single item purchases in excess of \$100.00 must have Board approval. Will coordinate the Sponsorship program in conjunction with the Parent Rep.'s of each team, and will be responsible for the collection of sponsorship fees.

Concession Director: Will manage and operate the concession area. This may be achieved with a concession scheduling staff that will work with the Director, establishing a volunteer schedule for the entire season, including tournaments. The Director will purchase supplies as he/she sees fit. All purchases in excess of \$100.00 pertaining to appliances or non-food related items must have Board approval before the transaction can occur.

Treasurer (Director): Will be in charge of tracking all funds in regards to BYSA Hockey. Will coordinate with the Registrar, Concession Director, Purchasing Director and other Board members in regards to funds. Will coordinate with the BYSA, Inc treasurer to track BYSA Hockey funds. Shall prepare and maintain all financial reports, including all VSAHA reporting requirements.

Non-Voting Positions:

Web Master: Will maintain current schedules on the BYSA Hockey website and update pertinent information. Upon a recommendation of the Chair, this position may be appointed by a majority vote of the Board.

BYSA, Inc. Representative: Will present the BYSA Hockey budget, a brief outline of our schedule, possible tournament information, and any other information pertinent to our program. Will attend the BYSA, Inc. monthly meeting and report back to the BYSA Hockey Board monthly. Will find a Board member to attend the BYSA, Inc meeting if he/she can not attend. Upon a recommendation of the Chair, this position may be appointed by a majority vote of the Board.

Referee Coordinator: Will be responsible for the scheduling of officials at the BOR. Upon a recommendation of the Chair, this position may be appointed by a majority vote of the Board.

Tournament Coordinator: Once the time(s), level(s), costs and fees of a tournament to be held have been approved by the Board, the Tournament Coordinator will then become involved by assisting and coordinating said tournament(s) if needed. These tournaments may include BYSA Invitational's, State, Regional or National Tournaments. The Tournament Coordinator will invite and secure teams to participate in BYSA Invitational's. The Tournament Coordinator will prepare local information packets, schedules, work with the Referee Coordinator, set up assignment duties for penalty box, clock, scorekeeper, etc. working with the Parent Representatives from the teams involved in the tournament and/or the Parent Rep. Director. The Tournament Coordinator will work with the Registrar to submit the USA Hockey Tournament application and rules to the State Registrar. This is an appointed position by the Board and is a non-voting position.

Coaches Committee

Prior to evaluations/tryouts, the Coaching Director/ACE Coordinator will appoint all Level Head Coaches. The Level Head Coaches will form the Coaches Committee, which will be Chaired by the Coaching Director/ACE Coordinator. The Coaches Committee consists of Level Head Coaches from Girls, Bantams, PeeWees, Squirts, Mites, and Intro/House. The Coaching Director/ACE Coordinator will vote only to break a tie.

DUTIES:

1. Select Team Head Coaches at each level.
2. Determine the number of teams at each level.
3. Provide a forum for coaches to discuss problems, successes, philosophy and guidance.
4. Prepare a monthly report for the Board.
5. Conduct hearings in relation to hockey matters, concerning coaches, parents/guardians and players.

Program Operations

BYSA Hockey is an “A” level organization under the Vermont State Amateur Hockey Association. It is designed to allow participation at the highest levels in the VSAHA. All “A” teams will be selected to emphasize competitive play with other VSAHA “A” organizations. Roster size will be a consideration when choosing “A” teams, and inequities in ice time can occur. Parents/guardians that do not want their child competing at the “A” level may inform the Coaching Director prior to try-outs to remove their child from consideration for an “A” team.

The Hockey year will typically start in August with a meeting at which time the Chair will discuss the budget for the coming year, registration numbers, and changes to policies.

Registration of youths will be addressed, setting a minimum of two dates for sign ups. It will be the responsibility of the Registrar to advertise these dates. At registration, parents will receive:

1. Sponsorship program explanation
2. USA Hockey Zero Tolerance Policy
3. Dates for the mandatory parents meeting
4. Dates for Try-Outs

The pre-season parents meeting will cover the following topics:

1. Explanation of Hockey By-laws and Policies
2. State and explain the budget
3. Coaches Committee and Tryout process
4. Uniforms
5. Sponsorship
6. Concessions
7. Safety issues
8. Tournaments
9. USA Hockey Child and Parent Code of Conduct

Monthly BYSA Board of Directors meetings will be held on the third Tuesday of each month from October - March. Meetings held from April – September would be scheduled at the discretion of the Chair. A minimum of 5 voting members must be present to open a meeting. A minimum of 7 voting members must be present to vote on a change in policy or to amend the BYSA Hockey Bylaws. A simple majority of votes is all that is required to pass or fail any vote. Any tie vote will be broken by the vote of the Chair, or the voting member that is filling the role of the Chair for that meeting. If a Board member is unable to attend a scheduled meeting, that Board member may be contacted by phone and can cast their vote by phone. If issues arise between meetings that require a vote from the Board, Board members can be polled and allowed to vote via e-mail. A printed copy of the e-mail will be record of their vote.

Directors are expected to make a “good faith” effort to attend all meetings. In the event a Director misses more than two meetings, the Chair has the discretion to call a vote to remove said Director. In this instance, the Board may then vote to appoint a replacement to finish the term.

Voting Positions

1. Chair Director (in the event of a tie)
2. Vice Chair/State Rep. Director
3. Master Scheduler Director
4. Registrar Director
5. Coaching Director/ACE Coordinator
6. Parent Rep. Director
7. Purchasing Director
8. Concession Director
9. Treasurer Director
10. Secretary Director

Note: If an individual holds more than one position, this person can only cast one vote. IF SPOUSES HOLD VOTING POSITIONS AT THE SAME TIME ONLY 1 SPOUSE PRESENT CAN VOTE.

The monthly BYSA Board of Directors meetings will begin at 7:00 pm. All meetings will end at 9:00 pm, unless extended in 15-minute increments by a motion from a Board member, a second, and a majority vote. Meetings will end no later than 10:00 pm.

Practices:

Coach preparedness is essential, requiring that all coaches have a practice plan ready in the event the Level Head Coach cannot be present. “Specific Team” practices are under the discretion of the Level Head Coach, and must be reviewed by the Coaching Director to make sure the practice time is being utilized to the fullest. The Coaching Director will assist the Team Head Coaches in planning their practices to help improve the quality of play. A player may only practice with his/her assigned team or level.

Game Time:

The Head Coach of each team is responsible to finish home games within the allotted time. **All games must end on time.** This means that ice may not be made, or running time is required. The Head Coach will have to use discretion when invoking this.

Level Movement:

Movement from one level to another will not simply be a matter of choice. The only movement that will be allowed is one that is “REQUIRED” for the benefit of the program, not individual players. The

Coaching Director will review the movement request and make his/her recommendation to the Coaches Committee. The Coaches Committee will discuss the request in executive session, and render a decision. Any request for level movement from BYSA Hockey to a player must be first approved by the parents/guardians. The parents/guardians will meet with the Coaches Committee, and be given the reasons for the request, benefits, and possible risks.

Coaching:

Prior to the start of the season, the Coaching Director will hold a “kick-off” meeting. The Director will explain changes for the upcoming season. He will also gather a list of all interested in coaching. No “Co-Head Coaches” will be allowed. One coach must be responsible for each team.

Tryouts:

When necessary, try-outs will be conducted. At this time, the tryout policy will be followed.

There is no mechanism to appeal the placement of any player after tryouts/evaluations have been completed. For further information, please refer to the “Tryout Policy.”

Dual Roster:

Each team roster in the BYSA program will be filled out to maintain appropriate numbers on each team while still taking advantage of the Dual Roster Policy. All goalies at each level will be on the roster of all teams at the level, to try to make sure a goalie is always available for a scheduled game. All roster removals must go through the Coaching Director. For further information, refer to the Dual Roster Policy. Coaches will meet with their Level Head Coach and get the list of dual rostered players to the Registrar no later than one week after try-outs.

Non-Rostered Players:

Non-rostered players may not participate in BYSA Hockey practices or games prior to the end of the State tournament.

Grievances:

Grievances of any nature shall be routed through the Team Parent Rep, the BYSA Hockey Parent Rep. Director and the Coaching Director to the Coaches Committee. Every effort is to be made to resolve the complaint as soon as possible, at the lowest level. Any person involved with our program who refuses to abide by a ruling of the Coaches Committee may be removed from the program without reimbursement of funds.

Zero Tolerance Policy:

The Zero Tolerance Policy for the youths and coaches already exists through USA Hockey and will be followed by the local association. There shall not be any verbal harassment by spectators towards players, coaches, or officials in a negative manner during practice or games. If a situation arises from a coach, parent/guardian or player not complying with the policy, it will be referred to the Coaches Committee. **The Zero Tolerance Policy must be signed by all parents and/or guardians. Any parent unable to sign must be approved by the Board of Directors.**

Outside Fundraising:

Recognizing the integral role of BYSA Sponsored Events in providing funds to the Hockey Program, BYSA is unable to allow outside (other than BYSA Hockey) fundraising.

Team Fundraising:

All team Fundraising needs to be approved by the Board.

Levels of the Program

Initiation Program:

This level must be subsidized by the rest of the program in some manner to allow the registration fee to be competitive with other BYSA, Inc. sports.

At this level the season will be broken into two parts. Initiation will emphasize skating and continue until January 1, at a minimum. Part two will be Introduction to Hockey, where sticks and pucks are introduced after being approved by the Coaching Director. The program must avoid boredom at this level while still stressing proper skating skills.

1. Instructors at this level must go to the initiation level coaching clinic before going onto the ice, or inform the Coaching Director when they are going to a clinic.
2. Be imaginative- make practices fun.
3. Intro to Hockey should introduce rudimentary skills with the emphasis on fun and skating.
4. Split kids into appropriate skill groups.
5. Kids standing in lines are to be avoided as much as possible.

Mite Program:

All age eligible players must participate in the Mite Program.

House Mites:

Structure practices with a minimum of three stations, with the group broken down by skill level. Each group will rotate through the stations, each teaching a different skill. When full ice activities take place, the entire group is included. House Mite teams are selected by the Coaching Staff involved at that level and is overseen by the Coaching Director.

All games at this level are to be "half ice/cross ice," even if playing a team from a different organization. Travel is allowed with approval from the coaching director and no more than 1 ice session per day. All games will be scheduled through the Master Scheduler, or he/she must have knowledge of them.

Travel Mites:

The base age for Travel Mites is 7 years old (turning 8 after January 1 as defined by USA Hockey). Exceptions can be made through the Coaches Committee. The teams at this level will be selected by the Coaching Staff under the direction of the Level Head Coach, and overseen by the Coaching Director. Mite Minor and Major age players of appropriate skill level will be given first consideration when filling "B" rosters. The teams shall be filled to reasonable capacity. Positional and unselfish team play shall be emphasized throughout all practices and games. The Travel Mites should play 18-25 games, and scheduled for minimal overnight trips. They will have a practice schedule of two times per week, schedule permitting.

Squirt Program:

Practice the entire group utilizing "station type" practices, as well as full-length drills. Practice should focus on mastering skill needed at this level such as passing, puck handling, and skating. Practicing teams separately will be allowed under the direction of the Coaching Director. Tryouts will be employed as needed. Squirts should play a minimum of 22-26 games, with a recommendation of 3 overnight trips. Squirts will practice two times per week, schedule permitting.

Pee Wee, U-12, Bantam, U-14, Full Season Midgets:

Practices will be planned to maximize the ice time and develop skill needed to move through the program. Tryouts will be used as needed. Game Schedules:

Pee Wee, U-12- should play a minimum of 26-30 games, with a recommendation of 3 overnight trips.

Bantam, U-14, Midget- should play a minimum of 30-40 games, with a recommendation of 3 overnight trips.

All levels will practice two times per week, schedule permitting. Midgets will practice with the Bantams and/or the High School (when permitted).

If possible, all overnight trips or tournaments should be discussed with parents 2 weeks prior to the departure date.

Girls Program:

As an integral part of BYSA Hockey, the Girls Program will follow all applicable bylaws. BYSA Hockey will establish team age levels according to registration numbers, and will be evaluated by the Coaching Committee to determine which levels fit the program best. All girls that are Mite age eligible must first complete the House Mite and Travel Mite programs before entering into the Girls program. This will ensure that these individuals master the basic skating and hockey skills. After completing the Mite Program, the girls should then move to the Girls Program (except grand fathered girls-see boy/girl policy). If a parent wishes that their daughter continue with the boys program, they must petition the Coaches Committee. At this time the Coaches Committee will discuss the petition in executive session. Tryouts will be used as necessary when deemed appropriate by the Coaching Director.

The girls will have practices planned to maximize the ice time. Because there may be two programs on the ice at the same time, it will be left up to the Level Head Coach when to separate the groups to work on drills that better fit each level.

First Year Players:

This player will practice with his/her age appropriate level. Game time will be limited at the discretion of the Coaching Director until basic skating and hockey skills are obtained. The Coaching Director may allow extra ice time with different levels until basic skills are obtained.

Pre or Split Season Midget (Boys and Girls):

The Barre Split Season Midget program will be allowed to use the BYSA Hockey name and registration number solely for the purpose of registering the Midget teams. They will not be considered as affiliated or governed by the BYSA Hockey program in any way. Coaching credentials must be provided to the Coaching Director/ACE prior to the beginning of tryouts and practices. This relationship will be subject to a yearly review by the BYSA Board of Directors.

Tournaments and Overnight Trips:

Overnight trips should be discussed thoroughly by the Coaches, Team Parent Rep and parents/guardians due to the increased cost of going away. The BYSA Board of Directors invites fund raising to help offset the cost of traveling. Each BYSA team will have the State Tournament paid for by the BYSA Board of Directors.