

# **Operating Rules of the Greater Flint Hockey Association**

## **ARTICLE I – NAME**

The name of the organization shall be the Greater Flint Hockey Association, LLC (hereinafter called the GFHA).

## **ARTICLE II – MISSION**

The Greater Flint Hockey Association is committed to developing character in our players by teaching the principles of sportsmanship, teamwork, respect for authority, and academic excellence while teaching the game of hockey to the next generation. We believe any youth sport development program should focus more on skill development than on tactics.

These principles listed above will not be sacrificed for the goal of winning. While winning is the desired outcome of any competitive team, it is our duty and responsibility as parents, coaches, managers, and players, to become positive role models in our association and throughout our community. As the Greater Flint Hockey Association family, we will lead by example not only on the ice, but away from it as well.

## **ARTICLE III – PURPOSE**

The purpose of the GFHA, a non-profit association, is to ensure that all youth in the area have an opportunity to learn and play hockey. The GFHA shall provide, develop, conduct and supervise youth hockey at properties designated for that purpose throughout the mid-Michigan area.

## **ARTICLE IV – NONDISCRIMINATION**

The members, employees, agencies and organizations served by the GFHA shall be selected without regard to race, color, religion, sex, age, disability, marital status or national origin in a manner consistent with applicable federal, state, and local laws.

## **ARTICLE V – MEMBERSHIP**

All players, coaches and teams will be registered with MAHA/USA Hockey.

## **ARTICLE VI – EXECUTIVE COMMITTEE**

- A. The Officers of the Executive Committee shall consist of a Director, a Vice-Chairperson, a Secretary/Treasurer, an Ace Director and 2 Members at Large. The members shall elect a Vice-Chairperson and a Secretary/Treasurer to a three (3) year term at the Annual Meeting in July. The Executive Committee shall be the governing body of the GFHA.
- B. A Director shall be elected by the sitting Executive Committee. The Director, with the authority of the Executive Committee and under the general direction of the Executive Committee, shall be responsible for the execution and administration of policies and programs approved by the Executive Committee. The duties of the Director shall include all of the following:
1. The Director shall be an ex-officio member of all committees and shall participate in all meetings unless requested otherwise by the Executive Committee. The Director shall attend all meetings of the Executive Committee and the full membership but shall not be a Member and shall not have a vote except in the event a tie-breaking vote is needed.
  2. The Director may employ or contract for such other professional and support services personnel as may be necessary to carry out the work of the GFHA so long as such hiring is within the budget guidelines approved by the Executive Committee.
  3. The Director shall create and/or approve agendas for each meeting, with recommendations from the Executive Committee members.
  4. The Director shall be in direct supervision of and have full authority to retain or dismiss such staff members or contractors.
  5. The Director is authorized to negotiate agreements with other groups for joint planning, exchanging use of facilities, services or other arrangements of mutual advantage in the conduct of GFHA programs. The Executive Committee must approve such agreements before implementation.
  6. The Director shall make a full and complete report to the GFHA at the fall meeting each year and shall routinely make interim reports to the Executive Committee at each meeting. Such reports shall include updates of that year's completed and continuing programs as well as a report on the year-to-date status of the budget. The report to the full membership at the Annual Meeting shall also include a proposed budget and plans for the upcoming year.
  7. The Director shall appoint an Ace Director upon approval of the Executive Committee.

- C. The Vice-Chairperson shall fulfill the duties of the Director in his/her absence.
- D. The ACE Director is responsible for the implementation of the USA Hockey Coaching Education Programs (CEP) for the GFHA. The ACE Director assists the association in developing a well-trained coaching staff, help your coaches manage their CEP requirements, and promote and facilitate other USA Hockey programs.
- E. The Secretary shall provide for all minutes of the proceedings of the GFHA and Executive Committee. The Secretary is responsible for the safekeeping of the original or a confirmed copy of these operating rules, including any amendments to date.
- F. The Treasurer shall provide fiscal services necessary to conduct the affairs of the GFHA. This includes keeping accurate records of accounts, complete bookkeeping, and provide the GFHA monthly reports.

### **ARTICLE VII – TERM OF OFFICE**

- A. All Executive Committee members shall be nominated and selected by the general membership. All Executive Committee members must have attended at least ½ the previous year’s meetings and must be a member of good standing for at least two (2) consecutive years prior to being nominated. The Executive Committee members’ term shall be for a three (3) year term by a majority vote of the members present and voting at the fall meeting. In the event of a vacancy the Director may appoint a new Executive Committee member on an interim basis until the next yearly meeting.
- B. The Ace director’s position shall automatically have a voting seat as an Executive Committee member.

### **ARTICLE VIII – MEETINGS, NOTICES, AND ATTENDANCE**

- A. There shall be a meeting of all members of the GFHA each July.
- B. GFHA shall hold meetings at least once per year. Additional meetings shall be called at the request of the director or any (3) three members of the committee.
- C. GFHA Executive Committee meetings shall occur at least monthly starting with the September meeting.
- D. Any committee member missing more than (3) unexcused meetings (membership or Executive Committee meeting) may be removed from the Executive Committee upon recommendation of the director, and a majority vote of the Executive Committee present and voting at a duly called meeting.

- E. The secretary of the Executive Committee shall provide written notice of all meetings forty-eight (48) hours prior to the meeting. In the case of special meetings, the secretary shall make every effort to personally contact the Executive Committee members verbally by telephone or electronically by email, and such contact shall be initiated as soon as possible upon notification of the need for a special meeting. Such contact shall be in lieu of written notice.

## **ARTICLE IX – TEAMS**

- A. The GFHA shall govern all travel and house teams that skate under the GFHA umbrella.
- B. The GFHA shall form house teams based on the number of players that enroll at the annual draft skate in the fall. If it is determined that more than one team is needed for a particular age group, the GFHA shall follow the guidelines mandated by **MAHA Rules VI. AGE CLASSIFICATIONS: DEFINITIONS AND RULES; M.; 4, 5, 6, 7. (See GFHA Draft Rules - Appendix A).**
- C. All teams that skate under the GFHA umbrella must have the GFHA logo on their jerseys.
- D. The GFHA shall support one travel team per level if needed. Additional travel teams shall be determined at the discretion of the Executive Committee **(See GFHA Travel Team Selection - Appendix B).**
- E. All team association fees and house player registration fees shall be determined by the Executive Committee prior to the fall meeting.

## **ARTICLE X – CONDUCT**

- A. The rules of parliamentary procedure compiled in “Robert’s Rules of Order” shall govern in all cases in which they are not inconsistent with the standing rules and orders of the GFHA, or any existing law of the State of Michigan.
- B. At meetings, the Executive Committee shall have one (1) vote each. Absentee executive members may vote as long as their vote is submitted in writing to the director prior to the meeting.
- C. In some instances, Executive Committee Members or GFHA Members may be faced with a conflict of interest issue. In order to ensure fairness, a member faced with a perceived conflict of interest shall state this to the Executive Committee or membership. That body shall determine if it is a conflict of interest by a majority vote of the Members present. A Member determined to have a conflict of interest shall abstain from all voting on that issue.

D. All GFHA coaches shall have the following duties, rights, and responsibilities:

1. The GFHA Executive Committee is responsible for the appointing and releasing of all GFHA coaches and team managers. Persons interested in participating in these roles need to fill out and turn an application to be reviewed by the Executive Committee. Previous coaching or manager position does not guarantee present or future placement in any capacity.
2. Head coaches have the right to appoint or relieve all assistant coaches and team managers at their discretion for their own team.
3. All coaches are responsible for maintaining and updating their coaching certification through USA Hockey.
4. All team officials shall undergo a background check through USA Hockey.
5. Discipline procedures for all team officials shall be as follows:
  - a. If any GFHA coach, assistant and/or team manager is accused of any violations they are entitled to a hearing before the GFHA Executive Committee prior to any discipline that is ruled upon for any and all of those who are in question of violations.
  - b. A 2/3 quorum of the GFHA Executive Committee must be present in order for any and all disciplinary meetings.
  - c. All parties who are charged with any violations will be given 10 days notice of any meeting regarding their accusations.
  - d. Those persons who are charging or accusing anyone with a violation must be of attendance in the hearing of those being charged.
  - e. Those who have been charged will have the right to face and question those who are accusing the purported violator.
  - f. After all questions have been answered, the GFHA Executive Committee will recess the hearing and make a final decision on what action if any will be taken against the violator.
  - g. If the accused is found to have indeed violated some rules they will be given the result of those charges and punishment will be handed out at this meeting.
  - h. If the accused wished to appeal his or her punishment they do have the right to an appeal through the GFHA Executive Committee in writing within 5 days. The GFHA Executive Committee will hold a meeting to hear such appeal within a 10 day period and will notify the accused in writing within 5 days of their decision.

- i. If the violator still does not agree with the Executive Committee's decision they have the right to contact the GFHA MAHA representative and continue their due process through MAHA.
- j. The GFHA Executive Committee will abide by any ruling that MAHA makes upon the side of the violator.
- k. At the Committee's discretion, the accused may continue his or her role during any and all appeal processes.
- l. Any coach or manager who has been released from duty as a result of discipline may no longer have any active involvement or participation in any team event except for the role as spectator in the stands.

## **ARTICLE XI – FINANCIAL POLICIES**

- A. The fiscal year of the GFHA shall be August 1<sup>st</sup> to July 31<sup>st</sup>.
- B. Huntington Bank shall be the fiscal agent for the GFHA.
- C. Except as otherwise provided by law, authorization of checks, promissory notes, orders for the payment of money and other evidence of indebtedness of the GFHA will be co-signed by the Director and the Vice-Chairperson. In the absence of the Vice-Chairperson, the Director may sign.
- D. Contracts, leases or other instruments executed in the name of and on behalf of the GFHA, will be co-signed by the Vice-Chairperson and the Director as authorized by the Executive Committee.
- E. The Executive Director, Vice-Chairperson, Secretary, Treasurer and Director shall be bonded in amounts determined by the Executive Committee.
- F. The Executive Committee may receive any gifts, bequests of money, or other real or personal property to be applied for program purposes on behalf of the GFHA.
- G. If the GFHA find that the community can no longer support the GFHA and dissolution of the association is necessary, all financial accounts held by the GFHA shall be closed and the money donated to another non-profit organization that the GFHA Executive Committee deems fit with consideration of this donation shall include: MAHA, USA Hockey, or a local youth hockey association.

## **ARTICLE XII – AMENDMENTS**

- A. Amendments may be made to these Operating Rules whenever deemed necessary by the Executive Committee in the following manner:
  - 1. Written notice of the proposed changes must be mailed to the Executive Committee at least ten (10) days before the meeting at which a vote will be made; and
  - 2. A majority vote of the assembled GFHA members sitting quorum at that meeting shall constitute approval of said changes to the Operating Rules; and
  - 3. A new set of Operating Rules as amended shall be provided to all members of the Executive Committee within ten (10) business days following action taken with the new revision dates noted at the top of the first page.
- B. The revised set of Operating Rules may then be implemented on an interim basis subject to approval of the Executive Committee at its next regular meeting.

## **ARTICLE XIII – INDEMNIFICATION**

- A. USA Hockey shall indemnify the GFHA and any and all of their members' directors, officers, employees or agents including former members, directors, officers, employees or agents.
- B. USA Hockey shall also indemnify any and all of its Members, employees or agents including former Members, employees or agents, who shall serve as a Member, employee or agent of the GFHA to the fullest extent permitted and in accordance with the laws of the State of Michigan.
- C. The Greater Flint Hockey Association shall purchase and maintain liability and workers compensation insurance including, but not limited to, Directors and Officers and Errors and Omissions insurance on behalf of any person who is or was a Member, employee, or agent of the GFHA against any liability asserted against him or her and incurred by him or her in any such capacity, or arising out of his or her status as such, whether or not the GFHA would have the power to indemnify him or her against such liability under the provision of the foregoing section 1 of this article. Any reasonable expense for maintaining this insurance shall be borne by the GFHA.

## **Mission Statement**

It shall be the mission of the Greater Flint Hockey Association to develop character and encourage sportsmanship between all players for the betterment of their physical and social well-being as well as the sport of hockey.

## **Appendix A**

### **GFHA Drafts Rules and Procedures**

The draft is a complete appraisal where players are evaluated and assigned scores that eventually place the player in a round that is comparable to others with his/her overall skills.

All players must be pre-registered with both the GFHA and USA Hockey before being able to participate in the draft.

During the draft, the teams are assigned numbers through a blind draw; thus a team could select first or last. A coach is allowed to pick a player from any level that he/she chooses during a given round. It is not atypical to see a lower rated player be picked in a higher round for various reasons; including the fact that a parent may be willing to help coach; they may be from the neighborhood; or other rationale.

The GFHA House draft is regulated by MAHA with a representative included during the actual draft present in the room. MAHA allows only one protect per each team, which is typically the head coach's sibling (in many cases, the coach's sibling is not even rated a top round draft selection).

The evaluation process includes two sessions where the players get rated for technical skating and game play. All the evaluations are done by current level head coaches within the age division. (The GFHA has also conducted the evaluations having coaches from outside the division doing the ratings. This did not prove to be a significant advantage and requires an enormous amount of additional volunteer time. As a result, the GFHA utilizes coaches from the division doing the ratings with House Committee oversight.) From this point, the GFHA will have an independent party to enter the individual coaches' scores into a computer program for consolidation with other pertinent information. Included in the evaluation process is rating information that was turned in from the past season for returning players. Thus each player gets a good look all around. If a player cannot make the evaluations, they are placed into the non-evaluated group; however, most of these players are assigned a ranking based on the past season, and all these players are discussed with a House Committee member and the coaching group prior to the actual draft; thus players cannot be "hidden."

If a player is suspected of "sandbagging" during the evaluations, the House Committee has the right to adjust their ranking score to alleviate any issues and keep the system fair.

It is a perception that many teams draft stronger rosters consistently over others. The truth is that these coaches spend a lot of time at the evaluations taking careful notes, have been in the system longer than others, and can go to the point of creating a "pre-draft" list so that they are prepared for picks according to the level.

Finally, there are processes in place to have additional tryouts for players that had to miss the previously scheduled sessions due to unforeseen emergencies, etc. This session is typically done by several coaches and always has a Board member assigned to be sure that all evaluations are done properly and fairly. It should also be noted that if a coach's sibling is not present for any of the evaluations, then that player is automatically a first round pick, regardless of skill.

There is no perfect process for equally distributing the talent among all the teams. The process used by the GFHA has been refined over the years and will continue to be refined as needed.

### **GFHA House League Drafts**

League drafts must comply with the MAHA Rules VI. AGE CLASSIFICATIONS: DEFINITIONS AND RULES; M.; 4, 5, 6, 7.

All players registered for a draft must be placed on a team.

GFHA may end their pre-draft process when the number of registrants exceeds the limits of available ice. An Association waiting list can be created. However, no player from the GFHA "waiting list" can be placed on a team until all the players in the draft pool of players have been drafted to a team.

The main point of the draft is to insure balance among the 'B/BB' league teams.

Selective choosing of which players will be on the list of registered players on the draft is not allowed.

There are absolutely no trades allowed after completion of the draft.

Single entry teams must follow the MAHA Rule VI. AGE CLASSIFICATIONS: DEFINITIONS AND RULES; M.; 4. (5) (i) and M.; 5. (5) (i).

Single entry teams will need to complete the 'MAHA CERTIFICATION OF SINGLE ENTRY 'B & 'BB' TEAMS' form.

### **Draft Rules Submissions**

The GFHA must submit a copy of their draft rules to their assigned D5 MAHA Director by August 15 of each season. The rules will be reviewed and approved or denied by the District Council.

### **Conducting the Draft**

The assigned D5 MAHA Director is to be notified of the dates and times of all Association drafts. This information is required a minimum of two (2) weeks in advance of the draft.

A member(s) of the D5 Council must be in attendance at all drafts; this includes being in the room during the selection process.

At the completion of the draft, the assigned D5 MAHA Director shall sign and date the original copy of the draft and retain for submission to the District Council.

### **Player Evaluation**

Players receive an evaluation from coaches in March of the previous season. This information is contained in the upcoming draft sheets. Returning players should not be in the unevaluated portion of the draft.

Players missing both evaluations are contacted by phone by the GFHA to determine what their status is with the GFHA. Prior background information is solicited from these players that is then added to the draft sheets. Additionally, in the draft meetings, information on these players is shared with all the coaches.

The GFHA uses an open draft window which means that players can be taken at any time. There is no advantage to being on the unevaluated list.

All evaluation scores are tabulated by an independent party.

Spread sheets are created for each age division and the players are listed from #1 through... based on their ratings.

Depending on the number of teams, the draft rounds will be such so that they equal the number of teams. If there are 8 teams, then there are 8 players selected per round.

Once the draft sheets are made, members of the House Committee review these sheets and in some cases, may make adjustments.

During the day of the draft, each age division has a meeting prior to the actual draft where a Board member will review the draft rules and other processes, including a blind draw to determine each team's draft order. At this time, the actual draft sheet is handed out and the coaches have approximately 15 minutes to review prior to the actual draft.

The actual draft takes about one to two hours to complete and is run by (2) Board members as well as a sitting official from MAHA.

Once the draft is completed, the roster is created by the GFHA office and the official season has begun.

Please note that it is a rule that a team that picks a player that has a brother or sister in the same level must take both (unless they have specified in writing otherwise prior to the draft).

Please note that the GFHA cannot accept any special requests to keep players off a certain team or trying to help keep neighborhood kids together, etc.

Typically, the unevaluated list has less than 5 players per age division.

Finally, any alterations to the above could forfeit the draft and MAHA would then pick the teams based on a blind draft. The GFHA takes the draft seriously and will not jeopardize the process for any reason outside the MAHA rules.

## **Appendix B**

### **TRAVEL TEAM SELECTION**

The Travel Division teams shall field the most representative players of the association with the intention of being competitive with other associations in state-wide competition. Playing on a Travel Division Team is a privilege, not a right. This privilege must be earned through physical and mental preparation. This readiness must be demonstrated in the annual tryout for these teams. Although all players will be given the opportunity to play, game situations may dictate the amount of playing time for each player. Coaches are directed to be as fair as possible.

Travel teams shall be classified as either “A” or “AA” and will be formed following all appropriate guidelines.

The travel program is designed for the players who are highly skilled and desire the challenge of a highly competitive program. Players will be selected on the basis of ability and personal attributes based on past performance and performance at the open tryouts.

Travel teams may be offered in the Squirt through Midget divisions in the “A” and “AA” classifications each year subject to the following stipulations:

The GFHA shall support one travel team per level if needed. Additional travel teams shall be determined at the discretion of the Executive Committee.

There has to be a minimum of at least two house teams in the appropriate age classification (Squirt through Midget divisions) before a travel team can be formed.

If there are not enough players for a team, the Board of Directors shall withdraw that team.

The board of Directors may choose not to offer a team in any classification when it is in the best interest of the Association.

Open tryouts for each team shall be announced in advance and conducted as announced. No player may be cut until after two sessions which will include at least one scrimmage.

To avoid conflicts, it is required that all Travel Team Coaches develop and maintain an evaluation record on all participating players. This record should be confidential and not available to anyone except the GFHA Travel Program Director and the Head of Coaches for the purpose of ensuring compliance with policies and rules.

Travel coaches must notify the GFHA Travel Program Director of whom to send travel team commitments to and must handle all player cuts personally.

Each of these divisions shall be managed by their respective director to implement the policies and directives of the GFHA.

All travel teams must pay a per player registration fee to the GHFA before the team can be rostered.

Originated Draft 2007

Revision Dates: 6/8/2010  
2/25/2015  
2/16/2017