



Dearborn Hockey Association

Bylaws

**DEARBORN HOCKEY ASSOCIATION
CONSTITUTION AND BYLAWS**

ARTICLE I

- Section 1.** The name of this organization shall be the Dearborn Hockey Association herein after referred to as the DHA.
- Section 2.** The Dearborn Hockey Association is organized as a State of Michigan, nonprofit corporation under the Section of 501C(3), upon a non-stock, membership basis not involving pecuniary gain or profit for any of its members, for a term of perpetual existence.
- Section 3.** The Address of the Dearborn Hockey Association is 14900 Ford Road, Dearborn, Michigan 48126

**ARTICLE II
Purpose**

The purposes for which this DHA is formed are to:

- a) To establish and operate an amateur hockey program in the City of Dearborn.
- b) To provide the opportunity to engage in organized amateur Hockey.
- c) To cultivate physical welfare
- d) To foster sportsmanship among the youth of Dearborn in ice hockey
- e) To encourage, promote and improve standards and skills of the youth of Dearborn in ice hockey
- f) In general, to carry on any activity not forbidden by and with powers conferred under the laws of the State of Michigan applicable to non-profit organizations under 501 C (3).
- g) Dearborn Hockey Association, will operate and adopt all policies, rules and regulation of the Michigan Amateur Hockey Association (MAHA) and the rules and Regulations of USA Hockey. Dearborn will also adopt all policies, rules and regulation of all Leagues committed to (i.e. Little Caesars and/or Adray)

ARTICLE III MEMBERSHIP

- Section 1** **Membership Fees:** The membership fee will be established by the Board of Directors. Annual membership fees are to be paid for each skater in any program or on any team. This fee constitutes yearly active membership in the DHA. The membership year will be **September 1 through April 30. Membership is activated once Membership fees are paid.**
- Section 2** **Active Members:** Active Members of the DHA are all players, their parents or legal guardian, coaches, managers and current members of the Board of Directors operating in DHA.
- Section 3** **Voting:** Voting rights will be exercised by one vote per family. The designated person casting a vote must be designated at the time of Registration. Coaches and/or managers shall be authorized to cast 1 vote. If a coach and/or manager is a parent of a player member he/she will only be allowed to cast 1 vote.
- Section 4** **Loss of Membership: The Executive Committee,** by majority vote, may suspend or expel any member for cause or conduct it deems inappropriate.
- a) **Suspension Appeal:** Any member who has been suspended may appeal his/her suspension within 10 days of suspension notification. The appeal must be delivered in writing by certified mail to request a hearing before the **Executive Committee** and or the Appeal Committee.
- b) **Resignation:** Any member of DHA may resign by written notice to the **Executive Committee** accompanied by payment of all money and property owed.
- c) **Termination of all Membership:** Termination of membership, whether by resignation, suspension, expulsion or otherwise, terminates all rights of membership.
- Section 5** **Honorary Members:** Honorary membership may be granted to persons upon a majority vote of the Board of Directors present and voting. **Honorary Members shall not have any voting rights.**
- Section 6** **General Membership Meetings:** General Membership Meetings will be held at minimum 1 membership meeting per fiscal year. Notification of Membership meetings will be posted on the DHA Website and emailed to the membership **seven (7) days prior to the meeting date.**
- Section 7** **Waiver of Liability:** The Dearborn Hockey Association, an affiliate of Michigan Amateur Hockey Association (MAHA), does hereby indemnify and hold harmless MAHA and each member thereof, the Executive Committee of MAHA and each

member thereof, the councils and committees of MAHA and each member thereof, and all other elected, appointed, employed or volunteer representatives of MAHA from any and all claims, liability, judgments, costs, attorney's fees, charges and expenses whatsoever, arising from the acts and omissions of the MAHA, except to the extent (i) that MAHA or the aforescribed representatives cause such claims, liability, judgments, costs, attorney's fees, charges or expenses by their own intentional neglect or default or (ii) that such acts or omissions were the direct result of compliance with the Articles of Incorporation, Bylaws, Rules and Regulations, Playing Rules or decisions of the Board of Directors of MAHA, Further, the Dearborn Hockey Association understands and acknowledges that MAHA and its aforescribed representatives have assumed such assignment, function, office or capacity upon the express understanding, agreement and condition that they be so indemnified and hold harmless to the extent describe in these constitutions.

Section 8 **Grievance Resolution:** Membership may be terminated by the Board of Directors by a vote of three quarters of the entire Board of Directors present at a meeting where a quorum is present on the occurrence of any of the following events:

- (a) Failure to make payments when due
- (b) Failure to adhere to any agreement with the Association pertaining to the payment of dues, fees, assessments or ice bills
- (c) Failure to pay any other hockey association's dues, assessments, or ice-bills
- (d) Failure to adhere to the MAHA Hockey Participant Code of Conduct, MAHA Parent/Legal Guardian Code of Conduct Agreement or MAHA Coaching Ethics Code Agreement
- (e) Conviction of a felony or a misdemeanor, other than a minor traffic violation
- (f) Any conduct the Board determines is detrimental to the Association.

The Secretary shall provide a minimum ten (10) day notice to the person to be expelled and to the members of the Board prior to the regular or special meeting at which the matter is to be resolved. The person shall be offered an opportunity to be heard at that meeting and to present others to testify in his or her behalf, prior to any final disposition by the Board. The ruling of the Board of Directors is considered final and binding. Anyone not abiding by the decision of the Board is subject to loss of membership

Section 9 **Insurance:** The Dearborn Hockey Association, agrees per the affiliate agreement throughout the term of the affiliate agreement to be covered by the general liability insurance policy and the Directors and Officers and Crime insure policies maintained by USA Hockey, Inc. Dearborn Hockey Association shall be informed of the limits of that policy, and of any changes to those limits which may be made by USA Hockey at its sole prerogative. Dearborn Hockey Association retains the right to obtain whatever additional insurance coverage it may desire, at its own expense, but agrees to name MAHA as an additional insured thereof. By purchasing and maintaining the aforementioned general

liability insurance policy, MAHA and USA Hockey Inc. does not assume and indeed disclaims, any liability for any actions or omissions of Dearborn Hockey Association.

ARTICLE IV PREEMINENCE, DISSOLUTION & INDEMNIFICATION

- Section 1** **Preeminence:** DHA, an Affiliate of MAHA shall abide by and act in accord with the Articles of Incorporation, By-laws and Regulations, Playing Rules and decisions of the Board of Directors of MAHA and such documents and decisions shall take precedence over and supersede all similar governing documents and/or decisions of DHA. Further, DHA (i) shall assist MAHA in the administration and enforcement of the Bylaws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of MAHA within and upon its members and/or within its jurisdiction and (ii) agrees to be guided by the core values of MAHA as set forth in the Affiliate Agreement signed by DHA and USA Hockey. Nothing contained herein, however, shall be construed to delegate the duties or responsibilities of DHA's Directors or Officers to MAHA its officers, directors, agents or employees, nor shall this provision be construed to prevent DHA from implementing rules, policies and procedures which may be more stringent than those of MAHA providing such rules, policies or procedures do not conflict with those of Michigan Amateur Hockey Association.
- Section 2** **Dissolution:** In the event of dissolution or liquidation, all assets, real and personal other than those necessary to wind of the affairs of the Association shall be distributed by the **Executive Committee** to organization(s) organized under the 501 C (3) Internal Revenue Code or a Charitable organization decided upon.
- Section 3** **Indemnification:** The Association shall have the power to indemnify a director, officer, employee or agent who was or is a party or is threatened to be made a party to a threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative and whether formal or informal, other than an action by or in the right of the Association, by reason of the fact that he or she is or was a director, officer, employee or agent of the Association, against expenses, including attorneys' fees, judgments, penalties, fines, and amounts paid in settlement actually and reasonably incurred in connection with the action, suit, or proceeding, if the person to be indemnified acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interest of the Association, and with respect to any criminal action or proceeding, if he or she had no reasonable cause to believe the conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, does not, of itself, create a presumption that he or she did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interests of the Association, and, with respect to any criminal action or proceeding, had reasonable cause to believe that the conduct was unlawful.

**ARTICLE V
GOVERNMENT**

Section 1. Board of Directors: The Board of Directors shall consist of the Executive Committee and **appointed Directors as designated by the Executive Committee. (No. of Directors shall be determined from year to year by the Executive Committee)**

Executive Committee: Shall consist of the Past President, President, Vice President, Secretary and Treasurer. All offices run from **April 1 to March 31**. The term of office for the Executive Committee shall be **two (2) year terms**.

The Appointed Board of Directors: Shall consist of Travel Director, House Director, Equipment Manager, Ice Scheduler, Ace Coordinator, registrar and Division Representatives. The term of office for the Board of Directors shall be a **one (1) year term**.

Section 2. Executive Committee and Board of Directors Meetings: Meetings shall be convened once a month. The Executive Committee shall convene prior to the meeting of the Board of Directors.

Section 3 Powers and Duties of the Executive Committee and Board of Directors:

- a) **President** – The President shall be the Chief Executive Officer of the Association. He shall preside at all meeting of the **Executive Committee**, Board of Directors and General Membership meetings. He/she shall see that all orders, policies and resolutions of the Board and general membership shall be carried out. The president shall vote at Board Meetings only in the event of a tie.

The President shall establish such committees as he/she may deem necessary to the Association. He shall be an Ex-Officio Member of all committees. The President shall appoint a chairperson for such committees.

The President shall be authorized to enter into and execute binding contracts such as leases, ice contracts, etc. on behalf of the Association upon the approval of the **Executive Committee**

- b) **Vice President** - The Vice President will assume responsibility in the absence of the President. The Vice President will generally be responsible for the conduct and operation of the Travel Program.
- c) **Secretary** - The Secretary shall keep minutes of all the meeting of the Board of Directors, the Executive Committee and all General Membership meetings. The Secretary will be responsible for publishing and reading all minutes of previous meetings. The secretary shall perform other duties as shall be designated by the President and the **Executive Committee**.

- d) **Treasurer** – The treasurer shall be responsible for
 - 1) Collecting Registration and Membership fees
 - 2) Collecting requisitions for payment of Invoices or receipts
 - 3) Presenting any and all Invoices or receipts for approval of payment to the **Executive Committee**
 - 4) Preparing and submitting monthly financial reports
 - 5) Preparing and providing all documents and report for audit purposes

- e) **Ice Scheduler** – The Ice Scheduler is the DISC Manager and is responsible for scheduling and billing of ice time at the DISC for all DHA teams house and travel teams.

- f) **Equipment Manager** - The equipment manager is responsible for the following:
 - 1) Recommending to the Executive Committee the quantity and make of equipment to be purchased or sold
 - 2) Soliciting and receiving bids from various sources for the purchase and sale of equipment.
 - 3) Transacting equipment purchases and sales with the approval of the Executive Committee
 - 4) Scheduling delivery, issuing and collecting all equipment
 - 5) Ensuring that equipment is properly maintained
 - 6) Maintains the inventory of equipment
 - 7) Negotiating other purchases as directed by the Exec. Committee.

ARTICLE VI ELECTIONS

Section 1 – Elections

- a) Elections shall be conducted for the Positions of President, Treasurer every 2 years (in even years, 2004, 2006, 2008, etc.) Vice President, Secretary, every 2 years in odd years (2005, 2007, 2009, etc.)
- b) Nominations must be in writing and submitted to the President and Secretary by January 31 of the current season.
- c) The election for officers will be open for a minimum two (2) week period in February by electronic survey or other method as determined by the Executive Board.
- d) DHA members will be notified of the election by email from the DHA registration list for the current season. Votes will be limited to 1 vote per family membership.

Section 2 – Resignations

Any person wishing to resign from his position from the Executive Committee or Board of Directors, may do in writing to President and Secretary.

Section 3 – Vacancies

In the event an Elected Officer and or Appointed Director resigns for any reason during his term, his/her position may be filled or appointed to the vacant position by the President with the approval of the Executive Committee

ARTICLE VIII ENACTMENT AND AMENDMENTS TO THE BYLAWS

- A. This constitution and bylaws shall be enacted by a majority vote of the Executive Committee and a majority of the members present.
- B. Proposals and recommendations for amendments to these bylaws and constitution shall be submitted in writing to the Executive Committee or a person so designated by the President and Executive Committee.

SECTION 1 RULES AND REGULATIONS

- 1) All rules and regulations of the Michigan Amateur Hockey Association (MAHA), League (LCAHL) and USA Hockey will be abided by.
- 2) All DHA members, coaches and teams will be provided with a copy of the DHA Constitution and Bylaws, MAHA Official Guide and The USA Annual Guide. It shall be the responsibility of each individual to familiarize themselves with all rules and regulations.
- 3) Any amendment to, additions to, alteration of, or deletion of any DHA rule must be done with the approval of three fourths (3/4) of the DHA Board of Directors, A revised set of rules will be published (on the DHA Website) at the start of each hockey season. Members will be notified in writing of any changes in rules made after the start of the season.

ABUSE POLICY:

- 1) **Zero Tolerance** - DHA supports and will enforce the zero tolerance rules. In particular, inappropriate and/or disruptive behavior by any parent/spectator before, during or after any sanctioned activity will not be tolerated. Obscene or vulgar language, taunting of players, coaches, officials or other spectators will not be tolerated. Threats of physical violence or physical violence will not be tolerated.

- 2) **Sexual Abuse** - DHA supports and adopts the sexual abuse policy as set forth in the MAHAGuide. There shall be no sexual abuse of any minor participant involved in the DHA program by any coach, assistant coach, director, manager, other volunteer, parent or guardian, or other member. Upon proof of any violation hereof the violator will be permanently banned from DHA
- 3) **Physical Abuse** - It is the policy of DHA that there shall be no physical abuse of any participant involved in the association's programs by any coach, assistant coach, director, manager, other volunteer, parent or guardian or other member. Physical abuse shall be defined as set forth in the MAHA Guide. Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate a hockey skill.

SECTION 2 TEAM AND PLAYERS REGISTRATIONS

A. Residence Requirements

- 1) a) House Teams of Dearborn residents will be given priority over non-residents in filling positions of DHA House teams. Non-Residents, after playing one season in DHA will be accorded the same hold over rights as Dearborn Residents for the following season.
 - b) House players will be placed on a team using the Draft Procedure.
- 2) Travel Teams of will be filled based on tryout results at the discretion of the coach.

B. Age Requirements – MAHA age Classifications will prevail.

- 1) A player who wishes to play up an age classification must submit written request at the time of registration to be considered to play up.

Considerations to these requests will only be given providing:

- a) A division will fold due to the amount of move up requests
- b) If the spot requested would prevent another player in the requested age group from participating
- c) If the players lack of ability put him/her at risk for injury
- d) Player's skill level is inadequate for requested age group. (to be determined by previous coach and DHA advisory board.)
- e) Waiver of consent must be signed if awarded moving up a classification
- f) July 1, is the deadline for all requests.

- 2) In the event that there is limited space to honor move up requests the following order will take place:
 - a) Dearborn residency
 - b) DHA Seniority
 - c) Child of Coach with another sibling in the requested age group
 - d) Date request was received
 - e) Position player is requested (i.e. Goalie, forward, etc)
 - f) If the above order 1 through 5 is equal between requests a random draw will be held. All parties involved must be present at the drawing or the non-attending party, or parties will be eliminated from said drawings and their requests will be denied. The time will be at the DISC and all parties will be notified.

C. Registration and/or Membership Fees

- 1) An annual NON REFUNDABLE Registration fee will be collected for each player
- 2) Amount of Registration and/or Membership Fees shall be determined by the Executive Committee on a year to year basis.
- 3) Registration and or/Membership Fees must be paid in full prior to any player (House or Travel) takes to the ice for drafts or tryouts.
- 4) At the time of Registration, the person filling out the Registration Form must designate the Person responsible for payment of monthly ice fees.

D. Players requesting Releases from DHA

- 1) Release will be allowed providing the player has fulfilled all Financial Obligations and all DHA equipment has been returned.

E. Individual Team Responsibilities

- 1) Each team must appoint a manager to manage all the affairs of that team.
- 2) Each team is responsible for making sure that all paperwork is properly filled out and presented to the DHA Registrar.
- 3) ALL TEAMS MUST BE REGISTERED PRIOR TO PLAYING ANY LEAGUE GAMES, EXHIBITION GAMES, OR TOURNAMENT GAMES. All paperwork should have been submitted to the DHA Registrar who in turn submits to the District Registrar who signs and certifies the roster).

- 4) Each team is responsible for all ice fees assigned to that team regardless if the ice is used or not.

F. Team Ice Fees

- 1) Ice bills will be distributed in advance on approximately the first of each month. Payment is due by the 15th day of each month unless otherwise noted. All payments must be made by check or money order, NO CASH will be accepted.

Please make all payments Payable to the THE CITY OF DEARBORN and deliver payments to the Information Desk of the D.I.S.C. by the due date. Any ice bill not paid in full by the due date may be assessed a \$50.00 per week late fee.

- 2) Teams are financially responsible for all ice time assigned to them regardless of whether or not they skate.
- 3) Teams that have not paid their ice bills to the D.I.S.C. within 14 days of the due date may have their ice time reassigned. Any league games scheduled on reassigned ice time will be forfeited. This policy will remain in effect until the ice bill and any and all late fees have been paid.
- 4) Any check returned for Non-Sufficient Funds or any other reason, the team will be assessed an additional \$25.00 fee.
- 5) All ice time reserved for DHA Teams remain the financial responsibility of the DHA. The arena manager will notify the DHA President of any team that is more than two (2) weeks delinquent so the appropriate action can be taken.
- 6) All teams must submit a financial Report to the DHA Treasurer once a month. Teams NOT submitting financial reports will have their Ice reassigned.

**SECTION 3
HOUSE (B) TEAM DRAFT RULES**

- A. All players will be rated at the pre-season rating sessions
- B. All players must show up for rating and draft skating sessions
- C. Protected Players
 - 1) A coach may protect one player for placement on his team. A coach must protect his own child or family member. Protected players will be placed on a team at their rated level. In the event that 2 coaches attempt to protect the same player, NO protection will be allowed for the player or Team.

- 2) When a protected player is drafted, an alternate player of the same or comparable rating will be drafted to each team to maintain a competitive balance.
- 3) Brother will follow brother at the draft.
- 4) When two families are living under the same household, the players will be drafted as brothers, but will pay separate registrations fees.
- 5) All players (except those mentioned in 2, 3, 4) will be assigned to teams by a draft. Teams will have a maximum of 15 skaters and 2 goaltenders.
- 6) No coach may reject a player.
- 7) Any player who refuses to skate for the assigned team will not be allowed on any DHA team during the current season.
- 8) Any player removed from the rating session due to behavior problem will not play hockey on a DHA Team in the current season.
- 9) The House Director will decide on the placement of any player deemed eligible to play by the Board who did not participate in the rating session or was not included in the draft. No player may sign after December 31st.
- 10) Sick, Injured or Unavailable Players.
 - a) If a registered player cannot attend the rating sessions, he must notify the Division Representative or Draft Committee prior to Draft skating sessions.
 - b) A player who misses the rating skates will be rated by a qualified person as determined by the House Director. Any such player will then be placed on the team who would have the next draft pick.

SECTION 5 UNIFORMS AND EQUIPMENT

A. Uniforms

- 1) All team equipment shall be issued by the coach or manager and recorded on an Equipment Check List. A copy of this list must be returned to the DHA equipment manager.
- 2) Game jerseys shall be worn at Hockey games ONLY. Game jerseys will be collected and retained after each game by the coach or designated person on the team.

- 3) Players (parents) are responsible for keeping pants, socks and practice jerseys (if any) clean and repaired during seasonal use.
- 4) All team equipment must be returned to the Association's equipment manager immediately following the season (including Districts and any league playoffs). If the equipment is to be used for spring, it must be fully checked in then signed out following the same procedures in #1 above. Teams will be assessed the replacement cost of any uniform or equipment not returned or damaged through negligence.

B. Protective Equipment

- 1) Each player must wear full protective equipment for all games and practices consisting of helmet, full face masks (certified), shoulder pads, elbow pads, shin pads, gloves, hockey pants, and protective cup (except girls).
- 2) Goalies must wear proper equipment which includes goalie shoulder pads, goalie certified cage, goalie gloves, check protector, throat guard and goalie leg pads. Squirt goalies and above should wear a protective cup specifically designed for goalies.
- 3) A coach is obligated to notify a player's parents or guardian if he feels a player's protective equipment is inadequate or is in poor condition. Parent or guardians are obligated to make corrections or the player will be ineligible to practice or play at the discretion of the coach.

**SECTION 6
REFEREES AND SCOREKEEPERS**

- A. Each team is responsible for payment of Scorekeepers and Referees for all home games.
- B. A copy of your league schedule must be submitted to the DHA Referee Supervisor.
- C. A copy of your league schedule must be submitted to the DHA Scorekeeper Scheduler.

SECTION 7
PLAYING TIME REQUIREMENTS

A. House (B) teams

- 1) All players are expected to receive a fair share of playing time. In squirt Divisions and above, each player will play a minimum of two (2) minutes per period during the course of each game. Players other than goalies must not play more than one half of the game time, with exceptions permitted in case of injury, illness, absence of players resulting in having fewer than eleven players, or while using players on power play units or penalty killing units.
- 2) Mini ó Mites and Mites ó will play based on a line/player rotation system prescribed by the league to insure equitable playing time for all team members.
- 3) Penalties incurred by the player will count toward his required ice time. (Exceptions: bench penalty served or time served for other players).
- 4) Coach will keep a record of any player on his roster who will not be playing a game or any portion of a game due to discipline. Such record will include a brief description of the infraction.

B. Travel Teams

- 1) Each player's assignment to a position on a team will be at the discretion of the coach.
- 2) Except for players suspended for disciplinary reasons, each player must play a minimum of one shift per period.

C. Monitoring and Complaints

- 1) Spot checks will be made by the Division Representative to monitor complaints with playing time requirements. Coaches found not abiding by the rules will be subject to disciplinary action by the Board.
- 2) All Complaints and concerns must be submitted in writing, to the Executive Committee. The Executive Committee will appoint a subcommittee to investigate any and all allegations.

SECTION 8 SCOREKEEPER

A. Eligibility and Selection

- 1) Unless allowance is made for a volunteer adult time/scorekeeper, a DHA Time/Scorekeeper must be a current registered DHA player, at least 12 years of age and of responsible character.

B. Rules of Conduct and Responsibilities

- 1) Time/Scorekeeper is responsible for accurate and legible recording of score sheets.
- 2) A Time/Scorekeeper is responsible for obtaining required signatures on the score sheets such as coaches, referees.
- 3) A time/Scorekeeper is required to accurately record Match Penalties, Misconducts and Game Misconduct penalties. In the event any of these penalties is assessed, the Time/Scorekeeper will have the coach of the offending player sign the score sheet before the score sheet is distributed.
- 4) A time/Scorekeeper will notify the referee when a player in any division has received (5) or more penalties of any type in any game, league or exhibition.
- 5) If a Time/scorekeeper cannot attend a scheduled game, he is responsible for calling the Time/Scorekeeper Scheduler at least 48 hours prior to the game.
- 6) Other than designated unpaid assistant, who may be of a lesser age in order to train future scorekeepers, the Time/Scorekeeper should be the only individual in the score box unless both team coaches agree to the presence of another individual. A game official or coach may enter the score box during a game if the Time/Scorekeeper needs or requests assistance.
- 7) If a Home Team Coach in the Bantam or Midget Divisions deems it advisable, he may request the presence of two Time/Scorekeepers during the game. The fee for such requests will be one and half times the regular fee and both scorekeepers will divide the amount equally.
- 8) Time/Scorekeeper is to maintain an impartial demeanor prior, during and after the game and not show favoritism toward either team. Nothing in this rule prohibits a Time/Scorekeeper from time keeping a game in which a relative is coaching or playing, but the scorekeepers' demeanor of neutrality is to be maintained.
- 9) All Time/Scorekeepers should be familiar with all MAHA, Little Caesars League Rules, and DHA rules, such as penalties, and Mite Rotation.

- 10) Time/Scorekeeper Scheduler may disseminate other appropriate rules of conduct and responsibility as he/she sees fit and may exercise appropriate discipline, including removal of a Time/Scorekeeper who does not comply with these rules. An appeal of any disciplinary action or removal may be made to the DHA Executive Board.

C. Score Sheets

All players registered on a team shall be listed on the scoresheet. Players sitting out games misconduct or disciplinary actions should be noted on the score sheet next to the Players Name.

Disciplinary = DISC

Game Misconducts = GM

Absent = ABS

D. Penalty Box Personnel

Any person manning the Penalty box is considered a Minor Official.

This person must stay neutral and cannot participate as a coach or manager while manning the Penalty Box.

E. Players' Bench

- 1) Only four (4) registered and carded team officials will be allowed on the players' bench.
- 2) ALL coaches must be properly carded.
- 3) ALL coaches must sign the score sheet and note level of Coaching Achieved
- 4) ONLY REGISTERED players will be allowed on the Player's bench.

G. Penalties

- 1) Penalized players must report immediately to the Penalty Box.
- 2) Match Penalties assessed must be reported to the MAHA and Little Caesars Officials. If the Chairperson is unavailable call another MAHA District Director.

**SECTION 9
PLAYER CONDUCT – HOUSE AND TRAVEL**

- A.** Players are responsible for their conduct at all times before, during, and after practices, league games or exhibition games.

- B. Any player found destructing the property of the DISC or any other arena they are visiting will be subject to disciplinary action and will also be responsible for payment of destroyed property.
- C. Alcoholic beverages, marijuana and drugs of any type are strictly forbidden in the locker room. Offenders will be subject to removal from the DHA as well as reported to the MAHA Council for further disciplinary action.
- D. **Disciplinary Action (Players)**
 - 1) Insubordination (including fighting in the arena and on the premises)
 - 2) Lack of interest and bad attitude
 - 3) Swearing
 - 4) Smoking in the Locker rooms or on the Bench
 - A. Absenteeism or tardiness

SECTION 10
SELECTION OF COACHES, MANAGER AND PARENT REPRESENTATIVE

- A. **Coach's Selection – House and Travel**
 - 1) Anyone wishing to be head coach of a DHA team must submit an application to the President and Secretary to be considered a candidate for Coaching
 - 2) Coach's applications must be received by the President and Secretary at the date specified by the Executive Committee.
 - 3) Coaching applications will not be accepted from any party who has not cleared themselves from the previous season with the DHA, such as non-returning of assigned equipment and any outstanding financial obligations.
 - 5) The Executive Committee shall be the Coach's selection Committee.
 - 6) Qualifications considered during the Selection of Coaches will be:
 - a) Years of Experience
 - b) Level of Coaching achieved
 - c) Background Check /screening (MAHA consent form Mandated.)
 - d) Commitment
 - e) Any applications submitted incomplete will not be considered.

SECTION 11
HEAD COACH'S DUTIES AND RESPONSIBILITIES
HOUSE AND TRAVEL

- A. The Head Coach will be the ultimate responsible person for the team.
- B. Must familiarize himself with DHA, and MAHA League Rules
- C. Must maintain discipline of all his players before during and after games and practices.
- D. Head Coaches shall appoint Assistant Coaches and Team Manager. Assistant Coaches and Managers are subject to approval of the Executive Committee.
- E. Must have proper coaching level prior to December 31, of the current season.
- F. Head Coaches must also make sure that all Assistant Coaches are properly registered and have achieved their proper coaching level.
- G. Must have knowledge of all financial income and expenses for his team.
- H. Together with the Manager, must submit a Financial Report to the Treasure of DHA, once a month.
- I. Head Coaches must conduct a parent meeting prior to the start of the season.
- J. Head Coaches are responsible for signing out and returning all equipment and jerseys to the DHA.
- K. Must have the best interest of the players and team. The game is not about the coach, it is about developing players, teaching sportsmanship and fair play.

SECTION 12
MANAGER'S DUTIES AND RESPONSIBILITIES

Each team must have a Manager appointed by the Head Coach. The Head Coach cannot serve as manager of the team he coaches. All Managers and Head Coaches are equally responsible and accountable for the teams financial Obligations. Managers are subject to approval from the Executive Committee.

- A. Managers must notify all team members of all practices and games. The Dearborn Hockey Association official website must be used to maintain a team schedule.
- B. Managers must prepare a team roster including players' name, parent's name, address, phone number and player's birth date.
- C. The Manager will insure that all registration materials are properly completed and supported by appropriate fees and documentation. It is the Team manager's responsibility to collect and submit these registration materials in a timely manner.
- D. Managers will set and collect a monthly Ice Fee for their respective teams.
- E. Managers will be responsible for payment of ice fees to the DISC.
- F. Ice Fees paid to the DISC must be either in Check or Money Order Form. Payable to DISC
- G. Managers must submit financial statement to all Team members (parents) and copy must be submitted to the DHA Treasurer. Failure to Submit Financial Report may result in the team losing their ice privileges.

- H.** Managers must notify DHA of any player who is more than 15 days behind on the Ice Bills.
- I.** Managers should be familiar with all DHA, and MAHA League Rules