



Lewis Clark Amateur Hockey
Association Bylaws



Contents

Mission Statement.....	5
Codes of Conduct.....	5
Player’s Code of Conduct	5
Coaches Code of Conduct.....	5
Parent/Attendant Code of Conduct	6
Board of Directors Code of Conduct	7
Zero Tolerance Policy.....	7
Bylaws of Lewis Clark Amateur Hockey Association	8
Article 1: Organization.....	8
Article 2: Purpose.....	8
Article 3: Membership	8
Membership Categories.....	8
Membership Enrollment Fee.....	9
Termination of Membership	9
Article 4: USA Hockey Affiliation.....	9
Article 5: Board of Directors (BOD)	10
Composition and Taking Office	10
Election of Board Members	11
Members of the Same Family on the Board of Directors	12
Vacancies/Expulsions	12
Removal of a Board Member by the Association	13
Expansion of the Board of Directors	13
Contraction of the Board of Directors.....	13
Article 6: Board of Directors Job Descriptions and Term Limits.....	13
Board of Directors Positions	13
Board Appointed Positions.....	19
Article 7: Committees.....	20
Requirements for Committee Membership	20
Rules and Disciplinary Committee	21
Fundraising Committee.....	22
Finance Committee.....	22
Player Development Committee	22
Adult Hockey Committee	22



Lewis Clark Amateur Hockey Association Bylaws

Bylaws Committee 22

Other Committees..... 22

Article 8: Fiscal Year 22

 Financial Records 23

 Non-Profit Status 23

 Divestment of Resources..... 23

Article 9: Meetings of Members..... 23

 Annual Meeting..... 23

 Association Meetings..... 23

 Board of Directors Meetings 24

 Notice of Normal Meetings 24

 Special Meetings 24

 Quorum of Members..... 24

Article 10: Amendments 24

Article 11: Team Layout, Composition, 25

 Team Layout 25

 Team Composition and Player Assignment 25

Article 12: Coaches 26

 Coaching Qualifications and Education Requirements 26

 Head Coach Team Assignment..... 26

 Student/Player Coaches 27

Article 13: Play-Up & Play-Down Policy 27

 Play-Up Requests..... 27

 Primary and Secondary Team Commitments..... 28

 Play Down Policy 28

Article 14: Schedules 28

 Team Game Schedules 28

Article 15: Refund Policy 29

Article 16: Scholarship Policy 29

Article 17: LCAHA Member Volunteer and Fundraising Policy 29

 Association Member Involvement Requirements..... 29

 LCAHA Fundraising Policy..... 30

 Individual Team Fundraising Policy..... 30

Article 18: Whistle Blower Policy..... 31



Lewis Clark Amateur Hockey Association Bylaws

Article 19: Records Retention Policy 31

Article 20: LCAHA Locker Room Policy 31

 Preferred Locker Room Monitoring..... 32

 Parents in Locker Rooms 32

 Mixed Gender Teams..... 32

 LCAHA Locker Room Directives 33

 Cell Phones and Other Mobile Recording Devices 33

 Prohibited Conduct and Reporting..... 33

Article 21: Indemnification 33

Article 22: Publication 34

Article 23: Agreement..... 34

Article 24: Miscellaneous 34

 Powers..... 34

 Roberts Rules..... 34

 Effective Date 34



Mission Statement

The Lewis Clark Amateur Hockey Association (LCAHA) is dedicated to fostering a positive and inclusive environment for youth hockey players of all skill levels. Our mission is to promote the development of hockey players—both on and off the ice—by emphasizing the core values of sportsmanship, integrity, respect, teamwork, and the pursuit of excellence. We are committed to ensuring that every player enjoys the sport while building lasting friendships, improving their skills, and learning life lessons that extend beyond the rink. Through open communication, collaboration, and the efforts of our dedicated coaches, volunteers, and families, we strive to create a supportive and rewarding experience that nurtures a lifelong passion for hockey.

At LCAHA, we believe that the enjoyment of the game and the development of young athletes are our top priorities, and we encourage all participants to play with heart, respect the game, and contribute to the success of their team.

Our mission is simple: To inspire, challenge, and support youth hockey players in their pursuit of excellence while fostering a fun, respectful, and inclusive hockey community.

Codes of Conduct

Player's Code of Conduct

I come to the rink ready to have fun and grow my game. I am always on time and ready to play. I am never a distraction to my coaches or teammates. I refrain from dangerous, disruptive conduct, including rudeness, fighting, bullying, poor team play and disrespect of teammates, opponents, coaches, and referees.

I play for the logo on the front of my jersey, not the name on my back. I refrain from conduct that is in poor taste, including poor sportsmanship, harassing teammates, coaches, officials, or spectators.

I love and respect the game. I will work hard to improve my skills, become a better version of myself, and help support my teammates. Even if I disagree with a teammate or a coach, I will trust the process, and I will make teamwork, sportsmanship and discipline the foundation of my game.

I respect my coaches, teammates, parents, opponents, and officials. My coaches are here to make me and my teammates better. My parents sacrifice time and money for me to play. Without dedicated opponents and officials, I would not be able to play the game, and I respect them.

I am substance free. I will not attend any practices, games, tournaments, or any other activities after having consumed alcoholic beverages or drugs. I will not use vaporizers or tobacco products at any events.

Coaches Code of Conduct

I place the emotional and physical well-being of players before winning.

I remember that players play hockey for fun and enjoyment.

I treat each player as an individual, remembering the broad range of emotional and physical development within the same age group.



Lewis Clark Amateur Hockey Association Bylaws

I am generous with praise when it is deserved.

I am consistent, honest, fair, and just.

I do not criticize players publicly.

I never verbally or physically abuse a player or an official.

I give all players the opportunity to improve their skills, gain confidence and develop self-esteem.

I am prepared and organized for all practices and games.

I run practices that are fun and challenging for all players.

I use coaching techniques that are appropriate for the level of player.

I am competent in the techniques and strategies of hockey and coaching.

I continually improve my knowledge and skills as a coach.

I encourage all players to be team players. I will teach mutual respect among players, coaches, and officials.

I know the rules of the game and teach them to my players.

I lead by example in demonstrating fair play and sportsmanship.

I keep the team environment free of drugs, tobacco, and alcohol. I do not use these substances at practices or games.

I am interested in the overall development of my players. I stress good health habits, first-class behavior, a positive attitude and clean living.

I emphasize to my team that we represent our community, our families and ourselves in everything we do.

I set clear ground rules for communicating with the parents of my players and I stick to that commitment.

The game is for the players and not the adults.

I coach for the logo of this association and for all kids no matter their skill and age level.

Parent/Attendant Code of Conduct

I do not force my child to play hockey, but I support their desire to play, and I encourage my child to have fun. I understand that the value of life lessons, and intangible skills gained from sport are more important than the sport itself.

I realize that hockey is for my child's enjoyment. I do not embarrass my child by showing up to events intoxicated, yelling at players, coaches, or officials, and exhibiting behavior that makes others uncomfortable.

I respect and support coaches in their role in the development of my child and the sport. I support and respect coaches' decisions and abilities and do not put my child in the unfair position of having to decide who to listen to – the coach or me.



Lewis Clark Amateur Hockey Association Bylaws

I encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game and practice. I ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.

I pay my tuition fees to LCAHA and my team on time and when requested, and if I have a critical concern, I will address the Board of Directors and follow grievance procedures.

If I have a grievance with something that has happened, I will wait 24 hours for cooling off before I advise the coach and or Board about my grievance. If there is something that is against the physical/mental welfare of a player, child, coach, or referee, I will report it immediately.

I understand the consequences for my failure to follow the Parent/Attendant Code of Conduct could lead to my suspension or expulsion from LCAHA events and dismissal of all registered players. I accept these outcomes will be at the discretion of the Board of Directors and managed on a case-by-case basis.

Board of Directors Code of Conduct

I am a representative of the association and should act how I want it represented

I volunteer for the logo of this association and for all kids no matter their skill and age level

I attend all meetings or notify President/VP if I cannot attend

I support programs that train and educate, players, coaches, parents officials and volunteers

I promote and publicize LCAHA programs and seek out sponsorships when possible

I promote programs that encompass fairness to the participants and promote fair play and sportsmanship

I recruit volunteers, including coaches, who demonstrate qualities conducive to being role models to the youth in our sport

I make every attempt to provide everyone, at all skill levels, with a place to play

I understand failure to adhere to this code of conduct will result in my removal from my position on the Board of Directors

Zero Tolerance Policy

USA Hockey, IAHA, and LCAHA remain committed to creating a safe and fair environment for all participants. Respect for the game, the opponents, coaches, and officials are a critical part of the environment that is created.

All players, coaches, officials, team officials and administrators and parents/spectators are required to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey sanctioned games.. See USA Hockey link for full policy:

<https://www.USA Hockeyockeyrulebook.com/page/show/1015130-zero-tolerance-policy>



Bylaws of Lewis Clark Amateur Hockey Association

Article 9 outlines the rules and requirements for updating these Bylaws, however, minor changes (e.g., format, editorial, spelling, clarification, etc.) to any Article of these Bylaws that do not change the intent of the Article may be made by the BOD without the need for a vote of the general membership. These minor changes need not be distributed to the members of the LCAHA but shall be approved by the majority of the Board of Directors.

Article 1: Organization

These Bylaws are drafted and approved by the Lewis Clark Amateur Hockey Association (hereinafter “LCAHA” or the “Association”) Board of Directors, a not-for-profit association organized under the laws of the State of Idaho and shall be in effect on the date first set forth below. Such Bylaws comply with the non-profit association statutes for the State of Idaho and follow the recommendations of USA Hockey. As of the time of the adoption of these bylaws, the name of the association is Lewis Clark Amateur Hockey Association, Inc. a not-for-profit association.

Article 2: Purpose

The purposes of this organization are as follows:

- To coordinate the efforts of the Lewis Clark Amateur Hockey Association (LCAHA)
- To accommodate and promote the growth of amateur hockey, within the Lewiston/Clarkston area in a long-term and responsive manner;
- To function as an arbiter for all problems, tournaments, activities, etc., as related to amateur hockey programs within the Lewiston/Clarkston area.

Article 3: Membership

Membership Categories

LCAHA Membership shall include the following categories:

- Board Members of the LCAHA
- Parents of youth enrolled in the LCAHA
- Youth enrolled in the LCAHA
- Adults enrolled in LCAHA
- Coaches
- Others as determined by LCAHA Membership

All Registered Participant Members of LCAHA (players, coaches, parents, volunteers, etc.), as a condition of membership to be considered in good standing with LCAHA, shall also be required to be Registered Participant Members in good standing with USA Hockey.

This includes but is not limited to:

- No disciplinary action related to any of the LCAHA or USA Hockey Codes of Conduct within the last 12 months.
- No outstanding balances (LCAHA & USA Hockey)
 - Player fees
 - Equipment fees



Lewis Clark Amateur Hockey Association Bylaws

- Tournament fees
- Outstanding fines etc.
- Appropriate Coaching Modules (as needed)
- Valid Player/Coach/Referee Registration Numbers
- Parent Volunteer Registration on USA Hockey website (Free)
- USA Hockey Background Checks as Required

Membership Enrollment Fee

The Board of Directors will establish the enrollment fees each year. Each registered player must pay, or it must be paid on his/her behalf, as a condition precedent to membership. The enrollment fees will be determined on or about April 1st in an amount, which is estimated as being sufficient to pay that player's proportionate share of the expenses of conducting the youth recreation hockey program for the upcoming hockey season.

Memberships are granted on a season-by-season basis. All fees associated with the season must be paid in full no later than Dec 31st of that year or membership will be revoked and must be reviewed by the Board of Directors for reinstatement.

Termination of Membership

Membership of each association player/member expires at the conclusion of each hockey season and following the BOD Elections for the following season. Membership for any member may be terminated prior to the end of the season for infractions including, but not limited to, the following:

- Failure to pay membership fees as described above.
- Continued violations of the Code of Conduct.
- Instigating violence in connection with any LCAHA event.
- Fighting during hockey games or in any LCAHA event.
- Assaulting or attempting to assault a referee, player, coach, etc..
- Verbal/Physical threats or abuse towards any association member or attendee.
- Other actions intended to injure another player or the LCAHA.
- Actions deemed detrimental to LCAHA- including but not limited to:
 - Abusive or inappropriate social media posts,
 - Slander,
 - Violations of any USA Hockey, IAHA, or LCAHA code of conduct.

In order for membership to be terminated, a special meeting must be called by the LCAHA Board of Directors. During that special meeting, a super majority (More than 2/3) must be in favor of termination.

Failure of a vote to terminate membership does not preclude the offender from disciplinary action. Termination of membership will not result in a refund of any dues already paid to the association and any pending dues may still be collected at the discretion of the BOD.

Article 4: USA Hockey Affiliation

LCAHA is an affiliate organization of USA Hockey, Inc. and shall abide by and act in accordance with the Articles of USA Hockey Bylaws, Rules and Regulations, Playing Rules, and decisions of the Board of Directors of USA Hockey. Such documents and decisions shall take precedence over and supersede all similar governing documents and/or decisions of LCAHA Board of Directors.



Lewis Clark Amateur Hockey Association Bylaws

LCAHA shall assist USA Hockey in the administration and enforcement of the provisions of the Bylaws, Rules and Regulations, Playing Rules, and decision of the Board of Directors of USA Hockey within and upon its members and/or jurisdiction and agrees to be guided by the following core values of USA Hockey:

- Sportsmanship – Foremost of all values is to learn a sense of fair play. To become humble in victory and gracious in defeat. We will foster friendship with teammates and opponents alike.
- Respect for the individual – To treat others as you expect to be treated
- Integrity – We seek to foster honesty and fair play beyond the mere strict interpretation of the rules and regulations of the game.
- Pursuance of excellence at the individual, team, and organizational levels – Each member of LCAHA, whether player, volunteer, or staff should seek to perform each aspect of the game to the highest level of his or her ability.
- Enjoyment – It is important for the hockey experience to be fun, satisfying, and rewarding for the participant.
- Loyalty – We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.
- Teamwork – We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

LCAHA will also adhere to the philosophies and directions of USA Hockey and Idaho Amateur Hockey Association (hereinafter IAHA) as it relates to teaching the game of hockey. All directors, coaches, and members will abide by and support those policies as directed by the LCAHA Mission Statement. Any specific situations not covered in LCAHA's Bylaws will fall under IAHA and USA Hockey Bylaws or addressed on a case-by-case basis by the BOD.

Article 5: Board of Directors (BOD)

Composition and Taking Office

A Board of Directors consisting of nine (9) voting members shall govern the affairs of the association.

BOD Positions

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Registrar
6. Scheduler
7. Coach in Chief
8. Director of Fundraising
9. Social Media & Marketing Coordinator

Election for the Board of Directors will be held on or about April 1st of each year. All present members of the association shall have the opportunity to cast one (1) vote per household for each BOD position vacancy.



Lewis Clark Amateur Hockey Association Bylaws

Each elected Director shall take office on the 1st of May following the election, except if the election does not occur until after the 1st day of May. In this event, the elected director will take office at the first board meeting following the election.

Board membership terms will be staggered to ensure continuity of the affairs governing the organization. Any board member whose term is ending has the right to run for their incumbent position or another board seat in the ensuing year. There is no limit to the number of years an association member can serve on the BOD. However, term limits for BOD positions are described in Article 6.

Election of Board Members

Any BOD positions up for election shall be voted upon at the end of the season on or about April 1st. Elections will be held through a website to be identified by the BOD specifically designed to promote unbiased anonymous voting. The election time and duration shall be set and communicated by the BOD on or around the last week of February to the first week of March.

Any members interested in running for a vacant board seat should communicate their interest to the BOD in writing as early as possible following the election announcement to ensure the voting website site can be accurately populated. Interested parties should provide the following items to the BOD to be included on the voting website:

- A short bio of the member
- A summary of why they are interested in filling a BOD seat and what their plans are to improve LCAHA
- Headshot for identification purposes

An announcement of the candidates for board positions will be prepared and communicated to the general membership via the LCAHA website.

Web address and directions for voting shall be posted to the association website and available to all association members in good standing and eligible to vote. Eligibility standards are outlined as follows:

- No disciplinary action related to any of the LCAHA Codes of Conduct within the last 12 months.
- No outstanding balances
 - Player fees
 - Equipment fees
 - Tournament fees
 - Outstanding fines etc.
- Acting as the majority legal custodian of the registered player.
 - The purpose of allowing only the majority custodian to vote is to avoid multiple votes being cast on behalf of the same player. If player custody is split 50/50, parents will need to identify a single voting household.
 - Families with multiple registered players will still only be allowed one (1) vote per household.
- Registration with USA Hockey as a parent/volunteer (Free)

The candidate who receives the highest number of votes for each vacant board seat will be elected to that seat. In the event of a tie for a particular position there will be a single revote between only



the tied members. If the tie continues, a winner shall be selected via a blind drawing of the candidates.

Members of the Same Family on the Board of Directors

While it is the hope that all members of LCAHA would volunteer, it is in the best interest of the players and families for the BOD to be as transparent as they can. With that, if members of the same household are on the BOD, they will only be allowed to submit one (1) vote total, not each. If these members do not agree with each other on how to cast their vote, they shall abstain from the vote. This is to avoid any conflicts of interest or collusion regarding the best path forward for LCAHA.

Vacancies/Expulsions

Any vacancy occurring on the BOD shall be communicated to all members of LCAHA via association website within 48 hours of the beginning of the vacancy or as quickly as reasonably possible.

With the exception of a Presidential vacancy, the BOD shall have three (3) options available to them to fill the vacant seat. Steps taken to fill the vacancy shall be at the discretion of the BOD.

- The BOD may choose to fill a vacant position with the remaining members of the Board. This decision will be made considering the responsibilities of the position available, the Board's ability to fill that position, and time remaining until the next scheduled election. For example, the BOD may decide not to fill a vacant position in February if elections are in April.
 - A vacant seat must be filled at the next scheduled election or eliminated in accordance with Contraction of the Board of Directors guidance below.
- In urgent and time sensitive situations, the BOD may hold a Summary Election to fill the position. If the BOD chooses to hold a Summary Election, the vacant position(s) will be open to all association members. Nominations will be reviewed and positions filled by a majority vote of the remaining BOD. Members of the association will be notified via association website post of time limits to submit letters of intent for nomination of appointment to the vacant seat on the BOD.
- If deemed appropriate and the level of association interest warrants, the BOD may elect to hold a normal election as outlined within the LCAHA Bylaws. The vacant position(s) will be open to all association members. Nominations will be uploaded to the appropriate voting platform and positions shall be filled following the LCAHA Election of Board Member guidelines. Members of the association will be notified via association website post of time limits to submit letters of intent for nomination to appointment to the vacant seat on the BOD.

In the event of a Presidential vacancy, the Vice President shall automatically succeed to the seat of President and the VP Seat shall be available for election.

When a member is appointed to the BOD to fill a vacant seat, it shall be communicated to all members of LCAHA via association website within 48 hours of appointment by LCAHA BOD or as quickly as possible.

Additionally, a member filling a vacant BOD seat will assume the election cycle of the previous member and will not begin a new two (2) year seat cycle.



Lewis Clark Amateur Hockey Association Bylaws

Any member of the BOD who has three (3) unexcused absences in the period of one (1) year shall be subject to removal from the board by a 2/3 vote.

Failure of any board member to uphold these Bylaws, any of the policies adopted by the association, or of any regularly established rule of the association/Code of Conduct is also subject to removal by 2/3 vote of the BOD.

In the event a member of the BOD is removed or resigns from their position during their term, they will be ineligible to run for another BOD position for two (2) years.

Removal of a Board Member by the Association

Any Board Member may be removed by a two-thirds (2/3) majority vote of association members present at a meeting duly called and notified for such purpose. With the exception of the seat of the President, a vacancy in any office because of removal may be filled by utilizing one of the three (3) options available to the BOD as explained above. This decision will be left to the discretion of the BOD.

In the event the President is removed from office, the Vice President shall succeed to the seat of President and the VP Seat shall be available for election.

A member filling a vacant BOD seat will assume the election cycle of the previous member and will not begin a new two (2) year seat cycle.

Expansion of the Board of Directors

As needs arise with growth and association expansion, the BOD can, at its discretion, add voting board member seats which will come up for election during the very next election cycle. The added seats will be placed on a staggered election cycle for the necessary years to have them roll into a two (2) year term with the other seats. Initial lengths of the new BOD seats will depend on the number of seats coming open for election in the next cycle.

Regardless of the number of seats added, election cycles shall be staggered to ensure no more than 50% if the BOD is due for election each year. Additionally, BOD seats shall be added to ensure an odd number of members is maintained to ensure a tie breaking vote is present. Great care shall be given to ensure the additional BOD seat has a purpose i.e., Job Title and Responsibilities rather than an "At Large" position.

Contraction of the Board of Directors

As the needs arise the BOD can, at its discretion, at the end of the year before elections, or as a vacancy occurs, decide with 2/3 vote to reduce the total number of BOD seats by no more than 2 per annum, must maintain an odd number of seats, and not to ever reduce the total number of BOD seats to less than 5 at any time.

Article 6: Board of Directors Job Descriptions and Term Limits

Board of Directors Positions

The BOD of LCAHA is composed of the following nine (9) positions:

- President
- Treasurer
- Scheduler
- Vice President
- Registrar
- Director of Fundraising
- Secretary
- Coach in Chief
- Social Media Coordinator



President

The President shall serve a term of two (2) years and shall be staggered from the Vice President election year. There is a term limit of six (6) years. Following the completion of six (6) years of service, outgoing member may run for any other BOD seat available. After filling a different seat for a full term, members may run for their previously held seats and fill that seat for another six (6) years.

In the event a BOD seat reaches the full six (6) years of service, is willing to remain in position, and running unopposed, the incumbent may be confirmed for another term with a 2/3 vote from the BOD.

The President shall preside at all meetings of the Board of Directors. He/she shall perform the usual duties of a President and shall carry out the decisions of the Board of Directors. He/she shall make a report at the annual meeting of the members of the activities conducted during the year, the financial status, and the projected plans of the association.

The President will attend the Idaho State Hockey Association meeting to represent the position of LCAHA in matters of the State. In addition to the above duties the President:

- Is granted exclusive authority to act on emergency matters of either policy or financial nature. Any emergency action taken by the President must be reported to the full BOD at the next scheduled board meeting. The board shall affirm, modify or repeal said act of the President and will clarify policy or procedure for future meetings.
- Shall appoint committee members as required by the needs of the association
- Shall maintain direct liaison relationships with USA Hockey & IAHA and any other entity necessary for the functioning of the association.
- Shall attend or designate a representative to attend all meetings pertaining to LCAHA.
- Shall be the voting member at the state level.

Vice President

The Vice President shall serve a term of two (2) years and shall be staggered from the President election year. There is a term limit of six (6) years. Following the completion of six (6) years of service, outgoing member may run for any other BOD seat available. After filling a different seat for a full term, members may run for their previously held seats and fill that seat for another six (6) years.

In the event a BOD seat reaches the full six (6) years of service, is willing to remain in position, and running unopposed, the incumbent may be confirmed for another term with a 2/3 vote from the BOD.

The Vice President shall, in the absence of the President, or in the event of his disability, perform all the duties of the President, and any such other duties as may be required of the Vice President by the President or the BOD.

The Vice President shall automatically succeed to the office of the President in the event of the vacancy of that office. The Vice will attend the Idaho State Hockey Association meeting with/in place of the President to represent the position of LCAHA in matters of the State.

The Vice President shall be the Chairman of the Disciplinary Committee.



Secretary

The Secretary shall serve a term of two (2) years and shall be staggered from the Registrar election year. There is a term limit of six (6) years. Following the completion of six (6) years of service, outgoing member may run for any other BOD seat available. After filling a different seat for a full term, members may run for their previously held seats and fill that seat for another six (6) years.

In the event a BOD seat reaches the full six (6) years of service, is willing to remain in position, and running unopposed, the incumbent may be confirmed for another term with a 2/3 vote from the BOD.

The Secretary shall keep and distribute to association members, minutes of all meetings of the membership and the Board of Directors meetings. The secretary shall give notice of all meetings to the members and directors as the case may be.

The secretary shall execute such correspondence and discharge such other duties as may be assigned to the Secretary, from time to time, by the President or by the Board of Directors.

The Secretary shall be the presiding board member in the absence of the President and the Vice President.

In the temporary absence of the Secretary the Vice President will assume the responsibilities of the Secretary position.

Registrar

The Registrar shall serve a term of two (2) years and shall be staggered from the Secretary election year. There is a term limit of six (6) years. Following the completion of six (6) years of service, outgoing member may run for any other BOD seat available. After filling a different seat for a full term, members may run for their previously held seats and fill that seat for another six (6) years.

In the event a BOD seat reaches the full six (6) years of service, is willing to remain in position, and running unopposed, the incumbent may be confirmed for another term with a 2/3 vote from the BOD.

Duties of the Registrar shall include all of the following and any other duties delegated by the President.

- Be the primary contact between USA Hockey, IAHA, and LCAHA for all membership matters pertaining to players, rosters etc.
- Determine registration process and register all players and coaches for USA Hockey, IAHA, and LCAHA .
- Complete and send to USA Hockey and IAHA all necessary player and team registration forms, including but not limited to:
 - IMR's
 - Official Team Rosters
- Maintain completed and signed team and player rosters.
- Follow the Idaho State Registrar Packet.
- Collaborate with the Team Manager Coordinator to ensure accurate information is disseminated.
- Prepare and submit end of season state documentation for the association.
- Have access to the USA Hockey portal and protect confidential information.



Treasurer

The Treasurer shall serve a term of two (2) years and shall be staggered from the Director of Fund-Raising election year. There is a term limit of six (6) years. Following the completion of six (6) years of service, outgoing member may run for any other BOD seat available. After filling a different seat for a full term, members may run for their previously held seats and fill that seat for another six (6) years.

In the event a BOD seat reaches the full six (6) years of service, is willing to remain in position, and running unopposed, the incumbent may be confirmed for another term with a 2/3 vote from the BOD.

The Treasurer shall have the care and custody of all the funds of the association, which shall be dispersed by the treasurer only upon the order of the Board of Directors or the President. The Treasurer shall report at each regular meeting of the Board of Directors on the financial condition of the association at the close of the previous month.

The Treasurer shall distribute the funds of the association as may be ordered by the BOD, and shall render to the BOD, whenever that may require, an account of transactions and financial condition of the association at least annually.

The Treasurer is responsible for drafting a budget for approval by LCAHA. Shall prepare and file all financial records and reports as may be required by any federal, state, or other agency or organization.

The Treasurer shall have the option to select a non-BOD member to assist in the execution and delegation of the duties with the ultimate responsibility falling on the BOD Treasurer. Assistants shall be confirmed by a majority vote of the BOD.

All funds belonging to the association shall be deposited in a checking/savings account established by the association and all disbursements shall be by check or by debit card pending prior authorization by the Board of Directors or President.

The treasurer will be appointed as Chair of the Finance Committee.

The Treasurer shall also:

- Be responsible for all receipts, disbursements, and accounting of the same for all LCAHA funds.
- Prepare and present an annual budget to the board for approval. If a Finance and Investment Committee is in place, this committee shall prepare and present the annual budget.
- Work directly with the Fundraising Coordinator to ensure transparency and accountability with LCAHA funds.
- Be responsible for investing any excess funds in board-approved investments and reporting on such investments on a monthly basis.
- Prepare and provide each board member at scheduled board meetings with a current accurate and balanced financial report of LCAHA funds. Said reports shall become a permanent record of the organization.

In the temporary absence of the Treasure, the Secretary will assume the responsibilities of the Treasurer position.



Director of Fundraising (DF)

The Director of Fundraising shall serve a term of two (2) years and shall be staggered from the Treasurer election year . There is a term limit of six (6) years. Following the completion of six (6) years of service, outgoing member may run for any other BOD seat available. After filling a different seat for a full term, members may run for their previously held seats and fill that seat for another six (6) years.

In the event a BOD seat reaches the full six (6) years of service, is willing to remain in position, and running unopposed, the incumbent may be confirmed for another term with a 2/3 vote from the BOD. DF directs all fundraising of LCAHA.

Duties of the Director of Fundraising primarily involve Chairing the Fund-Raising Committee. The Fundraising Committee, shall have the authority to organize, coordinate and carry out all fundraising activities of the association, for the sole purposes of offsetting the costs of operating the Lewis Clark Amateur Hockey Association. All fundraising activity proposals must be submitted in writing to the Board of Directors via the DF for approval prior to being conducted.

The DF will be directly supervised by the Treasurer and shall report activities to the BOD.

Scheduler

The Scheduler shall serve a term of two (2) years and shall be staggered from the Coach-in-Chief election year.. There is a term limit of six (6) years. Following the completion of six (6) years of service, outgoing member may run for any other BOD seat available. After filling a different seat for a full term, members may run for their previously held seats and fill that seat for another six (6) years.

In the event a BOD seat reaches the full six (6) years of service, is willing to remain in position, and running unopposed, the incumbent may be confirmed for another term with a 2/3 vote from the BOD.

Duties of the scheduler shall include the following and any other duties delegated by the President.

- Provide all coaches with season schedules and changes to that schedule as soon as available.
- Attend and meet with area schedulers at annual meeting to coordinate equal number of games based on season plan.
- Consult and advise team managers as needed for tournaments and scheduling contacts for additional games not included in season plan.
- Coordinates ice time for LCAHA.
- Works with referee scheduler to ensure accurate up to date information is used to schedule referees.

Coach in Chief (CIC)

The Coach in Chief shall serve a term of two (2) years and shall be staggered from the Scheduler election year. There is a term limit of six (6) years. Following the completion of six (6) years of service, outgoing member may run for any other BOD seat available. After filling a different seat for a full term, members may run for their previously held seats and fill that seat for another six (6) years.



Lewis Clark Amateur Hockey Association Bylaws

In the event a BOD seat reaches the full six (6) years of service, is willing to remain in position, and running unopposed, the incumbent may be confirmed for another term with a 2/3 vote from the BOD.

The primary duty of the CIC is to function as the board liaison for coaches. The CIC will be responsible for organizing, reviewing, and verifying accuracy and applicability of the completed training of all prospective and current coaches, assist the BOD in the review, and designation of Head Coaches. CIC will also organize and coordinate coaching clinics and training necessary to improve quality of instruction delivered by LCAHA Coaching Staff.

The CIC will also present to the BOD for board action, concerns, or disputes of coaches with players, parents, or others. The CIC shall hold at least two (2) annual clinics for coaches. The CIC shall visit monthly all practices to ensure practice plans are in use and efficient use of ice time is in place.

The CIC shall provide guidance, leadership, and support for all coaches and the BOD for the term. The CIC must be a current USA Hockey member and hold appropriate Coaching Education Program certification as well as age specific modules for all age groups within LCAHA.

Coaching Education Program requirements were derived from USA Hockey coaching requirements and are outlined below.

All coaches (head and assistants) must be educated at the proper coaching clinic level and have completed the following:

- Register with USA Hockey
- Complete the required background screening
- Complete the required SafeSport training
- Complete the appropriate Age-Specific Training Module
- Complete Proper Clinic Level before Dec. 31
- The CIC shall be a member of the Rules and Discipline Committee.

It is not required, however, may be advantageous for the CIC not to be an active coach with LCAHA to avoid any conflicts of interest in decision making or coaching assignments. However, it is strongly suggested the CIC have experience in coaching youth hockey.

Social Media & Marketing Coordinator (SMMC)

The Social Media & Marketing Coordinator shall serve a term of two (2) years. There is a term limit of six (6) years. Following the completion of six (6) years of service, outgoing member may run for any other BOD seat available. After filling a different seat for a full term, members may run for their previously held seats and fill that seat for another six (6) years.

In the event a BOD seat reaches the full six (6) years of service, is willing to remain in position, and running unopposed, the incumbent may be confirmed for another term with a 2/3 vote from the BOD.

The Social Media & Marketing Coordinator is responsible for developing, implementing, and managing the social media and marketing strategies for the LCAHA. This individual will work closely with board members, coaches, and volunteers to promote LCAHA programs, events, and achievements, engaging the community and enhancing the organization's visibility.

Responsibilities shall include but not be limited to:



Lewis Clark Amateur Hockey Association Bylaws

- Social Media Management:
 - Create and manage content for LCAHA's social media platforms.
 - Develop a content calendar to schedule regular posts, ensuring consistent and timely updates.
 - Monitor social media channels for negative or inappropriate comments or messages, responding promptly and professionally.
 - Engage with the community by sharing relevant content and fostering conversations.
- Content Creation:
 - Design graphics, videos, and written content to promote events, games, achievements, and important announcements.
 - Collaborate with photographers or videographers to capture high-quality images and footage during games and events.
 - Ensure all content aligns with LCAHA's codes of conduct and mission statement.
- Marketing Strategy:
 - Develop and execute marketing campaigns to increase membership, attendance at events, and sponsorship opportunities.
 - Work with local media outlets to secure coverage of LCAHA events and initiatives.
 - Create and distribute newsletters, flyers, and other promotional materials.
- Collaboration & Coordination:
 - Partner with board members and coaches to gather stories, highlights, and updates.
 - Function as a liaison with sponsors to fulfill promotional obligations.
 - Organize and promote fundraising initiatives and community engagement activities.
- Analytics & Reporting:
 - Track and analyze the performance of social media posts and marketing campaigns.

Provide regular reports to the BOD with insights and recommendations for improvement.

Board Appointed Positions

The board may, as needed and desired, appoint non-voting LCAHA members to serve in various positions in the association. These appointed positions would be for a term not to exceed one (1) year and will expire on May 1st regardless of date of appointment or length of term.

Such appointed positions may be deleted if the position and duties are no longer applicable. The board has the right to add or remove positions as needed. These positions include but are not limited to:

SafeSport Coordinator (SSC)

The Safe Sport Coordinator shall serve a term of one (1) year. SSC oversees USA Hockey's SafeSport program for the affiliate, which includes:

- Information and materials addressing how to report suspicions or allegations of physical or sexual abuse, or any violations of USA Hockey's SafeSport Policies,
- Sample locker room and travel policies for local programs,
- The names and contact information for the respective Affiliate SafeSport Coordinators,
- Links to USA Hockey online SafeSport and other training material/videos for volunteers, employees, and members.



Equipment Manager (EM)

Equipment Manger shall be appointed to serve a one-year term. EM shall be solely responsible for all LCAHA owned hockey equipment. This includes advising the Financial Committee on purchasing equipment for LCAHA, assigning LCAHA owned equipment to players who require equipment, and maintaining the condition, location, and tracking the temporary custody of all equipment owned by LCAHA.

All purchases of equipment require Financial Committee approval followed by board motion and approval. The equipment manager must get at least two competitive bids for equipment over \$500.00. All invoices will be submitted to the board for approval.

The Equipment Manager is in charge of requiring all LCAHA players who borrow or rent equipment from LCAHA to sign a release and receipt of equipment borrowed. EM shall document the condition of equipment when borrowed and returned and shall repair any equipment upon return if feasible to do so.

Referee Scheduler (RS)

Referee Scheduler shall be appointed to serve a one-year term. RS will work with the Scheduler to schedule all necessary referees for LCAHA sanctioned home games. The RS will also coordinate clinics and training for referees as needed for referees to become certified.

Team Manager Coordinator (TMC)

The Team Manager Coordinator shall be appointed to serve a one-year term. TMC shall be the single point of contact for all individual team managers.

TMC shall assist and ensure all Team Managers are organizing and maintaining team credential binders for any team participating in the IAHA State Tournament and/or that has declared for Nationals.

TMC shall assist and ensure all Team Managers are collecting and maintaining all game sheets for their respective teams and provide them to the BOD for potential game misconducts and/or suspensions as well as year-end awards/patches for Shutouts, Hat-Tricks, Playmakers, etc. if the association so chooses.

All Team expenses, to include tournament fees, will be collected by Team Manager and turned into association Treasurer.

Article 7: Committees

Association Members are strongly encouraged to participate in at least one committee and preferably chair at least one committee during their time with LCAHA.

Requirements for Committee Membership

Committees may be comprised and chaired by any association member or member/player in good standing. Committee Chairs are not required to be BOD members nor is a committee required to have a board member on it, however, Chairs shall work closely with the BOD to ensure appropriate representation and activity communication at board meetings.



Lewis Clark Amateur Hockey Association Bylaws

In the event that any member of any committee has a conflict of interest between the association, team, or program they represent and the matter at hand, such member shall excuse themselves from participating on such committee until such conflict of interest is resolved. The appropriate Committee Chairman may elect to appoint a replacement committee member temporarily or permanently.

Such replacement committee members shall be an LCAHA member in good standing and not in conflict with the matter at hand. The LCAHA President has the responsibility to review all conflicts of interests and if it affects that person's ability to remain unbiased.

Should the question of conflict of interest arise, it shall be brought to the BOD and reviewed.

The committees below are recommended for adoption by the sitting BOD, however, are not required.

Rules and Disciplinary Committee

The R&D Committee shall be Chaired by the Vice President and have authority to establish the rules that will govern play in the Lewis Clark Amateur Hockey Association. The R&D Committee also has the authority to discipline any member, player, coach, or BOD for good cause including, without limitation, violation of the Bylaws or any regularly established rule of this association.

Discipline may include, but is not limited to:

- Suspension from membership,
- Suspension from playing,
- or any other measure that may be deemed appropriate under the circumstances.

Any decision of the R&D committee shall be subject to written appeal to the Board of Directors, provided written notice of appeal is given to the BOD within seven (7) days after the disciplinary action is communicated to the individual being disciplined.

The action of the disciplinary committee shall remain in effect pending the appeal and shall stand unless overruled by a majority vote of the Board of Directors. The board shall act upon the appeal at its next regular meeting or at a special meeting, which will be called by the President if the matter is deemed urgent.

The Vice President shall appoint an R&D Committee at the beginning of the season. The R&D Committee shall be composed of at least three (3) but no more than seven (7) current LCAHA members. If the CIC position is in use, it is strongly encouraged they are appointed to the R&D Committee.

Any appointed members of the R&D committee having direct relations with the members involved in the investigation as members' Coach, Player, Family Member etc. shall be recused from that specific hearing. In the case of a vacancy or recusal, the VP may appoint a temporary replacement for that particular hearing.

This committee shall be responsible for deciding any action to be taken against a member, player, team official, referee or any other persons for violations of LCAHA policies or other matters which need to be addressed that are not addressed by IAHA or USA Hockey. USA Hockey Rules and Regulations will govern all discipline for game penalties including misconduct, game misconduct, or matches.



Fundraising Committee

The Fundraising Committee, shall have the authority to organize, coordinate and conduct all fundraising activities of the association, for the sole purposes of offsetting the costs of operating the Lewis Clark Amateur Hockey Association. All fundraising activity proposals must be submitted in writing to the Board of Directors via the DF for approval prior to being conducted.

Finance Committee

The Finance Committee, which shall be chaired by the Treasurer, is charged with developing and ensuring the association adheres to an annual budget, including revenue and spending. The Finance Committee will also ensure that accurate records are maintained of all revenues and expenses of the association and will be involved in any audit that may be conducted on the association.

All budget proposals prepared by the Finance Committee will be submitted to the Board of Directors for approval. Once the budget is approved, the chair of the Finance Committee will provide regular quarterly reports to the Board during the fiscal year of the association.

Player Development Committee

The Player Development Committee shall be responsible for organizing, staffing, and scheduling activities aimed at improving player development while encouraging player enrollment at all age levels. These activities may include but are not limited to Adult Learn to Play, Children Learn to Play, Girls Hockey, etc.

Adult Hockey Committee

The Adult Hockey League Committee shall be responsible for organizing, staffing, and scheduling ice-time to support the LCAHA Adult Hockey program. Committee Chair shall ensure all safety protocols are actively followed, collect ice-time dues prior to all events, and coordinate closely with the association Scheduler to ensure no conflicts exist.

Bylaws Committee

The Bylaws Committee shall be responsible for maintaining and updating LCAHA Bylaws as allowed by the current approved bylaws. This committee shall collect, review, and prepare for presentation to the BOD and association members all recommended updates to LCAHA Bylaws as outlined within the Annual Meeting section of Article 9.

Other Committees

All other committees, special or standing, shall be appointed by the President as needed. The President shall informally survey all BOD members for interest in committee chairmanship and make appointments based thereon. Committee Chairs are not required to be members of the BOD.

Article 8: Fiscal Year

LCAHA has elected a year end calendar for income tax purposes. This is the corporate year for all purposes, unless otherwise specifically modified.



Financial Records

LCAHA Board of Directors may require an audit of the financial records of the association. The board may request such an audit at any time. The association shall pay any cost associated with the audit.

Non-Profit Status

LCAHA shall maintain at all times its tax-exempt status under Internal Revenue Code 501(c)(3) and shall cooperate with USA Hockey in the event that USA Hockey and LCAHA deem it advisable for LCAHA to be included in a group exemption letter.

Divestment of Resources

In the event the Lewis Clark Amateur Hockey Association cease to exist, all assets, tangible and financial, shall be donated to Lewiston Parks and Recreation Department.

Article 9: Meetings of Members

Annual Meeting

The annual association meeting shall be held on or about April 1st of each year on a date to be declared by the BOD. The following items shall be addressed at the Annual Meeting and up for discussion with all association members present:

- Recommendations for Bylaws update
- Election of incoming BOD
- Member Discussions for LCAHA futures
- General Association Topics

Association Meetings

It is the goal of the LCAHA BOD that all meetings are productive and efficient. Meetings should address the needs of all of its members and be used for presenting items for discussion to the BOD, reviewing, and discussing policy and updates to association practices. Information exchange and general association updates will take place at these meetings and participation by all members is encouraged.

It is the BOD goal to have association meetings on an ongoing and scheduled basis to discuss needs and prepare solutions for concerns brought forth by association members. Members are encouraged to attend these meetings and to ensure presentation of topics is efficiently presented in 15 minutes or less.

It is encouraged to email the BOD your proposal or summary of topic for review prior to the meeting date. The LCAHA BOD goal is to have their scheduled meetings conclude 1.5 hours or less after they are called to order. Having an established agenda will increase the productivity of the meeting and reduce off-topic conversations leading to a long and unproductive meeting.

To increase the likelihood requested topics are scheduled for discussion, they must be sent to the Secretary for inclusion in the agenda prior to the scheduled meeting. The BOD should review all topics and approve an agenda 2 days prior to the meeting. It is possible that not all items will be able to be on the agenda at each meeting.



Lewis Clark Amateur Hockey Association Bylaws

In the event a topic was not presented prior to the meeting and/or was not included in the agenda, the BOD (not the association members) may take a vote to hear the item(s) up for discussion. If these items are not heard, they shall be added to the agenda for the next scheduled meeting.

Board of Directors Meetings

Meetings of the Board of Directors shall be scheduled and private. These meetings are specifically designed to provide members of the BOD with an environment free from distractions or delay, for discussion, review, and voting on items identified by the BOD or motions presented at previous association meetings.

Minutes, results, and decisions of the BOD meetings shall be provided to the association posting on LCAHA website within forty-eight (48) hours of completion.

Notice of Normal Meetings

Unless otherwise required by law, notice of meetings shall, to the greatest extent possible, be sufficiently given via, posting on the association website/social media pages, at least seven (7) days prior to the meeting date.

Special Meetings

The President may call a special meeting of the BOD members or association members at any time to discuss and resolve issues that are deemed urgent and vitally important to the welfare of the LCAHA. A Special Meeting does not require prior notice to association members and can happen whenever/wherever the President deems necessary, however all board members must be notified & provided an agenda prior to the meeting convening.

Votes taken during Special Board Meetings shall be deemed binding and official only when a recognized quorum of the BOD is able to cast a vote. Board members need not be in attendance to cast a vote. e.g., email, text, phone, zoom etc. Notification and time considerations must be given to allow maximum BOD participation in the voting process as possible.

Quorum of Members

For special board meetings, two-thirds (2/3) of board members present shall constitute a recognized quorum. A majority vote of those present and voting shall be sufficient to act on the matter under vote, except as otherwise provided by law.

Article 10: Amendments

Proposed changes to LCAHA Bylaws should be made public throughout the year at association meetings or brought to a BOD member for inclusion in future board meetings. These proposals shall be considered/discussed for inclusion into the Bylaws at the next Annual Meeting. The association shall be made aware of the proposed changes prior to the Annual Meeting where they will be available for discussion.

Updates to the LCAHA Bylaws shall be voted on and approved at the 1st BOD meeting following elections. Approval shall require a 2/3 majority of the BOD. The President shall determine the manner in which a vote is conducted (public, silent, etc.)



Lewis Clark Amateur Hockey Association Bylaws

In the case where changes are being discussed but not yet agreed upon, or the Bylaws are not published and ready for a vote, the BOD may approve an extension to the vote until the next scheduled meeting.

This decision shall rest with the incoming BOD.

The Board of Directors shall maintain control and permissions to make emergency deviations from these Bylaws regarding situations not specifically addressed herein and deemed necessary to the successful operation of LCAHA. A one-time emergency deviation to these Bylaws does not constitute a change in LCAHA policy or an update to the published Bylaws, nor should it be considered precedent for future LCAHA policy decisions.

Such deviations shall be published and distributed to the association via posting on LCAHA website and/or discussed at the next BOD and association meeting.

Article 11: Team Layout, Composition,

Team Layout

LCAHA Team layout will consist of the following age groups.

- 8U
- 10U
- 12U
- 14U
- 18U

10U – 18U will prioritize the rostering of House/Travel teams. Competitive Rep (Tryout) or Select teams may be formed if practical and can be shown to not be to the detriment of other rosters. All teams wishing to operate under the LCAHA Charter shall be approved by the BOD prior to conducting tryouts or completing player selections. These approvals shall be valid for one (1) season.

Team Composition and Player Assignment

Players shall be assigned to their team based on their appropriate age. Teams shall be formed as early as possible to allow for LCAHA BOD, Coaches, and Team Managers to begin funds delegation for tournaments and season scheduling. Minimum team sizes are outlined below as well as guidance on the formation of multiple teams within the same age group.

In the event LCAHA teams become too large to effectively manage or grow beyond the rostering limits laid out by USA Hockey, LCAHA shall consider splitting teams to encourage more ice time, better coach/player ratio, and foster player development. Below are the roster size limitations LCAHA intends to use for determining when to split teams. These are guidelines and not requirements. Final rostering decisions shall remain with the BOD.

In cases where multiple teams have been formed at a single age group, requests for players to be assigned to a particular coach may be considered by the BOD in cases where players/parents can articulate legitimate concerns surrounding player safety or rules violations having been documented in the past. Outside of those specific cases, the BOD shall work with CIC and Head Coaches for player assignments.



Lewis Clark Amateur Hockey Association Bylaws

Personal opinions on coaching strategy, wanting to be rostered with friends, wanting to be rostered on what is perceived as a better team, and practice format, should not be considered a legitimate reason for requesting a specific coaching assignment. Final decisions regarding roster requests shall lay with the BOD.

In the event a team has grown large enough to present a rostering issue or unacceptable ice-time conflict but not yet large enough to split the team, coaches shall retain the autonomy to create Flex Rosters which will allow them to have a portion of the team available for some games/tournaments and another portion of the team available for other games/tournaments. Great care should be taken to ensure equal game/tournament opportunities are afforded to all players regardless of ability.

Team Age Group	Minimum Roster Size to Consider Team Split	Roster Size to Seriously Consider Team Split
8 U	18	22
10U	20	24
12U	20	24
14U	20	24
18U	20	24

Note:

Roster sizes above were derived from discussions with current and past coaches regarding USA Hockey Roster limits and historical success rates for team composition at the respective age groups.

In Accordance with IAHA requirements, approved Rep and/or Select teams shall identify themselves as LCAHA teams and operate under the LC Lightning Logo for all tournaments, trade games, and practices. These teams shall be approved by the BOD for a term of one (1) season.

Article 12: Coaches

Coaching Qualifications and Education Requirements

Any LCAHA Member in good standing as outlined in Article 3 “Membership” may volunteer to serve as a coach. Additionally, all candidates must meet Coaching Education Program requirements drawn directly from USA Hockey guidelines. These requirements are outlined below.

All coaches must be educated at the proper coaching clinic level and have completed the following:

- Register with USA Hockey
- Complete the required background screening
- Complete the required SafeSport training
- Complete the appropriate Age-Specific Training Module(s)
- Complete Proper Clinic Level before Dec. 31

Head Coach Team Assignment

Members interested in filling the role of Head Coach shall make their intentions known to the CIC as early as possible. Prior to being assigned to a team they must provide documentation indicating they have completed the appropriate qualification and education requirements outlined above.



Lewis Clark Amateur Hockey Association Bylaws

Head Coaches are assigned by the BOD. Assignments shall be made after careful review and consideration of education, experience, and who they feel would be the best fit for the position. There shall only be one (1) Head Coach per team.

Once a Head Coach has been assigned, they shall have the autonomy to select and assign the Assistant Coaching Staff and Team Manager of their choosing. These assignments shall be reported to the CIC. Training and qualification verification of all team staff members must be completed prior to staff being allowed to participate in LCAHA team level events. i.e. Games, Practices, Locker Room admittance, etc.

Student/Player Coaches

Student coaches must be 13-17 years old, properly registered with USA Hockey, and be approved by the CIC. USA Hockey. Student Coach Regulations must be followed at all times. Any extenuating circumstances must be presented to CIC. In addition to being approved as outlined above, the Student Coach:

- Must always be under the supervision of a carded, screened adult coach during all practices, clinics, tryouts, and in the locker room.
- May help out at practices, clinics, tryouts only.
- May **NOT** play during scrimmages or games.
- Must wear a helmet with full face shield, gloves, and skates while on the ice.
- Must wear a helmet during games while on the bench.
- May only collaborate with players at least one full playing age level down.

Upon reaching the age of 18, the student coach must comply with all USA Hockey coaching and screening rules and regulations.

Article 13: Play-Up & Play-Down Policy

In accordance with USA Hockey and IAHA recommendations, LCAHA discourages play-ups. We value all areas of athletic development and adhere to recommendations made by the American Development Model (ADM).

Play-Up Requests

The order of operations below for requesting play-ups should be followed to ensure all parties involved are aware of potential roster and schedule changes as well as reduce any disappointment or frustration should requests be denied.

- Play-up conversations should begin with the respective coaches of the teams involved and bringing an informal play-up proposal (email, text, verbal discussion) to BOD via CIC for consideration. The BOD will discuss options for a specific athlete and the pros and cons of moving up and how it will impact the program as a whole, as well as the giving & receiving teams.
- Should the BOD initially approve a Play-up request, coaches shall consult parents in order to make sure all parties agree on the best path forward for the child. If player, parent, and coaches all agree, an official play-up request can be obtained from, and returned to, the BOD which includes authorization from parents, acknowledgement of risk, acceptance of financial obligations, understanding of primary and secondary rostering/scheduling



Lewis Clark Amateur Hockey Association Bylaws

responsibilities, and letters from the coaches in support. All play up requests must conform to IAHA rules and guidelines.

Notifications of approved or revoked Play-ups shall be made by the LCAHA President or approved representative, to IAHA through the LCAHA Registrar. Play-ups are not official until approved by IAHA and approval has been relayed to the LCAHA BOD. Play-ups can and will be revoked if terms of team priority, financial obligations, or any other approval conditions are not strictly adhered to. Revocation decisions shall be left to the BOD, will be effective immediately, and do not require a scheduled meeting or prior notification for approval.

Primary and Secondary Team Commitments

In cases where play-up is authorized, a player will be assigned to a Primary and Secondary team.

Unless completely excused by their age appropriate or “Primary team,” it must be emphasized that a player’s first commitment is to their Primary team and play-ups to their Secondary team will only be allowed if play-up commitments do not conflict with the Primary team schedule.

In cases where players are authorized to play/practice exclusively with an upper-level team and are completely excused from their age-appropriate team, the player shall be responsible for paying any difference in annual tuition for the play-up team. If this occurs mid-season, the tuition shall be prorated.

In cases where play-up is authorized but the player is not excused from the Primary team and chooses to play and practice with both Primary and Secondary teams, the player shall be responsible to pay 50% of the annual tuition for the play-up team to account for the added ice time and coach instruction.

Play Down Policy

In accordance with USA Hockey and IAHA recommendations, LCAHA discourages play-downs as well. Authorization for a player to participate in a younger than age-appropriate team will only be approved with the expressed written endorsement from an appropriate physician indicating a disability exists and is to the detriment of the player. Disabilities approved for a Play-down authorization are determined on a case-by-case basis by the BOD and in concert with the IAHA BOD and USH Hockey guidelines.

In cases where Play-down authorization is granted and the player is completely excused from the Primary team, the player shall be responsible for paying annual tuition for the Secondary team. If this occurs mid-season, the tuition shall be prorated.

In cases where a Play-down is authorized but the player is not excused from the Primary team and chooses to play or practice with both Primary and Secondary teams, the player shall be responsible to pay 50% of the annual tuition for the Play-down team to account for the added ice time and coach instruction. If this occurs mid-season, the tuition shall be prorated.

Article 14: Schedules

Team Game Schedules

Game schedules will be organized and entered into the LCAHA schedule by association Scheduler and presented to Team Managers and Coaches prior to the beginning of the season (where



applicable). This includes practices, league games, and Tournaments/Round Robbins based on prior season experiences and convenience/budget.

Any additional games or tournaments must be approved by the BOD and follow ADM guidelines. Changes to the schedule shall be exclusively completed by the LCAHA Scheduler and requests for updates should be via the Head Coach or Team Manager.

Article 15: Refund Policy

No refunds will be granted after January 1 unless it is a season ending injury or a situation outside the control of the member/player/family. All refunds will be prorated based on the date requested and considered on a case-by-case basis by the BOD.

Team expenses and team registration fees are fully refundable if the player must withdraw from participation before the first day of practice or October 15 whichever is sooner.

Tournament fees are not refundable.

If players must withdraw from participation after the first day of practice, \$25 per practice, prior to the withdrawal date, will be deducted from team registration fees and the rest will be refunded. If a player withdraws after October 15 and official practices have not yet begun the player will be charged \$25 for the first practice and the rest will be refunded.

Team expenses cannot be refunded after the first tournament or January 1 whichever is sooner.

No refunds of any kind will be made at any time for players expelled or suspended from the team for disciplinary action.

LCAHA cannot make refunds for USA Hockey membership dues at any time.

All requests for refunds not specifically addressed within Article 12 of these Bylaws shall be decided at the discretion of the BOD.

Article 16: Scholarship Policy

All scholarship applications must be submitted with registration for board approval. Applications will be reviewed and approved on a case-by-case basis.

Article 17: LCAHA Member Volunteer and Fundraising Policy

Association Member Involvement Requirements

All association members are required to participate in at least two of LCAHA's annual fundraising/volunteer opportunity events **and** to log at least eight hours (parent/non-player) & four hours (players) of volunteer time. LCAHA continues to search for and add fundraising/volunteer opportunities for members. Examples of member involvement opportunities include:

- Preseason rink setup/ice-in
- Each age group's home tournament
- Annual Fundraising events
- Postseason rink tear down/ice-out
- Participation in BOD or Committees
- Coaching/Student Coaching



Lewis Clark Amateur Hockey Association Bylaws

In an effort to encourage member involvement, during initial registration a temporary charge of \$200.00 will be applied to each association member's credit card on file. Once all volunteer event and hour requirements are met, this charge will be returned to the member. It is the member's responsibility to ensure hours and events are tracked and turned into the Volunteer Committee to be credited to the member's account. Failure of members to fulfil their volunteer requirements will result in forfeiture of the \$200.00. Partial completion of volunteer time shall result in full forfeiture as well.

LCAHA Fundraising Policy

The primary purpose of LCAHA Fundraising Policy is to encourage and promote member involvement in the financial feasibility of LCAHA. Funds raised through this policy shall be delivered to the BOD in a timely manner and may be used at the discretion of the BOD for items including but not limited to:

- Facilities Management and Repair
 - Chiller
 - Zam
 - Boards
 - Glass
- Financial Obligations for Facility Occupancy and Operation
 - Rent
 - Utilities
 - Insurance etc.
- Training Equipment
 - Coaching Clinics
 - Player Clinics
- Player Equipment

Individual Team Fundraising Policy

Individual teams may conduct fundraising activities independent of association events i.e., carwash, food cooks, etc.. However, due to current tax laws surrounding organizations operating under a 501(C)(3) these funds shall be delivered, in full, to the BOD for disposition.

In accordance with LCAHA CPA guidance, no monies collected with the intent of assisting a team or player within LCAHA may be raised for individual gain i.e., paying for or paying back of tournament fees, direct payment for individual team events (parties, clothing, private events, etc.)

Fundraised monies may be used for situations described above if funds used for purchase came directly from the LCAHA account, and not from individual persons (i.e. Team Managers, Coaches etc.). As such, all funds raised by individual teams shall be deposited into the LCAHA account and segregated in sub-accounts identified by the appropriate team i.e., LCAHA 8U, LCAHA 10U, etc. 20% of funds raised from individual team events shall be deposited into the LCAHA General Acct.

Team Managers, Coaches, parents etc. are NOT AUTHORIZED to retain funds from team fundraising events for any purpose. These funds must be delivered to the Treasurer as soon as reasonably possible.

Un-allocated funds within each individual team account at the end of the season shall be deposited into the LCAHA General Acct.



Article 18: Whistle Blower Policy

Whistleblower as defined by this policy is an LCAHA member, volunteer, or BOD member of LCAHA who reports an activity that he or she considers to be illegal or dishonest to one or more other parties specified in this policy.

The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are:

- Violations of federal, state, or local laws
- Billing for services not performed or for goods not delivered; and
- Other fraudulent financial reporting.

If a member or volunteer has knowledge of or a concern of illegal or dishonest fraudulent activity, the member or volunteer is to contact any voting member of the LCAHA BOD. This report shall remain confidential.

The member or volunteer may **NOT** exercise sound judgment in an effort to avoid baseless allegations. **ALL** concerns regarding the safety of our members, or the honesty of our business practices must be brought to the attention of the BOD for review.

There shall be no retaliation against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse action such as suspension, fines, or threats of physical harm. However, a member or volunteer who intentionally files a false report of wrongdoing will be subject to discipline up to and including suspension and or reporting to local law enforcement.

Whistleblower protections are to cover two critical areas:

- Confidentiality and
- Retaliation

To the greatest extent 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. This disclosure shall only come from the President of LCAHA.

Any whistleblower who believes he or she is being retaliated against must contact any voting member of the LCAHA Board of Directors immediately. The right of the whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated. Members or volunteers with any questions regarding this policy should contact the LCAHA President or any current member of the BOD.

Article 19: Records Retention Policy

LCAHA will rely on our authorized CPA service to maintain all financial records as required by law. All records pertaining to LCAHA Hockey Operations and official BOD actions shall be retained in accordance with USA Hockey guidelines as described and updated in the USA Hockey Annual Guide. <https://www.usahockey.com/annualguide>

Article 20: LCAHA Locker Room Policy

LCAHA has predictable and limited use of locker rooms and changing areas (e.g., 30-45 minutes before and following practices and games). This allows for direct and regular monitoring of locker



room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would make some players uncomfortable and may even place our staff at risk for unwarranted suspicion.

Only Locker Room Monitors specifically assigned to that specific event (game, practice, etc.) are authorized to be in the locker room. Members having completed SafeSport training not assigned as Monitors do not have “Anytime Access” to the locker room. Locker Room Monitors shall be assigned and authorized by Team Managers or Coaches only.

Preferred Locker Room Monitoring

This model includes locker room monitors inside the locker room while players are in the locker room, however, at a minimum, locker room monitors must be in the immediate vicinity outside the locker room (near the door within arm’s length) and so that the monitor can sufficiently hear inside the locker room. Monitors will regulate entry and exit activities and must also regularly and frequently enter the locker room to monitor activity inside.

The Locker Room Monitor assigned to monitor and supervise the locker room shall have completed SafeSport Training and completed a background check through SafeSport.

If the monitor(s) are inside, then it is strongly recommended that there be two monitors, as having a second monitor may help prevent allegations of impropriety by a monitor alone in the locker room. LCAHA may impose or follow stricter monitoring requirements as seen fit.

Team managers are responsible to collaborate with their teams and coaches to adequately ensure that locker room monitors are trained, USA Hockey approved, scheduled and in place at all appropriate events (games, practice, etc.) Team Managers or Locker Room Monitors shall secure the locker room appropriately during times when the team is on the ice.

Parents in Locker Rooms

Except for players at the younger age groups, specifically 8U, LCAHA prohibits parents from entering the locker rooms when not fulfilling an official LCAHA duty. Exceptions exist if the player is or may be injured, or a player’s disability warrants assistance. For these rare exceptions, parents must notify the Coach, Team Manager, or Locker Room Monitor that he or she will be assisting the player.

Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently.

If a player consistently requires assistance with uniform items, parents shall assist players outside the locker room or ensure the player arrives dressed.

Coaches are permitted to ask parents to leave for a brief time before the game and for a short time after the game so that they may address the players privately.

Mixed Gender Teams

LCAHA teams are composed of both male and female players. It is important that the privacy rights of all of our players are given consideration and appropriate arrangements are made. LCAHA will, to the greatest extent possible, provide separate changing areas for the male and female players. Players will then convene in a single locker room before the game or team meeting.



LCAHA Locker Room Directives

- **Minimum Attire.** All players are required to arrive at the rink wearing their hockey base layers or shorts and T-shirts under their street clothes. All members of the team must have this minimum attire before entering any locker room.

If a player is not wearing the required minimum attire, that player will be directed to a restroom or private area to change into his/her minimum attire before entering the locker room.

- **Separate Locker Rooms.** When available, players of different genders shall change/dress in separate, supervised locker rooms. Then approximately ten (10) to fifteen (15) minutes before each game/practice everyone is to be ready in gear in one designated locker room so the coach can address the entire team.

If a player is not fully dressed by the time the coach arrives, then that player must go to a separate locker room or bathroom to finish dressing. The onus is on the players being properly dressed when the coaches actually begin preparing the team for the practice or game.

Where possible, when players of different genders are together in the locker room, there should be at least two adults in the locker room that have been properly screened in compliance with USA Hockey Screening Policy.

Cell Phones and Other Mobile Recording Devices

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room. Players will leave their phones in their bags if they are in the locker room, with noncompliance being subjects to phone removal by team manager.

Prohibited Conduct and Reporting

LCAHA takes locker room management very seriously and prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment, and hazing, all as described in the USA Hockey SafeSport Handbook.

Participants, employees, or volunteers in LCAHA may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies.

Reports of any actual or suspected violations, you may email USA Hockey at SafeSport@usahockey.org or may call 1-800-888-4656.

Article 21: Indemnification

The LCAHA, as an affiliate association of USA Hockey, shall indemnify and hold harmless USA Hockey and each member thereof, and all other elected, appointed, employed or volunteer representatives of USA Hockey from any and all claims, liability judgements, costs, attorney's fees, charges and expenses whatsoever, arising from the acts and omissions of LCAHA, except to the extent:



Lewis Clark Amateur Hockey Association Bylaws

- That USA Hockey or its afore-described representatives caused such claims, liability, judgment costs, attorney's fees, charges or expenses by their own intentional neglect or default or,
- That such acts or omissions were the direct result of compliance with Articles of USA Hockey Bylaws, Rules and Regulations, Playing Rules or decision of the Board of Directors of USA Hockey and the Board of Directors may, at any time, approve indemnification of any other person which the association has the lawful power to indemnify. The indemnification provided by the Section shall not be deemed exclusive of any other right to which a person may be entitled as a matter of law or by contract.

LCAHA understands and acknowledges that USA Hockey and its afore described representatives have assumed such assignment, function, office, or capacity upon the express understanding, agreement, and condition that they be so indemnified and held harmless to the extent described in this section.

USA Hockey shall cooperate with LCAHA in any litigation and provide reasonable support therewith, including but not limited to advice and testimony upon reasonable request: provided, however, that such cooperation shall not require USA Hockey to incur any out-of-pocket expenses not reimbursed by LCAHA.

Article 22: Publication

LCAHA shall make available to its members copies of the Bylaws and Policies and Procedures and all amendments thereto upon request and shall be posted to the LCAHA website.

Article 23: Agreement

These Bylaws contain all agreed upon Bylaws approved by the LCAHA BOD and supersede any and all previous or concurrent Bylaws and understandings.

These Bylaws shall be construed, governed, and interpreted pursuant to the laws of the State of Idaho.

Article 24: Miscellaneous

Powers

All power and authority not specifically granted to the members, or the Board is vested in the Board

Roberts Rules

All meetings shall be conducted in accordance with the current edition of Robert's Rules of Order <https://robertsrules.com/> as amended from time to time.

Effective Date

Effective dates of these Bylaws are indicated in the bottom right-hand footer.