



# **Oregon State Hockey Association 2018-2019 Guidebook**

**Updated June 2019**



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# OSHA OFFICERS, MEMBER ASSOCIATIONS, COMMITTEES

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## For-Profit Member Association Representatives

(\*Designated Voting Representative of Member Association)

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## Standing Committee Chairs

Audit Committee Chair	Lester Sparks Phone: 971-219-6367 Email: <a href="mailto:audit@oregonstatehockey.com">audit@oregonstatehockey.com</a>
Discipline Committee Chair	Wendy Heaton Phone: 541-891-4450 Email: <a href="mailto:discipline@oregonstatehockey.com">discipline@oregonstatehockey.com</a>
Membership Committee Chair	Sue Fthenakis Phone: 541-890-5066 Email: <a href="mailto:membership@oregonstatehockey.com">membership@oregonstatehockey.com</a>
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## Appointed Committee Chairs

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# OSHA RULES & REGULATIONS

## I. Introduction

Oregon State Hockey Association (OSHA) is the governing body for amateur hockey in the state of Oregon. OSHA is a sanctioned affiliate of USA Hockey, Inc., the national governing body for amateur hockey in the United States. Oregon is fully committed to USA Hockey's American Development Model (ADM) for player development and seeks to provide playing opportunities for all ages at multiple levels of competitiveness. USA Hockey programs in Oregon include OSHA member associations, and other USA Hockey sanctioned programs.

## II. Registration Procedures

1. OSHA Association Number: An OSHA Association Number (ORH xxxx) is assigned by USA Hockey when an association is accepted as an OSHA member. That membership number must then be renewed each succeeding year by filing an OSHA membership renewal form with the OSHA Membership Committee Chairperson two weeks prior to the Annual meeting.
2. Registration Fees – Youth: \$15.00; Adult: \$10.00
3. Tournament Applications. Complete the form from the website and submit to the OSHA President. The Application will then be sent to the USA Hockey Registrar and to the OSHA Secretary who will post it on the online calendar.
4. In-house Registration -These teams play exclusively in their home rink. They do not travel to play other teams and other teams do not travel to play games against an in-house team. These teams only play games against teams that are registered with their association.
5. All member organizations, associations, clubs, programs and teams affiliated with OSHA must be in good standing with OSHA.
6. All players must register online with USA Hockey.
7. All players and teams must be registered with OSHA and USA HOCKEY. Teams will register its players on a USA HOCKEY "Official Team Roster" (Form 1-T). All entries will be completed, and the form certified by the member organization. This form will be submitted to the OSHA/USA HOCKEY Associate District Registrar postmarked no later than December 31. Any forms received after that date will be returned to the member association Director concerned with the notation "NOT ELIGIBLE FOR STATE TOURNAMENT PLAY". All members of the Board of Directors will be notified. National Bound teams must comply with all USA Hockey criteria to be eligible.
8. A limit of twenty (20) players at any one time may be registered per team except for high school, which may register 30 players. A maximum of 20 players, in which not more than

18 are skaters, shall be permitted to play in the game. A minimum of six players is required to start a game.

9. A registered hockey team is one that has a minimum of Eight (8) players on a team. Any team that has less than this, must submit a waiver request to the OSHA President.
10. A player may not register on more than one team that participates in games leading towards a USA Hockey National Tournament except for High School Varsity and/or Prep School division, who may also play on a Youth or Girls'/Women national championship-bound team. Player changes to official team roster for (1-T) for youth Tier I and Tier II teams and girls'/women's (except women's A) national championship-bound teams will not be accepted after December 31. See #11 for additional information for girl's national bound registration.
11. Girls Rostering. OSHA permits and follows USA Hockey dual rostering and dual registration for girls. All players
  - a. OSHA supports the USA Hockey position on promoting female hockey and agrees that in order to promote female hockey, a female player may dual register as long as only one of the teams she is playing for is classified by USA Hockey as a Girls/Women team.
  - b. All OSHA Affiliates will be bound by this decision.
12. Any player who elects to play for a second association, either a youth association or a female association, must submit to the first association a letter of notification by the second association outlining the commitment requirements for participating with the second association. The first association must sign this letter as acknowledgment within two business days. A copy of the signed letter by both associations must be on file with each association prior to participating in any team event for a second association.
13. Release: All OSHA Associations shall require a written release for all players not registered with their Association in the previous regular season and /or current regular season, signed by the releasing Association's President, Vice President, Registrar or Board designated person, prior to acceptance of the player's registration with the new association. Failure to comply shall result in a monetary fine, payable to OSHA, of \$50.00 for the first offense, \$100.00 for the second offense and \$200.00 for each occurrence after that for any playing year. All players should be in good standing with its releasing Association. A copy of the release shall be sent to the OSHA President, by the releasing association.
14. Any team which includes players on its roster, who are new to OSHA, must provide written evidence to OSHA through the new Association that said player is in good standing (financially and otherwise) with his/her past team.
15. All matters concerning team and/or player eligibility shall be directed to the OSHA President and/or Associate District Registrar.
16. No OSHA member shall permit any player, team, or coach suspended by OSHA or USA HOCKEY to participate in any game or play any team using such a suspended player, team, or coach.
17. No OSHA member may use illegal or non-rostered players or play any team using any illegal or non-rostered players. No OSHA member team may play any team that is under

suspension by OSHA or USA HOCKEY. Girls playing in boys' divisions must conform to the age classification rules for that division.

### **III. Youth Rules And Regulations**

1. In support of USA Hockey, the Oregon State Hockey Association shall play all 6U / 8U games, league play, and the state jamboree on a cross-ice surface all season. All 6U / 8U will use blue pucks and size appropriate nets. All size appropriate nets for 8U hockey will be the intermediate size nets by the year 2020.
2. 8U will have a state jamboree.
3. All 10U age level games, league play, and tournament competition, within Oregon shall be played on a half-ice surface. 10U will have a state jamboree at the end of the season. OSHA encourages all half-ice games to be played 5v5 with size appropriate nets and goalies. 10U will transition to using black pucks. 10U hockey will use approved half / cross ice boards for games. All size appropriate nets for 10U hockey will be the intermediate size nets by the year 2020.
4. Travel outside the State of Oregon for competition is strongly discouraged by OSHA at the 10U level; however, with the local association president and/or board approval travel will be allowed. If a 10U team travels outside Oregon for a USA Hockey Sanctioned Tournament and/or Exhibition Game(s) that are full ice, such travel should occur between January 1 to April 30, with a finalized roster and travel permit.
5. All associations will follow the USA Hockey 8U ADM Red, White & Blue Program guidelines. OSHA encourages all local associations to have a communication plan in place to educate coaches and parents on ADM cross ice and half ice games at 6U, 8U & 10U hockey.
6. OSHA encourages all associations with multiple teams to field 8U & 10U teams that are not birth year specific but are instead evenly skilled teams. Recommended roster size for 8U and 10U consists of no more than 13 skaters.
7. 8U players playing up to a 10U age level is strongly discouraged by OSHA, but occasionally there are compelling reasons to do so. Each association, at their discretion, may allow up to two (2) 8U age level players per season to play up at the 10U age level division. 6U age level players are prohibited from playing up to the 10U age level and above.
8. 10U players playing up to a 12U age level is strongly discouraged by OSHA, but occasionally there are compelling reasons to do so. Each association, at their discretion, may allow up to two (2) 10U age level players per season to play up at the 12U age level division. 8U age level players are prohibited from playing up to the 12U age level and above.
9. 12U, 14U and 18U youth games will be played on a full ice surface.
10. Each local association will be required to participate in state events.
  - a. 6U – No end of season state event
  - b. 8U – End of season state jamboree
  - c. 10U – End of season state jamboree

- d. 12U – End of season state jamboree
  - e. 14U – End of season state tournament
  - f. 18U – End of season state tournament
11. Additional player moving up requests may be considered by submitting an exception request to the OSHA ADM Coordinator, and in agreement with OSHA CIC and OSHA President. These requests will only be considered due to association needs (i.e. the need to merge age divisions in order to have a functional program, or typical needs of small communities).
  12. All youth recreation level and girls / women's hockey in Oregon will play body contact classification.
  13. For A level or higher play, local associations shall play age appropriate body contact or body checking classifications. 12U and younger youth and all girls / women's hockey will play body contact while 14U and older youth will play body checking.
  14. OSHA Tier II Classification
    - a. ELIGIBILITY FOR STATE CHAMPIONSHIPS: OSHA shall establish the terms that an association must achieve in order to field state championship eligible Tier II teams.
    - b. Each Tier II team must play each other team in their league in the same age division; 2 game home and home series.
  15. GAME MISCONDUCTS: Any player or coach upon receiving a 3 Game misconduct will be referred to the OSHA Vice President for possible supplemental discipline. Any team or player displaying a pattern of excessive penalty minutes may be referred to the OSHA Vice President for possible supplemental discipline. Players receiving game misconducts in a final game of their season must be served in the game of the following season. Leagues shall report all outstanding suspensions by May 1 of the current playing season.

## **IV. Travel Permits**

1. Travel
  - a. All teams traveling outside Oregon to other states or Canada are required to submit a completed copy of USA Hockey's Travel Permit Form to the Alaska Associate Registrar.
  - b. The USA Hockey Travel Permit Form can be obtained from OSHA President.
  - c. The requesting team will submit its official & approved 1T along with the Travel Permit Form.
  - d. Travel Permits should be submitted 14 days in advance of travel. If for a valid reason, time does not allow 30 days, please call the Oregon Associate Registrar to give heads up.
  - e. Once received, the Oregon Associate Registrar will complete the form, submit it to USA Hockey with a copy forwarded to the OSHA President.
  - f. A copy of the completed form will be returned to the team.

- g. The team must have the approved form in its possession prior to beginning travel.
- 2. International Travel
  - a. Approval for travel outside the United States (International) shall be obtained in accordance with the requirements established in the USA Hockey Annual Guide. (Note: This is a lengthy process, particularly for travel outside of North America, and approval should be requested well in advance.)
- 3. Summer travel to Canada
  - a. The Canadian Amateur Hockey Association does not sanction any play during the summertime (May 1-August 31) and has no insurance coverage in effect during that period. There is no USA Hockey insurance coverage in effect for any USA Hockey member, team or association that travels to and participates in Canada with a Canadian team or teams in the summer months.

## V. Tournament Eligibility And Registration

All players/teams must meet the following criteria.

1. **Classification**
  - a. Players and registered team members must be properly classified to be eligible to participate in State tournaments.
2. **Certified 1T Roster**
  - a. The team's certified and verified player roster must be in the hands of the State tournament director one week before the start of the championship.
3. **Game Count For Eligibility**
  - a. Each team must have competed as a team unit in at least ten (10) games during the current season.
  - b. Each player must have competed in at least 50% of the team's games during that current season.
4. **Player Eligibility**
  - a. Players must be rostered with the team by December 31 of the current season. An exception may be made by the Executive Board for move ins from out of state who provide appropriate proof of release in good standing with their previous association and have played at least five (5) games with the team. Ineligible Coach(s)/Player(s): Any coach of a team that knowingly plays an ineligible player(s) shall be suspended from coaching in any games that lead to a state championship in the current hockey season.
5. **Entry Fees**
  - a. State Tournament fees will be set by the State tournament director and will be due seven (7) days prior to the start of the tournament. Refunds will not be granted unless in extenuating circumstances and with the approval of the state tournament director and President.
6. **Levels Of Play**
  - a. State championships will be held at the following age levels:

- i. 18U
- ii. 14U

**7. Requirements To Host A State Championship**

- a. A sufficient amount of ice time shall be provided to comply with the regulations, which permit a maximum number of games per day per team.
- b. Accommodations for each team at State Championships shall be arranged at the best possible rate at a local hotel. There shall be a minimum of 12 rooms allocated for each team. The hotel expense is the responsibility of each team.
- c. At the State Championship, all team members and staff are required to stay in the host hotel(s) for the duration of the participation in the tournament and are required to book rooms through the host.
- d. The host association shall be required to have a fully stocked first aid kit available rink side. The host shall have a documented plan for emergencies, should one occur. The host shall be responsible for providing information on additional medical care beyond emergency treatment at the arena, the cost of which is the responsibility of the player's parents/guardians.

**8. Mandatory Coaches/Managers Meetings And Team Pictures**

- a. Mandatory Opening Meeting: An opening meeting for all teams participating in the tournament shall be held prior to the start of play at a time and place to be set by the on-site Tournament Director. All participating teams are required to have a representative (coach and/or manager) present at such meeting. No one person may represent more than one team at this meeting unless the on-site Tournament Director grants prior approval. Failure to have a team representative present shall result in the suspension of the head coach, as listed on the team's official roster, from that team's first game of the tournament.

**9. Schedules And Formats**

- a. The tournament format and schedule of games, including home and visiting team designations, must be set by the Tournament Committee no less than fifteen (15) days prior to the first game of the State Tournament.
- b. The schedule of games shall be sent to all qualified teams by email, or other electronic communication no less than ten (10) days in advance of the first game.
- c. Anyone requesting a change in the schedule must notify the Tournament Director within 48 hours of receipt.

**10. Tournament Requirements And Format**

- a. Requirements for All Tournaments:
- b. An ice cut is required before every game.
- c. Playing rules will be specified in the Referee section of the Tournament rules.
- d. The recommended game length(s) are set forth in Referee section of Tournament rules.
- e. No team shall be required to play more than two (2) games per day.
- f. There shall be a minimum of two (2) hours between games on the same day from the conclusion of the first game until the start of the second and nine (9) hours

between games played on consecutive days from the conclusion of the first day's games until the start of the second day's games.

- g. All championship games should be scheduled to end no later than 4:00 pm.

#### **11. Noisemakers**

- a. No artificial noisemakers are allowed.

#### **12. Format**

- a. The State Championship tournament will be in a round robin format. Until such time as a formal statewide league is formed and representatives can be determined based upon clear team successes and records, participation will be based upon the following:
  - i. one (1) team will represent the Portland Jr Hawks/northern portion of the state;
  - ii. (2) three (3) teams will represent the southern associations (RVYHA, LAHA, Klamath Ice Hawks, Bend Rapids).
- b. Selections should be based as follows and approved by an unbiased designated tournament committee:
  - i. The team that represents the Portland Jr Hawks/north portion of the state will be the team with the best record in their internal house association play; if they choose to send a team other than the team with the best record, they may do so, so long as the team meets the criteria set forth in the team eligibility section of these rules.
  - ii. The teams that represent the south part of the state will be ranked based upon head to head play throughout the season and the 3 teams with the best records against one another, will advance to the state championships. If one of the top 3 teams chooses not to participate the team with the next highest ranking will be admitted. Tournament play and games outside of interstate play will not count toward this ranking.

#### **13. Awards**

- a. OSHA will supply gold and silver medals for the first and second place teams respectively, as well as a state championship banner for the championship team.

#### **14. Disputes/Operation Of Tournament**

- a. Pre-tournament disputes regarding team entry/eligibility concerns must be made in writing to the State Tournament Director a minimum of fourteen (14) days prior to the tournament.
- b. After the start of the tournament, the State Referee in Chief will be the final arbiter in all disputes involving interpretation of game playing rules.
- c. For any other tournament disputes, including zero tolerance, tournament play or conduct, or approval of medical clearances, the on-site State tournament representative will have the final authority.

#### **15. Conduct**

- a. State tournaments will operate under the USA Hockey jurisdiction with regard to coach, player, parent and spectator codes of conduct and zero tolerance policies. The State tournament representative has final authority during the tournament.

## 16. 4-team Round Robin Tournament Format

Teams	Name
Team A	
Team B	
Team C	
Team D	

Round 1	
A vs B	C vs D

Round 2	
A vs C	B vs D

Round 3	
A vs D	B vs C

Round 4	
3rd Place vs 4th Place	Bronze Medal Game
1st Place vs 2nd Place	Gold Medal Game

## VI. State Player Development Camp(s) And Guidelines

1. At the time of the OSHA Player Development Camps, no Competition League Team Activity or Spring/Summer League Team Activity may take place during that time period for players in that age level. The OSHA Board will set the date during the July Summer meeting.
2. Any pertinent information related to the USA Hockey Player Development can be found at the USA Hockey Pacific District Website: [www.pacificdistricthockey.com](http://www.pacificdistricthockey.com).

## VII. Adult Programs

1. Adult Classification
  - a. Limited to amateur players age 18 and older.
2. Penalty Reporting
  - a. All match penalties, game misconducts and incidents involving assaults on game officials (on or off-ice) or incidents involving spectators must be reported in writing by a responsible OSHA Member Team to the OSHA president no later than twenty-four (24) hours after such an incident occurs within the State of Oregon, or alternately no later than forty-eight (48) hours after the responsible



OSHA Member Team returns from traveling outside the State of Oregon if such an incident occurs during a trip.

- b. OSHA Member Associations are responsible for informing their member teams of this reporting requirement and for ensuring that Member Teams respond accordingly. Failure to comply with this requirement may result in immediate suspension for any or all of the following: involved participants, Member Team, coach, manager or Member Association.

## **VIII. Policies**

### **Screening Policy**

1. Prior to participation in any OSHA/USA Hockey sanctioned event, all adult coaches, officials, managers, locker room attendants and other individuals who have routine access to children shall comply with OSHA's screening policy (to be renewed every two seasons expiring June 1 of second season, unless otherwise stated).
2. OSHA mandates that its leagues have rules in place to sanction any individual(s) and association(s) who violate this rule.
3. Participation is only allowed when the participant's name appears on OSHA's Screening Compliance List. Furthermore, it is USA Hockey's policy that it will not authorize or sanction in any of its programs, any coach, manager or other individual who has routine access to children who refuses to consent to be screened.

### **SafeSport Policy**

1. Prior to participation in any OSHA/USA Hockey sanctioned event, all adult coaches, officials, managers, locker room attendants and other individuals who have routine access to children shall comply with OSHA's SafeSport Policy (renewable every two seasons and will expire June 1 of second season, unless otherwise stated).
2. OSHA mandates that its associations have rules in place to sanction any individual(s) who violate this rule.
3. Participation is only allowed when the participant's name appears on OSHA's SafeSport Compliance List. Furthermore, it is USA Hockey's policy that it will not authorize or sanction in any of its programs any coach, manager or other individual who has routine access to children who refuses to consent to SafeSport certification.
4. Please refer to the SafeSport Program Handbook for details of these policies. A copy of the USA Hockey SafeSport Program Handbook may be obtained from both OSHA and USA Hockey, or online at [www.OSHA.com](http://www.OSHA.com) and [http://assets.ngin.com/attachments/document/0127/0812/USA\\_Hockey\\_SafeSport\\_Program\\_Handbook\\_2017.pdf](http://assets.ngin.com/attachments/document/0127/0812/USA_Hockey_SafeSport_Program_Handbook_2017.pdf)

### **Concussion Protocol (OSHA)**

1. Effective with the 2017-18 season, USA Hockey recently added a concussion awareness acknowledgment requirement to its online registration process for all members. Furthering the commitment to concussion education and awareness as a primary

component of player safety, the Pacific District has adopted Concussion Protocol that is now being implemented in all the District's affiliates. The Protocol is education-based and works in tandem with any existing State legislation.

2. In Oregon, Senate Bill 721 (2013) is enforced in addition to the Pacific District Protocol. Many of the components of the Protocol and the legislation overlap.
3. The required OSHA concussion program will be implemented as follows:
  - a. **Parents/Guardians:** Concussion protocol acknowledgment form must be signed annually. This form states that parents/guardians understand that an athlete will be removed from participation for a medical evaluation if a concussion is suspected and that they must be released by a medical provider prior to returning to participation.
  - b. **Coaches:** Concussion protocol acknowledgment form must be signed annually. This form states that coaches understand an athlete who may have suffered concussive activity will be removed from participation for a medical evaluation and must be properly cleared by a medical provider before they can return to participation.
  - c. **Referees:** Concussion protocol acknowledgment form must be signed annually and maintained by the referee association governing body. This form states that coaches understand an athlete who may have suffered concussive activity will be removed from participation for a medical evaluation and must be properly cleared by a medical provider before they can return to participation.
  - d. **Athletes:** Athletes must receive and sign acknowledgment for concussion education annually. Athletes under the age of 12 must sign a form that also includes a parent signature. Athletes over the age of 12 may sign the form without a parent signature.
4. Concussion Evaluation and Return to Participation Protocol:
  - a. This form is a tool for coaches, managers and parents when an athlete needs to be evaluated for a potential concussion. While medical providers do not have to complete this form, it does provide valuable information. Medical providers may release an athlete using their own discharge paperwork.
  - b. The new USA Hockey concussion management program Return to Sport criteria has been added to the back of the evaluation and return to participation form. Again, this is information for parents, and a guide for medical professionals to understand our expectations as an organization to return an athlete to play; however, a medical professional trained in the management of concussions will develop an athlete-specific return-to-participation program.

### **Zero Tolerance Policy**

1. In an effort to make ice hockey a more desirable and rewarding experience for all participants, USA Hockey instituted a zero-tolerance policy beginning with the 1992-93 season. This policy requires all players, coaches, officials, team officials, administrators and parents/spectators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey-sanctioned games.

2. For additional information on points of emphasis, please refer to the USA Hockey Annual Guidebook under Zero Tolerance Policy: <http://www.usahockeyrulebook.com/page/show/1015130-zero-tolerance-policy>.

### **Locker Room Policy**

1. USA Hockey is concerned with locker room activities between minor players, locker room activities between minor players and adult players, adults being alone with individual minor players in locker rooms, and non-official or non-related adults having unsupervised access to minor participants at sanctioned team events.
2. It is the policy of USA Hockey and OSHA that all OSHA ice hockey programs have at least one responsible adult directly monitoring the locker room during all team events to ensure that only participants (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room. Any individual meetings between a minor participant and a coach in a locker room shall require a responsible adult be with the coach.
3. Further, responsible adults must personally monitor the locker room environment at all times while participants are present and also make sure the locker room is appropriately secured during times when minor participants are on the ice.
4. All responsible adults serving as locker room monitors should be gender appropriate and the co-ed locker room policy must be followed as described in the current USA Hockey Annual Guide. Monitors must be screened, SafeSport certified and meet all USA Hockey participation and compliance standards.
5. Further information can be found in the USA Hockey Annual Guide at: [http://www.usahockey.com/layout\\_container/show\\_layout\\_tab?layout\\_container\\_id=8032076&page\\_node\\_id=908022&tab\\_element\\_id=13541](http://www.usahockey.com/layout_container/show_layout_tab?layout_container_id=8032076&page_node_id=908022&tab_element_id=13541).

### **Gender Equity – Co-Ed Locker Room Policy**

1. The issue of co-ed dressing arrangements in locker rooms often arises, and USA Hockey is frequently asked to provide some type of guideline to deal with such situations. Teams, leagues, associations and USA Hockey need to recognize that there are gender equity issues to address when managing a co-ed locker room setting. Both female and male privacy rights must be given consideration and appropriate arrangements made. USA Hockey's member organizations should consider the following: 1. Recognize that it is an issue that must be dealt with and that favoring one group over another can produce legal ramifications; 2. Recognize that the ideal situation of using two, separate dressing rooms is not possible in many ice rink/arena settings; 3. Recognize that it is an issue that will increase in visibility as girls'/ women's participation in USA Hockey continues to grow; and 4. Recognize that it is an issue for members who are participating as players, coaches and officials.
2. Further information can be found in the USA Hockey Annual Guide at: [http://assets.ngin.com/attachments/document/0058/3795/Co-ed\\_Locker\\_Room\\_Policies\\_.pdf](http://assets.ngin.com/attachments/document/0058/3795/Co-ed_Locker_Room_Policies_.pdf).

## IX. Codes Of Conduct

1. USA Hockey has established a “Code of Conduct” for its members including Administrators/ Volunteers, Coaches, On-Ice Officials, Parents, Players and Spectators. These codes of conduct help improve the growth, development and participation by providing a responsible environment for our players.
2. Further information can be found in the USA Hockey Annual Guide at: <http://www.usahockeyrulebook.com/page/show/1015129-codes-of-conduct>.

## X. Conflict Of Interest Policy

Conflicts of interest have the potential to cause legal problems as well as embarrassment for USA Hockey, Inc. (“USA Hockey”). While conflicts of interest are not prohibited, they must be duly considered by an appropriate body or party of USA Hockey, based on disclosures as required by USA Hockey. This Conflicts of Interest Policy (this “Policy”) is intended to help directors, officers, employees, members of Councils, Committees, Sections and similar bodies, and certain other persons identify situations that present possible conflicts of interest and to provide USA Hockey with procedures whereby potential conflicts may be reviewed by an appropriate body or party of USA Hockey.

Conflicts of interest exist where an individual’s activities or relationships present the potential for improper personal gain or advantage, or an adverse effect on the interests of USA Hockey. It is impossible to list every circumstance giving rise to a conflict of interest; however, this Policy will serve as a guide to the types of circumstances that create conflicts of interest. Because the nature of the business of USA Hockey requires great public respect for and trust in the reputation and integrity of USA Hockey, and because USA Hockey operates in the public spotlight, USA Hockey is expected to conduct its affairs in a manner consistent with high ethical principles. USA Hockey correspondingly requires Responsible Persons (as defined below) to act in the same manner.

It is recognized that many persons serving in paid, volunteer and other roles with USA Hockey may also have volunteer, employment, management, ownership and other relationships with other entities involved in hockey that give rise to fiduciary and similar obligations to those other third parties. Ordinarily a Responsible Person’s obligations to USA Hockey and a third party are not in conflict; however, when Conflicts of Interest arise, a Responsible Person has a primary fiduciary duty to USA Hockey and must always act in the best interests of USA Hockey. If a Conflict exists, then the Responsible Person must recuse themselves from involvement in the matter as more fully set forth in Section III below. Recognizing that Conflicts of Interest arise, this Policy is intended to preserve the integrity of the decisions and actions taken by USA Hockey.

### 1. Definitions

As used in this Policy, the following capitalized terms shall have the meanings indicated. “**Agent**” refers to a person serving as a director, officer, agent, partner, associate,

trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative of an entity or individual.

**“Board”** is the Board of Directors of USA Hockey.

**“Transaction”** is any contract, transaction, agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a grant or loan, or the establishment of any other financial relationship with USA Hockey or a Related Organization.

**“Control”** exists if an entity or individual either (i) owns, directly or indirectly, at least fifty percent (50%) of the equity ownership of another entity, or (ii) has the right, directly or indirectly, to direct or cause the direction of the management and policies of another entity, whether through the ownership of voting interests, by contract, or otherwise.

**“Family Member”** is a spouse, parent, child or a spouse of a child, brother, sister or spouse of a brother or sister, of a Responsible Person.

**“Related Organization”** is an entity that controls, is controlled by, or is under common control with USA Hockey.

**“Responsible Person”** is any person who holds one or more of the following positions with USA Hockey or a Related Organization: Director; Director Emeritus; officer; member of a Council, Committee or Section; member of the USA Hockey staff; member of a task force or other similar ad hoc committee; member of a hearing or appeal panel regarding a disciplinary matter, or any other person determined by the President of USA Hockey to be subject to this policy.

## **2. Existence of a Conflict of Interest**

A “Conflict of Interest” or “Conflict” exists when a Responsible Person’s activities or interests, whether direct or indirect, interfere with, influence, or have the potential to interfere with or influence his or her responsibilities in any material respect on behalf of USA Hockey or undermine the interests of USA Hockey; provided, however, where a Responsible Person has a financial interest (regardless of the materiality of the financial interest) in a Transaction, a potential Conflict of Interest may exist. This definition of Conflict of Interest is intended to be interpreted broadly because the appearance of impropriety can be just as damaging as actual impropriety. Therefore, a Conflict of Interest exists whenever the public may reasonably infer from the circumstances that there is or could be such a conflict. Conflicts of Interest include, without limitation, the following types of circumstances and related examples, which are presented for illustration purposes and are not intended to be an exhaustive list of all potential Conflicts of Interest:

→ When USA Hockey is considering entering into a Transaction with a Responsible Person or Family Member.

**Example:** Approval of the Board is sought for an agreement for the provision of consulting services by a director of USA Hockey.

→ When USA Hockey is considering entering into a Transaction with an entity (other than a Related Organization) or individual in which a Responsible Person or Family

Member has a financial interest or is an Agent.

**Example:** Approval of the Finance and Investment Committee of USA Hockey is sought for a banking relationship with a company of which a USA Hockey director is the Vice President.

→ When a Responsible Person engages in activities competing with USA Hockey or a Related Organization, including in the provision of services for, or in any other transaction or arrangement with, a third party.

**Example:** An officer of USA Hockey agrees with another national governing body to promote the other national governing body in negotiations with potential sponsors or licensees.

→ When a Responsible Person has a financial interest in an entity or individual that competes with USA Hockey or a Related Organization, including in the provision of services for, or in any other transaction or arrangement with, a third party.

**Example:** The spouse of an officer of USA Hockey works for or is an investor in a company that competes with USA Hockey, or in a company that provides services to a company that competes with USA Hockey.

→ When a Responsible Person accepts gifts, excessive entertainment or other favors from any individual or entity that does, or is seeking to do, business with USA Hockey or a Related Organization, if it might be concluded that such action was intended to influence or might influence the Responsible Person in his or her duties to USA Hockey. This does not preclude the acceptance of items of nominal or insignificant value that are clearly tokens of respect or friendship and not related to any actual or potential transaction or activity of USA Hockey or a Related Organization.

**Example:** The chair of the Finance and Investment Committee of USA Hockey is offered free use of a lake home belonging to the President of an organization that has a financial proposal under review by USA Hockey.

→ When a Responsible Person has a financial interest, or is an Agent of an organization that is reasonably likely to be impacted (financially or otherwise) by an action or decision made by the Responsible Person in his or her capacity acting on behalf of USA Hockey.

**Example:** A Council member who works for a league or other organization is called upon to vote or make a decision on a matter **materially** impacting the league or other organization.

**Example:** A director working or volunteering for a Tier I program serves on a committee for determining whether to grant Tier I status to competing programs.

→ When a Responsible Person's activities or interests, whether direct or indirect, interfere with, influence, or have the potential to interfere with or influence his or her responsibilities on behalf of USA Hockey or undermine the interests of USA Hockey

**Example:** A Council member has a significant client that owns or operates a facility

being considered as the host of a USA Hockey event.

**Example:** A director serves on a hearing panel or appeal panel involving discipline against a member of the director's program.

### **3. Policy and Procedures**

The procedures set forth below are designed to help Responsible Persons identify situations that present potential Conflicts of Interest and to provide USA Hockey with a procedure for independent review and, when appropriate, approval of a circumstance in which a Responsible Person has or may have a Conflict of Interest. The policy is intended to comply with the procedure prescribed in the Code of the District of Columbia, Section 29-406.70, which governs conflicts of interest for directors of nonprofit corporations.

#### **a. Reporting Conflicts of Interest**

Prior to Board, Executive Committee or other action on a matter involving a Conflict of Interest (including any decision or any Transaction), a Responsible Person who believes he or she has a Conflict of Interest shall disclose all facts material to the Conflict of Interest as follows:

- i. in the case of Board or Executive Committee action, to the President;
- ii. in the case of action by a Council, Committee, Section, task force, other ad hoc committee, or hearing or appeal panel, to the applicable chair (for example, a member of a Council who believes that he or she has a Conflict of Interest shall report the matter to the chair of the Council);
- iii. in the case of action by USA Hockey staff, to the Executive Director. Such disclosure shall be made by the person with the Conflict prior to or at the meeting.

The individual to whom the disclosure is made shall report the disclosure at the meeting prior to consideration of the matter involving the Conflict, and the disclosure shall be reflected in the minutes of the meeting. If the person having the Conflict of Interest is the President, then the required disclosure shall be made to, and the required report shall be made by, a Vice President or another officer. If the person having the Conflict of Interest is the Executive Director, then the required disclosure shall be made to, and the required report shall be made by, the President.

For any other Conflicts of Interest not described above, the Responsible Person who believes he or she may have a Conflict of Interest shall disclose to the President the facts relating to the potential Conflict of Interest. A Responsible Person with a Conflict of Interest shall refrain from any action that may affect USA Hockey's participation in the subject Transaction or other decision or action of USA Hockey, and shall not attempt to exert his or her personal influence regarding the matter. Individuals or bodies of USA Hockey with questions about procedures for disclosure and review of Conflicts of Interest may seek advice from the Chair of the Legal Council, who may answer such question or refer such question to a member of the Legal Council or other designee.

**b. Unreported Conflicts of Interest**

At the direction of the President or Vice President of the Legal Council, USA Hockey may review any matter to be considered by the Board, or a Council, Committee, Section, task force, other ad hoc committee, hearing or appeal panel or other body of USA Hockey, to determine whether a Responsible Person has a Conflict of Interest, and if it is determined that a Conflict exists the Conflict of Interest procedures herein shall apply.

**c. Review of Conflicted Transactions**

For matters in which a Responsible Person has a Conflict of Interest, the Board, Executive Committee, Council, Committee, Section, task force, other ad hoc committee, hearing or appeal panel, or other body of USA Hockey, as applicable, shall review each Conflict of Interest that is reported to it, and may approve the matter if the material facts as to the matter and the Conflict of Interest are fully disclosed or known to the body considering the matter, and the body approves the matter in good faith by the affirmative vote (without counting the person(s) with the Conflict) of a majority of the disinterested members of the body at the meeting, even though the disinterested members constitute less than a quorum for such meeting.

**d. Questions**

If it is not clear whether a Conflict of Interest exists, then a Responsible Person with a potential Conflict shall disclose the circumstances to the President, who shall determine whether there exists a Conflict of Interest that is subject to this Policy.

A Responsible Person who believes he or she has a Conflict of Interest **shall not may except to** participate in the body's discussion of the matter **if they have disclosed the material facts related to the Conflict and all parties related to the subject of the matter are present or represented; and to respond to questions provided however,** the chair of the body considering the matter **shall may** provide an opportunity for the body to discuss the matter without the person with the Conflict of Interest present. The person with a Conflict of Interest may not vote on the subject matter. The chair has the power to require the interested person to leave the room while the vote is taken **and/or during deliberations.**

The minutes of the meeting of the body reviewing a Conflict of Interest and making a decision on the underlying matter shall reflect (1) the matter under consideration, (2) the Responsible Person with a Conflict of Interest, (3) the Responsible Person's ineligibility to vote and/or absence from the meeting during any discussion or vote, and (4) the decision of the body on the matter under consideration.

For all other Conflicts of Interest, the President shall determine whether the Conflict of Interest should be reported to or acted on by the Board or other body of USA Hockey. The President may also determine whether review and resolution of a Conflict of Interest should be handled by



another party or body of USA Hockey, including a special committee designated by the President. In each case, the President may direct and address review and resolution of the matter in the President's discretion, and shall make a written record of the disclosure of the Conflict of Interest and related decision on referral of the matter.

Individuals or bodies of USA Hockey with questions about procedures for disclosure and review of Conflicts of Interest may seek advice from the Chair of the Legal Council, who may answer such question or refer such question to a member of the Legal Council or other designee.

## **XI. Whistleblower Policy**

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

1. **Encouragement of Reporting.** The Oregon State Hockey Association encourages complaints, reports or inquiries about illegal practices or serious violations of the Oregon State Hockey Association's policies, including illegal or improper conduct by the Oregon State Hockey Association itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the Oregon State Hockey Association has existing complaint mechanisms should be addressed under those mechanisms. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.
2. **Protection from Retaliation.** The Oregon State Hockey Association prohibits retaliation by or on behalf of the Oregon State Hockey Association against board members, staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Oregon State Hockey Association reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.
3. **Confidentiality.** Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal right of defense.
4. **Where to Report.** Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis of the complaints, reports or inquiries. They should be directed to the Oregon State Hockey Association's President of the Board of Directors or Vice President immediately; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the OSHA Safesport Coordinator. The Oregon State

Hockey Association will conduct a prompt, discreet, and objective review or investigation. Directors, staff or volunteers must recognize that the Oregon State Hockey Association may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

## **XII. Records And Retention Policy**

The Oregon State Hockey Association, USA Hockey (“Oregon State Hockey Association”) shall retain records in an orderly fashion for time periods that comply with legal and government requirements.

### **Record Retention Guidelines.**

The following holding periods shall be used for the maintenance of the documents listed below:

1. Accounting Records
2. Accounts Payable - 7 Years
3. Accounts Receivable - 7 Years
4. Audit Reports - Permanent
5. Chart of Accounts - Permanent
6. Depreciation Schedules - Permanent
7. Expense Reports - 7 Years
8. Financial Statements (Annual) - Permanent
9. Fixed Asset Purchases - Permanent
10. General Ledger and General Journals - Permanent
11. Loan Payment Schedule - 7 Years
12. Purchase Orders & Correspondence - 7 Years
13. Purchase Requisitions - 2 Years
14. Tax Returns and Working Papers - Permanent
15. Trial Balances (Annual) – Permanent

## **XIII. Dispute Resolution**

1. This guidebook is intended to assist everyone in supporting amateur hockey in Oregon. However, the OSHA Board of Directors also recognizes that disputes do arise in hockey; often because each person has their own perspective of what is right. This summary is intended to help you understand how disputes are resolved under the rules of USA Hockey and OSHA.
2. The federal Amateur Sports Act governs amateur hockey in the United States. USA Hockey is required to comply with that law as the sanctioning body for America's national and Olympic hockey teams. The Act requires USA Hockey, and therefore OSHA, to maintain a fair and speedy process for resolving disputes. USA Hockey just rewrote its dispute resolution rules, which are contained in the new Section 10 of the Bylaws of USA Hockey.

3. Every Member Association, league, or independent team must maintain an impartial procedure for discipline and for dispute resolution. A team, which is part of an association, functions under its association's dispute resolution rules.
4. There is no right to appeal a game misconduct, since this rule is considered to be part of the referee's game jurisdiction. Note that supplemental discipline may be awarded under USA Hockey Rule 410 after a game misconduct, after hearing.
5. All hearings should have the following components:
  - a. Adequate notice of the time and place of the hearing must be provided. This should be in writing. "Adequate notice" means giving a reasonable chance to prepare, including obtaining evidence or affidavits and getting the assistance of others. Notice of the charges or issues will be considered and the possible discipline, which may occur, must be provided. This should also be in writing. It is the Association's responsibility to give prior notice of the allegations and the possible discipline. For example, absent an immediate threat to the safety of youth players, it would be improper to schedule a meeting to "discuss" a coach's conduct, and to then suspend the coach based on the "discussion".
  - b. Where playing conduct is under review, the player or his parent must be provided with the information supporting the suspension, including a copy of the game scoresheet and any report submitted by the referees, as well as written statements, or summaries of oral statements, to the extent those were relied upon in awarding or sustaining the penalty.
  - c. The person or panel that is ruling on the matter must be impartial and they must not have previously made up their mind on a dispute. It is invalid for someone who is involved in the dispute to rule on a matter.
  - d. The person who is the object of the hearing must have the right to hear all negative evidence and to present all favorable evidence. They must be permitted to have someone assist them or represent them. However, legal rules of evidence do not apply, and they do not have unlimited time to present their case.
  - e. The decision resulting from the hearing shall be promptly conveyed and should be memorialized in writing.
6. If the hearing is held by an association, which is a member of a league, the first level of appeal is to the league under the league's rules. OSHA will not hear an appeal until the league appeal is completed or the league has demonstrated a refusal to consider the appeal.
7. Appeals to OSHA shall be directed to the Discipline Committee headed by the Vice President within ten (10) days of the ruling by the league or association which is being appealed.
8. The decision of the Discipline Committee may be appealed to the OSHA Board of Directors. All Appeals are conducted in accordance with USA Hockey Bylaw 10.

## **XIV. Disciplinary Committee**

The Disciplinary Committee will consist of at least the OSHA Vice President, two (2) or more other individuals that are deemed to be impartial, fair and reasonable people. The OSHA President shall also serve as an ex-officio member of this Committee if not otherwise appointed to the committee but shall not vote nor shall his/her presence be counted for purposes of determining a quorum when serving in an ex-officio capacity. The OSHA Vice President shall be chairperson of the Disciplinary Committee. The chairperson shall be responsible for determining when and if legal counsel is needed for any actions of the Disciplinary Committee. If it is determined that such legal counsel is necessary, the OSHA legal counsel shall serve on the Disciplinary Committee in a non-voting capacity.

The purpose of the Disciplinary Committee

1. Is the resolution of disputes and appeals within the State of Oregon in accordance with OSHA and USA Hockey Bylaws, Rules and Regulations. The Disciplinary Committee may select other interested persons to participate in disciplinary meetings, but such other parties shall be non-voting members of the Committee.
2. The responsibility and duty to initiate disciplinary proceedings in any matter of significant concern to the Affiliate or as to any matter between Affiliates of USA Hockey under guidelines and rules established by the Committee and ratified, adopted or approved by the Board of Directors.
3. To hold hearings for all Match Penalties.

## **XV. Individual Discipline**

Players, parents, coaches and all other individuals within OSHA are subject to the same rules and regulations of conduct and are equally subject to suspension, expulsion or discipline. The President, or any Vice President officially acting in his place or stead, pursuant to the rules prescribed herein and consistent with the rules and regulations of USA Hockey relating to suspension or expulsion, may suspend, any player, parent, team, team official, referee, or other individual for conduct detrimental to the game, or for such other reasons as may be determined as grounds for suspension or expulsion by the Board of Directors.

# OSHA CONSTITUTION AND BYLAWS

## Article 1 — USA Hockey Preeminence

The Oregon State Hockey Association (“OSHA” or Affiliate”), an Affiliate Association of USA Hockey, Inc., shall abide by and act in accord with the Articles of Incorporation, Bylaws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of USA Hockey, and such documents and decisions shall take precedence over and supersede all similar governing documents and/or decisions of OSHA. Further, OSHA (i) shall assist USA Hockey in the administration and enforcement of the provisions of the Bylaws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of USA Hockey, within and upon its members and/or within its jurisdiction and (ii) agrees to be guided by the following core values of USA Hockey:

1. **Sportsmanship.** Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.
2. **Respect for the Individual.** Treat all others as you expect to be treated.
3. **Integrity.** We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.
4. **Pursuit of Excellence.** At the Individual, Team and Organizational Levels. Each member of the organization, whether player, volunteer or staff, should seek to perform each aspect of the game to the highest level of his or her ability.
5. **Enjoyment.** It is important for the hockey experience to be fun, satisfying and rewarding for the participant.
6. **Loyalty.** We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.
7. **Teamwork.** We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

## Article 2 — Indemnity

The Oregon State Hockey Association (OSHA), an Affiliate Association of USA Hockey, Inc., shall indemnify and hold harmless USA Hockey, the Board of Directors of USA Hockey and each member thereof, the Executive Committee of USA Hockey and each member thereof, the councils and committees of USA Hockey and each member thereof, and all other elected, appointed, employed or volunteer representatives of USA Hockey from any and all claims, liability, judgments, costs, attorneys’ fees charges and expenses whatsoever, arising from the acts and omissions of OSHA, except to the extent (i) that USA Hockey or its afore described representatives caused such claims, liability, judgments, costs, attorneys’ 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 USA Hockey. Further, OSHA understands and acknowledges that USA Hockey and its 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 bylaw.

USA Hockey shall reasonably cooperate with Affiliate in any litigation and provide reasonable support in connection 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 expense not reimbursed by Affiliate.

## **Article 3 — USA Hockey Required Principles**

### **A. Membership.**

All Registered Participant Members of OSHA (players and coaches), as a condition of membership in good standing with OSHA, shall also be required to be Registered Participant Members in good standing with USA Hockey. “Registered Participant Members” is a defined term in USA Hockey Bylaw 1 and OSHA incorporates that definition, as amended from time to time, into these Bylaws.

### **B. Government.**

The government and authority of OSHA shall be vested in a Board of Directors composed of at least three representatives, as determined by OSHA, selected through an annual democratic election process. A majority of the Board must always be composed of representatives selected by such election process. The officers of OSHA, selected by the Registered Participant Members or the Board of Directors, shall include at least a president, vice president and secretary-treasurer. It is recommended that the terms of directors and officers be staggered.

### **C. Voting.**

Each Registered Participant Member of OSHA shall be entitled to one vote in the process adopted by Affiliate for the election of its Board of Directors. The process adopted by Affiliate for the election of its Board of Directors shall be based upon the premise that each Registered Participant Member of OSHA shall be entitled to one vote. The manner of any voting by proxy shall be stated in writing and shall be subject to the approval of the Executive Committee of USA Hockey.

### **D. Annual Meetings.**

Any action(s) or policy(s) adopted or requested to be adopted by the Board of Directors or the officers of OSHA shall be reported to its membership, or their duly authorized representatives, at least once each year at a meeting called for such purpose, with notice and agenda of such meeting being given to all members of OSHA no less than fifteen (15) days in advance of the holding of the meeting, which meeting shall be open to all members of OSHA.

**E. Financial Reports, Dues and Assessments.**

OSHA shall provide to the Executive Director of USA Hockey an annual financial report of operations, and all dues and assessments by OSHA shall be reasonable in relation to the programs it offers to its members.

**F. Publication of Constitution and Bylaws.**

OSHA shall annually distribute, or make available online, to its members, copies of its constitution, bylaws and other governing documents, and all amendments thereto.

Copies shall also be available upon request.

**G. Equal Opportunity/Suspension of Registered Participant Members and/or Others Without a Hearing.**

OSHA must provide an equal competitive opportunity taking into accountability, physical size and other athletic criteria, to amateur athletes, coaches, trainers, managers, administrators, and officials to participate, consistent with the requirements of the Amateur Sports Act of 1978, as amended, in amateur athletic competition without discrimination on the basis of race, color, religion, age, sex, or national origin. OSHA shall provide for the prompt and equitable resolution of grievances of its members, including fair notice and opportunity for a hearing to any amateur athlete, coach, trainer, manager, administrator, or official before declaring such individual ineligible to participate, in accordance with USA Hockey Bylaw 10. OSHA may impose a summary suspension only in those circumstances permitted by USA Hockey Bylaw 10. Any hearing following a summary suspension shall be conducted in accordance with USA Hockey Bylaw 10.

**H. Insurance.**

OSHA agrees, at all times throughout the term of this Agreement, to be covered by the general liability insurance policy and any other policies maintained by USA Hockey. USA Hockey shall inform OSHA of the limits of that policy, and of the changes to those limits which may be made by USA Hockey at its sole prerogative. OSHA retains the right to obtain whatever additional insurance coverages it may desire, at its own expense, but agrees to name USA Hockey as an additional insured thereof.

**I. 501(c)(3) Status.**

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

**J. Abuse.**

OSHA shall adopt sexual, physical and emotional abuse policies to prohibit such activities and which meet certain minimum criteria established by USA Hockey (subject to any contrary requirements contained in state or local law applicable to OSHA).

## **Article 4 — USAH Affiliate Name**

The name of this USA Hockey Affiliate organization shall be THE OREGON STATE HOCKEY ASSOCIATION, INC., d.b.a. OREGON STATE HOCKEY ASSOCIATION (OSHA), and shall be referred to hereafter as the "AFFILIATE" or "OSHA".

## **Article 5 — Purpose**

The purpose of OSHA shall be to:

1. Promote the sport of amateur ice hockey in the State of Oregon in compliance with the USA Hockey Bylaws, Rules and Regulations and Policies.
2. Make the sport of ice hockey available to amateur participants as defined by USA Hockey at an affordable cost at all levels of participation.
3. Develop and encourage sportsmanship and fellowship among players for the betterment of their physical and social well-being.
4. Bring together the various ice hockey associations, organizations, arenas, and independent teams in the State of Oregon under a single statewide association, as an "Affiliate" of USA Hockey, to represent the interests of the participants in the sport of amateur ice hockey within the State of Oregon.
5. Encourage and support the holding of tournaments in the State of Oregon for the purpose of selecting Oregon's State Champion at the non-tiered level and for selecting Oregon's entries in District and National competitions at the Tiered I and/or II levels in accordance with OSHA, Pacific District and USA Hockey By-laws and Rules and Regulations.
6. Provide leadership in recruiting, player development, coaches training, officials training, communication and overall governance of the sport of amateur ice hockey in the State of Oregon as defined in the OSHA Guidebook and within the guidelines, rules and regulations set forth by Pacific District and USA Hockey.
7. Do any and all things as are incidental or conducive to the attainment of the above purposes and objectives.

## **Article 6 — Office**

The location of the principal office of this Affiliate shall be as approved by the Board of Directors.

## **Article 7 — Non-Profit Status**

This Affiliate shall have no capital stock and shall not be conducted for profit. Furthermore, this Affiliate shall maintain its nonprofit status registration in the State of Oregon pursuant to Internal Revenue Code Section 501 (c)(3) of 1954 (or corresponding provisions of future laws), and such other State law applicable to non-profit corporations.



## **Article 8 — Membership**

### **SECTION 1: QUALIFICATIONS FOR MEMBERSHIP**

Any active, amateur ice hockey association located in the State of Oregon shall be eligible for full membership in this Affiliate, and upon compliance with all provisions of the Affiliate Constitution and Bylaws, the Pacific District Guidebook, USA Hockey Bylaws, all Rules and Regulations of this Affiliate, Pacific District and USA Hockey shall be deemed a Member in good standing.

The membership of this Association shall be composed of non-profit ice hockey associations, and for-profit ice sports facility organizations.

For the purpose of regular membership, an active amateur ice hockey association must be duly incorporated as a non-profit entity within the State of Oregon. For-profit ice sports facility associations must be registered business entities within the State of Oregon.

### **SECTION 2: MEMBERSHIP**

1. There shall be two (2) classes of membership (“Member Organizations”):
  - a. NON-PROFIT MEMBER ASSOCIATION: Must be duly incorporated in the State of Oregon as a non-profit entity and designated as either a 501(c)3 or 501(c)(7) organization.
  - b. FOR-PROFIT MEMBER ASSOCIATION: Must be registered as a corporation with the State of Oregon and agrees to abide by USA Hockey Bylaw 10 for dispute resolution, and must follow all USA Hockey rules and regulations, and exclusively use USA Hockey certified referees.

### **SECTION 3: MEMBER REQUIREMENTS**

All Member Organizations must properly register its teams with USA Hockey and comply with the Bylaws, Constitution, Policies and Rules and Regulations of OSHA and USA Hockey.

The Board of Directors of OSHA shall establish the criteria to become a Member Organization. Such criteria shall include, but are not limited to the following:

1. Non-profit organizations must have a board of directors; for-profit organizations have a designated Director of Hockey.
2. The organization’s operations must be consistent with and follow the Bylaws, Rules and Regulations, and Policies of USA Hockey and OSHA.
3. The organization must demonstrate the financial capacity to operate the programs as presented in their application.

4. The organization must be able to provide or access sufficient ice consistent with the size of its program.
5. Non-profit organizations must maintain director and officer (D&O) and liability insurance, and name OSHA as an additional insured. For-profit organizations must maintain liability insurance. Organizations serving youth players must be able to demonstrate an internal development program for current and future players consistent with USA Hockey's American Development Model (ADM).
6. The Member must be a Member in Good Standing per Section 4.A.
7. Member associations must submit annual proof of good standing as a registered Oregon business entity (non-profit or for-profit). Non-profit member organizations must submit governing documents (bylaws, constitutions, rules/guides, etc.) and annual Form 990 filings, and are subject to periodic review and audit with any associated cost born by the Member.

#### **SECTION 4: VOTING**

Each Member Organization shall be represented by one (1) representative who shall have one (1) vote, as elected by the Registered Participant Members of the Member Organization.

1. **Membership in Good Standing.** All Member Organizations must be "Members in Good Standing" with OSHA and USA Hockey. Each Member Organization shall submit to OSHA each year a copy of its Constitution, Articles of Incorporation, Bylaws, Rules and Regulations (if any), a list of their current officers, and a membership compliance checklist using OSHA's current form, prior to OSHA's Annual Meeting. Membership within OSHA is non-transferable without the written consent of OSHA, which shall require at a minimum certification that the organization continues to satisfy the membership requirements and is a Member in Good Standing.

Members who conduct themselves in such a manner as to cause harm to the credibility of OSHA and youth hockey put their "Membership in Good Standing" at risk. Conduct of this nature includes, but is not limited to, organizational recruitment of players from other members, failure to pay ice rinks, failure to pay leagues, suppliers and officials, knowingly rostering a player not in good standing with his/her previous USA Hockey organization and providing false information to donors. Members who are alleged by OSHA or its Board of Directors to have conducted themselves in a manner which violates this Membership in Good Standing guidelines are required to respond to the OSHA Board of Directors or such committee as the Board delegates, and to informational requests from such parties, to review potential disciplinary actions.

In the event any Member Organization is alleged by the OSHA Board of Directors or a committee designated by the Board to have violated the Membership in Good Standing guidelines, they may be suspended by OSHA, or OSHA may impose other disciplinary

action, following a hearing held in accordance with USA Hockey Bylaw 10 unless, under the USA Hockey Bylaws, no such hearing is required.

### **SECTION 5: APPLICATION**

Membership in the Affiliate may be acquired by application on an OSHA application form. A fee, as may be established by the Board of Directors, must accompany applications for membership, and as appropriate a certified copy of the applicant's Constitution and/or Bylaws. All membership applications must be submitted to OSHA by the January meeting. The Board will vote on the application during the following Annual Meeting, or at a special meeting called for that purpose, if necessary.

Current members that do not meet the qualifications set forth in Article 8 for their current membership classification in a given regular season shall automatically forfeit its membership, unless the member qualifies for a different classification, in which case the member shall continue as a member in that classification. Any member that completely forfeits its membership for failing to meet the qualifications set forth in Article 8 must reapply for membership as outlined herein.

### **SECTION 6: MEMBERSHIP COMMITTEE**

The OSHA President shall appoint a Membership Committee whose role shall be to review Membership Application Forms for completeness, provide applicants with assistance with completing the applications according to the Membership Application Procedure, reviewing the applications and making recommendations to the OSHA Board of Directors on whether the Member Organization(s) have satisfied the membership requirements for the applicable membership classification.

## **Article 9 — Fees, Dues & Sanctions**

### **SECTION 1: FEES**

The Board of Directors may establish a membership fee for association membership in this Affiliate. This fee shall be established in January by the Board of Directors on an annual basis and published in official minutes and included on the application form. This will be a one-time only fee.

### **SECTION 2: DUES**

Each member association, club, league, team or other organization will pay annual team dues. The amount of the team dues will be determined by the Board during the January meeting. These team dues are for the upcoming season and are due by March 31st of that playing season and will be published in the official minutes. All participant dues shall be established during the January meeting and collected during the registration process with USA Hockey. All participants must register online with USA Hockey.

### **SECTION 3: SANCTIONS**

Each Member association, club, or team failing to pay the established dues and/or fines, when payable, may be subject to suspension of membership from OSHA. The continued failure to pay the required registration fees and/or dues for a period of thirty (30) days shall result in the loss of membership. The Treasurer will monitor the payment of these fees and notify the Board of Directors of any violation.

## **Article 10 — Suspension and Expulsion of Members**

Any violations of the Constitution and Bylaws, Rules and Regulations of this Affiliate or decisions of the Board of Directors of this Affiliate as defined in the OSHA Guidebook by any member shall render such member subject to suspension pursuant to the procedures set forth in USA Hockey Bylaw 10.

## **Article 11 — Board of Directors**

The regular management of OSHA shall be vested in the Board of Directors (hereafter called the Board), and the Board shall have the authority to do all things necessary for the orderly management of the Affiliate, including, but not limited to, establishing committees, signing contracts, hiring personnel, and establishing reasonable rules and regulations to implement the purpose of the Affiliate. It shall be incumbent upon the Board to enforce all bylaws, and rules and regulations of OSHA, Pacific District and USA Hockey at all times.

### **SECTION 1: BOARD OF DIRECTORS**

The Board shall be comprised of an Executive Committee (President, Vice President, Treasurer, and Secretary) plus Representatives from Member Associations in good standing. Each member of the Board is entitled to one vote and proxy voting shall not be permitted. The Referee's Association shall appoint one member to the Board but is a non-voting member of the Affiliate.

The voting participant members of OSHA's Member Associations shall elect a President, Vice President, Treasurer and Secretary, with two-year terms staggered as follows:

- President and Secretary: Even-numbered years
  - Vice President and Treasurer: Odd-numbered years
1. **President.** The President shall preside at all meetings of the Board and the Affiliate. The President shall make an annual report on the activities of the Affiliate to the membership at the annual meeting. The President shall represent the Affiliate at all meetings (or shall appoint someone to serve in his/her place) at affiliated or unaffiliated hockey organizations at all levels. The President shall be empowered to do all things necessary to accomplish the orderly operation of this Affiliate between meetings of the Board, subject to approval at the next meeting of the Board. The President or his/her

designee shall attend all meetings of the Pacific District of USA Hockey and the Annual Congress of USA Hockey. In matters which only require a majority, the President shall vote only in the event of a tie. In all other matters which require more than a majority of those voting, the President shall have a vote. The President shall vote in all election of Officers.

2. **Vice President.** The Vice President shall discharge the duties of the President during the President's absence or disability, and other duties as assigned by the President.
3. **Secretary.** The Secretary of the Affiliate is responsible for providing a formal agenda at all official meetings, as directed by the President, and maintaining minutes of all official meetings.
4. **Treasurer.** The Treasurer shall maintain all financial records of the Affiliate in a current state and shall provide the Board with a complete financial statement, detailing all financial activities and status at each scheduled board meeting, in writing. The Treasurer shall be responsible for preservation of the Affiliate's non-profit 501(c)(3) status, the preparation of all reports, maintain all records and control all financial activities in the manner prescribed by local, state and federal law.

## **SECTION 2: ELIGIBILITY**

1. The President shall not be a voting member of any Member Association.
2. The Vice President, Treasurer, and Secretary shall not hold a similar board position within any USA Hockey Affiliate or Member Association.
3. To be eligible for election as President or Vice-President for the Board, an individual must have a minimum of one-year experience on a USA Hockey or OSHA board or organization.

## **SECTION 3: TERM**

1. Each of the Executive Committee members shall serve two (2) year terms, with two positions (President and Secretary) being elected in even years, and two positions (Vice President and Treasurer) elected in odd numbered years.
2. The Board may fill a vacancy of the Executive Committee at its discretion, for reasons other than an expired term of office. Candidates nominated for a vacant position on the Executive Committee shall be elected by a majority vote of the Board (President, Vice President, Secretary, Treasurer, and Member Associations' designated Voting Representative). The elected Executive Committee member shall serve the remainder of the term of office for the position. Vacancies in the Voting Representative position of the member shall be filled according to the individual member association Bylaws.

## **Article 12 — Appointments & Committees**

### **SECTION 1: APPOINTED POSITIONS**

Appointed positions required by USA Hockey (American Development Model and Safe Sport Coordinators) are made by the OSHA President. Additional appointments made by the OSHA President are Coach in Chief (CIC), Player Development Coordinator, High School Commissioner and any other appointments that may be required by USA Hockey.

### **SECTION 2: STANDING COMMITTEES**

The Standing committees for OSHA shall be Discipline, Audit, Membership and Nominating. The chairperson and general members of standing committees shall be appointed by the President and ratified by majority vote of the Board.

1. A member of the Board of Directors will chair all standing committees.
2. The Chairperson of each committee, with input and assistance of the committee members shall carry out the duties of the committee and provide a written report to the Board of Directors as needed and/or requested. Decisions or recommendations of the Committee shall be made by majority vote of the Committee Members. Each committee chairperson shall present a written Annual Report to the President at least one week prior to the Annual Meeting.
3. The President of OSHA is a member of all committees but shall vote only in the event of a tie.
4. The duties and authority of all standing committees shall be as set forth in the Annual Guidebook of Affiliate, which shall in any case be subject to the Constitution of the Affiliate and the USA Hockey Bylaws, Rules & Regulations and Policies.

### **SECTION 3: AD-HOC COMMITTEES**

Ad-hoc committees (e.g., Tournament Committee, Coaching Program, etc.) may be established by the President or by a majority vote of the Board. The selection process of chairperson and general members of ad hoc committees shall be the same as for standing committees except members need not be ratified by the Board and a Board member may be selected as a chair, but not required.

1. The Chairperson of each committee, with input and assistance of the committee members shall carry out the duties of the committee and provide a written report to the Board of Directors as needed and/or requested. Decisions or recommendations of the Committee shall be made by majority vote of the Committee Members. Each committee chairperson shall present a written Annual Report to the President at least one week prior to the Annual Meeting.
2. The President of OSHA is a member of all committees but shall vote only in the event of a tie.

3. The duties and authority of ad hoc committees shall be as set forth in the Annual Guidebook of Affiliate, which shall in any case be subject to the Constitution of the Affiliate and the USA Hockey Bylaws, Rules & Regulations and Policies.

#### **SECTION 4: REMOVAL OF BOARD MEMBER**

The Board (President, Vice President, Secretary, Treasurer, and Voting Representatives of Member Associations in good standing) may remove an Executive Committee Member by a two-thirds majority vote of the Board of Directors. The Board may require the replacement of a Voting Representative of a Member Association after a Bylaw 10 hearing has been held. This removal requires a two-thirds majority vote of the Board of Directors.

### **Article 13 — Meetings of the Board**

#### **SECTION 1: MEETINGS**

1. Regular meetings of the Board shall be held at such times and at such places as fixed by the President. Alternative methods for Board members to participate in the administration of OSHA include conference call or videoconference.
2. Regular Board meetings shall be open to all members. However, such members shall not participate in, or in any way interfere with the conduct of the board meeting unless the item for discussion has been submitted to the OSHA President and is a topic of discussion on the meeting agenda. The Board may allow for a closed session, as it deems necessary.
3. Agenda topics must be submitted to the OSHA Secretary no later than seven (7) days prior to a Regular meeting, 20 days prior to the Annual Meeting and 48 hours prior to a special meeting.
4. Non-agenda items. A time limit of three (3) minutes shall be allowed for participant members to state their business on non-agenda items, unless the Board provides for a longer period of time. The Board may request further discussion at a future meeting.

#### **SECTION 2: QUORUM**

A quorum is defined as the presence of a simple majority of the Board at the commencement of a meeting.

### **Article 14 — Annual & Special Meetings**

#### **SECTION 1: ANNUAL MEETING**

The Annual Meeting, which is open to all participant members, shall be held in April at a place and time designated by the Board.

#### **SECTION 2: SPECIAL MEETINGS**

Special meetings of the membership may be called by the (1) OSHA President, or (2) a simple majority of the Board.

### **SECTION 3: MEETING NOTICE AND AGENDA**

1. Notice and agenda of regular and Annual meetings: There shall be no less than a ten (10) day notice for a regular meeting and 60-day notice for the Annual Meeting. Agendas shall be available no less than five (5) days for a regular meeting and 15 days for the Annual Meeting.
2. Special meetings may be conducted by video conference or conference call for topics with urgency that require a resolution prior to a regularly scheduled meeting. A 48-hour notice period is required for special meetings unless a Special Meeting is called to amend the Bylaws. A Special Meeting to amend the Bylaws requires a 15-day notice.

## **Article 15 — Elections**

### **SECTION 1: RESULTS & ASSUMPTION OF OFFICE**

The results of the election of the Executive Committee Members (President, Vice President, Treasurer and Secretary) shall be the last item on the agenda of the Annual Meeting of the Affiliate, and the newly elected Executive Committee Members shall assume office at the conclusion of the Annual Meeting. Newly elected/newly appointed Affiliate positions shall also assume office at the conclusion of the Annual Meeting. Those individuals appointed to complete a remaining term of a vacated position assume office upon appointment.

### **SECTION 2: ELECTIONS PROCESS**

Nominations and biographies for open positions of the Executive Committee must be received by the Nominating Committee 45 days prior to the Annual Meeting. Candidates may run for a stated position up for election, subject to eligibility requirements for positions. Ballots will be distributed to participants no less than 30 days prior to the scheduled Annual Meeting and are due no less than fifteen (15) days before the scheduled Annual meeting. When a biography is submitted, it must be included with the ballot. Once the nominations have been submitted, the ballot will be closed and only those names will be distributed to registered participants of member associations in good standing. Unopposed candidates shall not appear on the ballot and are declared elected. No write-in candidates are permitted.

### **SECTION 3: TIES**

In the case of a tie during an election of officers, voting members of the current seated board will vote to break the tie between two or more candidates.

## **Article 16 — Conduct of Meetings**

### **SECTION 1: ROBERT'S RULES OF ORDER**



All meetings of the membership and the Board shall be conducted in accordance with the most recent edition of "Robert's Rules of Order."

## **SECTION 2: LEADERSHIP**

In the case of the President taking a leave of absence from his/her position, the Vice President shall immediately become President during such leave of absence, or for the remainder of the President's term if the President has resigned. In the event there is no Vice President to succeed to the Presidency, then the Secretary shall be empowered to conduct a Board Meeting for the sole purpose of electing a new or interim President.

# **Article 17 — Dispute Resolution, Discipline, Arbitration**

## **SECTION 1: DISPUTE RESOLUTION**

1. General - All claims, demands, discipline or disputes ("Disputes") arising by and between Parties, as defined in USA Hockey Bylaw Section 10, shall be subject to the provisions of this Article and USA Hockey Bylaw 10 and constitute the sole and exclusive remedy for dispute resolution.
2. Purpose - It is the specific purpose of this Article and USA Hockey Bylaw 10 to provide a uniform method of resolving Disputes that is a full and complete substitute for any court proceedings and that utilizes the specific skills, expertise and background of individuals experienced in the sport of hockey and sports administration. The procedures set forth in USA Hockey Bylaw 10 are referred to collectively as the "Dispute Resolution Procedure."
3. Failure to Follow Procedure - All Parties agree to abide by this Dispute Resolution Procedure. Failure to abide by the Dispute Resolution Procedure shall, in addition to any other sanctions allowed by these Articles:
  - a. Make a Party and any person or entity representing, participating with or aiding such Party liable for any and all costs and expenses, direct or indirect, including reasonable court costs and attorneys' fees and the value of volunteer time incurred by USA Hockey, its Affiliate Associations, directors, officers and/or agents; and
  - b. Subject such Party to Summary Suspension and/or disqualification from membership and any right to participate in USA Hockey or its Affiliate Associations' sanctioned events in the sole discretion of USA Hockey or its Affiliate Associations.

# **Article 18 — Amendments**

## **SECTION 1: CONSTITUTION & BY-LAW AMENDMENTS**

The Constitution and Bylaws of the OSHA Affiliate may be amended as follows:

1. Such proposed amendments shall be provided to all Board Members at least fifteen (15) days prior to any Annual or Special Meeting where such amendments are to be voted upon.
2. To be approved, any amendment must receive the affirmative vote of at least two-thirds (2/3) vote of Board Members voting in person at any Annual or Special Meeting.

## **Article 19 — Distribution of Assets Upon Dissolution**

### **SECTION 1: IRS SECTION 501(c)3 REQUIREMENT**

The assets of OSHA are permanently dedicated to exempt purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1954 (or corresponding provisions of future laws), OSHA shall not be operated for pecuniary profit and shall have no capital stock and shall make no distribution of dividends to its members, directors, officers or persons having a private interest in the activities of the corporation.

### **SECTION 2: DISSOLUTION**

In the event OSHA is dissolved, the Board of Directors shall pay, satisfy and discharge all liabilities and obligations of OSHA or make adequate provisions therefore and distribute all remaining assets of OSHA to an organization or organizations engaged in activities substantially similar to those of OSHA and organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at that time qualify as an exempt organization under Section 501 (c)(3) of the Internal Revenue Code of 1954 (or corresponding provisions of future laws).